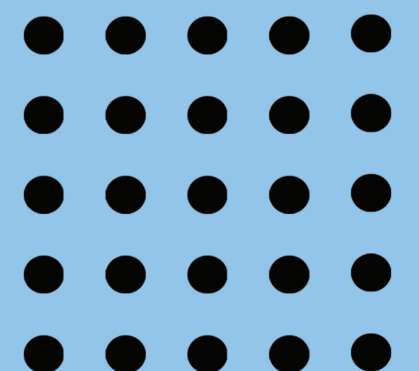


# MCA

# REGULATIONS

# 2020

**(Applicable for students admitted in 2020 and onwards)**



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# **SONA COLLEGE OF TECHNOLOGY, SALEM-636 005**

## **REGULATIONS 2020**

AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI

### **REGULATIONS FOR MCA DEGREE PROGRAMME 2020 AND ONWARDS**

The Regulation 2020 of Sona College of Technology implements Choice Based Credit System (CBCS). CBCS enables students to

- learn at their own pace
- choose electives from a wide range of courses
- move towards an interdisciplinary approach in learning by choosing open electives
- complete a part of programme in the parent institute and get enrolled in another. This enables inter College/ University credit transfer.

These regulations are applicable to all the students admitted into MCA programmes from the academic session 2020-2021 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 MCA Degree Programme;
- ix. “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, Computer Organization and Architecture (P20MCA101) and Python Programming Laboratory (P20MCA106), etc.

## **2. ADMISSION**

2.1 Students seeking admission to the Regular MCA degree Programme (2 years) will be required to satisfy the conditions of admission prescribed by Anna University, Chennai and Government of Tamilnadu at the time of admission and are prescribed in Table 1.



**Table 1: Eligibility Criteria**

Eligibility	<p>A Pass in BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.</p> <p style="text-align: center;">OR</p> <p>A Pass in B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
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### **3. ACADEMIC PROGRAMME**

#### **3.1 NOMENCLATURES OF PROGRAMME**

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

- Master of Computer Applications (MCA)

### **4. STRUCTURE OF PROGRAMME**

4.1 Every programme will have a curriculum and syllabi consisting of theory and practical courses, project works etc. as given below:

- Professional Core (PC) Courses:** 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. Semester IV shall have project work only.

- ii. **Professional Elective (PE) Courses:** 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. One professional elective may be replaced by an online course or special topics by signing a MoU (Memorandum of Understanding) with the reputed Universities or Professional bodies with the written consent from Academic Council.
  
- iii. **Open Elective (OE) Courses:** These are minor courses offered by MCA 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 courses for the students to choose from, under this category. Similarly, MCA students shall have the option of registering one open elective offered by other departments. Students who do not wish to register for an open elective offered by other department shall register for an elective course among the list of professional electives offered in MCA curriculum.
  
- iv. **Employability Enhancement Courses (EEC):** These are courses that include placement training like Aptitude skills, soft skills etc. which help the students to get placement in IT industry.

## 5. PROGRAMME DURATION

- 5.1 A student is expected to complete the MCA programme in 4 semesters (two academic years) and to a maximum of 8 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 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 The student who fails in a core theory course/ professional elective / open elective / Laboratory Course / Project work / Seminar and any other EEC course in the current semester examination shall register for the same in the subsequent semesters as arrear examination.

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 General Structure of curriculum for each semester: 5 Theory + 3 Laboratory courses or 6 Theory + 3 Laboratory courses and 1 Employability Enhancement Course except Semester 4, which will have a Project work only.

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 for the following courses are

Professional 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 Course : 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 Courses : 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

Employability

Enhancement Course : 0:0:2:1 or 0:0:4:2

6.4 The total credits earned by a student at the end of semester are L+T+P. No Semester shall have the total number of credits exceeding 25. In Semester 4, the students shall do a full time project work. The total credits for the project work in semester 4 is 12.

**6.5 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 11.1.

The SEE for this course will be evaluated similar to a theory course as stated in Clause 11.5.

- 6.6 The curriculum of the MCA degree shall be designed to have a total of 80-85 credits for the award of the MCA degree.

**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 HOD will appoint CCs for all of the classes in their department on a rotational basis such that every faculty will periodically have the opportunity of being a CC for one class or another. 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 HOD will attach a certain number of students to a teacher of the department who shall function as Faculty Advisor (FA) for those students throughout their period of study. The FAs shall advise the students under their care, monitor the courses undergone by

them, check their attendance, progress and counsel them periodically. If necessary, the FAs may also convey or discuss information on student academic performance and progress with the parents concerned.

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

**9.1** Each class shall have a Class Committee Meeting consisting CC, teachers of the concerned class, student representatives and a chairperson who is not teaching the class. 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 weighting used for each assessment. In the case of practical courses, 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 learners, if any, and requesting the teachers concerned to provide some additional help or guidance coaching to such slow learners.
- 9.2 The Class Committee for a class under a particular branch is normally constituted by the HOD.
- 9.3 The Class Committee shall be constituted within the first week of each semester.
- 9.4 At least 2 student representatives (usually one boy and one girl) shall be included in the Class Committee.
- 9.5 The Chairperson of the Class Committee may invite the FAs and the HOD to the meeting of the Class Committee.
- 9.6 The Chairperson is required to prepare the minutes of every meeting, submit the same to HOD within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the HOD.
- 9.7 The first meeting of the Class Committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and Weightage for assessments within the framework of the regulations. 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 the class to improve the effectiveness

- 9.8 In addition, HOD shall appoint Course instructor, internal and external examiners and review committee etc. Course instructor decides on all aspects of implementation of course(s) assigned to him/her. Additional instructors may be appointed by the class committee Chairperson in consultation with course instruction for multi-section courses.

#### **10. ATTENDANCE REQUIRMENTS FOR COMPLETION OF A SEMESTER**

A student who has fulfilled the following conditions (vide clauses 10.1 and 10.2) shall be deemed to have satisfied the requirements for completion of a semester:

- 10.1 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.
- 10.2 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. 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 once during his/her entire period of study.

- 10.3 Students who do not satisfy Clauses 10.1 and 10.2 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.

## 11. ASSESSMENT PROCEDURE – TESTS AND EXAMINATIONS

11.1 For each theory course, the assessment pattern shall be as illustrated in

Table 3:

Table 3: CIE Assessment for Theory Courses

S.No	Assessment	Marks & Duration	Weightage
1	CIE Test – I	50 (1½ hours)	The three CIE tests will each be reduced to be out of 10 marks with a total of 30 Marks
2	CIE Test – II	50 (1½ hours)	
3	CIE Test – III	50 (1½ hours)	

4	Seminar / Mini Project	10	10 marks
5	Assignment / Problem-Solving / Design Projects	10	10 marks
6	Total Weightage for CIE		50 marks

11.1.1 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 Extracurricular activities representing the college at State/National/International level events/ any other special permission authorized by the respective 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.

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

**Table 4: Assessment pattern weightage for Practical Courses**

ASSESSMENT	MARKS
CIE	60
SEE	40
TOTAL	100

11.2.1 The SEE assessment for practical courses will be based on supervision of students' work, their performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory manual.

11.2.2 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	10
2	CIE Test – II	10
3	Model Exam	20
4	Viva Voce	10
5	Record Note Book	10
Total		60

### **11.3 PROJECT WORK**

**11.3.1** The project work in semester 4 must be carried out in a reputed organization. The student has to employ himself / herself as a project trainee and complete the project work within the semester duration.

**11.3.2** In the case of project work, a committee consisting of the Project Coordinator (appointed by the HOD) and the project guide will carry out the continuous assessment based on at least five reviews. 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.

**11.3.3** The continuous assessment of Project work is as follows

**Table 6: Assessment of Project work**

<b>Number of Project Reviews</b>	<b>Internal Assessment marks</b>	<b>SEE- Project Viva- voce marks</b>
Five	5 Project reviews : 50 Final Project Report : 10	40
<b>Total</b>	<b>60 marks</b>	<b>40 marks</b>

**11.3.4** The Project reviews shall be evaluated for 10 marks each. After the project report is submitted by the student, an evaluation of the project is done by the Project Supervisor for 10 marks. Semester End Examination – Project work viva-voce will be conducted by a panel consisting of the Project Coordinator, project guide and a faculty member from the allied department or an external examiner from an educational institution/industry. The viva-voce shall be evaluated for 100 marks. The marks obtained in the same shall be reduced to 40 marks. Students have to publish at least ONE paper in Refereed International Journals (Preferably Scopus Indexed) / International Conferences during their Project work.

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

11.4.1 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, Programme outcomes, Course Outcomes
- Details of attendance of each student marked in the theory/practical/project work classes.

- CIE test marks, details of assignments / seminars given, Course delivery details, Corrective and Preventive actions on the 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 will be verified by the HOD 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.

#### **11.5 SEMESTER END EXAMINATION (SEE)**

11.5.1 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: 50 marks for CIE and 50 marks for the SEE.
- For Practical: 60 marks for CIE and 40 marks for the SEE.
- For Project Work: 60 marks for Internal and 40 marks for the SEE.

11.5.2 Examiners for setting SEE question papers for theory course, valuating answer scripts, conducting practical examinations and evaluating project works shall be appointed by the Controller of Examinations (COE) after obtaining the approval from the AC of the college.

## **12. PASSING REQUIREMENTS**

**12.1** A student who secures not less than 50% of total marks prescribed for the course (both in CIE & 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 to have passed the Examination.

**12.2** 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 12.1 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.

## **13. GRADING**

**13.1** 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 6: Grades, Grade Points and Range of Marks**

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

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B	6	50-59
U	0	<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. 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. A student who earns a minimum of 6 grade points in a course shall be declared to have successfully completed the course.

#### **14. REVALUATION OF ANSWER PAPERS**

##### **14.1 REVALUATION / PHOTOCOPY-CUM-REVALUATION**

A student can apply for revaluation / request of 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 the HOD (in case of photocopy). The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the HOD. Revaluation is not permitted for practical courses and for project work.

##### **14.2 REVIEW**

A student who did not satisfy with revaluation can apply for review of his /her SEE answer paper in a theory course, within the prescribed fee through proper application to the Controller of Examinations with the approval of the HOD.

Students applying for Photocopy-cum-revaluation only are eligible to apply for review.

## **15. WITHDRAWAL FROM EXAMINATION**

- 15.1** 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.
- 15.2** 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 also recommended by the Principal and approved by the Controller of Examinations.
- 15.3** Notwithstanding the requirement of mandatory TEN days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on merit of the case.
- 15.4** Withdrawal shall not be taken to mean as an appearance for the eligibility of a student for First Class with Distinction. Withdrawal is not permitted after the final semester.
- 15.5** Withdrawal from the SEE is NOT applicable to arrear subjects of previous semesters.
- 15.6** The student shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

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

- 16.1** 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 extraordinary 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 HOD stating the reasons therefore and the probable date of rejoining the programme.

*16.2* 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 the HOD for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.

*16.3* 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.

*16.4* 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 16.1) in order that he/she may be eligible for the award of the degree.

16.5 If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized and “Break of Study is not applicable for this case.

## 17. **GRADE CARDS**

17.1 After the results are declared, Grade Cards will be issued to each student which 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.

## 18. **ELIGIBILITY FOR THE DEGREE**

18.1 A student shall be eligible for the award of the degree of Master of Computer

Applications only if the student:

1. 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.
2. has no dues payable to the Institution, Library, Hostels, etc. and has no disciplinary action pending against him/ her.

## **19. CLASSIFICATION OF DEGREES AWARDED**

**19.1 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 the 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 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 10.3) in any semester.

**19.2 First Class:** A student who qualifies for the award of a degree, having passed all the courses of all the four semester within three years, securing a CGPA of 7.0 and above shall be declared to have passed the examinations in the '**First Class**'.

**19.3 Second Class:** All other students below the CGPA mentioned in 19.1 and 19.2 who qualify for the award of a degree shall be declared to have passed in the '**Second Class**'.

**19.4** A student who is absent in the 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.

## 20. **CONSOLIDATED STATEMENT OF GRADES**

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

1. Grades in the courses of all the semesters
2. CGPA
3. Classification(First Class with Distinction/First Class/Second Class)

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

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

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

**Table 7:** Standing Committee

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

21.2 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.

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

22.1 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.

## **23. INDUSTRIAL VISIT**

23.1 Every student is required to undergo one industrial visit (relevant Industries / Research centers of respective departments / IITs / IISc / Technical museums / Planetarium) at the end of semester 1 or at semester 2. The institution shall take the students out to at least one industrial visit in an academic year. 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 HOD.

## **24. DISCIPLINE**

24.1 Every student is required to observe disciplined and decorous behavior 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 HOD shall constitute a Disciplinary Committee consisting of Principal/ HOD 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 Principal/ HOD about the disciplinary action recommended, for approval.

**25. REVISION OF REGULATION AND CURRICULUM**

- 25.1 The college shall, occasionally, revise, amend 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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