

SONA COLLEGE OF TECHNOLOGY, SALEM- 636005

REGULATIONS 2017

AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI

REGULATIONS FOR MBA DEGREE PROGRAMME (TRIMESTER WITH CBCS) 2017 ONWARDS

These regulations are applicable to all students admitted into the MBA programme (Choice Based Credit System) from the academic session 2017-2018 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 the 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 freedom 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;
- ii. “Autonomous College” means a College notified as an autonomous college by the University, as per the Anna University, Chennai;
- iii. “Commission” means University Grants Commission;
- iv. “Council” means All India Council for Technical Education;
- v. “Statute” means Anna University, Chennai;
- vi. “University” means Anna University, Chennai;
- vii. “College” means Sona College of Technology;
- viii. “Programme” means MBA Degree Programme;

- ix. “Trimester” means a period of 10 weeks; an academic year consists of three trimesters.
- x. “Specialization” means functional areas like Marketing Management, Financial Management, Human Resource Management, Production Management and Family Business Management.
- xi. “Course” means a subject either theory or practical identified by its course title and number, and which is normally studied in a trimester, for example, Organizational Behaviour (P17MBA101) etc.

2. ADMISSION

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

Table – 1: Eligibility Criteria

Eligibility	A pass in any Bachelor’s Degree (3 or 4 years) from a recognized university. Those who are awaiting their degree examinations results may also apply.
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3. ACADEMIC PROGRAMME

3.1 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. PATTERN OF PROGRAMME

- 4.1 The programme will have a curriculum and syllabi consisting of theory and practical courses
- 4.2 A course may be designed to comprise of lectures / practical or a combination of these.

4.2.1 Professional core Courses are courses which deals with foundations of management and should be compulsorily studied by a student as a core requirement to complete the degree.

4.2.2 Professional Elective Courses are courses that can be opted by a student from a broad category of courses called specializations.

The following specialisations are offered

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

The students should study a total of eight Elective Courses spread over Trimesters IV and V, in a particular area of specialisation.

4.2.3 Open Elective Courses: Yoga and Wellness Management, Hindi, French and Arabic are the open elective courses (one credit / course) offered by Humanities and Languages department. A maximum of two open electives are to be completed by the student for the award of the degree. Two open electives are to be chosen by the student from among the four courses listed above, to be studied in Trimester IV and Trimester V. The student will have to choose the open electives by the end of third Trimester along with the specialisation. The faculty advisor and the class counsellors will guide the students in choosing the electives. The Department of Management Studies offers Entrepreneurship Development as an open elective to the students of Post Graduate Programmes. An open elective course will be offered by the department only if a minimum strength of 20 students registers for it, the maximum registration for an open elective course being 60.

4.2.4 Medium of Instruction: The medium of instruction and the language to be used in examinations and project report shall be 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 6 trimesters (two academic years) but in any case the total period of study shall not exceed 12 trimesters.
- 5.2 Each trimester shall normally consist of 10 weeks or 60 working days or 220 sessions, each of 90 minutes duration.
- 5.3 Considering all contingencies, the number of working days per trimester shall not be less than 43 days. The Director has the discretionary powers to decide the number of working days in such contingencies and he or she shall ensure that all faculty impart instruction as per the number of periods specified in the syllabus concerned and that they teach the full content of the syllabus for the course/s assigned to them.

6. CURRICULAR FRAMEWORK

6.1 General Issues

- 6.1.1 The framework upon which a curriculum is based is important, as it sets the right direction for a degree programme and takes into account the type and quantum of knowledge to be acquired by a student to qualify for a degree in his/her chosen area of study.
- 6.1.2 Besides this, it also helps in assigning the credits for each course, sequencing the courses trimester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to become eligible for award of the MBA degree.
- 6.1.3 The curriculum and syllabi of the MBA programme will be updated according to the recommendations of and approval by the Academic Council (AC).

6.2 Credit Structure

- 6.2.1 The number of credits assigned to a course depends upon the learning outcomes, teaching hours put in, contact hours and the quantum of content / syllabus prescribed for the course. The credit system requires that a student progresses in the academic

programme in terms of courses. Every course offered shall have teaching sessions assigned to them.

Teaching sessions shall be of 90-minute duration each and shall comprise lecture and interactive modes, practical sessions, field study and case studies, all of which are designed to enable students to acquire the much required skill components.

Table-2: Credit Structure

Number of Credits	Number of Sessions / Curricular Component
1	7 Sessions
2	13 Sessions
3	20 Sessions
3	Summer Internship
6	Capstone (Project Work)

The curriculum of the MBA degree is designed to have a total of 101 credits for the award of the MBA degree.

Table-3: Courses and Credits

S. No.	Course Area	Credits	Percentage
1	Professional Core (PC) Courses : relevant to the branch of study (25 courses)	75	74.26
2	Professional Elective (PE) Courses : relevant to the branch of study (8 courses)	24	23.76
3	Open Electives (OE) Courses : Core / Elective Courses of other (2 Disciplines Courses)	2	1.98
Total		101	100

7. CLASS COUNSELLORS (CC)

7.1 Each class of students shall have a Class Counsellor (CC) who is a regular faculty member of the department. The Director will appoint a Programme Chair, who shall identify and select two CCs for the first-year class of students. The CCs shall be in charge of the same class of students for two years until completion of the programme. They shall maintain all records of their respective class of students and ensure the timely provision of student academic-progress records to the concerned Faculty Advisors.

8. FACULTY ADVISOR (FA)

8.1 To help students plan their courses of study and for general advice on the academic programme, the Director shall attach a certain number of students to every faculty of the department who shall function as Faculty Advisors for those students throughout their period of study. FAs shall monitor the performance of the students under their care and advise them as required, check their attendance and progress and counsel them periodically. If necessary, the FA may also convey or discuss information on student academic performance and progress with the parents concerned. Further the FA shall play an active role in counselling their students on the choice of appropriate open electives.

9. CLASS COMMITTEE (CCM)

9.1 Each class shall have a Class Committee consisting of a Chairperson who does not teach the class, appointed by the Director, the CCs, faculty members teaching the courses for that class, and student representatives. The CCM is formed with the overall goal of improving the teaching-learning process. The functions of the CCM include the following:

9.1.1 Solving problems faced by students in the classroom;

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 content for each assessment;

- 9.1.4 Informing student representatives of the details of regulations, the components of assessment and the weightage of marks for each of them. 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 also conveyed to all the students;
 - 9.1.5 Analysing 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 faculty concerned to provide some additional help, guidance or coaching to the slow learning students.
- 9.2 The CCM for a class is normally constituted by the Programme Chair in discussion with the Director.
- 9.3 The committee shall be constituted and meet for the first time within the first week of each trimester.
- 9.4 At least two student representatives (usually one boy and one girl) shall be included in the committee.
- 9.5 The Chairperson of the CCM shall invite the CCs and the Director to meetings of the committee.
- 9.6 The Chairperson is required to prepare the minutes of every meeting, submit the same to Director within two days of the meeting and arrange to circulate it among the students and faculty concerned. If there are some points in the minutes requiring support and action by the Management, the same shall be brought to the notice of the Management by the Director.

- 9.7 At least two subsequent meetings of the committee may be held in a trimester at suitable intervals. During these meetings, the student members representing the entire class shall convey the opinions and suggestions of the other students of their class to improve the effectiveness of the teaching-learning process.

10. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A TRIMESTER

- 10.1 Students who have fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a trimester:

10.1.1 They shall have not less than 80% overall attendance in the trimester: Students who have normally secured less than 80% attendance are not eligible to appear for the current Trimester End Examinations and shall not be permitted to go to the next higher trimester. They are required to repeat the incomplete trimester in the next academic year.

10.1.2 Students who have attendance of 70% and above but less than 80%, and the shortage is due to medical reasons or participation in College/ University/ State/ National/ International level sports events, are eligible to appear for the current Trimester End Examinations with prior permission of the Director and Principal and will be allowed to proceed to the next higher trimester. However, if students seek exemption from the 10% attendance shortage rule more than once, their cases shall be reviewed and permitted only at the discretion of the Director and Principal.

11. QUESTION PAPERS

- 11.1 CIE-based Testing: For effective achievement testing of students in a course, a good question paper needs to be used as the principal tool. This makes it necessary for the question papers used at Continuous Internal Evaluation (CIE) Test and Trimester End Examination (TEE) to,

- i. Have clear and complete instructions to the candidates;
 - ii. Be unambiguous and free from any defects/errors;
 - iii. Emphasize knowledge testing, problem solving and quantitative methods;
 - iv. Contain adequate data/other information on the problems as signed; and,
 - v. Cover all sections of the course syllabus uniformly.
- 11.2** Question-Paper Planning: The above requirements make it necessary for a question paper to address the entire syllabus and to have a pattern whereby students will be expected to answer questions from the entire syllabus. This factor shall be taken note of by the Board of Examiners while planning for question papers. Besides, it is also necessary for the course syllabi to have clearly and flawlessly written well-defined course outcomes to enable the setting of appropriately good question papers covering the entire syllabus. These aspects have to be taken into account, in particular, by the Board of Studies.
- 11.3** Question-Paper Pattern: The questions to be included in the CIE-Test and TEE question papers shall be of two types as explained below, the questions being application-oriented and situation-based, and the course teachers also well trained to set them. The CIE-Test and TEE question-paper patterns for the theory courses are described in Table-4 and Table-5 respectively. The duration of CIE and TEE shall be 1 hour 30 minutes and 2 hours 30 minutes respectively.

**Table – 4: Question Paper Pattern for CIE-Test of Theory Courses
(1hour 30 min)**

Section	Pattern	Marks
A	Two Questions (Answer in not more than 100 words) Two Questions to be answered out of Three	$2 \times 5 = 10$
B	Two Questions (Answer in not more than 200 words) Two Questions to be answered out of Three Question No. 4 is compulsory (Caselet)	$2 \times 10 = 20$
Total Marks		30

Table – 5: Question Paper Pattern for TEE of Theory Courses (2 hours 30 min)

Section	Pattern	Marks
A	Four Questions (Answer in not more than 100 words) Four Questions to be answered out of Five	$4 \times 5 = 20$
B	Four Questions (Answer in not more than 200 words) Four Questions to be answered out of Five Question No. 6 is compulsory (Caselet)	$4 \times 10 = 40$
Total Marks		60

Student scores out of a total of 60 marks in the TEE (Trimester End Examination) shall be converted to be out of 30 marks for evaluating student assessment.

12. ASSESSMENT PROCEDURE – TESTS AND EXAMINATIONS

12.1 For each course, the assessment weighting pattern is illustrated in Table 6 and Table 7 respectively:

Table 6: Assessment Weighting

Assessment	Marks
Continuous Internal Evaluation Test (CIE-Test)	70
Trimester End Examination (TEE)	30

**Table 7: Assessment Pattern for CIE-Test of Theory Courses
(Weighting – 70 Marks)**

S. No.	Assessment	Marks / Duration	Weighting
1.	CIE-Test	30 (1 hour 30 minutes)	The marks obtained in the test shall be converted to be out of 25 marks and rounded off to the nearest whole number.
2.	Quiz	15	15
3.	Individual and Group Presentation (Seminar / Case Study / Mini-Project / Viva-Voce / Role play / Group Discussion, etc.)	10	10
4.	Assignment	10	10
5.	Class Participation & Attendance	10	10
Total			70

12.2 A CIE-Retest shall be conducted for any one course the CIE-Test for which the students did not appear due to medical leave / co-curricular and extra-curricular activities / any other special reason authorized by the Director. Also, students who desire to improve their marks in any one of the courses are also permitted to attend the retest with prior permission from the Director.

12.3 Practical Course

12.3.1 For each practical course, the assessment pattern shall be based on both CIE and TEE and the weighting shall be 70 and 30 percent marks respectively. The assessment for practical courses will be based on observation and supervision of student work, their performance in viva-voce examinations, and the quality of their work as prescribed in the course guidelines.

12.3.2 The maximum duration for summer internship is 4 weeks and that for Capstone (Project Work) is 10 weeks. At the end, the candidate shall submit a certificate obtained from the organization where he/she has undergone training. The assessment of Summer Internship shall comprise only the TEE. No CIE-Test shall be conducted. The Capstone (Project Work) shall consist of both CIE-Test and TEE. The CIE-Test shall comprise an interim review of the project in progress by a panel of faculty constituted by the Director. The TEE will be based on a review of the project report and a viva-voce conducted by a panel consisting of internal faculty appointed by the COE. The maximum marks for the TEE shall be 100 marks.

12.4 Details of Faculty Pedagogical And Student Assessment Record

12.4.1 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 each theory / practical class.
- 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 shall be submitted to the Director periodically (at least once in a trimester) for review of the syllabus content covered, the test marks and attendance. The Director shall endorse the FRB after due verification. At the end of the trimester, the FRB shall be checked by the Director 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.

12.5 Trimester End Examinations (TEE)

- 12.5.1** The TEE shall ordinarily be conducted in the months of November, February, May, September, December and March/April for the trimesters. The maximum marks for each course shall be 100, comprising of 70 marks for CIE and 30 marks for the TEE.
- 12.5.2** The TEE question papers for all courses shall be set internally by the faculty. Examiners for conducting examinations, evaluating TEE answer scripts, examiners for Summer Internship/ Capstone (Project Work) shall be appointed by the Controller of Examinations (COE) after due approval by the Academic Council of the college.

13. PASSING REQUIREMENTS

- 13.1.1** A student who secures not less than 50% of the total marks prescribed for a course (i.e. CIE+TEE), and has secured a minimum of 50% of the marks prescribed for the TEE in all theory and practical courses including the Capstone Project Work), shall be declared to have passed the Examinations.
- 13.1.2** In the event of failure of a student in the TEE 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+TEE) as per Clause 13.1, 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 TEE alone, the related CIE marks obtained not being considered or retained there after.

14 GRADING

14.1 All assessments of students shall be done on absolute-marks basis. However, for reporting the performance of a student, letter grades, each carrying a certain number of points, will be awarded according to the range of marks into which the student's marks fall. The letter grades and the corresponding grade points to be used for a sequence of marks ranging from 50 to 100, are as follows:

Table 8: Grades, Grade Points and Ranges 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 supplementary examination for the courses organized at the start of the following trimester. The Cumulative Grade Point Average (CGPA) will be revised accordingly. The revised grade acquired by the student will be indicated in the grade card of the appropriate trimester. A student who earns a minimum of 5 grade points in a course shall be declared to have successfully completed the course.

15 REVALUATION OF ANSWER PAPERS

15.1 Revaluation / Photocopy-Cum-Revaluation

A student can apply for Revaluation / Request of Photocopy of his/her TEE answer paper in a theory course, within a week of the declaration of results, on payment of a prescribed fee by proper application to the Controller of Examinations through the Director (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 Director. Revaluation is not permitted for practical courses and for project work.

15.2 Review

A student who is not satisfied with the Revaluation result can apply for Review of his /her TEE answer paper in a theory course, within the prescribed fee, through proper application through the Director to the Controller of Examinations. Only those students applying for photo-copy-cum-revaluation are eligible to apply for Review.

16 SUPPLEMENTARY EXAMINATIONS

16.1 Supplementary examinations for the unsuccessful students of theory courses shall be organised once a year, specifically for students of the third trimester, soon after announcement of the regular TEE results of the trimester; the dates for which will be announced by the Controller of Examinations.

16.2 Special supplementary examinations shall be organised soon after the sixth trimester, on dates announced by the Controller of Examinations, for students having arrear courses in any of the previous trimesters and/ or a 'U' grade in any of the courses of the sixth trimester. Nevertheless, in this case, students having not more than a total of four arrears only shall be permitted to take up these examinations.

17 WITHDRAWAL FROM EXAMINATIONS

17.1 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 TEE. Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

17.2 An application for withdrawal, applied through the Director to the Controller of Examinations, shall be valid only if it is made within ten

days prior to the commencement of the TEE of the course or courses concerned and approved by the Principal.

- 17.3 Notwithstanding the requirement of the mandatory TEN days' notice stated in Clause 17.2, applications for withdrawal under extraordinary circumstances, will be considered on the merits of individual cases.
- 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 TEE is NOT applicable to arrears courses of previous trimesters.
- 17.6 The student shall reappear for the withdrawn courses during the examination conducted in the subsequent trimester.
- 17.7 Applications for withdrawal of an open elective shall not be entertained after 7 days from the date of choosing the course.

18 AUTHORIZED BREAK OF STUDY FROM THE 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. If a student intends to temporarily discontinue the programme in the middle of the trimester 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 through the Director, stating the reasons thereof and the probable date of rejoining the programme, to the Principal in advance, but not later than the last date for registering for the TEE of the trimester in question,
- 18.2 Students who are permitted to rejoin the programme after break of study / detention due to lack of attendance, shall be governed by the

curriculum and regulations in force at the time of rejoining. Students rejoining at a time when new regulations are in force shall apply to the Principal in the prescribed format through Director for the prescribed additional courses, if any, at the beginning of the readmitted trimester itself, to compensate for any shortage of credits.

- 18.3** The authorized break of study (for a maximum of one year) will not be counted when the maximum duration of study specified for passing all of the courses of the programme is considered.
- 18.4** The total period for completion of the programme reckoned from the commencement of the first trimester 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 18.1) 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 the trimester concerned 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 for each trimester. Each Grade Card will contain the list of courses for that trimester and the grades obtained by the student. The Grade Point Average (GPA) for each trimester will be calculated only for those students who have passed all the courses of that trimester. Similarly, CGPA up to any trimester will be announced only for those students who have passed all the courses up to that trimester. 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 trimester.

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

where n is the number of courses in that trimester.

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 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 within the maximum specified duration of time, and
- 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 all the six trimesters in his/her first appearance within two years after the commencement of his/her study and securing a CGPA of 8.45 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 construed 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’.

21.2 First Class

A student who qualifies for the award of a degree, having passed all the courses of all the six trimesters within three years, securing a CGPA of 6.5 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 TEE due to lack of attendance (if applicable) is included in the three years.

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

21.4 A student who is absent in the TEE in a course 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 trimesters
- ii. CGPA
- iii. Classification (First Class with Distinction/First Class/Second Class)

- 22.2 The provisional certificate and the degree certificate will be awarded by Anna University, Chennai.

23 ATTENDANCE, DISCIPLINARY AND GRIEVANCE COMMITTEE

- 23.1 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:

Table 9: Attendance, Disciplinary and Grievance Committee

Director	Convener
A Senior Professor (from any department)	Member
A Senior Assistant Professor (from any department)	Member

- 23.2 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, TEE, etc. The committee will meet as and when necessary and send its recommendations to the AC/COE for consideration/ ratification/approval.

24. MALPRACTICES IN TESTS AND EXAMINATIONS

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

25. INDUSTRIAL VISIT

- 25.1 The institution shall take the students out to at least one industrial visit/ field 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 the Director.

26. DISCIPLINE

- 26.1** 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 prestige of the college. The Director shall constitute a Disciplinary Committee consisting of Director 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 Director about the disciplinary action recommended, for approval.

27. REVISION OF REGULATION AND CURRICULUM

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

SONA COLLEGE OF TECHNOLOGY, SALEM – 636 005
(An Autonomous Institution)
REGULATION 2017 – AMENDMENTS

(As per the Eighth Academic Council Meeting held on 12/06/2018)

MBA Programme:

EXISTING 2017	AMENDMENTS
<p>4.2.2</p> <p>Professional Elective courses are courses that can be opted by a student from a broad category of courses called specializations. The following specializations are offered</p> <ol style="list-style-type: none"> 1. Marketing Management 2. Financial Management 3. Human Resources Management 4. Operations Management 5. Family Business Management <p>The students should study a total of eight Elective courses spread over Trimesters IV and V, in a particular area of specializations.</p>	<p>4.2.2</p> <p>Professional Elective courses are courses that can be opted by a student from a broad category of courses called specializations. The following specializations are offered</p> <ol style="list-style-type: none"> 1. Marketing Management 2. Financial Management 3. Human Resources Management 4. Operations Management 5. Family Business Management <p>The students should study a total of eight elective courses spread over Trimesters IV and V. A student opting for single specialization shall choose four elective courses in Trimester IV and four elective courses in Trimester V in a particular area of specializations. A student opting for dual specialization shall choose four elective in Trimester IV (two elective courses from one specialization and two elective courses from another area of specialization) and similarly for the four elective courses of Trimester V.</p>

<p>4.2.3</p> <p>Open elective courses:</p> <p>Yoga and Wellness Management, Hindi, French and Arabic are the open elective course (one credit/course) offered by Humanities and Languages department. A maximum of two open electives are to be completed by the student for the award of the degree. Two open electives are to be chosen by the student from among the four courses listed above, to be studied in Trimester IV and Trimester V. The student will have to choose the open electives by the end of third Trimester along with the specialization. The faculty advisor and the class counsellors will guide the students in choosing the electives. The Department of Management Studies offers Entrepreneurship Development as an open elective to the students of post graduate programmes. An open elective course will be offered by the department only if a minimum strength of 20 students registers it, the maximum for an open elective course being 60.</p>	<p>4.2.3</p> <p>Open elective courses:</p> <p>There will be a pool of open elective courses offered to the students to choose from. A maximum of two open electives are to be completed by the student for the award of the degree. Two open electives are to be chosen by the student from courses listed, to be studied in Trimester IV and Trimester V. A student opting for a language course will have to study the same language course in Trimester IV and Trimester V. For example, a student choosing Arabic as an open elective will study Arabic Level-1 in Trimester IV and Arabic Level -2 in Trimester V. The student will have to choose the open electives by the end of Trimester III along with the specialization. The faculty advisor will guide the students in choosing the electives.</p> <p>The Department of Management Studies offers Entrepreneurship Development as an open elective to the students of post graduate programmes. An open elective course will be offered by the department only if a minimum strength of 25 students registers for it, the maximum for an open elective course being 60.</p>
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Member Secretary/Academic Council (i/c)
Dr.A.C.Kaladevi

Principal & Chairman-Academic Council
Dr.S.R.R.Senthilkumar