



SONA COLLEGE OF
TECHNOLOGY

Learning is a Celebration!

| An Autonomous Institution |

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

PG REGULATIONS 2023

[Common to M.E/M.Tech and MCA Programmes]

(Version 1.0 / 2023)

(Applicable for students admitted in 2023 and onwards)

www.sonatech.ac.in

Sona College of Technology, Salem-5


An Autonomous Institution,

Affiliated to Anna University, Chennai

PG REGULATIONS 2023

[Common to M.E/M.Tech and MCA Programmes]

**[Approved in 18th Academic Council meeting held on
04.08.2023]**


**Member Secretary-
Academic Council**


Dean Academics


Principal
Prof. Dr. S. R. R. SENTHILKUMAR,
M.E.(Struct), Ph.D., MISTE, FIE, C. ENG(I), MICI,
PRINCIPAL,
SONA COLLEGE OF TECHNOLOGY,
JUNCTION MAIN ROAD, SALEM-636 005.

Clause No:	Contents	Page Number
1.	Preliminary Definitions and Nomenclature	1
2.	Programmes offered and Admission Requirements	2
3	Academic Programmes	2
4	Structure of Programmes	3
5	Programme Duration	8
6	Conduct Online Lectures / Training by Adjunct Faculty	9
7	Attendance requirement for completion of a semester	9
8	Class Counselor (CC)	9
9	Class Committee (CCM)	10
10	Course Committee for Common Courses	10
11	System of Examination	11
12	Assessment Procedures for Awarding Marks	11
13	Conduct of Academic Audit	22
14	Details of Faculty Pedagogical and Student Assessment Record	22
15	Passing Requirements	23
16	Grading	24
17	Letter Grades	24
18	Grade Sheets	25
19	Eligibility for The Degree	26
20	Classification of the degree awarded	26
21	Withdrawal from Examination	27
22	Authorized Break of Study from a Programme	28
23	Standing Committee for Academic Matters	28
24	Malpractices in Tests and Examinations	29
25	Discipline	29
26	Revision of Regulation and Curriculum	29

SONA COLLEGE OF TECHNOLOGY

SALEM-636 005

PG REGULATIONS 2023

AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI

CHOICE BASED CREDIT SYSTEM

Common to all M.E. / M.Tech. and MCA Programmes

(For the students admitted to M.E. / M.Tech. and MCA Programmes from the Academic year 2023 - 2024 onwards)

The PG Regulations 2023 of Sona College of Technology includes various components of Choice Based Credit System (CBCS). This regulation is applicable to all the students admitted into M.E./M.Tech and MCA programmes from the academic session 2023-2024 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 (i.e) M.E. / M.Tech./MCA Degree Programme;
- ix. "Discipline" means Branch or Specialization of M.E. / M.Tech./MCA Degree Programme, like Structural Engineering, Information Technology, etc.;
- x. "Course" means a subject either theory or practical identified by its course title and code, and which is normally studied in a semester, for example, Environmental Science and Engineering, Basic Electrical and Electronics Engineering Laboratory, etc.;
- xi. "Dean-Academics" means the authority of the college who is responsible for all academic

activities for the implementation of relevant rules and regulations;

- xii. “Chairperson” means the Head of the Faculty.
- xiii. “Head of the Institution” means the Principal of the College.
- xiv. “Head of the Department (HOD)” means the Head of the Department concerned.
- xv. “Controller of Examinations (COE)” means the authority of the Institution who is responsible for all activities of the Continuous and Semester Examinations.

2. PROGRAMMES OFFERED AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED

- M.E
- M.Tech
- MCA

2.2 Admission Requirements

2.2.1 Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota.

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

2.2.2 However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.2.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.

2.2.4 Eligibility conditions for admission such as the class obtained the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

3. ACADEMIC PROGRAMMES

3.1 Nomenclature 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 Engineering (M.E.)
- Master of Technology (M.Tech)

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

3.2 Master of Engineering (M. E.) Degree Programmes offered

1. M.E. (Engineering Design)
2. M.E. (Industrial Safety Engineering)
3. M.E. (Power Systems Engineering)
4. M.E. (VLSI Design)
5. M.E. (Computer Science and Engineering)
6. M.E. (Structural Engineering)
7. M.E. (Construction Engineering and Management)

3.3 Master of Technology (M. Tech) Degree Programmes offered

1. M.Tech (Information Technology)

4. STRUCTURE OF PROGRAMMES

4.1 Categorization of courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** include Mathematics or other basic courses.
- ii. **Professional Core (PC)** Courses include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective (PE)** Courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Open Elective (OE)** Courses include the courses credited from other post graduate Programmes of M.E./M.Tech. and online courses. A minimum of one open elective shall be studied by a student in his/her period of study.
- v. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.
- vi. **Audit Courses (AC)** (Syllabus approved by HOD- English)

These are non- credited courses having a minimum of 30 hours duration included in curriculum of all M.E / M.Tech/MCA programmes. These courses namely English for Research paper writing, Disaster Management, Value education, Stress Management by Yoga, Constitution of India etc shall be included in semesters 1 and 2 in M.E / M.Tech / MCA Curriculum. A minimum of 2 audit courses shall be included in the curriculum of study.

- vii. **Research Methodology and IPR Course (RMC)** covers topics on the process of research and patenting.

4.2 Medium of Instruction

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

4.3 Courses per semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course shall have credits assigned as per Clause 4.4.

4.4 Credit Assignment

Each course is assigned certain number of credits based on the following:

Table 1. Credit Assignment

Contact Period Per Week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Laboratory / Project Period (also for EEC courses like Seminar / Project Work /Case study / etc.)	0.5

4.5 Credit Structure

Each course offered is given a L-T-P-J structure, depending on the number of lecture periods (L), number of tutorial periods (T), number of practical periods (P) and number of periods for project (J) 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-J structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course.

All programmes shall have at least 40% practical component and at least 2 courses with project (J) component in their curriculum.

4.6 Credit allocation and L:T:P:J:C composition for the following courses:

Table 2. Credit Structure

Theory (T)	1:0:0:0:1 or 2:0:0:0:2 or 3:0:0:0:3 or 4:0:0:0:4
Theory with Tutorial (TT)	2:1:0:0:3 or 2:2:0:0:4 or 3:1:0:0:4
Theory with laboratory courses (TL)	2:0:2:0:3 or 3:0:2:0:4
Theory with Project courses (TP)	2:0:0:2:3 or 3:0:0:2:4

Theory with Laboratory and Project courses (TLP)	2:0:2:2:4 or 3:0:2:2:5
Laboratory (L)	0:0:2:0:1 or 0:0:3:0:1.5 or 0:0:4:0:2
Laboratory with Theory Courses (LT)	1:0:2:0:2 or 1:0:4:0:3
Laboratory with Project courses (LP)	0:0:4:2:3 or 0:0:3:2:2.5 or 0:0:2:2:2
Professional Elective (PE)	Same as that of T or TT or TL or TP with maximum of 3 credits
Open Elective Courses (OE)	Same as that of T or TT or TL or TP with maximum of 3 credits
Audit Courses (AC)	2:0:0:0:0 or 1:0:0:0:0

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

- 4.7 The maximum number of professional elective courses in a curriculum shall be 5, which can be offered during semesters 1 to 3. An open elective course of 3 credits shall be offered in semester 3.

4.8 Project Work

4.8.1 The project work for M.E. / M.Tech. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV. Project Phase –I shall be included in Semester 3 with 8 credits. Project Phase-II shall be included in Semester 4 with 14 credits. For MCA programme, project work shall be included in Semester 4 with 12 credits.

4.8.2 In case of students of M.E. / M.Tech. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.

4.8.3 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years of experience in teaching or (ii) Ph.D. degree.

4.8.4 A student may, however, undergo Project Work-II (M.E./M.Tech. Programme) in industry/academic institution of repute offering PG programmes in Engineering/Technology (other than affiliated colleges of Anna University)/research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II with the approval obtained from the Head of the institution and Head of the department preferably one month before the start of the industrial project. The Project Work-II carried out in industry/academic institution of

repute/research institutions need not be a continuation of Project Work-I. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

4.8.5 The Project Work (Project Work-II in the case of M.E./M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.

4.9 The deadline for submission of final Project Report (Project Work-II for M.E. programmes) is 60 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I in the case of M.E. / M.Tech. Programmes shall be submitted within the last working day of the semester as per the academic calendar published by the College.

4.10 Industrial Training / Internship (Summer / Winter Vacation)

4.10.1 The students may undergo Industrial Training for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for at least two weeks in an organisation. The students may undergo Internship at a Research organization / University/ Industry (after due approval from the Head of the Institution) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. Attendance Certificate signed by the competent authority of the industry, as per the format provided by the Academic Council shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE, by the Head of the Institution for processing results.

4.10.2 If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship during Summer/Winter vacation optionally and the credits earned will be indicated in the Grade Sheet. If the student earns three credits in Industrial Training/ Internship, the student may drop one Professional Elective (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone continuously from one organization or with a combination one two week and one four week programme, from one/two organizations. However, if the number of credits earned is 1 or 2, these credits shall not be considered for classification of the degree. Students shall get permission from the Head of the Institution for taking industrial training/internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to COE.

Table 3. Credits for Industrial Training / Internship

Duration of Training / Internship	Credits
2 weeks*	1
4 weeks*	2
6 weeks*	3

*1 week of Internship / Industrial training = 40 hours

4.11 Value Added Courses

The Students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department with the prior approval from the Dean Academics and Head of the Institution. The details of the syllabus, time table and course coordinator may be sent to the Academic Council at least one month before the course is offered for approval.

4.12 Online Courses

Students may be permitted to credit a maximum of two online courses, subject to a maximum of six credits, with the approval of the Head of the Institution and the Dean Academics, in lieu of open elective / professional elective courses. The Head of the Institution shall form a three member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective/Open Elective courses. Suitable online courses shall be chosen from the SWAYAM platform.

One NPTEL - SWAYAM course (12 weeks, 3 credits) shall be offered as a professional elective course for the MCA program. Such courses offered to students shall be recommended by the DCC. The DCC minutes shall be forwarded to COE within 30 days from beginning of the semester. The DCC shall ensure that the courses offered are not core courses in their respective curriculum.

Relative grading will be followed for awarding grades for passed students, based on the NPTEL score obtained by students.

The Passing grade will be given as stated in Clause 16 of M.E / M.Tech and MCA Regulations 2023, similar to other theory courses in the curriculum.

If a student gets FAIL marks in the proctored exam conducted, shall appear for an examination conducted by college if the internal marks obtained in the NPTEL course is above 10 out of 25. In that case, his /her internal assessment marks (marks scored out of 25) shall be converted to marks out of 40.

For the students who appear for the examination conducted by the college immediately after the NPTEL exams, it will be considered as an appearance and not as arrear. However, if the students fail in that examination, they shall appear for the examination in the subsequent semesters as arrear. However, only 80% of the total marks obtained by the students shall be considered for grading. For the examinations conducted by the college for this purpose, absolute grading shall be followed.

The students with internal assessment marks less than 10 (out of 25 marks), shall redo the NPTEL course (same or any other NPTEL course recommended by DCC concerned) in the subsequent semesters.

If a student wants to absent himself/herself from NPTEL due to genuine reasons (medical / representing institution for any event), he/she shall take proper approval from Principal through NPTEL coordinator, HOD and Dean Academics. The same data shall be forwarded to COE and overall NPTEL coordinator.

If a student is absent for a NPTEL exam without prior approval from Principal, he / she shall redo the course offered by NPTEL (either the same course or a different course recommended by DCC) in the subsequent semesters.

5. PROGRAMME DURATION

- 5.1** A student is ordinarily expected to complete the M.E. / M.Tech (Full Time) / MCA (Full Time) programme in 4 semesters (two academic years) and 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** The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Table 4. Prescribed Credit range

Programme	Credit Range
M.E/M.Tech	70 - 75
MCA	80 - 90

5.4 COURSE REGISTRATION

5.4.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.

5.4.2 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.4.5)). The registration details of the student shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the Semester End Examinations. The courses that a student registers in a particular semester may include:

- i. Courses of the current semester and
- ii. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

5.4.3 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 Examination.

5.4.4 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.

5.4.5 Flexibility to Drop courses: From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6. The student is permitted to drop the course(s) within 30 days of the commencement

of the academic schedule.

6. CONDUCT ONLINE LECTURES / TRAINING BY ADJUNCT FACULTY

The classes delivered by adjunct faculty may be conducted through online platforms / online mode for students. The respective departments shall obtain the approval from the Principal and Dean Academics before conducting such classes.

7. ATTENDANCE REQUIREMENT FOR COMPLETION OF A SEMESTER

A student who has fulfilled the following conditions (vide Clauses 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for semester end examination.

7.1 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.

7.2 If a student secures an overall attendance between 65% and less than 75% 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 concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the semester end examination. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department and same to be submitted to the Principal. However, it is recommended that the HOD recommends such students to watch the LCS lectures when joining the college after medical leave.

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

7.3 Students who do not satisfy Clauses 7.1 and 7.2 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.

8. CLASS COUNSELOR (CC)

8.1 Each class of students has a Class Counselor (CC) who is a regular faculty member of the department. The Head of the Department will appoint CCs for the respective classes. The responsibilities for the class counsellor shall be:

- To act as the channel of communication between the HOD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9. CLASS COMMITTEE (CCM)

9.1 Each class shall have a Class Committee which is constituted by Chairperson not teaching the classes, 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

- Solving problems experienced by students in the class room and in the laboratories;
- Clarifying the regulations of the degree programme and the details of rules therein;
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment;
- Informing the student representatives the details of regulations regarding Weightage 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;
- Analyzing the performance of the students of the class after each test and finding the ways and means of improving the programme;
- Identifying slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance coaching to such slow learning students.

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 1 boy and 1 girl) shall be included in the Class Committee.

9.5 The Chairperson of the Class Committee shall invite the CCs 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 Principal/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 support and action by the Management, the same shall be brought to the notice of the Management by the Principal.

9.7 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.

10. COURSE COMMITTEE FOR COMMON COURSES

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

11. SYSTEM OF EXAMINATION

- 11.1** Performance in each course of study shall be evaluated based on (i) Continuous Internal Examination (CIE) throughout the semester and (ii) Semester End Examination (SEE) at the end of the semester.
- 11.2** Each course, both theory and practical (including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks in SEE. The table below specifies the CIE and SEE weightage in total marks.

Table 5. Assessment for Category of Courses

S.No	Category of courses	CIE	SEE
1.	Theory courses (T)	40	60
2.	Theory courses with laboratory component (TL)	50	50
3.	Theory with project courses (TP)	50	50
4.	Theory with laboratory and Project courses (TLP)	50	50
4.	Laboratory courses (L)	60	40
5.	Laboratory courses with theory courses (LT)	50	50
6.	Laboratory courses with project courses (LP)	50	50
7.	Project work	40	60
8.	All other EEC courses	100	-

- 11.3** Industrial Training, inplant training, Seminar and internship shall carry 100 marks and shall be evaluated through internal assessment only.
- 11.4** The SEE of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 11.5** The SEE for Project Work shall consist of evaluation of the final report submitted by the student by an external examiner and an internal examiner, followed by a viva-voce examination by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.
- 11.6** For the SEE examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

12. ASSESSMENT PROCEDURES FOR AWARDING MARKS

All M.E./M.Tech/MCA programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial/Practical Training. Appearance in SEE is mandatory for all courses including theory, laboratory and project work.

The evaluation shall be based on Outcome Based Education (OBE). All other courses included

under Employability Enhancement Courses are evaluated by Continuous Assessments only. There is no SEE evaluation for Audit Courses. However, minimum attendance requirement as per clause 7 shall be satisfied

12.1 Theory courses (T)

The SEE for all the theory courses is conducted for 3 hours duration. Three CIEs will be conducted for each theory course and the assessment pattern for CIE shall be as illustrated in Table 6. All the three CIE tests are mandatory for internal mark calculation.

Table 6. Assessment pattern for CIE - Theory

Assessment	Duration	Syllabus to be covered	Max. Marks	Weightage
CIE Test 1	1 ½ hours	1 ½ units	50	10
CIE Test 2	1 ½ hours	1 ½ units	50	10
CIE Test 3	1 ½ hours	2 units	50	10
Assignment / Problem-solving / Seminar	-	-	10	10
Total				40

Retest will be conducted at the end of CIE 3 for the students. The retests for one or more than one course in any one CIE can be taken by the students. The students need to get prior approval from HOD concerned and the same shall be forwarded to office of COE within a minimum of 5 days after the respective CIE.

The students who absent themselves for any CIEs due to reasons like Co-curricular and Extra-curricular activities representing the college at State/National/International level events/any other special permission authorized by their HOD and Principal shall apply for the retest within a minimum of 5 days before the date of commencement of CIE (except medical grounds).

Also, students who wish to improve their CIE marks can register for the retest. As a special case, number of retests for more than one CIE for a student shall be considered on a case-to-case basis considering the merit of the case. Such cases shall be approved by Principal with recommendation from the HOD.

12.2 Laboratory courses (L)

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the Semester End Examination carries 40 marks. Every laboratory exercise / experiment shall be evaluated based on the student's performance during the laboratory class and the student's records maintained. There shall be three assessments. The SEE for Laboratory courses will be of 3 hours duration.

The CIE assessment for practical courses follows the pattern given in Table 7.

Table 7. CIE Assessment for Practical Courses

S. No.	Assessment Method	Max. Marks	Weightage
1.	CIE Test 1	100	20
2.	Quiz 1	20	5
3.	CIE Test 2	100	20
4.	Quiz 2	20	5
5.	Real Time Problem Solving	100	10
Total			60

12.3 Theory with Laboratory Courses (TL)

There shall be four assessments: CIE1, CIE2 and CIE3 will be similar to assessment of theory course and the CIE4 will be conducted for assessment of laboratory experiments.

The assessment of CIE and SEE marks shall be:

Table 8. Assessment pattern for Theory with laboratory courses

L	T	P	J	C	CIE 1	CIE 2	CIE 3	CIE 4	SEE	SEE	SEE Pattern
2	0	2	0	3	T	T	T	L	T+L	Theory (25 marks)* Lab (25 marks)*	T- 100 marks, 3 hrs
3	0	2	0	4	T	T	T	L	T+L	Theory (35 marks)* Lab (15 marks)*	L- 50 marks. 1.5 hrs

* Minimum pass percentage is 45% each for Theory and Laboratory examinations of SEE and not less than 50% of total marks prescribed for the course [Internal Assessment + Semester End Examinations] is required.

* T- Theory, L- Laboratory

The internal marks are awarded as per the table below:

Table 9. Assessment pattern for CIE – Theory with Laboratory courses

Assessment	Duration	Syllabus to be covered	Max. Marks	Weightage
CIE Test 1	1 ½ hours	1 ½ units	50	10
CIE Test 2	1 ½ hours	1 ½ units	50	10
CIE Test 3	1 ½ hours	2 units	50	10
CIE Test 4 (Practical)	1 ½ hours	All experiments	50	10
Assignment / Quiz/ Seminar / mini project	-	-	20	10
Total				50

12.4 Theory with Project Courses (TP)

There shall be four assessments: CIE1, CIE2 and CIE3 will be similar to assessment of theory course and the CIE4 shall be a project review. The review shall be conducted by a committee constituted by the respective head of the department.

The assessment of CIE and SEE marks shall be:

Table 10. Assessment pattern for Theory with project courses

L	T	P	J	C	CIE 1	CIE 2	CIE 3	CIE 4 (Project Review)	SEE	SEE	SEE Pattern
2	0	0	2	3	T	T	T	P	T+P	Theory (25 marks)* Project (25 marks)*	T- 100 marks, 3 hrs P- 50 marks.
3	0	0	2	4	T	T	T	P	T+P	Theory (35 marks)* Project (15 marks)*	

* Minimum pass percentage is 45% each for Theory and Project examinations of SEE and not less than 50% of total marks prescribed for the course [Internal Assessment + Semester End Examinations] is required.

* T- Theory, P- Project

Table 11. Assessment pattern for CIE – Theory with Project

Assessment	Duration	Syllabus to be covered	Max. Marks	Weightage
CIE Test 1	1 ½ hours	1 ½ units	50	10
CIE Test 2	1 ½ hours	1 ½ units	50	10
CIE Test 3	1 ½ hours	2 units	50	10
CIE Test 4 (Project)	One review with project report		50	10
Assignment / Quiz/ Seminar	-	-	20	10
Total				50

Table 12. Components for Project Review (Internal and SEE)

S.No	Components	Max. Marks
1.	Demonstration	10
2.	Presentation	10
3.	Results / Conclusions	10
4.	Contribution to the project implementation	5
5.	Contribution to Societal applications / Patentable idea /Technology Transfer	5
6.	Viva-voce	10
Total		50

12.5 Theory with laboratory and Project Courses

There shall be four assessments: CIE1 and CIE2 will be similar to assessment of theory course, CIE3 will be conducted for assessment of laboratory experiments and the CIE4 shall be a project review. The review shall be conducted by a committee constituted by the respective head of the department.

The assessment of CIE and SEE marks shall be:

Table 13. Assessment pattern for Theory with lab and project courses

L	T	P	J	C	CIE 1	CIE 2	CIE 3	CIE 4 (Project Review)	SEE	SEE	SEE Pattern
2	0	2	2	4	T	T	L	P	T+L+P	T (25 marks)* P (15 marks)* L (10 marks)	T - 100 marks, 3 hrs P - 50 marks L - 50 marks
3	0	2	2	5	T	T	L	P	T+L+P	T(30 marks) P (10 marks)* L(10 marks)	

* Minimum pass percentage is 45% each for theory, laboratory and Project examinations of SEE and not less than 50% of total marks prescribed for the course [Internal Assessment + Semester End Examinations] is required. *T- Theory, P- Project, L-Lab

Table 14. Assessment pattern for CIE – Theory with Lab and Project

Assessment	Duration	Syllabus to be covered	Max. Marks	Weightage
CIE Test 1	2 hours	2 ½ units	65	10
CIE Test 2	2 hours	2 ½ units	65	10
CIE Test 3	1 ½ hours	All experiments	50	10
CIE Test 4 (Project)	One review with project report		50	10
Assignment / Quiz/ Seminar	-	-	20	10
Total				50

The components of assessment for project are same as given in Table 12 of clause 12.4.

12.6 Laboratory courses with theory component

There shall be three assessments: CIE1 and CIE2 will be similar to assessment of laboratory and the CIE3 will be similar to assessment of theory course. The SEE is conducted as laboratory exam for 3 hours duration.

The assessment of CIE and SEE marks shall be:

Table 15. Assessment pattern for Laboratory courses with Theory

L	T	P	J	C	CIE 1	CIE 2	CIE 3	SEE	SEE	SEE Pattern
1	0	4	0	3	L	L	T	L	Lab(50marks)	L- 100 marks. 3 hrs
1	0	2	0	2	L	L	T	L	Lab(50marks)	

The internal marks are awarded as per the table below:

Table 16. CIE Assessment for Laboratory Courses with Theory

S. No.	Assessment Method	Max. Marks	Weightage
1.	CIE 1	100	10
2.	Quiz 1	20	5
3.	CIE 2	100	10
4.	Quiz 2	20	5
5.	CIE 3 (Theory)	60	10
6.	Record		10
Total			50

12.7 Laboratory courses with Project component

There shall be three assessments: CIE1 and CIE2 will be similar to assessment of laboratory and the CIE3 shall be a project review. The review shall be conducted by a committee constituted by the respective head of the department. The SEE is conducted as laboratory exam for 3 hours duration.

The assessment of CIE and SEE marks shall be:

Table 17. Assessment pattern for Laboratory courses with Project

L	T	P	J	C	CIE 1	CIE 2	CIE 3	SEE	Semester End Exam (SEE)	SEE Pattern
0	0	4	2	3	L	L	P	L	Lab (50 marks)	L- 100 marks. 3 hrs
0	0	3	2	2.5	L	L	P	L	Lab (50 marks)	
0	0	2	2	2	L	L	P	L	Lab (50 marks)	

The internal marks are awarded as per the table below:

Table 18. CIE Assessment for Laboratory Courses with Project

S. No.	Assessment Method	Max. Marks	Weightage
1.	CIE 1	100	10
2.	Quiz 1	20	5
3.	CIE 2	100	10
4.	Quiz 2	20	5
5.	CIE 3 (Project)	50	10
6.	Record		10
Total			50

The components of assessment for project are same as given in Table 12 of clause 12.4.

12.8 PROJECT WORK

The evaluation of Project Work for Project Work-I and / or Project Work-II in the case of M.E. / M.Tech. and Project Work of M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 12.8.1.

12.8.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the department shall constitute the review committee for the respective programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated. In the case of project work II carried out in

industry/academic/research institutions, the review committee shall have the supervisor, coordinator from industry/academic/research institutions and the project coordinator from the Department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer (as per the Table 19 given below). There will be a vice-voce Examination during Semester End Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and semester end examination is given below:

Table 19. Assessment of Project Work

Internal Assessment (40 marks)			Semester End Examinations (60 marks)			
Review I	Review II	Review III	Thesis Submission	Viva Voce		
			External Examiner	Internal Examiner	External Examiner	Supervisor
05	15	20	25	10	15	10

12.8.2 The Project Report prepared according to approved guidelines as given by the Academic Council and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

12.8.3 If the student fails to obtain 50% of the internal assessment marks in the Project Work-I and Project Work-II / final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

12.8.4 If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester. This applies to both for Project Work–I and Project Work–II in the case of M.E. / M.Tech. Project Work and the Final Project Work of M.C.A.

If a student fails in the semester end examinations of Project Work–I, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fail in the semester end examination of Project Work–II of Project work of M.E. / M.Tech. or the Final Project Work of M.C.A, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail and he/she will be permitted to resubmit the report within 30/60 days from the declaration of results and permitted for reappearance in vivavoce examination, for Project Work-I and II respectively.

12.8.5 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college.

12.8.6 Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every

student.

Table 20. Components for SEE-Project Viva voce

S.No	Components	M.E/M.Tech Max. Marks	MCA Max. Marks
1.	Demonstration	15	20
2.	Presentation	10	10
3.	Results / Conclusions	15	20
4.	Independent contribution to the project	10	10
5.	Project's relevance to Societal applications /Patentable idea /Technology Transfer	15	20
6.	Viva-voce	10	10
7.	Publication	25	10
Total		100	100

12.8.7 Each student of M.E / M.Tech shall publish at least ONE paper in Refereed International Journals (Scopus Indexed) / International Conferences (Scopus Indexed) during Project work Phase-II. If a student can not publish within the stipulated time, he/she shall have the status of the paper as the accepted. Appropriate proof of publication / accepted status shall be submitted to office of COE. 25 marks are allotted for publication. The marks shall be given as follows:

1. If published in conference proceedings - 15 marks
2. If published in Scopus Indexed Proceedings / Journal - 20 marks
3. If published in WOS indexed proceedings / journal - 23 marks
4. If applied for patent - 25 marks

12.8.8 During the final project evaluation (Viva-voce) for MCA, 10 marks are allotted for publication. However, there is no change in the internal marks weightage of 40 marks and its components. The marks shall be given as below:

1. If published in conference proceedings - 7 marks
2. If published in Scopus Indexed Proceedings / Journal - 8 marks
3. If published in WOS indexed proceedings / journal - 9 marks
4. If applied for patent - 10 marks

12.9 Assessment of Audit Courses

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

12.10 Assessment for seminar / professional practices / case study

The Seminar / Case study / Creative and Innovative Project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned. The three member committee consisting of one coordinator and two members appointed by the Head of the Department shall evaluate and at the end of the semester, the marks are consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation / demonstration (40%) and response to the questions asked during presentation / demonstration (20%).

12.11 Assessment of Industrial / practical / in plant training / internship

The Industrial Training, in plant training and summer / winter Internship shall carry 100 marks and shall be evaluated through internal assessment only.

The following is the assessment methodology to be followed:

1. Three Internal reviews shall be done by a committee duly appointed by the HOD.
2. Students shall submit a report on the work done during the course duration which consists of the following:
 - Description of the work
 - Feedback from the respective Industry mentor (not applicable for seminar)
 - Photographs of the students in the industry if the work is undertaken there
 - Completion certificate from the Industry / faculty mentor
3. The final viva-voce shall be conducted by a committee duly appointed by the office of COE which consists of a person from the related industry, two faculty members –
 1. From the same department;
 2. From another related department

12.12 Assessment of Online courses

Students shall register only for the online courses (vide Clause 4.12) approved by DCC concerned, for award of credits in curriculum. The DCC approved online courses shall be of advanced/ related to the domain / areas of their department or recent technical area that will cater student's career growth. Students shall not register for online courses which are already there in Professional core category of their curriculum under study. The DCC concerned has to verify the contents of the online courses with that of similar courses in curriculum.

Students shall 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 and

will not figure in grade sheet.

For students who have scored 50% of marks and above, the grades O, A+, A, B+, B, C as stated in Clause 16 shall be awarded and will figure in their grade sheet.

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

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

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

12.13 Questions based on HOTS

To test the students' skills, questions based on Higher Order Thinking Skill (HOTS) have been introduced in all CIEs and SEEs. As per Bloom's Taxonomy, 50% of the questions set in both CIE and SEE would be pertaining to HOTS. For open book examinations, 100% questions would be HOTS in nature.

12.14 Internal marks approved by the head of the institution shall be displayed by the respective HODs within 5 days from the last working day.

13. Conduct of Academic Audit

Every department shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11. In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record. The Head of the Institution shall arrange to conduct the Academic Audit for every programme in a semester by forming the respective committees.

14. DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD

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

- Time-table, Course syllabus, Program outcomes, Course outcomes and their mapping, Learning resources developed, Topics taught beyond the syllabus
- Details of attendance of each student marked in each theory /practical /project work class.
- CIE Test marks, Details of Assignment / Seminar given, Course Delivery details, Corrective and Preventive actions on test performance of students and any other additional details.
- CO attainment, remedial classes conducted, sample test papers of CIEs and sample

assignments

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

15. PASSING REQUIREMENTS

- 15.1** A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the semester end examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 15.2** If a student fails to secure a pass in a theory course (except electives) / laboratory courses, the student shall register and appear only for the semester end examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Internal Assessment + Semester End Examination) as per clause 15.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the semester end examinations alone.
- 15.3** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Internal Assessment + Semester End Examination) as per clause 15.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the semester end examinations alone.

If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective or open elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 7 and appear for the semester end examination.

In addition to the above, for MCA programme, students undergoing bridge courses should complete all the bridge courses prescribed for the two year MCA programme.

- 15.4** If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (12.8.4), the student shall register for the course again.
- 15.5** The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 15.6** A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the

reevaluation and the results will be intimated to the student concerned through the Head of the Institution. Reevaluation is not permitted for laboratory course and EEC courses.

16. Grading

16.1 Relative Grading

For those students who have passed the course (theory course/ laboratory integrated courses/ theory integrated courses / all other EEC except laboratory courses and project courses), relative Grading method shall be followed. The marks of those students who have passed only shall be inputted in the software developed for relative grading which is given by Anna University. If the students strength is greater than 30, the relative grading method shall be adopted.

16.2 Absolute Grading

For all the courses, if the students strength is less than or equal to 30, then the absolute grading shall be followed. For the project work/ internship and laboratory courses absolute grading procedure shall be followed.

17. Letter Grades

17.1 The award of letter grades will be decided using relative grading principle except laboratory and project work. The performance of a student will be reported using letter grades, each carrying certain points as detailed below: The letter grades to be used and the corresponding grade points are as follows:

Table 21. Grades, Grade Points and Range of Marks

Letter Grade	Grade Points*	Range of Marks
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 - 80
B + (Good)	7	61 - 70
B (Average)	6	56 - 60
C (Satisfactory)	5	50 - 55
RA (Re-appearance)	0	<50
SA (Shortage of Attendance)	0	-
W (Withdrawal)	0	-

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".

'SA' denotes shortage of attendance (as per clause 7.3) and hence Prevention from writing the end

semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the Semester End Examinations as per the Regulations.

If the grade RA is given to Theory Courses/ Laboratory Courses, it is not required to satisfy the attendance requirements (vide clause 7), but has to appear for the semester end examination and fulfil the norms specified in clause 15 to earn a pass in the respective courses. If the grade RA is given to Project work, the course has to be registered again and attendance requirement (vide clause 7) should be satisfied. If the grade RA is given to EEC course (except project work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester fulfill the norms as specified in Clause 15 to earn pass in the course. However, attendance requirement need not be satisfied.

- 17.2 The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title ‘Value Added Courses’ and ‘internship/industrial training’ (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA, it will not figure in the Grade Sheet
- 17.3 For the MCA students admitted under non-computer-science background category, the grades obtained for the prescribed bridge courses will appear on the grade sheet, but will not be considered for GPA/CGPA calculation.
- 17.4 For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet

18. GRADE SHEETS

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

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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.

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

where C_i is the number of Credits assigned to the course

GP_i is the point corresponding to the grade obtained for each course

n is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

19. ELIGIBILITY FOR THE DEGREE

19.1 A student shall be declared to be eligible for the award of the P.G. Degree (M.E./ M.Tech. and M.C.A.) provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. M.E./ M.Tech. and M.C.A.

Successfully completed the course requirements, appeared for the Semester end examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the student was admitted. In addition, for the MCA students admitted under non-computer-science background category, the prescribed bridge courses also have to be completed within the maximum duration mentioned above

- iii. Successfully passed any additional courses prescribed by the Dean Academics whenever readmitted under PG Regulations 2023 (vide clause 22.3)
- iv. No disciplinary action pending against the student.

20. CLASSIFICATION OF THE DEGREE AWARDED

20.1 FIRST CLASS WITH DISTINCTION:

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 21) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing Semester end examination due to lack of attendance.

20.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the Semester End Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.50.

20.3 SECOND CLASS:

All other students (not covered in clauses 20.1 and 20.2) who qualify for the award of the degree (vide Clause 19.1) shall be declared to have passed the examination in Second Class.

20.4 A student who is absent in Semester End Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from semester end examinations as per clause 21) for the purpose of classification.

20.5 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of COE on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for EEC courses.

20.6 Review

Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examinations through the Head of the Institution. Students applying for Revaluation only are eligible to apply for Review.

21. WITHDRAWAL FROM EXAMINATION

21.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) be granted permission to withdraw from appearing for the Semester End Examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to COE through the Head of the Institution with required documents.

21.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 7) and earned continuous assessment marks.

21.2.1 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.

21.3 In case of withdrawal from a course / courses, it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

21.4 If a student withdraws from writing semester end examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the semester end examination(s).

21.5 If a student applies for withdrawal from Project work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work I and II respectively and the same is not considered as reappearance.

21.6 Withdrawal is permitted for the semester end examinations in the final semester, as per clause 20.1.

21.7 Withdrawal from the SEE is NOT applicable to arrear courses of previous semesters.

22. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

22.1 A student is permitted to avail authorised break of study for a maximum period of one year in a single spell.

22.2 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. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Dean, Student Affairs in advance, but not later than the last date for registering for the semester end examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

22.3 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 register for additional courses, if any, under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.

22.4 The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 20.1).

22.5 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 in order that he/she may be eligible for the award of the degree.

22.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 22.1).

22.7 If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by Dean Academics with due proof to that effect.

23. STANDING COMMITTEE FOR ACADEMIC MATTERS

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

Table 22. Standing Committee

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

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

24. MALPRACTICES IN TESTS AND EXAMINATIONS

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

25. 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 Principal shall constitute a Disciplinary Committee consisting of Principal/Dean/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 about the disciplinary action recommended, for approval.

26. REVISION OF REGULATION AND CURRICULUM

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 your 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.
- Intreact with people who have a positive outlook in life.

SONA COLLEGE OF TECHNOLOGY
Junction mainRoad, Suramangalam (PO)
Sona Nagar, Salem - 636 005
Phone : 0427 4099 999 | Fax : 0427 4099 888

www.sonatech.ac.in

