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SONA COLLEGE OF TECHNOLOGY

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MBA REGULATIONS 2021

(Applicable for students admitted in
2021 and onwards)

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S. No.	CONTENTS	Pg. No.
1.	Preliminary Definitions and Nomenclature	2
2.	Admission	3
3.	Academic Programme	4
4.	Structure of Programme	4
5.	Programme Duration	5
6.	Credit Structure	6
7.	Class Counsellor	8
8.	Faculty Advisor	8
9.	Departmental Consultative Committee	9
10.	Class committee	9
11.	Course committee	10
12.	Attendance Requirements for completion of a Semester	10
13.	Assessment Procedure: Tests and Examination	11
14.	Details for faculty Pedagogical and students Assessment record	17
15.	Semester End Examinations(SEE)	17
16.	Passing Requirements	18
17.	Grading	18
18.	Revaluation of Answer Papers	19
19.	Withdrawal from Examination	20
20.	Authorized Break of Study from a Programme	20
21.	Grade cards	21
22.	Eligibility for the degree	22
23.	Classification of Degrees Awarded	22
24.	Consolidated Statement of Grades	23
25.	Standing Committee for Academic matters	23
26.	Malpractices in Tests and Examinations	24
27.	Discipline	24
28.	Revision of Regulation and Curriculum	24

SONA COLLEGE OF TECHNOLOGY, SALEM-636005

REGULATIONS 2021

AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI

REGULATIONS FOR MBA DEGREE PROGRAMME

2021 AND ONWARDS

The Regulation 2021 of Sona College of Technology includes various components of Choice Based Credit System (CBCS) and is also based on AICTE Model MBA Curriculum 2018. This regulation is applicable to all the students admitted into M.B.A programme from the academic session 2021-2022 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

1.1 The regulations here under 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

1. “Academic Autonomy” means autonomy granted by the University Grants Commission (UGC) and Anna University, to Sona College of Technology in all aspects of conducting its academic programmes for promoting excellence;
2. “Autonomous College” means a College notified as an autonomous college by the University, as per the Anna University Autonomous College Statute;
3. “Commission” means University Grants Commission;
4. “Council” means All India Council for Technical Education.
5. “Statute” means Anna University Autonomous College Statute.
6. “University” means Anna University, Chennai.
7. “College” means Sona College of Technology, Salem.
8. “Programme” means Degree Programme, that is, M.B.A Degree Programme.

9. Specialisation” means category of courses offered like Marketing Management, Financial Management, Human Resource Management, Operation Management and Family Business Management, Business Analytics.
10. “Course” means a subject either theory or practical identified by its course title and number, and which is normally studied in a Semester, for example, Organisational Behaviour (P21MBA101) etc.

2. ADMISSION

Students seeking admission to the first semester of MBA Degree Programme will be required to satisfy the conditions of admission prescribed by Anna University, Chennai and Government of Tamil Nadu at the time of admission and are prescribed in Table-1

Table 1: Eligibility Criteria

Eligibility	A Pass in any recognized Bachelor’s Degree (in any Discipline) of minimum 3 years duration with 10+2+3/4 years pattern (ie. 10 th Std. + HSC + 3 years or 4 years Degree Programme) and obtained 50% (45% in case of candidate belonging to reserved category) at the qualifying examination as per current AICTE norms. OR A pass in any recognized Bachelor’s Degree (in any Discipline) of minimum 3 years duration with 10 + 3(Diploma) + 3 years Pattern (ie. 10 th Std + 3 Years Diploma + 3 years Degree Programme) and obtained 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination as per current AICTE norms.
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3. ACADEMIC PROGRAMME

Nomenclature of Programme

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

- Master of Business Administration(MBA)

4. STRUCTURE OF PROGRAMME

4.1 M.B.A programme will have a curriculum and syllabi consisting of theory and practical courses, project work etc. as given below:

- Professional Core Courses (PC):** These are the ones that are essential for a student pursuing a particular Programme to acquire necessary knowledge, technical skills and training in chosen field of study. There are no options available to students with respect to choice of core courses. Core courses are offered from Semester-I to Semester-III.
- Professional Elective Courses (PE):** These are the courses offered by the department, dealing with various aspects of application or new development or both related to the chosen branch of study. Professional electives are courses that can be opted by a student from a broad category of courses called Specializations.

The following specializations are offered:

1. Marketing Management
2. Financial Management
3. Human Resources Management
4. Operations Management
5. Family Business Management
6. Business Analytics

The students shall study a total of 6 elective courses in Semester III.

A student opting for single specialization shall choose six elective courses in Semester III in a particular area of Specialization. A student opting for dual Specialization shall choose six electives in Semester III (Four elective courses from one area of Specialization and two elective courses from another area of Specialization).

Open elective courses (OE): These are the courses offered by a department to the students of other departments across all disciplines. Students across all disciplines are eligible to study these courses. There will be a pool of open elective courses offered to the students to choose from. A maximum of one open elective course is to be completed by a student for the award of the degree. The courses are to be studied in Semester III.

Employability Enhancement Course (EEC) includes summer internships, Capstone (project work), Community Development programs etc

4.2 Medium of Instruction: The medium of instruction, examinations and project report shall be in English, except for courses on languages other than English.

5. PROGRAMME DURATION

5.1 A student is ordinarily expected to complete the MBA Programme in four semesters (two academic years) but in any case not more than 8 semesters.

5.2 Each semester shall normally consist of 90 working days. The Head of the department shall ensure that every faculty imparts instruction as per the number of periods specified in the syllabus concerned and that the faculty teaches the full content of the syllabus for the course being taught.

5.3 COURSE REGISTRATION

5.3.1 Each student, on admission shall be assigned to a Class Counselor (vide Clause 7.1) 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 and can also register for courses for which the student has failed in the earlier semesters.

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 the Department unless a minimum of 20 students register for that course. However, Principal /HOD 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 / Practical Course / Summer Internship /Capstone (Project work) / and any other course in the current semester examination shall register for the same in the subsequent semesters as arrear examination.

6. CREDIT STRUCTURE

6.1. Credits are equated to the learning hours put in, learning outcomes and contact hours, the quantum of content / syllabus prescribed for the course.

Each class would be of 55 minutes duration comprising of lecture and interactive mode, practical sessions, field study, case studies that equip students to acquire the much-required skill components.

6.2 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.

6.3 The curriculum for a semester shall normally have a blend of 7 or 8 theory courses and 1 or 2 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).

6.4 Credit Assignment

Table 2 : Credit Assignment

Contact period per week	CREDITS
1 Lecture Period / 1 Tutorial Period	1
2 Practical Periods (Laboratory / Seminar / Project Work etc.)	1

6.5 The total credits earned by a student at the end of semester are L+T+P. Each semester can have a minimum of 24 credits to a maximum of 27. The maximum number of professional elective courses in a curriculum shall be 6, which can be offered during Semester III. The student will have to study one open elective of two credits in

semester III.

6.6 The curriculum of the MBA degree programme shall be designed to have a total of 86-95 credits for the award of the MBA degree.

6.7. EMPLOYABILITY ENHANCEMENT COURSES

6.7.1 Summer Internship Program

Students are allowed to undergo summer internship in reputed industry / organization during the end of the II semester and before the commencement of the III semester for a period of 6 weeks.

6.7.2 On- line Courses

Students may be permitted to study online courses (offered by reputed organizations with certificates awarded upon successful completion) with the approval of the Department Consultative Committee / Dean- Academics.

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.

6.7.3 Industry-Oriented Courses:

Students may also choose industry-oriented courses offered by the department concerned. However, the courses must be those approved by the Industry Oriented Courses Committee (IOCC) comprising the Principal, Dean- Academics, Controller of Examinations (COE) , Member Secretary – Academic Council and two 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 II to III.

6.7.4 A student earning a total of three credits from online course(s) / industry-oriented course(s) shall be permitted to transfer credit in place of one professional elective. In the program, the student is permitted to opt for credit transfer to a maximum of 6 credits and can drop two professional electives of three credits each in his/her curriculum of study.

7. CLASS COUNSELLOR (CC)

7.1. Each class of students has a Class Counselor (CC) who is a regular faculty member of the department. The CCs will hold the responsibility for two 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 (FA)

8.1 To help students plan their courses of study and for general advice on the academic programme, the head of the department will attach a certain number of students to a faculty of the department who shall function as Faculty Advisor for those students throughout their period of study. Faculty Advisor shall advise the students under their care and monitor their performance, check their attendance and progress and counsel them periodically. If necessary, Faculty Advisor may also convey or discuss information on student's academic performance and progress with the parents concerned. Further, Faculty Advisor should play an active role in deciding the professional electives / open electives for their students.

9. DEPARTMENTAL CONSULTATIVE COMMITTEE

9.1 The department shall constitute a Departmental Consultative Committee (DCC) consisting of the Head of the Department as Chair person and five senior faculty members, who are Professors or Associate Professors. The role of the DCC is to review and approve industries or other organizations identified for summer internship or project work of students. It shall also review and approve online/elective courses selected by students for their content and quality.

10. CLASS COMMITTEE (CCM)

10.1 Each class shall have a Class Committee which is constituted by Chairperson who do not teach for the classes, consisting of Class Counselors, faculty members teaching the

courses for 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

- 10.1.1. Solving problems experienced by students in the classroom;
- 10.1.2. Clarifying the regulations of the degree programme and the details of rules therein;
- 10.1.3. Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment;
- 10.1.4. Informing the student representatives, the details of regulations regarding Weightage used for each assessment. In the case of practical courses the break up of marks for each experiment/ exercise /moduleofwork, should be clearly discussed in the class committee meeting and informed to the students;
- 10.1.5. Analyzing the performance of the students of the class after each test and finding the ways and means of improving the programme;
- 10.1.6. Identifying slow learners, if any, and requesting the faculty concerned to provide some additional help or guidance, coaching to such slow learning students.

10.2 The Class Committee for a class is normally constituted by the Head of the Department.

10.3 The Class Committee shall be convened within the first two weeks of each Semester.

10.4 At least two student representatives (usually 1 boy and 1 girl) shall be included in the Class Committee.

10.5 The Chairperson of the Class Committee shall invite the CCs and the head of the department to the meeting of the Class Committee.

10.6 The Chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate it among the students and faculty concerned. If there are any points in the minutes requiring support and action by the Management, the same shall be brought to the notice of the Management/ Principal by the Head of the Department.

10.7 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.

11. COURSE COMMITTEE

11.1. Each theory course offered shall have a 'Course Committee' comprising all the teachers teaching the common course that will function as a quality circle team, with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department. 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).

12. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

A student who has fulfilled the following conditions (vide clauses 12.1 and 12.2) shall be deemed to have satisfied the requirements for completion of a Semester:

12.1 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.

12.2 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 Principal and Head of the Department, 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. 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 Head of the Department and Principal. Also, a student can avail this exemption only once during his / her entire period of study.

12.3 Students who do not satisfy Clauses 12.1 and 12.2 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.

13. ASSESSMENT PROCEDURE-TESTS AND EXAMINATIONS

13.1 For each theory/practical course, the assessment pattern for Continuous Internal Evaluation(CIE)shall be as illustrated in Table 3:

Table3: Assessment Pattern Weightage

Assessment	Marks
Continuous Internal Evaluation (CIE)	60
Semester End Examination (SEE)	40

Table4: Assessment Pattern for CIE- Theory Courses/ Practical Courses

S.No.	Assessment	Marks /Duration	Weightage
1.	CIE Test 1	60 (2 hours)	The marks obtained in the test should be consolidated to 15marks and rounded off to the nearest whole number
2.	CIE Test 2	60 (2 hours)	The marks obtained in the test should be consolidated to 15marks and rounded off to the nearest whole number
3.	Quiz	10	10
4.	Presentation (Seminar/Case Study / Mini Project/ Viva-Voce/ Role-play/ Group Discussion etc.)	10	10
5	Assignment	10	10
Total			60

13.1.1 Retest will be conducted at the end of CIE test 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 the head of the department/ Principal.

The above category students need to get prior approval from Head of the Department and the same shall be forwarded to office of COE within a minimum of 5 days before the date of commencement of CIE examination n (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 for the retest.

13.2 Practical Courses

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 submit a report.

13.3 Theory Courses with Laboratory Component:

If there is a theory course with Laboratory component, there shall be two CIE tests: the first tests (each 60marks) will be evaluated for theory component and the second test (maximum mark 60) will be evaluated as laboratory component. The internal mark will be calculated as stated in Clause13.1.The SEE for this course will be evaluated similar to a theory course as stated in Clause13.1.

13.4 ASSESSMENT OF EMPLOYABILITY ENHANCEMENT COURSES

13.4.1 Summer Internship and Capstone (Project Work);

- i) For Summer Internship and Capstone (Project Work), the assessment pattern will be based on both CIE and SEE and the weightage shall be 60 and 40 percentages respectively. The assessment will be based on supervision of students' work, their performance in review, viva-voce examinations, and the quality of their work as prescribed in the course guidelines.

The maximum duration for summer internship is six weeks and Capstone (Project Work) is offered in Semester IV. At the end, the candidate shall submit a certificate from the organization where he/she has undergone Summer Internship. The Summer Internship and Capstone (Project work) will comprise of CIE and a SEE. The CIE will be evaluated by interim review of the project in progress by a panel constituted by the head of the

department. The SEE evaluation for capstone (project work) will be made based on reviewing the report and a Viva-Voce Examination conducted by a panel consisting of Internal/ External faculty appointed by COE in consultation with Principal. The panel for summer internship viva-voce examination shall consist of internal faculty appointed by COE. The Summer Internship / Capstone (Project work) viva – voce shall be evaluated for 100 marks. The marks obtained in the same shall be converted to 40 marks.

ii) **Table 5: Assessment of Summer Internship**

Internal Assessment Marks	SEE- Viva voce
Two Interim reviews :40 Final Report :20	40
60marks	40marks

iii) **Table 6: Assessment of Capstone (Project work)**

Internal Assessment Marks	SEE- Viva voce
Three Interim reviews :45 Final Report :15	40
60marks	40marks

13.4.2. Community Development Program

Every student enrolls in the community Development Programme (2 credits) during the First semester and participates in the field activity for a period of 60 hours. This course will be evaluated internally for 100 marks. The pattern of evaluation shall be as follows: 60% will be evaluated in the field by the coordinator of the community development programme who observes and evaluates the students' participation in the field. The other 40% will be awarded by the coordinator by evaluating the students' report on his field work. The coordinator awards the scores for each student.

13.4.3 Self Study Courses

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 and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Academic Council for formal approval of the course by academic bodies, preferably before the commencement of the semester. The self study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

13.4.4 ASSESSMENT FOR SEMINAR

The seminars shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

13.4.5 Assessment of Online courses Students shall register only for the online courses (vide Clause 6.7.2) approved by DCC concerned, for award of credits in curriculum. The DCC approved online courses shall be of advanced/ related to the domain and cater to 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 17 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.

13.4.6 Assessment of Industry Oriented Courses (IOC) The conduct of Industry Oriented Courses (vide clause 6.7.3, 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 department.
- (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.

13.4.7 Value Added Courses

The Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One/Two credit courses shall be offered by a Department with the prior approval with details of the syllabus, time table and faculty may be sent to IOCC after approval from the Departmental Consultative Committee concerned. Students can take a maximum of two one credit courses or one two credit course. They shall be allowed to take one/two credit courses offered in other Departments with the permission of Head of the Department offering the course.

13.5 Transfer of credits

- a. The passing grades for the online / Industry offered electives 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 online / Industry offered electives (not included in curriculum concerned) at the end of semester III, the courses cleared by him/her along with the relevant credits shall be displayed in the third 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 online / Industry offered electives, 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 online / Industry offered electives).
- 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.
- g. A student can use the opportunity of dropping two professional electives in the place of six credits earned through online (3 credits) / Industry offered electives (3 credits) not included in the curriculum during the third semester in his/her entire period of study.

14. DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD

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

- i) Time-table, Course syllabus, Programme outcomes, Course outcomes and their mapping.
- ii) Details of attendance of each student marked in each theory /practical class.
- iii) CIE Test, 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 Head of the Department periodically (at least two time in a semester) for checking the syllabus covered, the test marks and attendance. The Head of the Department shall sign with 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 three 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.

15. SEMESTER END EXAMINATIONS (SEE)

15.1 The SEE shall ordinarily be conducted in the months of November to January during odd semesters and between April and June for the even Semesters. The weightage marks for each course shall be 100 comprising of 60 marks for CIE and 40 marks for the SEE.

15.2 Examiners for setting SEE question papers for theory courses, valuating SEE answer scripts, conducting practical examinations and evaluating Summer Internship, Capstone project works shall be appointed by the Controller of Examinations (COE) after obtaining approval from the Board of studies of the concerned departments.

16. PASSING REQUIREMENTS

16.1A student who secures not less than 50% of the total marks prescribed for a course (i.e. CIE+SEE), and has secured a minimum of 50% of the marks prescribed for the SEE in all theory and practical courses including the Capstone

(Project work), shall be declared to have passed the Examinations.

16.2 In the event of failure of a student in the SEE of any course, the CIE 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 16.1 then the passing requirement shall be as follows:

The student shall secure at least the minimum 50% of the total marks prescribed for the course considering the SEE alone and the related CIE marks obtained not being considered or retained thereafter.

17. GRADING

17.1 All assessments of students will be done on absolute marks basis. However, for reporting the performance of a student, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (outof100) 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 Marks

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

Students scoring less than the passing minimum (decided on relative basic) marks shall be deemed to have failed and be given “U” grade. A student having “U” grade need not redo the course, but can appear for the Arrear examination for the courses organized at the end of the following semester. The Cumulative Grade Point Average (CGPA) will be revised accordingly. The revised grade

acquired by the student later will be indicated in the grade card of the appropriate semester. A student who earns a minimum of 5 grade points in a course shall be declared to have successfully completed the course.

18. REVALUATION OF ANSWER PAPERS

18.1. 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 the Department. The answer script is to be valued and justified by a course expert, who handled the course 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, head of the department 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 and for Capstone (project work).

18.2. 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.

19. WITHDRAWAL FROM EXAMINATIONS

19.1. A student may, for valid reasons, and on prior application, be granted permission to withdraw from appearing for the examination of any one course or 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.

19.2. An application for withdrawal shall be valid only if it is made within 10 days prior to the commencement of the SEE in that course or courses and recommended by the Principal and approved by the Controller of Examinations.

- 19.3. Not with standing the requirement of mandatory TEN days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on merit of the case.
- 19.4. Withdrawal shall not be taken to mean as an appearance for the eligibility of a student for First Class with Distinction.
- 19.5. Withdrawal from the SEE is NOT applicable to arrears subjects of previous semesters.
- 19.6. The student shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.
- 19.7. The withdrawal of open electives shall not be taken more than 15 days from the date of choosing the course.

20. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 20.1. 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. 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 rejoining the programme.
- 20.2. The students permitted to rejoin 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 rejoining. The students rejoining 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, to compensate for the shortage of the credits.
- 20.3. 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 classification.
- 20.4. 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 20.1) in order that he/she may be eligible for the award of the degree.

- 20.5.** 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”.

21. GRADE CARDS

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

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

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.

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.

22. ELIGIBILITY FOR THE DEGREE

A student shall be eligible for the award of the degree of MBA 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 with in 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.

23. CLASSIFICATION OF DEGREES AWARDED

- 23.1. First Class with Distinction:** A student who qualifies for the award of a degree, having passed all the courses of all the four semesters in his/her First appearance within two years after the commencement of his/her study and securing a CGPA of 8.50 and above, shall be declared to have passed the examinations 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 two years for the award of 'First Class with Distinction'.
- 23.2. First Class:** A student who qualifies for the award of a degree, having passed all the courses of all the four semesters within three years, securing CGPA of 7.0 and above shall be declared to have passed the examinations in '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 three years.
- 23.3. Second Class:** All other students below the CGPA mentioned in 23.1 and 23.2 who qualify for the award of a degree shall be declared to have passed in 'Second Class'.
- 23.4.** A student who is absent in the SEE in a course after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

24. CONSOLIDATED STATEMENT OF GRADES

- 24.1.** At the end of the programme, all successful students will be furnished with a consolidated statement of grades which will contain the following particulars:
- 24.1.1. Grades in the courses of all the semesters
 - 24.1.2. CGPA
 - 24.1.3. Classification (First Class with Distinction/First Class/ Second Class)
- 24.2.** Then, the provisional certificate and the degree certificate will be awarded by Anna University, Chennai.

25. STANDING COMMITTEE FOR ACADEMIC MATTERS

This committee is constituted for the smooth functioning of the various autonomous Post-Graduate programmes of the institute and shall consist of the following members:

Table8. Standing Committee for Academic matters

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

The Committee will consider matters relating to condonation of attendance shortages of students and all grievances and disciplinary problems of the students relating to malpractices in CIE, SEE, etc. The committee will meet as and when necessary and send its recommendations to the Academic Council for consideration/ratification/approval.

26. MALPRACTICES IN TESTS AND EXAMINATIONS

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.

27. INDUSTRIAL VISIT

27.1 Every student is required to undergo at least one industrial visit. 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.

28. DISCIPLINE

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 prestige of the college. The Head of the Department shall constitute a Disciplinary Committee consisting of Head of the Department and two senior Professors, of which one should be from the faculty to which the student belongs, to enquire into the acts of indiscipline and notify the Head of the Department about the disciplinary action recommended, for approval.

29. REVISION OF REGULATION AND CURRICULUM

The colleges hall, occasionally, revise, am end or change the regulations, scheme of examinations and syllabi if found necessary.

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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