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TECHNOLOGY

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Affiliated to Anna University, Chennai

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All eligible programmes NBA-Accredited



B.E. / B.Tech. REGULATIONS 2015R

(with Amendments included)

(Applicable for students admitted in 2016 and onwards)

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SONA COLLEGE OF TECHNOLOGY, SALEM-636 005
REGULATIONS 2015R
AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI
REGULATIONS FOR B.E./B.TECH DEGREE PROGRAMME 2016
AND ONWARDS

The Regulation 2015R includes additional components of Choice Based Credit System (CBCS). This regulation is applicable to all the students admitted into B.E./B.Tech. programmes from the academic session 2016-2017 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

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

1.2 DEFINITIONS

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

- vii. "College" means Sona College of Technology, Salem;
- viii. "Programme" means Degree Programme, that is, B.E./B.Tech. Degree Programmes;
- xi. "Director-Academics" means the authority of the college who is responsible for guiding and leading all academic activities.
- x. "Branch" means specialization in a programme like B.E. Degree Programme in Civil Engineering, B.Tech. Degree Programme in Information Technology, etc.
- xi. "Course" means a subject either theory or practical identified by its course title and code, and which is normally studied in a semester, for example, Environmental Science and Engineering (U15CHE204AR), Basic Electrical and Electronics Engineering Laboratory (U15BEEL210R), etc.

2. ADMISSION

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

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

3. ACADEMIC PROGRAMMES

3.1 NOMENCLATURE OF PROGRAMMES

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

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

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

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

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

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

- i. Fashion Technology
- ii. Information Technology

4. STRUCTURE OF PROGRAMMES

4.1 CLASSIFICATION OF COURSES

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

- i. **Humanities and Social Sciences (HS)** courses include Technical English, Employability skills, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.
- ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, Biology, etc.
- iii. **Engineering Sciences (ES)** courses include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics /Mechanical /Computer Engineering, Instrumentation etc.
- iv. **Professional Core (PC)** courses include core courses relevant to the chosen specialization/branch.
- v. **Professional Electives (PE)** courses include elective courses offered by the department, dealing with various aspects

of application or new development or both related to the chosen branch of study. One departmental elective may be replaced by any online course or special topics by signing an MoU (Memorandum of Understanding) with the reputed Universities or Professional bodies with the written consent from Anna University.

- vi. ***Open Elective (OE)*** courses include the fundamental courses offered across all disciplines. Any student is permitted to register for these courses. There will be a pool of open elective courses offered by different departments for the students to choose from. A minimum of two open electives must be chosen by the student and these may include one or more of the courses listed under open elective courses or even the professional elective (department elective) courses. An open elective is allowed to be taken from the professional elective courses *only once*. An ***optional*** elective called Language Elective is offered by the Department of Humanities and Languages which gives students a chance to learn languages like German, French, Chinese and Japanese.

Proper choice of professional elective courses or open elective courses across Semesters V to VII will enable students to specialize in an emerging area within their chosen field of study. The concerned Course Counsellors (vide Sec. 8.3) are to guide the students in making the appropriate choices.

- vii. ***Employability Enhancement Courses (EEC)*** includes Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

4.2 MEDIUM OF INSTRUCTION

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

5. PROGRAMME DURATION

- 5.1 A student admitted on the basis of the higher-secondary-school score is expected to complete the B.E./B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 16 semesters. The Lateral Entry Diploma students are expected to complete the programme in 6 semesters (three academic years) but in any case not more than 12 semesters.
- 5.2 Each semester shall normally consist of 90 working days or 450 periods, each of 55 minutes duration.

6. CREDIT STRUCTURE

- 6.1 Each course offered is given a L-T-P structure, depending on the number of lecture periods (L), number of tutorial periods (T) and number of periods for practical (P) required per week for an efficient teaching – learning process. A student is expected to put-in his/her own efforts in proportion with periods spent in classroom, as defined in L-T-P structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course.
- 6.2 The curriculum for a semester shall normally have a blend of 5 or 6 theory courses and 2 or 3 laboratory courses. In addition, Employability Enhancement Courses (EEC) may also be included. However, the total number of courses per semester shall not exceed 10 (including EEC).

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

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

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

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

Professional Elective : 2:2:0:3 or 3:0:0:3 or 3:2:0:4 or 2:0:2:3
 Open Elective Courses : 2:2:0:3 or 3:0:0:3 or 2:0:2:3

- 6.4** The total credits earned by a student at the end of semester are L+T+P.
 The range of credits normally will be as specified in Table 1.

Table 1: Percentage of Credits for Various Courses

S.No.	Course Area	Percentage Range of Credits (%)
1	Humanities & Social Sciences (<i>HS</i>) including Management	10
2	Basic Sciences (<i>BS</i>) including Mathematics, Physics, Chemistry and Biology	15 - 20
3	Engineering Sciences (<i>ES</i>) including Materials, Workshops, Drawing, Basics of Electrical / Electronics / Mechanical / Computer Engineering	15 - 20
4	Professional Core (<i>PC</i>) Courses: relevant to the branch of study	30-40
5	Professional Elective (<i>PE</i>) Courses : relevant to the branch of study	10 -15
6	Open Electives (<i>OE</i>) Courses : Core/ Elective Courses of other disciplines	4-10
7	Employability Enhancement Courses (<i>EEC</i>) - Project Works/ Mini-Projects /Technical Seminar /Soft Skills / Industrial Training /Internship, etc.	10 - 15
8	Special Interest Courses	-
Total		100

6.5 INDUSTRIAL (IN-PLANT) TRAINING / INTERNSHIP

6.5.1 INDUSTRIAL TRAINING

Students are allowed to undergo 2, 4 or 6 weeks of industrial training between Semesters 2 and 3, Semesters 3 and 4, Semesters 4 and 5 and Semesters 5 and 6 and they can earn 1, 2 or 3 credits respectively. The industry/organization is to be selected with the approval of the Department Consultative Committee (vide Sec. 8.2). Industrial training may also be referred to as 'In-plant training'.

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

6.5.2 INTERNSHIP

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

A student earning three credits in internship shall be permitted to drop one professional elective/open elective. However, if the number of credits earned is only 1 or 2, these credits shall not be considered for dropping a course or for classification of the degree, but will be indicated in the Mark Sheet.

- 6.6** All students are to be involved in doing project work or internship during the entire period of Semester 8. There shall be no theory or laboratory courses during this semester. Internship shall be performed in industry premises. Every effort will be taken by all departments to have as many students as possible for internship.

The project work undertaken by students may be performed in industry or in the college, but in the latter case, it would be preferable to have industry-oriented projects. The total credits for project work is 12.

6.7 ONLINE COURSES

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

6.8 INDUSTRY-ORIENTED COURSES

Students may also choose industry-oriented courses offered by the departments concerned. However the courses must be those identified by the DCC and taught by experts in industry and with experience related to the disciplines of study. Industry-oriented courses may be one or two credit courses depending upon the content of these courses.

One-credit industry-oriented courses may be taught just like the regular courses through periodic, pre-scheduled lectures. They may also be delivered as special workshops, the one credit being given to the students who successfully complete a workshop of at least three days duration per course.

Students may be permitted to select one or more of the online or industry-oriented courses subject to a maximum total of three credits. They may be allowed to take these courses any time during Semesters 3 to 7.

A student earning a total of three credits internship/online course(s) / industry-oriented course(s) shall be permitted to drop one professional elective/open elective.

7. CLASS COUNSELOR (CC)

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

8. FACULTY ADVISOR

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

8.2 DEPARTMENTAL CONSULTATIVE COMMITTEE

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

8.3 COURSE COUNSELLOR

Every department shall appoint a Professor/ Associate Professor to counsel students seeking guidance in the choice of professional/ open electives.

9. CLASS COMMITTEE (CCM)

- 9.1** Each class of various sections shall have a Class Committee which is constituted by Chairperson not teaching the respective classes. The committee comprises of Class Counsellors, faculty members teaching the courses for all the sections of that class, and student representatives. It is formed with the overall goal of improving the teaching-learning process. The functions of the Class Committee include
- 9.1.1** solving problems experienced by students in the class room and in the laboratories.
 - 9.1.2** clarifying the regulations of the degree programme and the details of rules therein.
 - 9.1.3** informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - 9.1.4** informing the student representatives the details of regulations regarding Weightage used for each assessment. In the case of practical courses (Laboratory experiments / Engineering drawing/project work/seminar/Internship etc.), the breakup of marks for each experiment/exercise/module of work, should be clearly discussed in the Class Committee meeting and informed to the students.
 - 9.1.5** analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - 9.1.6** identifying slow learning students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 9.2** The Class Committee for a class under a particular branch is normally constituted by the HOD / Chairperson.
- 9.3** The Class Committee shall be constituted within the first week of each semester.
- 9.4** At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the Class Committee.

- 9.5 The Chairperson of the Class Committee shall invite the Class Counsellors, Faculty adviser(s) and the HOD to the meeting of the Class Committee.
- 9.6 The Principal may participate in any Class Committee meeting of the institution.
- 9.7 The Chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are any points requiring support and action from the Management, the same shall be brought to the notice of the Management by the Principal.
- 9.8 Two subsequent meetings may be held in a semester at suitable intervals. During these meetings, the student members representing the entire class shall meaningfully express the opinions and suggestions of the other students of their class to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE (COCM) FOR COMMON COURSES

- 10.1 Each common theory course offered to more than one discipline or group shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the HOD/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. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 11.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester:

11.1.1 He/she shall secure not less than 75% of overall attendance in the current semester. Those students who secure less than 75% are not eligible to appear for the current Semester End Examinations and are not permitted to go to the next semester. They are required to repeat the incomplete semester in the next academic year.

11.1.2 However, those students who have secured attendance 65% and above and less than 75% and their shortage is due to medical reasons or for their participation in College/University/ State/ National/ International level sports events are eligible to appear for the current Semester End Examinations with prior permission from the Principal and will be allowed to proceed to the next higher Semester. If the same set of students request for exemption of 10% in attendance in every semester, such cases should be reviewed and permitted only based on the discretion of the concerned Head of the Department and Principal.

12. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

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

Table 2: Assessment pattern for CIE - Theory

S. No.	Assessment	Duration	Syllabus to be covered	Marks	Weightage
1	CIE Test 1	1 ½ hours	1 ½ units	50	06
2	CIE Test 2	1 ½ hours	1 ½ units	50	06
3	CIE Test 3	1 ½ hours	2 units	50	06
4	Online Test	1 hour	All 5 units (In three parts in line with the CIE Tests)	50	07
5	Model Examination	3 hours	5 units	100	08
6	Attendance	-	-	100	05

5	*Assignment 1	-	-	20	04
6	*Assignment 2 / Seminar / Quiz	-	-	20	04
Total					40

*Analytical and design courses shall be assessed on the basis of two assignments.

The best two of the three CIE tests shall be taken for internal mark calculations.

12.1.1 A final retest shall be conducted for any one course in which the students did not appear due to Medical leave / Co-curricular and Extra-curricular activities / any other special permission authorized by the Principal. Those students who have to improve their CIE marks on any one course are also permitted to attend the retest with prior permission from the concerned head of the department.

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

Table 3: Assessment Weightage

Assessment	Marks
CIE	60
SEE	40

The CIE assessment for practical courses the follows the pattern given in Table 4.

Table 4: CIE Assessment for Practical Courses

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

- 12.2.1** The SEE assessment for practical courses will be based on supervision of students' work, their performance in viva-voce examinations and group discussion, the quality of their work as prescribed through practical manual and an SEE that requires the student to perform an experiment and submit report.
- 12.2.2** For design and drawing courses, the duration of assessment test/SEE may be different from other theory courses and this will be stated in the respective curricula.
- 12.2.3** If there is a theory course with Laboratory component, there shall be three tests: the first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be reduced to 60 marks and the third test mark shall be reduced to 40 marks. The sum of these 100 marks may then be arrived at for 40 and rounded to the nearest integer.
- 12.2.4** The Industrial / Practical Training, Summer Project, Internship shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva- Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.
- 12.2.5** Project work may be allotted to a single student or to a group of students not exceeding 4 per group. A committee consisting of the Project Coordinator (appointed by the HOD), Project Guide and one senior faculty member from the respective department will carry out the CIE assessment. In case the Project Coordinator or the HOD happens to be the guide of the students, the HOD will nominate another faculty to carry out the continuous assessment for those students. The student

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

- 12.2.6** The continuous assessment through project reviews shall carry a minimum of 20 marks and a maximum of 50 marks while for the Project viva-voce SEE shall carry 150 marks. The marks are awarded to each student of a project group based on the individual performance in the reviews. If all the students perform well, equivalent marks shall be awarded to each student within the project group.

Project Work should be evaluated through SEE and based on three reviews for 100 marks. The total marks obtained in the three reviews shall be reduced for 30 marks and rounded to the nearest integer and 20 Marks shall be given for project report.

The project report shall be submitted as per the approved guidelines given by Director, Academic Courses, Anna University, Chennai. After the project report is submitted by the student, an evaluation of the project and viva-voce examination will be conducted as the SEE by a panel consisting of the Project Coordinator, Project Guide and a faculty member from the allied department or an external examiner from an educational institution/industry.

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

- 12.2.7** Students undergoing the project internship shall be evaluated through the review as stated in clause 12.2.6.

12.3 DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD

12.3.1 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
- Details of attendance of each student marked in each theory /practical /project work class.
- CIE Test, Model Examination marks, Details of Assignment / Seminar given, Course Delivery details, Corrective and Preventive actions on test performance of students and any other additional details.

The FRB should be submitted to the HOD periodically (at least two times in a semester) for checking the syllabus covered, the test marks and attendance. The HOD shall put his/her signature and date in the FRB after due verification. At the end of the semester, the FRB shall be verified by the Principal who will also ensure safe custody of the document for at least five years. The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

12.4 SEMESTER END EXAMINATIONS (SEE)

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

- For Theory: 40 marks for CIE and 60 marks for the SEE.
- For Practical: 60 marks for CIE and 40 marks for the SEE.
- For Project work: 50 marks for CIE and 150 marks for the SEE.

12.4.2 Examiners for setting SEE question papers for theory courses, valuating SEE answer scripts, conducting practical examinations and evaluating project works shall be appointed

by the Controller of Examinations (COE) after obtaining approval from the Board of Studies of the concerned departments.

13. PASSING REQUIREMENTS

13.1 A student who secures not less than 50% of total marks prescribed for the course (both in CIE and SEE) with a minimum of 50% of the marks prescribed for the SEE in both theory and practical courses including Project work), shall be declared to have passed the Examination.

13.2 In the event of failure of a student in the SEE of any course, the Continuous Internal Assessment marks obtained by the student in the first appearance of that course shall be retained and considered valid for only one subsequent attempt. However, if a second attempt is necessitated and the student fails to obtain pass marks (CIE+SEE) as per Clause 13.1 then the passing requirement shall be as follows:

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

14. GRADING

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

Table 5: Grades, Grade Points and Range of Marks

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

Students scoring less than the passing minimum 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 semester. The Cumulative Grade Point Average (CGPA) will be revised accordingly. The grade acquired by the student later will be indicated in the grade card of the appropriate semester. A student who earns a minimum of 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 SEE answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations with the approval of Head of Department (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 Head of the Department. Revaluation is not permitted for practical courses and for project work.

15.2 REVIEW

A student who is not satisfied with Revaluation can apply for Review of his /her SEE answer paper in a theory course, on payment of a prescribed fee through proper application to the Controller

of Examinations with the approval of Head of the Department. Students who have applied for photocopy-cum-revaluation only are eligible to apply for Review.

16. SUPPLEMENTARY EXAMINATIONS

- 16.1** Supplementary examinations for the failed students of theory courses (current semester) will be conducted after announcement of the regular SEE results at the end of every even semester.
- 16.2** Special supplementary examinations for the previous-semester arrear courses shall be conducted for the final semester students every year. Students having not more than four arrears only are permitted to take up this examination.

17. WITHDRAWAL FROM EXAMINATION

- 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 SEE. Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 17.2** An application for withdrawal shall be valid only if it is made within 10 days prior to the commencement of the SEE in that course or courses and also recommended by the Principal and approved by the Controller of Examinations.
- 17.3** Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on merit of the case.
- 17.4** Withdrawal shall not be taken to mean as an appearance for the eligibility of a student for First Class with Distinction.
- 17.5** Withdrawal from the SEE is **NOT** applicable to arrears courses of previous semesters.
- 17.6** The student shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

- 17.7 The withdrawal is permitted for the end semester examinations in the final semester only if the period of study of the student concerned does not exceed five years or four in the case of lateral entry as per clause 21.2.
- 17.8 The withdrawal of open electives shall not be taken more than 15 working days from the date of choosing the course.

18. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 18.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Principal in advance, but not later than the last date for registering for the SEE of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of re-joining the programme.
- 18.2 The students permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall apply to the Principal in the prescribed format through Head of the Department for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 18.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. However, additional break of study granted will be counted for the purpose of classification.
- 18.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause

5.1 irrespective of the period of break of study (vide clause 19.1) in order that he/she may be eligible for the award of the degree.

- 18.5 If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized "Break of Study".

19. GRADE CARDS

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

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

where n is the number of courses in that semester.

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

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

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

20. ELIGIBILITY FOR THE DEGREE

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

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

21. CLASSIFICATION OF DEGREES AWARDED

21.1 First Class with Distinction: A student who qualifies for the award of a degree, having passed all the courses of study of all the eight semesters (six semesters in the case of lateral-entry students) in his/her First Appearance within four years (three years in the case of lateral entry) after the commencement of his/her study and securing a CGPA of **8.45** 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 four years (three years in case of lateral entry) for 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 study of all the eight semesters (six semesters in the case of lateral-entry students) within five years (four years in the case of lateral entry) after the commencement of his/her study and securing a CGPA of **6.5** and above shall be declared to have passed the examinations in the '**First Class**'. Further, one year authorized break of study (if availed of) or prevention from writing the SEE due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry) for award of 'First Class'.

21.3 Second Class: All other students below the CGPA mentioned in clauses 22.1 and 22.2 who qualify for the award of a degree shall be declared to have passed in the '**Second Class**'.

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

22. CONSOLIDATED STATEMENT OF GRADES

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

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

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

23. STANDING COMMITTEE FOR ACADEMIC MATTERS

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

Table 6: Standing Committee

Principal	Convener
Director-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 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 SEE, he/she shall be liable for punitive action as prescribed by the college from time to time.

25. INDUSTRIAL TRAINING

25.1 The student may undergo industrial training for a minimum total period of 2 weeks during 2nd and 3rd year vacation periods and submit a report on the training to the HOD concerned.

26. INDUSTRIAL VISIT

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

27. NCC/NSS/NSO/YRC TRAINING

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

28. DISCIPLINE

28.1 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 Principal shall constitute a Disciplinary Committee consisting of Principal and two HODs, of which one should be from the faculty to which the student belongs, to enquire into the acts of indiscipline and notify the Principal about the disciplinary action recommended, for approval.

29. REVISION OF REGULATION AND CURRICULUM

29.1 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 2015R-AMENDMENTS FOR BE/B.Tech PROGRAMME

(As per the Seventh Academic Council Meeting held on 28.07.2017)

6.5 INDUSTRIAL (IN-PLANT) TRAINING / INTERNSHIP

6.5.1 INDUSTRIAL TRAINING

Students are allowed to undergo 2, 4 or 6 weeks of industrial training between Semesters 2 and 3, Semesters 3 and 4, Semesters 4 and 5 and Semesters 5 and 6 and they can earn 1, 2 or 3 credits respectively. The industry/organization is to be selected with the approval of the Department Consultative Committee (vide section 8.2). Industrial training may also be referred to as 'In-plant training'.

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

6.5.2 INTERNSHIP

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

A student earning three credits in Industrial training (or) internship shall be permitted to drop one professional elective/open elective. However, if the number of credits earned is only 1 or 2, these credits shall not be

considered for classification of the degree, but will be indicated in the Mark Sheet.

6.7 ONLINE COURSES

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

Students who undergo 4, 8 or 12 weeks of Online courses can earn 1, 2 or 3 credits respectively for courses in NPTEL, AICTE - SWAYAM etc. Alternatively, students who undergo 15, 30 or 45 hours of Online courses can earn 1, 2 or 3 credits respectively. However, the assessment of Online courses will be similar to assessment procedures for Internships/ Industrial training stated in clause 12.2.4.

12. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

- 12.1** For each theory course, the assessment pattern for CIE - Theory for B.E/B.Tech programmes shall be as illustrated in Table 2:

Table 2: CIE Assessment pattern for CIE - Theory

Assessment	Duration	Syllabus to be covered	Marks	Weightage
CIE Test 1	1 ½ hours	1 ½ units	50	06
CIE Test 2	1 ½ hours	1 ½ units	50	06
CIE Test 3	1 ½ hours	2 units	50	06
Online Test	(35+35+45 mins)	3 tests in line with concerned CIE tests)	100	07
Attendance	-	-	100	05
*Assignment 1	-	-	20	05
*Assignment 2 / Seminar / Quiz	-	-	20	05
				40

*Analytical and design courses shall be assessed on the basis of two assignments.

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

12.1.1

A final retest (after CIE Test3) shall be conducted for any six courses (out of three CIE tests) in which the students did not appear due to genuine reasons like Medical leave / Co-curricular and Extra-curricular activities representing the college at State/National/ International level events/ any other special permission authorized by their HOD and or Principal.

Those students who have to improve their CIE marks on any one course are also permitted to attend the retest with prior permission from the head of the department concerned.

The above category students should compulsorily submit the retest permission letter (approved by HOD) to COE office within 7 days after the completion of respective CIE test cycle.

12.2.3

If there is a theory course with Laboratory component, there shall be three CIE tests: the first two tests (each 50 marks) will be evaluated as theory exams and the third test (maximum mark 50) will be evaluated as laboratory component. The internal mark will be calculated as stated in clause 12.1.

The SEE for this course will be evaluated similar to a theory course as stated in clause 12.4.1.

New Clauses in Regulation

12.2.8

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

12.2.9

Each department of Sona college of Technology shall offer a diploma/ certificate courses (domain related) for UG and PG students for their career skill enhancement. Diplomas and certificates shall be used under the seal of Sona College of Technology. (As per UGC Revised Guidelines for Autonomous colleges 2017, Clause 18.i).

SONA COLLEGE OF TECHNOLOGY, SALEM - 636 005

(An Autonomous Institution)

8th Academic Council Meeting

**AMENDMENTS in REGULATION 2015R For B.E / B.Tech Programmes
(V-1.0-2018) on 12.06.2018**

5 PROGRAMME DURATION AND COURSE REGISTRATION

5.3 COURSE REGISTRATION

Clauses 5.3 to 5.7.2 shall be implemented for students admitted in 2018-19 onwards.

5.3.1

Each student, on admission shall be assigned to a Faculty Advisor (vide Clause 8) who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.

5.3.2

Every student shall enrol for the course of the succeeding semester in the current semester. However, the student shall confirm the enrolment by registering for the courses within the first three working days after the commencement of the concerned semester.

5.3.3

No Elective course shall be offered by a Department unless a minimum of 20 students register for that course.

5.4

After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Evaluation marks and

appear for the Semester End Examinations.

5.4.1

Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study.

5.4.2

The enrolment for all the courses of Semester 2 will commence 10 working days prior to the last working day of Semester 1. The student shall confirm the enrolment by registering for the courses within the first three working days after the commencement of the Semester 2. However, the student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

5.4.3

The enrolment for the courses of the Semesters 3 to 8 will commence 10 working days prior to the last working day of the preceding semester. The student shall enrol for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide Clause 5.5) within three working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. The student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

5.5 FLEXIBILITY TO ADD OR DROP COURSES

5.5.1

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

5.5.2

From Semesters 3 to 8, the student has the option of registering for additional theory courses or dropping an existing course. The maximum number of credits the student can register for in a particular semester cannot exceed 36 credits (including courses for which the student has done reappearance registration vide Clause 5.6). The total number of credits that a student can drop is limited to four per semester, i.e. only one 3-credit or 4-credit theory course can be dropped. The total number of credits that a student can add per semester is limited to eight credits. EEC and lab courses cannot be dropped.

5.5.3

The student shall register for the project work in the Semester-8 only.

5.6 REAPPEARANCE REGISTRATION

When the student does reappearance/s registration, the student shall earn Continuous Internal Evaluation (CIE) marks and attend the Semester End Examination (SEE). The student may attend the classes for the reappearance registration courses, if the student wishes. However, the attendance requirement (vide Clause 11) is not compulsory for such courses.

Reappearance Registration is applicable in the following cases:

5.6.1

If a student fails in a core theory course, the student shall do reappearance registration for that course in the subsequent semester when it is offered next.

5.6.2

If the theory course, in which the student has failed, is a professional elective or an open elective, and the student chooses to opt for the same professional elective or open elective course, the student shall do reappearance registration for that course(s) in the subsequent semester when it is offered next.

5.6.3

If a student has applied for withdrawal from writing end semester end examination of a course (Theory / Laboratory / Elective) the student shall do reappearance registration for that course in the subsequent semester when it is offered next. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

5.7 REPEATING THE COURSE

When a student repeats a course, she or he shall attend the classes, satisfy the attendance requirements (vide Clause 11), earn CIE marks and appear for the SEE. Repeating the course is applicable for the following cases:

5.7.1

The student who fails in any Laboratory Course / Project work / Seminar and any other EEC course shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements as per Clause 11.

5.7.2

If a student is prevented from writing the SEE of any course due to lack of attendance and that course is a core course (Theory / Laboratory), the student has to register for that course again, when offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements as per clause 11. If the course is a Professional Elective or an Open Elective and the candidate opts for the same course the student has to register for that course again, when offered next, and repeat the course. In this case, the student shall attend the classes and fulfil the attendance requirements as per Clause 11.

The following Clauses shall be implemented for all students on UG Regulations 2015 and 2015R admitted from 2015 onwards.

CLAUSE 6.6 :

All students shall be involved in project work or internship for the whole of Semester 8 for all branches of study. The total number of credits that students can earn in Semester-8 is 12.

6.7 ONLINE COURSES / SELF STUDY COURSES

6.7.1

Students may be permitted to credit only one online course / Self Study course with the approval of Departmental Consultative Committee and Centre for Academic Courses.

6.7.2

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Principal subject to a maximum of three credits. The student needs to obtain certification or credit to become eligible for writing the Semester End Examinations.

6.7.3

The student can opt for Self Study course from Semester-5 onwards, provided the student satisfies the following criteria. The student does not have current arrears and earns a CGPA of 8.0 and above up to the previous semester. The Department / Centre / Division may offer self-study courses. The purpose of the course is to permit the student to study a course / a topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course (if it is not part of any of the curricula of the programmes offered in the university) and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Principal for the formal approval of the course by the academic bodies, preferably one faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course before the commencement of the semester.

6.7.4

The self-study course / online course of 3 credits can be considered instead of one professional elective course.

REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

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

11.1

Ideally every student is expected to attend all periods and earn 100% attendance course wise. However, the student shall secure not less than 80% attendance percentage, out of which 10% of attendance can be gained by attending LCS lectures, taking into account the number of periods required for a course as specified in the curriculum. The HoD/Director shall ensure that the students watch the LCS lectures in the presence of a competent faculty related to the course and certify the same once in a month.

11.2

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 Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the semester end examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor and same to be submitted to the Principal. However, it is recommended that the HOD/Director recommends such students to watch the LCS lectures when joining the college after medical leave.

11.3

A student shall normally be permitted to appear for Semester End Examination of the course if the student has satisfied the attendance requirements (vide Clauses 11.1 – 11.2) and has registered for examination in those courses of that semester by paying the prescribed fee.

11.4

Students who do not satisfy Clauses 11.1 and 11.2 and who secure less than 65% attendance in a course will not be permitted to write the Semester End Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide Clause 5.7).

11.5

In the case of reappearance registration for a course (vide Clause 5.6), the attendance requirement as mentioned in Clauses 11.1 - 11.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.

11.6

A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

Clause 12.2.4

a) The Industrial Training, Summer Project, Internship shall carry 100 marks and shall be evaluated through internal assessment and or external assessment.

At the end of Industrial training / Internship / Online Courses / Industry-oriented courses, the candidate shall submit a certificate from the organization where he / she has undergone training along with a brief report on the training. The evaluation will be made based on this report and a Viva- Voce Examination, conducted by industry experts with at least 10 years of experience relevant to the area of training or internally

by a three-member Departmental Committee constituted by the Head of the Institution, in which at least one member has not less than three years' industry experience.

For industry-oriented courses, the course content, delivery, question paper setting and final evaluation shall be done only by industrial experts concerned.

b) The following documents are to be submitted by departments to the Industry Oriented Courses Committee (IOCC), comprising the Principal, Controller of Examinations (COE) and three other professors, for the approval of Industry Oriented Courses (IOCs) (vide Clause 6.8) that are not included in the curriculum concerned and studied by BE/ BTech students.

i) The minutes of the Department Consultative Committee (DCC) meeting showing details of its recommendations for the proposed IOCs along with the names of the industry experts involved in the recommendation of these courses, the titles of online courses, and the names of industries for internship or industrial training

ii) Minutes of meeting of BOS concerned showing approval of the courses recommended by the DCC.

iii) Approval from Principal for conduct of the BOS-approved IOCs in coordination with COE.

iv) The DCC shall forward the certificates (issued by the organizations concerned and) submitted by the students and mark lists, if any, to the Controller of Examinations.

v) The final evaluation of these IOCs shall be completed within one month of the completion of the course.

(c) The passing grades for the EECs shall be awarded as stated in Table 5, Clause 14.1 of Regulations 2015R and 2015 for BE/BTech programmes. The grades O, A+, A, B+, B shall figure in the mark sheet under the title "Additional Credits Earned". The 'U' graded courses shall not be included in the mark sheet of students.

(d) If a student earns less than three credits from EECs that are not included in curriculum concerned) at the end of Semester 6, the courses cleared by her/him along with the relevant credits shall be displayed in the Mark Sheet

as “ADDITIONAL CREDITS EARNED” along with the regular courses as per the curriculum concerned. But the credits for these additional courses shall not be considered in the computation of the SGPA.

(e) If a student earns three credits from IOCs, not included in curriculum, she/he shall be permitted to drop one professional elective in a subsequent semester. The three credits earned by the student from these courses will be given in the semester-end mark sheet concerned and will be included in the computation of SGPA, in lieu of the professional elective dropped.

(f) The Faculty Advisors concerned shall request for and maintain a written / online registration (undertaking) from the students who wish to drop a professional elective in her/his curriculum under study (in lieu of three credits earned from IOCs).

(g) A student can drop only a three-credit professional elective course in lieu of three credits earned by him from the IOCs not included in the curriculum.

(h) A student can use the opportunity of dropping a professional elective in the place of three credits earned through IOCs not included in the curriculum only once in her/his entire period of study. In other words, if a student has earned e.g. six credits through such courses, he will not be allowed to drop two professional electives.

(i) The Class Counsellors and DCC concerned shall be responsible for periodical monitoring and maintenance of database of students who complete IOCs in their respective departments. The DCC of individual departments shall conduct a meeting at least once a semester and its minutes shall be forwarded to Principal within a week.

Positive Thinking

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

Tips to Positive Thinking

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



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