

**SONA COLLEGE OF TECHNOLOGY**

*Learning is a Celebration !*

| An Autonomous Institution |

Approved by AICTE  
Affiliated to Anna University, Chennai  
ISO 9001 : 2015 Certified  
NAAC - Accredited A - Grade  
All eligible programmes NBA-Accredited



## **B.E./B.Tech. Regulations 2019**

(Version 1.0 / 2019)

(Applicable for students admitted in  
2019 and onwards)

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**SONA COLLEGE OF TECHNOLOGY, SALEM-636 005**  
**REGULATION 2019**  
**AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI**  
**REGULATIONS FOR B.E. / B.TECH DEGREE PROGRAMME 2019**  
**AND ONWARDS**

The Regulation 2019 includes various components of Choice Based Credit System (CBCS) and is also based on AICTE Model UG Curriculum 2018. This regulation is applicable to all the students admitted into B.E./B.Tech. programmes from the academic session 2019-2020 onwards.

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

**1.1** The regulations hereunder are subject to amendments as may be made by the Academic Council (AC) of the College from time to time, keeping the recommendations of the Board of Studies in view. Any or all such amendments will be effective from the date of amendment and will be applicable to the batches of students who are admitted to the programmes during the year in which amendments are made. They might be applicable even to those who are already undergoing the programmes, as may be decided by the AC.

**1.2 DEFINITIONS**

- i. "Academic Autonomy" means autonomy granted by the University Grants Commission (UGC) and Anna University, Chennai to Sona College of Technology in all aspects of conducting its academic programmes for promoting excellence;
- ii. "Autonomous College" means a College notified as an autonomous college by the University, as per the Anna University Autonomous College Statute;
- iii. "Commission" means University Grants Commission;
- iv. "Council" means All India Council for Technical Education;

- v. "Statute" means Anna University Autonomous College Statute;
- vi. "University" means Anna University, Chennai;
- vii. "College" means Sona College of Technology, Salem;
- viii. "Programme" means Degree Programme, that is, B.E. / B.Tech. Degree Programmes;
- ix. "Dean-Academics" means the authority of the college who is responsible for guiding and leading all academic activities.
- x. "Branch" means specialization in a programme like B.E. Degree Programme in Civil Engineering, B.Tech. Degree Programme in Information Technology, etc.
- xi. "Course" means a subject either theory or practical identified by its course title and code, and which is normally studied in a semester, for example, Environmental Science and Engineering (U15CHE204), Basic Electrical and Electronics Engineering Laboratory (U15BEEL210), etc.

## 2. ADMISSION

2.1 Students seeking admission to the first semester of eight semesters B.E./B.Tech. Degree Programme should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

Students who have acquired a Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible for admission to the third semester of the B.E./B.Tech. Degree Programme under lateral entry system.

### **3. ACADEMIC PROGRAMMES**

#### **3.1 NOMENCLATURE OF PROGRAMMES**

The nomenclature and the abbreviations given below shall continue to be used for the degree programmes under the University, as required by the Council and the Commission:

- i. Bachelor of Engineering (B.E.) and
- ii. Bachelor of Technology (B.Tech.)

The branch/subject of specialization, if any, shall be indicated in brackets after the abbreviation; e.g., B.E. (Mechanical Engineering).

#### **3.2 Bachelor of Engineering (B.E.) degree programmes offered in**

- i. Civil Engineering
- ii. Computer Science and Engineering
- iii. Electrical and Electronics Engineering
- iv. Electronics and Communication Engineering
- v. Mechanical Engineering
- vi. Mechatronics Engineering
- vii. Biomedical Engineering

#### **3.3 Bachelor of Technology (B.Tech.) degree programmes offered in**

- i. Fashion Technology
- ii. Information Technology

### **4. STRUCTURE OF PROGRAMMES**

#### **4.1 CLASSIFICATION OF COURSES**

Every B.E./B.Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be classified as follows:

- i. **Humanities and Social Sciences including Management (HS)** courses include Technical English, Employability skills, Professional Ethics and Human Values, Communication skills, Total Quality Management etc.
- ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, Biology, etc.
- iii. **Engineering Sciences (ES)** courses include Workshop, Drawing, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.
- iv. **Professional Core (PC)** courses include core courses relevant to the chosen specialization/branch.
- v. **Professional Electives (PE)** courses include elective courses offered by the department, dealing with various aspects of application or new development or both related to the chosen branch of study.
- vi. **Open Elective (OE)** courses include the courses offered across all disciplines. Any student is permitted to register for these courses. There will be a pool of open elective courses offered by different departments for the students to choose from. The number of open electives in a curriculum shall be between two and four, which can be offered during semesters 4 to 7. A minimum of two open electives shall be studied by a student during his / her period of study.  

Proper choice of professional elective courses or open elective courses across Semesters IV to VII will enable students to specialize in an emerging area within their chosen field of study. The concerned Class counselors/ Faculty advisors are to guide the students in making the appropriate choices.
- vii. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Technical Seminar, Soft skills and Aptitude, Professional Practices, Case Studies, On-line courses, Industry oriented courses and Industrial /Practical Training.

- viii. **Optional Elective Courses (OLE)** include foreign languages like German, French, Japanese and Spanish. These courses will be offered by Department of Humanities and Languages and the credits earned by the students shall not be accounted for CGPA calculation.
- ix. **Mandatory Courses (MC)** includes Environment and climate science, Constitution of India, Essence of Indian Traditional Knowledge etc. These are non-credited courses that are required to be completed to fulfill the degree requirements. These courses will not be accounted for CGPA calculation.

The number of hours allotted for each of these courses will be 30 in a semester. A minimum of 2 mandatory courses shall be included in the curriculum of study.

x. **Induction Programme**

Induction Programme for students shall be offered right at the start of first year for all B.E/B.Tech programmes. The objective of this three week induction programme is to make the student to acclimatize to the new environment of the college and to create a bonding between the teacher and a student. The programme comprises of physical activity, creative arts, universal human values, lectures by eminent people, visits to local areas, presentation of college facilities, familiarization to department and Innovations etc.

#### 4.2 MEDIUM OF INSTRUCTION

The medium of instruction is English for all courses, examinations, seminar presentations and project reports except for courses in languages other than English.



## **5. PROGRAMME DURATION**

- 5.1** A student admitted on the basis of the higher-secondary-school score is expected to complete the B.E./B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 semesters. The Lateral Entry Diploma students are expected to complete the programme in 6 semesters (three academic years) but in any case not more than 12 semesters.
- 5.2** Each semester shall normally consist of 90 working days or 450 periods, each of 55 minutes duration.

## **5.3. COURSE REGISTRATION**

- 5.3.1** Each student, on admission shall be assigned to a Faculty Advisor (vide Clause 8.1) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 5.3.2** Each student has to register for all courses to be undergone in the curriculum of a particular semester with the facility to drop courses to a maximum of four credits per semester (vide clause 5.4.1).
- 5.3.3** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Evaluation marks and appear for the Semester End Examinations.
- 5.3.4** No Elective course shall be offered by a Department unless a minimum of 20 students register for that course. However Principal shall approve for a lesser amount of registration list in case of specific requirements like placement opportunities, higher studies etc as a special case.

5.3.5 The student who fails in a core theory course/ professional elective / open elective / Laboratory Course / Project work / Seminar and any other EEC courses in the current semester examination shall register for the same in the subsequent semesters as arrear examination.

#### **5.4 Flexibility to drop courses**

5.4.1 From Semesters 3 to 8, the student has the option of dropping an existing course. The total number of credits that a student can drop is limited to four per semester, i.e. only one 3-credit or 4-credit theory course can be dropped. Pre- requisite courses, mandatory courses, EEC and laboratory courses cannot be dropped.

The request of students who wish to drop a course in a semester shall be approved by Principal and the same shall be forwarded to Controller of Examinations within 10 working days after the commencement of regular class hours for that semester. Dropping of a course in a semester shall not be considered as an arrear.

5.4.2 The student shall register for the project work in the final semester only.

### **6. CREDIT STRUCTURE**

6.1 Each course offered is given a L-T-P structure, depending on the number of lecture periods (L), number of tutorial periods (T) and number of periods for practical (P) required per week for an efficient teaching – learning process. A student is expected to put-in his/her own efforts in proportion with periods spent in classroom, as defined in L-T-P structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course.

- 6.2** The curriculum for a semester shall normally have a blend of 5 or 6 theory courses and 2 or 3 laboratory courses. In addition, Employability Enhancement Courses (EEC) may also be included. However, the total number of courses per semester shall not exceed 10 (including EEC).

Every one hour of Lecture (L) session/week amounts to 1 credit. A minimum of one hour session of Tutorial (T) or two hours session of Practical (P) sessions/ week amounts to 1 credit. Also, one hour of practical session / week amounts to 0.5 credit. A course of study may consist of only the lecture component or only the practical/practice component or a combination of any two or all the three components.

- 6.3** Credit allocation and L:T:P:C composition for the following courses:

Core Courses : 2:0:0:2 or 3:0:0:3 or 4:0:0:4 or 2:1:0:3 or  
2:2:0:4 or 3:1:0:4 or 1:0:2:2 or 2:0:2:3 or  
3:0:2:4.

Laboratory Courses : 0:0:2:1 or 0:0:3:1.5 or 0:0:4:2 or  
1:0:2:2 or 1:0:4:3

Professional Elective : 2:0:0:2 or 3:0:0:3 or 2:1:0:3 or 2:0:2:3

Open Elective Courses : 3:0:0:3 or 2:1:0:3 or 2:0:2:3

Mandatory Courses : 2:0:0:0

6.4 The total credits earned by a student at the end of semester are L+T+P.

The range of credits normally will be as specified in Table 1.

**Table 1: Range of Credits for Various Courses**

S.No.	Course Area	Range of Credits
1	Humanities & Social Sciences including Management courses (HS)	11-12
2	Basic Science courses including Mathematics, Physics, Chemistry and Biology (BS)	21-26
3	Engineering Science courses including workshop, drawing, basics of electrical / mechanical / computer etc (ES)	18-20
4	Professional Core Courses: relevant to the branch of study (PC)	52-56
5	Professional Elective courses relevant to chosen specialization/branch (PE)	18-24
6	Open Elective Courses - Electives from other disciplines (OE)	06-12
7	Employability Enhancement Courses : Project work / Technical seminar/Soft Skills and Aptitude / Internship etc. (EEC)	12-15
8	Mandatory Courses -Environment and Climate Science, Induction programme, Indian Constitution, Essence of Indian Traditional Knowledge etc. (MC)	(Non - credit)
<b>Total</b>		155-165

**6.4.1** A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. However, if the student wishes, then he / she is permitted to earn more than the total number of credits prescribed in the curriculum of the concerned programme.

## **6.5 EMPLOYABILITY ENHANCEMENT COURSES**

### **6.5.1 INDUSTRIAL TRAINING**

Students are allowed to undergo 2, 4 or 6 weeks of industrial training between Semesters 2 and 3, Semesters 3 and 4, Semesters 4 and 5 and Semesters 5 and 6 and they can earn 1, 2 or 3 credits respectively.

The industry/organization is to be selected with the approval of the Department Consultative Committee (vide Clause.8.2). Industrial training may also be referred to as 'In-plant training'.

Students shall undergo industrial training if mandated in the curriculum for periods as specified in the curriculum during the summer/winter vacation, the training being taken on a continuous basis for the periods mentioned. If industrial training is not prescribed in the curriculum, the student may undergo the training optionally and the credits earned will be indicated in the grade sheet but not included in the CGPA for the award of degree.

### **6.5.2 INTERNSHIP**

Students are allowed to undergo 2, 4 or 6 weeks of internship at research organizations / reputed academic institutions / reputed industries between Semesters 5 and 6, between Semesters 6 and 7 and between Semesters 7 and 8 during the summer/winter vacation and can earn 1, 2 or 3 credits respectively. The industry/organization is to be selected with the approval of the Department Consultative Committee. The internship has to be taken on a continuous basis for the periods mentioned and in the same organization or organizations that are similar to those of the previous internship(s).

### **6.5.3 ONLINE COURSES**

Students may be permitted to study only one online course (offered by reputed organizations with certificates awarded upon successful completion) with the approval of the Departmental Consultative Committee/Dean-Academics. Apart from this they may enrol for two or more courses, which will appear in the grade sheet; however, none of these courses will not be counted for CGPA. In addition to the certification obtained online, students shall be subjected to in- house assessment of the courses concerned by a faculty nominated by the DCC to gain the required credits for the course(s).

Students who undergo 4, 8 or 12 weeks of Online courses can earn 1, 2 or 3 credits respectively for courses in NPTEL, AICTE - SWAYAM etc. Alternatively, students who undergo 15, 30 or 45 hours of any other approved Online courses can earn 1, 2 or 3 credits respectively.

### **6.5.4 INDUSTRY-ORIENTED COURSES**

Students may also choose industry-oriented courses offered by the departments concerned. However the courses must be those approved by the Industry Oriented Courses Committee (IOCC) comprising the Principal, Controller of Examinations (COE) and three professors. These courses shall be taught by experts in industry and with experience related to the disciplines of study. Industry-oriented courses may be one, two or three credit courses depending upon the theory and practical content of these courses.

The industry-oriented courses may be taught just like the regular courses through periodic, pre-scheduled lectures and hands-on training. These courses shall be conducted during evening hours/ week end /vacation period without affecting the regular class hours. They may also be delivered as special workshops (approved by IOCC), the one credit being given to the students who successfully

complete a workshop of at least three days duration per course. Students may be permitted to select one or more of the industry-oriented courses any time during Semesters 3 to 7.

### **6.5.5 SELF STUDY COURSES**

Students may be permitted to credit only one Self Study course during his/her entire period of study, with the approval of Departmental Consultative Committee and Principal. The student can opt for Self Study course from Semester-5 onwards, provided the student satisfies the following criteria. The student does not have current arrears and earns a CGPA of 8.0 and above up to the previous semester. The Department / Centre / Division may offer self-study courses. The purpose of the course is to permit the student to study a course / a topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need to be delivered. The syllabus of the course (if it is not part of any of the curricula of the programmes offered in the institution) and mode of internal assessment components shall be approved by the Departmental Consultative Committee and forwarded to the Principal for the formal approval of the course within 10 working days after the commencement of regular class hours in a semester. One faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course before the commencement of the semester. The evaluation pattern for self-study course shall be as given in Clause 12.8.1.

**6.5.6** A student earning a total of three credits from industrial training /internship/online course(s)/ industry-oriented course(s) / self-study course shall be permitted to drop one professional elective of three credits in his/her curriculum of study.

## **7. CLASS COUNSELOR (CC)**

**7.1** Each class of students belonging to different sections of all the three years has a Class Counselor (CC) who is a regular faculty member of the department. The Head of the Department (HOD) will appoint CCs for all the sections of their classes. The CCs will hold the responsibility for three years of the same batch of students until the completion of the programme. The CCs will maintain all records of the class of students assigned to them and generally counsel them on maintaining good attendance, discipline and academic performance.

## **8. FACULTY ADVISOR**

**8.1** To help students plan their courses of study and for general advice on the academic programme, the HODs of individual departments will attach a certain number of students to a teacher of the department who shall function as Faculty Advisor for those students throughout their period of study. Faculty Advisors shall advise the students under their care, monitor the courses undergone by them, check their attendance and progress and counsel them periodically to get better placement opportunities for student's bright future. If necessary, the Faculty Advisor may also convey or discuss information on student's academic performance and progress with the parents concerned. Further the Faculty Advisor has to play an active role in deciding the open electives for their students.



## **8.2 DEPARTMENTAL CONSULTATIVE COMMITTEE**

All departments shall constitute a Departmental Consultative Committee (DCC) consisting of the HOD as Chairperson and five senior faculties, who are professors or associate professors. The role of the DCC is to review and approve industries or other organizations identified for industrial training, internship or project work of students. It shall also review and approve online/elective courses selected by students for their content and quality.

## **9. CLASS COMMITTEE (CCM)**

**9.1** Each class of various sections shall have a Class Committee which is constituted by Chairperson not teaching the respective classes. The committee comprises of Class Counselors, faculty members teaching the courses for all the sections of that class, and student representatives. It is formed with the overall goal of improving the teaching-learning process. The functions of the Class Committee include

- 9.1.1** solving problems experienced by students in the class room and in the laboratories.
- 9.1.2** clarifying the regulations of the degree programme and the details of rules therein.
- 9.1.3** informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- 9.1.4** informing the student representatives the details of regulations regarding weightage used for each assessment. In the case of practical courses (Laboratory experiments / Engineering drawing/project work/seminar/Internship etc.), the breakup of marks for each experiment/exercise/ module of work, should be clearly discussed in the Class Committee meeting and informed to the students.

- 9.1.5 analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- 9.1.6 identifying slow learning students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 9.2 The Class Committee for a class under a particular branch is normally constituted by the HOD / Chairperson.
- 9.3 The Class Committee shall be constituted within the first week of each semester.
- 9.4 At least 6 student representatives (usually 3 boys and 3 girls) shall be included in the Class Committee.
- 9.5 The Chairperson of the Class Committee shall invite the Class Counselors, Faculty advisor(s) and the HOD to the meeting of the Class Committee.
- 9.6 The Principal may participate in any Class Committee meeting of the institution.
- 9.7 The Chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are any points requiring support and action from the Management, the same shall be brought to the notice of the Management by the Principal.
- 9.8 Two subsequent meetings may be held in a semester at suitable intervals. During these meetings, the student members representing the entire class shall meaningfully express the opinions and suggestions of the other students of their class to improve the effectiveness of the teaching-learning process.

## **10. COURSE COMMITTEE (COCM) FOR COMMON COURSES**

- 10.1** Each common theory course offered to more than one discipline or group shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the HOD depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course Committee’ shall meet as often as necessary and ensure uniform evaluation of the tests through a common evaluation scheme. Wherever it is feasible, the Course Committee may also prepare a common question paper for the test(s).

## **11. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER**

A student who has fulfilled the following conditions (vide Clauses 11.1 and 11.2) shall be deemed to have satisfied the attendance requirements for appearing for semester end examination.

- 11.1** Ideally every student is expected to attend all classes of all the courses and earn 100% attendance. However, the student shall secure not less than 75% (after rounding off to the nearest integer) attendance percentage of the overall attendance.
- 11.2** If a student secures an overall attendance between 65% and 74% in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the semester end examination. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department and same to be submitted to the Principal. However, it is recommended that the HOD recommend such

students to watch the LCS lectures when joining the college after medical leave.

If students seek exemption from the 10% attendance shortage more than once, their cases shall be reviewed and permitted only based on the discretion of the concerned Head of the Department and Principal. Also, a student can avail this exemption only to a maximum of two semesters during his/her entire period of study.

- 11.3 Students who do not satisfy Clauses 11.1 and 11.2 and who secure less than 65% overall attendance will not be permitted to write the Semester End Examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## 12. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

- 12.1 For each theory course, the assessment pattern for CIE shall be as illustrated in Table 2:

**Table 2: Assessment pattern for CIE - Theory**

Assessment	Duration	Syllabus to be covered	Marks	Weightage
CIE Test 1	1 ½ hours	1 ½ units	50	08
CIE Test 2	1 ½ hours	1 ½ units	50	08
CIE Test 3	1 ½ hours	2 units	50	08
Online Test	(35+35+45 mins)	3 tests in line with concerned CIE tests )	100	06
Attendance	-	-	-	05
Assignment / Quiz/ Seminar	-	-	20	05
<b>Total</b>				<b>40</b>

All the three CIE tests are mandatory for internal mark calculation.

**12.1.1** Retest will be conducted at the end of every CIE test cycle for the students who did not appear in respective test(s) due to genuine reasons like Medical leave / Co-curricular and Extra-curricular activities representing the college at State/National/International level events/ any other special permission authorized by their HOD and Principal.

The above category students need to get prior approval from HOD concerned, the Principal and the same shall be forwarded to office of COE within a minimum of 5 days before the date of commencement of CIE examination (except medical grounds).

Also, students who wish to improve their CIE marks can register for the retest. However, he/she can register only one course per CIE cycle for the retest.

**12.1.2** The attendance marks will be calculated course wise for internal assessment. The mark split-up for the same will be as follows:

**Table 3 : Attendance marks**

<b>Attendance percentage in each course</b>	<b>Internal Marks</b>
75-79 %	1 mark
80-84%	2 marks
85-89%	3 marks
90-94%	4 marks
95-100%	5 marks

**12.2** In each practical course, the assessment pattern will be as follows:

**Table 4: Assessment Weightage**

Assessment	Marks
CIE	60
SEE	40

The CIE assessment for practical courses follows the pattern given in Table 5.

**Table 5: CIE Assessment for Practical Courses**

S. No.	Assessment Method	Marks
1.	CIE Test - I	20
2.	Quiz - I	5
3.	CIE Test - II	20
4.	Quiz - II	5
5.	Real Time Problem Solving	10
<b>Total</b>		<b>60</b>

**12.2.1** The SEE assessment for practical courses will be based on supervision of students' work, their performance in viva-voce examinations and group discussion, the quality of their work as prescribed through practical manual and an SEE that requires the student to perform an experiment and submit report.

**12.2.2** For design and drawing courses, the duration of assessment test/SEE may be different from other theory courses and this will be stated in the respective curricula.

**12.2.3 Theory Courses with Laboratory Component**

If there is a theory course with Laboratory component, there shall be three CIE tests: the first two tests (each 50 marks) will be evaluated as theory exams and the third test

(maximum mark 50) will be evaluated as laboratory component. The internal mark will be calculated as stated in Clause 12.1.

The SEE for this course will be evaluated similar to a theory course as stated in Clause 12.8.1.

#### **12.2.4. Assessment of Mandatory Courses:**

The mandatory courses are assessed through three continuous internal assessment examinations for a total of 100 marks. The pass mark for these courses is 50%. The student must satisfy the minimum attendance requirements and passing criteria as specified for the course. Students passing the mandatory course will be awarded PASS (P). Students who get less than 50% marks must reappear for the same in the subsequent semesters as internal assessment examination.

### **12.3 ASSESSMENT OF EMPLOYABILITY ENHANCEMENT COURSES**

12.3.1 The Industrial Training and Summer / winter Internship shall carry 100 marks and shall be evaluated through internal assessment and or external assessment.

At the end of these courses, the student shall submit a certificate from the organization where he / she has undergone training along with a brief report on the training. The evaluation will be made based on this report and a Viva- Voce Examination, conducted by industry experts with at least 10 years of experience relevant to the area of training or internally by a three-member Departmental Committee constituted by the Head of the Institution, in which at least one member has not less than three years industry experience. The final evaluation report of these courses shall be submitted by DCC to Principal for approval and forwarded to Controller of Examinations for credit transfer and entry in grade sheet.

### 12.3.2 Assessment of Industry Oriented Courses (IOC)

The conduct of Industry Oriented Courses (vide clause 6.5.4, not included in the curriculum concerned) in the departments shall be approved by Industry Oriented Courses Committee (IOCC). IOCC will approve the courses based on minutes of the Department Consultative Committee meeting showing details of its recommendations for the proposed IOCs along with the profile of industry experts and gap analysis for offering the course for students.

For industry-oriented courses, the course content, delivery, question paper setting and final evaluation shall be done only by industrial experts concerned. The final evaluation of these IOCs shall be completed within one month of the completion of the course.

The following documents are to be submitted by departments to Principal for approval. The approved documents shall be forwarded to Controller of Examinations for credit transfer and entry in grade sheet.

- (a) The DCC minutes showing the recommendation for the IOCs proposed by departments.
- (b). Approval letter / minutes from IOCC for conduct of the IOCs in coordination with COE.
- (c) The DCC minutes showing evaluation pattern and its results for the courses undergone by students, certificates (issued by the industry concerned) submitted by the students and mark lists, if any.

### 12.3.3 Assessment of Online courses

Students shall register only for the online courses (vide Clause 6.5.3) approved by DCC concerned, for award of credits in curriculum. The DCC approved online courses shall be of advanced/ related to the domain / areas of their department or recent technical area that will



cater student's career growth. Students shall not register for online courses which are already there in Professional core category of their curriculum under study. The DCC concerned has to verify the contents of the online courses with that of similar courses in curriculum.

Students have to score a minimum of 50% marks in the Online course which he/she had completed in a semester. For students who have scored marks less than 50, credits will not be awarded in the curriculum and will not figure in grade sheet.

For students who have scored 50% of marks and above, the grades O, A+, A, B+, B as stated in Clause 14.1 shall be awarded and will figure in their grade sheet.

The DCC shall submit the following documents to Principal for awarding credits in the curriculum.

- i. DCC minutes showing the approval for online courses for students registration.
- ii. List of students who cleared online courses, with course name, duration, marks scored and credits earned.

The Principal approved letter along with the documents shall be forwarded to COE for mark sheet entry.

#### **12.3.4 Transfer of credits in curriculum for EEC**

- a. The passing grades for the EECs shall be awarded as stated in Table 7. The grades O, A+, A, B+, B shall figure in the mark sheet under the title "Additional Credits Earned". The 'U' graded courses shall not be included in the grade sheet of students.
- b. If a student earns less than three credits from EECs (not included in curriculum concerned) at the end of semester 6, the courses cleared by him/her along with the relevant credits shall be displayed in the sixth semester grade sheet as "ADDITIONAL CREDITS EARNED" along with the regular courses as per the curriculum concerned.

The credits for these additional courses shall not be considered in the computation of the CGPA.

- c. If a student earns three credits from EECs, not included in curriculum, he/she shall be permitted to drop one professional elective of three credits in a subsequent semester. The three credits earned by the student from these courses will be given in the semester-end grade sheet concerned and will be included in the computation of CGPA, in lieu of the professional elective dropped.
- d. The Class counselors concerned shall request for and maintain a written / online registration (undertaking) from the students who wish to drop a professional elective in her/his curriculum under study (in lieu of three credits earned from EECs).
- e. The list of students who wish to drop a professional elective in a semester shall be approved by Principal and forwarded to COE within 10 working days after the commencement of regular class hours of that semester.
- f. A professional elective in which a student having an arrear cannot be dropped in lieu of the credits earned from EEC.
- g. A student can use the opportunity of dropping a professional elective in the place of three credits earned through EECs not included in the curriculum only once in his/her entire period of study. In other words, if a student has earned e.g. six credits through such courses, he / she will not be allowed to drop two professional electives.

## 12.4 PROJECT WORK

All students are to be involved in doing project work during the entire period of Semester 8. There shall be no theory or laboratory courses during this semester. The project work undertaken by students may be performed in industry or in the college, but in the latter case, it would be preferable to have industry-oriented projects.

Internship shall be performed in industry premises during semester 8. Every effort will be taken by all departments to have as many students

as possible for internship during this period. The total credit for project work in semester 8 is 12.

Project work may be allotted to a single student or to a group of students not exceeding 4 per group. A committee consisting of the Project Coordinator (appointed by the HOD), Project Guide and one senior faculty member from the respective department will carry out the CIE assessment. In case the Project Coordinator or the HOD happens to be the guide of the students, the HOD will nominate another faculty to carry out the continuous assessment for those students.

The student shall make presentation on the progress made by him / her before the committee.

#### 12.4.1 Assessment of Project Work

The continuous assessment for Project work is as follows:

**Table.6 : Assessment for Project work**

<b>Number of Project Reviews</b>	<b>Internal Assessment marks</b>	<b>SEE- Project Viva-voce marks</b>
Three	3 Project reviews : 45 Final Project Report : 15	40
<b>Total</b>	<b>60 marks</b>	<b>40 marks</b>

The Project review shall be evaluated for 15 marks each. Semester End Examination – Project work viva-voce shall be evaluated for 100 marks. The marks obtained in the same shall be reduced to 40 marks.

The marks are awarded to each student of a project group based on the individual performance in the reviews. If all the students perform well, equivalent marks shall be awarded to each student within the project group.

The project report shall be submitted as per the approved guidelines given by Controller of Examinations. After the project report is submitted by the student, an evaluation of the project and viva- voce examination will be conducted as the SEE by a viva panel appointed by COE and Principal.

If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enrol for the same in a subsequent semester.

### **12.5 MoU with foreign universities**

For providing international exposure for meritorious students, MoUs will be signed by Sona College of Technology with foreign universities. Students can utilize this opportunity to do courses for one or two semesters in foreign universities and the transfer of credits for courses done in foreign universities will be facilitated.

**12.6** Each department of Sona college of Technology shall offer a diploma/ certificate courses (domain related) for UG and PG students for their career skill enhancement. Diplomas and certificates shall be used under the seal of Sona College of Technology. (As per UGC Guidelines for Autonomous colleges 2018, Clause 9).

## **12.7 DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD**

**12.7.1** Every teacher is required to maintain a Faculty Record Book (FRB) / Course File consisting of the following details as shown below:

- Time-table, Course syllabus, Program outcomes, Course outcomes and their mapping, Learning resources developed, Topics taught beyond the syllabus
- Details of attendance of each student marked in

each theory /practical /project work class.

- CIE Test marks, Details of Assignment / Seminar given, Course Delivery details, Corrective and Preventive actions on test performance of students and any other additional details.

The FRB should be submitted to the HOD periodically (at least two times in a semester) for checking the syllabus covered, the test marks and attendance. The HOD shall put his/her signature and date in the FRB after due verification. At the end of the semester, the FRB shall be verified by the Principal who will also ensure safe custody of the document for at least five years.

The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

## **12.8 SEMESTER END EXAMINATIONS (SEE)**

**12.8.1** The SEE shall ordinarily be conducted between November and January during the odd semesters and between April and June in the even semesters. The maximum marks shall be 100 with the split-up as follows:

- For Theory: 40 marks for CIE and 60 marks for the SEE.
- For Practical: 60 marks for CIE and 40 marks for the SEE.
- For Project work: 60 marks for CIE and 40 marks for the SEE.

**12.8.2** Examiners for setting SEE question papers for theory courses, valuating SEE answer scripts, conducting practical examinations and evaluating project works shall be appointed by the Controller of Examinations after obtaining approval from the Board of Studies of the concerned departments.

### **13. PASSING REQUIREMENTS**

- 13.1** A student who secures not less than 50% of total marks prescribed for the course (both in CIE and SEE) with a minimum of 50% of the marks prescribed for the SEE in both theory and practical courses including Project work), shall be declared as PASS in the Examination.
- 13.2** In the event of failure of a student in the SEE of any course, the Continuous Internal Assessment marks obtained by the student in the first appearance of that course shall be retained and considered valid for only one subsequent attempt. However, if a second attempt is necessitated and the student fails to obtain pass marks (CIE+SEE) as per Clause 13.1 then the passing requirement shall be as follows:

The student should secure 50% minimum marks prescribed for the course in the SEE alone and the related Continuous Internal Assessment marks obtained will not be considered or retained thereafter.

### **14. GRADING**

- 14.1** All assessments of students will be done on the basis of absolute-marks. However, for the purpose of reporting the performance of a student, letter grades, each carrying a certain number of points, will be awarded according to the total marks (out of 100) obtained by the student in each course. The letter grades to be used and the corresponding grade points are as follows:

**Table 7: Grades, Grade Points and Range of Mark**

<b>Grades</b>	<b>Grade Points</b>	<b>Range of Marks</b>
O	10	90-100
A <sup>+</sup>	9	80-89
A	8	70-79
B <sup>+</sup>	7	60-69
B	6	50-59
U	-	<50

Students scoring less than the passing minimum marks shall be deemed to have failed and be given “U” grade. The Cumulative Grade Point Average (CGPA) will be revised accordingly. The grade acquired by the student later will be indicated in the grade card of the appropriate semester.

## **15. REVALUATION OF ANSWER PAPERS**

### **15.1 REVALUATION**

A student can apply for photocopy of his/her SEE answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations with the approval of Head of Department.

The answer script is to be valued and justified by a course expert, who handled the course and recommend the student to apply for revaluation. Based on the recommendation, the student can register for revaluation through proper application and prescribed fee payment approved by course expert, HOD and Principal. The Controller of Examinations will arrange for the

revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for practical courses, project work and optional elective courses.

## **15.2 REVIEW**

A student who is not satisfied with Revaluation can apply for Review of his /her SEE answer paper in a theory course, on payment of a prescribed fee through proper application to the Controller of Examinations with the approval of Head of the Department. Students who have applied for photocopy-cum-revaluation only are eligible to apply for Review.

## **16. SPECIAL SUPPLEMENTARY EXAMINATIONS**

**16.1** Special Supplementary Examinations will be conducted only once (within 30 days) after the publication of seventh semester SEE results. Final year students having less than or equal to 4 arrear courses (from semester 1 to 7) only are permitted to take up this examination. Revaluation will not be applicable for failed courses in special supplementary examination.

## **17. WITHDRAWAL FROM EXAMINATION**

**17.1** A student may, for valid reasons, and on prior application, may be granted permission to withdraw from appearing for consecutive examinations of more than one course in a SEE. Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

**17.2** An application for withdrawal shall be valid only if it is made within 10 days prior to the commencement of the SEE in that semester and also recommended by the Principal and approved by the Controller of Examinations.



- 17.3 Not withstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on merit of the case.
- 17.4 Withdrawal shall not be taken to mean as an appearance for the eligibility of a student for First Class with Distinction.
- 17.5 Withdrawal from the SEE is **NOT** applicable to arrears courses of previous semesters.
- 17.6 The student shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.
- 17.7 The withdrawal is permitted for the semester end examinations in the final semester only if the period of study of the student concerned does not exceed five years or four in the case of lateral entry as per clause 21.2.
- 17.8 The withdrawal of open electives shall not be taken more than 15 working days from the date of choosing the course.

#### **18. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

- 18.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in unavoidable situation the student may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Principal in advance, but not later than the last date for registering for the SEE of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of re-joining the programme.

- 18.2** The students permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall apply to the Principal in the prescribed format through Head of the Department for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 18.3** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. However, additional break of study granted will be counted for the purpose of classification.
- 18.4** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause
- 5.1 irrespective of the period of break of study (vide clause 19.1) in order that he/she may be eligible for the award of the degree.
- 18.5** If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized "Break of Study".

## **19. GRADE CARDS**

- 19.1** After the results are declared, Grade Cards will be issued to each student and it will contain the list of courses for that semester and the grades obtained by the student. The Grade Point Average (GPA) for each semester will be calculated only for those students who have passed all the courses of that semester. Similarly, CGPA up to any semester will be announced only for those students who have passed all the courses up to that semester. GPA is the ratio of the sum of the products of the

number of credits of a course ( $C_i$ ) and the grade points scored in that course ( $GP_i$ ), taken for all the courses, to the sum of the number of credits of all the courses ( $n$ ) in the semester.

$$GPA = \frac{\sum_1^n C_i \times GP_i}{\sum_1^n C_i}$$

where  $n$  is the number of courses in that semester.

On successful completion of the programme, the CGPA will be calculated as follows:

$$CGPA = \frac{\sum_1^N C_i \times GP_i}{\sum_1^N C_i}$$

where  $C_i$  is the credit and  $GP_i$  is the grade point obtained by the student and  $N$  is the total number of courses for the entire programme.

## 20. ELIGIBILITY FOR THE DEGREE

**20.1** A student shall be eligible for the award of the degree of B.E./ B.Tech only if the student:

- i. has undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study within the maximum specified duration of time.
- ii. has no dues payable to the Institution, Library, Hostels, etc. and has no disciplinary action pending against him/her.

## 21. CLASSIFICATION OF DEGREES AWARDED

**21.1 First Class with Distinction:** A student who qualifies for the award of a degree, having passed all the courses of study of all the eight semesters (six semesters in the case of lateral-entry students) in his/her First Appearance within four years (three

years in the case of lateral entry) after the commencement of his/her study and securing a CGPA of **8.50** and above, shall be declared to have passed the examination in the '**First Class with Distinction**'. For this purpose, withdrawal from any examination will not be considered as an appearance. Further, one year authorized break of study (if availed of) is permitted in addition to four years (three years in case of lateral entry) for award of 'First Class with Distinction'. Also, the student should not have been prevented from writing semester end examination due to lack of attendance (vide Clause 11.3) in any semester.

**21.2 First Class:** A student who qualifies for the award of a degree, having passed all the courses of study of all the eight semesters (six semesters in the case of lateral-entry students) within five years (four years in the case of lateral entry) after the commencement of his/her study and securing a CGPA of **7.0** and above shall be declared to have passed the examinations in the '**First Class**'. Further, one year authorized break of study (if availed of) or prevention from writing the SEE due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry) for award of 'First Class'.

**21.3 Second Class:** All other students below the CGPA mentioned in clauses 21.1 and 21.2 who qualify for the award of a degree shall be declared to have passed in the '**Second Class**'.

**21.4** A student who is absent in SEE in a course /project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

## **22. CONSOLIDATED STATEMENT OF GRADES**

**22.1** At the end of the programme, all successful students will be furnished with a consolidated statement of grades which will contain the following particulars:

- i. Grades in the courses of all the semesters
- ii. CGPA
- iii. Classification (First Class with Distinction/First Class/Second Class)

**22.2** Then, the provisional certificate and the degree certificate will be awarded by Anna University, Chennai.

### **23. STANDING COMMITTEE FOR ACADEMIC MATTERS**

**23.1** This committee is constituted for the smooth functioning of the various autonomous programmes of the institute and shall consist of the following members:

**Table 8: Standing Committee**

Principal	Convener
Dean-Academics	Member
All HODs	Member(s)
Member Secretary, Academic Council	Member
Controller of Examinations	Member

**23.2** The Committee shall meet periodically to discuss academic related matters, progress and status of the students. The committee will meet as and when necessary and send its recommendations to the Academic Council for consideration / ratification / approval.

### **24. MALPRACTICES IN TESTS AND EXAMINATIONS**

**24.1** If a student indulges in malpractice in any of the CIE and SEE, he/ she shall be liable for punitive action as prescribed by the college from time to time.

## **25. INDUSTRIAL VISIT**

**25.1** Every student is required to undergo at least one industrial visit (relevant Industries / Research centers of respective departments / IITs / IISc / Technical museums / Planetarium) starting from the third semester of any UG programme. The student representative of concerned class should submit a report on the outcome of knowledge gained from the industry visited within a week after return duly signed by the Head of the Department and Principal.

## **26. NCC/NSS/NSO/YRC TRAINING**

**26.1** Further, every student shall be involved in any one of the character development programmes such as NCC / NSS / NSO / YRC and undergo the training during the first two years of study.

## **27. DISCIPLINE**

**27.1** Every student is required to observe proper discipline and decorum both inside and outside the college and not to indulge in any activity which will tend to bring down the reputation of the college. The Principal shall constitute a Disciplinary Committee consisting of Principal and two HODs, of which one should be from the faculty to which the student belongs, to enquire into the acts of indiscipline and notify the Principal about the disciplinary action recommended, for approval.

## **28. REVISION OF REGULATION AND CURRICULUM**

**28.1** The college shall, occasionally, revise, amend or change the regulations, scheme of examinations and syllabi if found necessary.

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## Positive Thinking

Positive thinking is a mental attitude that anticipates, happiness, success and favorable outcomes in every situation or action you do. The thought get registered in your subconscious mind and you start taking action to create favorable change.

### Tips to Positive Thinking

- Be optimistic and expect favorable outcomes in every situation.
- Cultivate the habit of reading inspiring books.
- Find reasons to smile more often. It's a great stress buster.
- Try to use positive words, e.g. "I can", "it will be done", "it is possible" while thinking and talking.
- Engage yourself in enjoyable recreational activities.
- Interact with people who have a positive outlook in life.



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