

# **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



## **MBA Regulations 2019**

(Version 1.0 / 2019)

(Applicable for students admitted in  
2019 and onwards)

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

### **REGULATIONS 2019**

#### **AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI**

#### **REGULATIONS FOR MBA DEGREE PROGRAMME 2019 AND ONWARDS**

The Regulation 2019 of Sona College of Technology includes various components of Choice Based Credit System (CBCS) and is also based on AICTE Model MBA Curriculum 2018. This regulation is applicable to all the students admitted into M.B.A programme from the academic session 2019-2020 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, 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, M.B.A Degree Programme;
- ix. “Trimester” means a period of 10 weeks; an academic year consists of three trimesters.
- x. “Specialisation” means category of courses offered like Marketing Management, Financial Management, Human Resource Management, Operation Management and Family Business Management.
- xi. “Course” means a subject either theory or practical identified by its course title and number, and which is normally studied in a trimester, for example, Accounting for Decision Making - I (P19MBA101) etc.

## 2. ADMISSION

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

**Table – 1. Eligibility Criteria**

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

#### **3.1. Nomenclature of Programme**

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

- Master of Business Administration (MBA)

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

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

- 4.1.1** Foundation core courses (FC) are courses which deals with foundations of management, aimed at enhancing knowledge across all specializations and shall be compulsorily studied by a student as core requirement.
- 4.1.2** Professional Core Courses (PC): These are the ones that are essential for a student pursuing a particular programme to acquire necessary knowledge, technical skills and training in chosen field of study. There are no options available to students with respect to choice of core courses. Core courses are offered from Trimester – I to Trimester – III.
- 4.1.3** Professional Elective Courses (PE) These are the courses offered by the department, dealing with various aspects of application or new development or both related to the chosen branch of study. Professional electives are courses that can be opted by a student from a broad category of courses called Specializations.

The following specializations are offered:

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

The students should study a total of twelve elective courses spread over Trimesters IV and V. A student opting for single specialization shall choose six elective courses in Trimester IV and six elective courses in Trimester V in a particular area of Specialization. A student opting for dual Specialization shall choose six electives in Trimester IV (Three elective courses from one area of Specialization and three elective courses from another area of Specialization) and similarly six elective courses in Trimester V.

#### **4.1.4 Open elective courses (OE):**

These are the courses offered by a department to the students of other departments across all disciplines. Students across all disciplines are eligible to study these courses. There will be a pool of open elective courses offered to the students to choose from. A maximum of two open elective courses are to be completed by a student for the award of the degree. The courses are to be studied in Trimester II and Trimester III. A student opting for a language course will have to study the same language course in Trimester II and Trimester III. For example, a student choosing Hindi as an open elective shall study Hindi Level-1 in Trimester II and Hindi Level -2 in Trimester III. The students shall choose the open elective courses by the end of Trimester I.

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

## **5. PROGRAMME DURATION**

- 5.1** A student is ordinarily expected to complete the MBA Programme in six trimesters (two academic years) but in any case not more than 12 trimesters.
- 5.2** Each trimester shall normally consist of 10 weeks or 60 working days or 220 sessions each of 90 minutes duration.
- 5.3** Considering all contingencies, the number of working days per trimester shall not be less than 43 days. The Director shall ensure that every faculty imparts instruction as per the number of periods specified in the syllabus concerned and that the faculty teaches the full content of the syllabus for the course being taught.

## **5.4 COURSE REGISTRATION**

- 5.4.1** Each student, on admission shall be assigned to a Class Counselor (vide Clause 7.1) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the students's academic background and career objectives.
- 5.4.2** Each student has to register for all courses to be undergone in the curriculum of a particular trimester and can also register for courses for which the student has failed in the earlier trimesters.
- 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 Trimester End Examinations.
- 5.4.4** The student who fails in a core theory course/ Professional Elective / Open Elective / Practical Course / Summer Internship / Capstone (Project work) / and any other course in the current trimester examination shall register for the same in the subsequent trimesters as arrear examination.

## 6. CURRICULAR FRAMEWORK

### 6.1 General Issues

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

### 6.2 Credit Structure

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

Each session would be of 90 minutes duration comprising of lecture and interactive mode, practical sessions, field study, case studies that equip students to acquire the much-required skill components.

**Table-2 Credit Structure**

S. No.	Number of Credits	Number of Sessions
1	1 Credit	7 Sessions
2	2 Credits	14 Sessions
3	3 Credits	20 Sessions
4	2 Credits	Summer Internship
5	8 Credits	Capstone (Project Work)



The curriculum of the MBA degree is designed to have a total of **104 credits** for the award of the MBA degree.

**Table-3 Courses and Credits**

S. No.	Course Area	Credits	Percentage
1	Foundation Core ( <b>FC</b> ) Courses (15 Courses)	40	38.46
2	Professional Core ( <b>PC</b> ) Courses (7 courses)	24	23.08
3	Professional Elective ( <b>PE</b> ) Courses (12 courses)	36	34.62
4	Open Elective ( <b>OE</b> ) Courses (2 courses)	4	03.84
<b>Total</b>		<b>104</b>	<b>100</b>

## 7. CLASS COUNSELLOR (CC)

**7.1.** Each class of students has a Class Counselor (CC) who is a regular faculty member of the department. The Director will appoint program chair and the program chair will choose CCs for the respective classes. The CCs will hold the responsibility for two years of the same batch of students until the completion of the programme. The CCs will maintain all records of the class of students assigned to them and generally counsel them on maintaining good attendance, discipline and academic performance.

## 8. FACULTY ADVISOR (FA)

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

## **9. DEPARTMENTAL CONSULTATIVE COMMITTEE**

The department shall constitute a Departmental Consultative Committee (DCC) consisting of the Director as Chairperson and five senior faculty members, who are Professors or Associate Professors. The role of the DCC is to review and approve industries or other organizations identified for 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.

## **10. CLASS COMMITTEE (CCM)**

**10.1** Each class shall have a Class Committee which is constituted by Chairperson who do not teach for the classes consisting of Class Counselors, faculty members teaching the courses for that class, and student representatives. It is formed with the overall goal of improving the teaching-learning process. The functions of the Class Committee include

- 10.1.1** Solving problems experienced by students in the class room;
- 10.1.2** Clarifying the regulations of the degree programme and the details of rules therein;
- 10.1.3** Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment;
- 10.1.4** Informing the student representatives, the details of regulations regarding Weightage used for each assessment. In the case of practical courses the breakup of marks for each experiment/exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students;
- 10.1.5** Analyzing the performance of the students of the class after each test and finding the ways and means of improving the programme;

- 10.1.6** Identifying slow learners, if any, and requesting the faculty concerned to provide some additional help or guidance, coaching to such slow learning students.
- 10.2** The Class Committee for a class is normally constituted by the program chair in discussion with the Director;
- 10.3** The Class Committee shall be constituted within the first week of each trimester;
- 10.4** At least two student representatives (usually 1 boy and 1 girl) shall be included in the Class Committee;
- 10.5** The Chairperson of the Class Committee shall invite the CCs and the Director to the meeting of the Class Committee;
- 10.6** The Chairperson is required to prepare the minutes of every meeting, submit the same to Director within two days of the meeting and arrange to circulate it among the students and faculty concerned. If there are some points in the minutes requiring support and action by the Management, the same shall be brought to the notice of the Management by the Director;
- 10.7** Subsequent meetings may be held in a trimester at suitable intervals. During these meetings, the student members representing the entire class shall meaningfully express the opinions and suggestions of the other students of their class to improve the effectiveness of the teaching-learning process;

## **11. COURSE COMMITTEE**

- 11.1** Each theory course offered shall have a ‘Course Committee’ comprising all the teachers teaching the common course that will function as a quality circle team, with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Director. The ‘Course Committee’ shall meet as often as necessary and ensure uniform evaluation of the tests through a common evaluation scheme. Wherever it is feasible, the Course Committee may also prepare a common question paper for the test(s).

## **12. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A TRIMESTER**

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

- 12.1.** Ideally every student is expected to attend all classes of all the courses and earn 100% attendance. However, the student shall secure not less than 80% (after rounding off to the nearest integer) attendance percentage of the overall attendance.
- 12.2.** If a student secures an overall attendance between 70% and 79% in the current trimester 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 Director, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the trimester end examination. In all such cases, the students should submit the required documents on joining after the absence to the Director and same to be submitted to the Principal. If students seek exemption from the 10% attendance shortage more than once, their cases shall be reviewed and permitted only based on the discretion of the Director. Also, a student can avail this exemption only once during his/her entire period of study.
- 12.3.** Students who do not satisfy Clauses 12.1 and 12.2 and who secure less than 70% overall attendance will not be permitted to write the Trimester End Examination and not permitted to move to the next Trimester. They are required to repeat the incomplete Trimester in the next academic year, as per the norms prescribed.

## **13. ASSESSMENT PROCEDURE – TESTS AND EXAMINATIONS**

- 13.1.** For each theory/practical course, the assessment pattern for Continuous Internal Evaluation (CIE) shall be as illustrated in Table 4:

**Table 4: Assessment Pattern Weightage**

Assessment	Marks
Continuous Internal Evaluation (CIE)	60
Trimester End Examination (TEE)	40

**Table 5: Assessment Pattern for CIE- Theory Courses / Practical Courses.**

S. No.	Assessment	Marks / Duration	Weightage
1.	CIE Test	50 (1 hour30 minutes)	The marks obtained in the test should be consolidated to 20 marks and rounded off to the nearest whole number
2.	Quiz	10	10
3.	Presentation (Seminar / Case Study / Mini Project/ Viva-Voce/ Role-play/ Group Discussion etc.)	10	10
4.	Assignment	10	10
5.	Class participation	10	10
<b>Total</b>			<b>60</b>

**13.1.1** Retest will be conducted at the end of CIE test for the students who did not appear in respective test(s) due to genuine reasons like Medical leave / Co-curricular and Extracurricular activities representing the college at State/National/International level events/ any other special permission authorized by the Director.

**13.1.2** The above category students need to get prior approval from Director, and the same shall be forwarded to office of COE within a minimum of 5 days before the date of commencement of CIE examination (except medical grounds). Also, students who wish to improve their

CIE marks can register for the retest. However, he / she can register only one course per CIE for the retest.

**13.1.3 Summer Internship and Capstone (Project Work);**

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

The maximum duration for summer internship is four weeks and Capstone (Project Work) is for ten weeks. At the end, the candidate shall submit a certificate from the organization where he/she has undergone Summer Internship. The Summer Internship and Capstone (Project work) will comprise of CIE and a TEE. The CIE will be evaluated by interim review of the project in progress by a panel constituted by the Director. The TEE evaluation for capstone (project work) will be made based on reviewing the report and a Viva- Voce Examination conducted by a panel consisting of Internal / External faculty appointed by COE in consultation with Director. The panel for summer internship viva- voce examination shall consist of internal faculty appointed by COE. The Summer Internship / Capstone (Project work) viva – voce shall be evaluated for 100 marks. The marks obtained in the same shall be converted to 40 marks.

- ii) **Table 6: Assessment of Summer Internship / Capstone (Project work)**

<b>Internal Assessment Marks</b>	<b>TEE- Viva voce</b>
Two Interim reviews: 40 Final Report : 20	40
<b>60 marks</b>	<b>40 marks</b>

## **14. DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD**

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

- i) Time-table, Course syllabus, Programme outcomes, Course outcomes
- ii) Details of attendance of each student marked in each theory /practical class.
- iii) CIE Test, Details of Assignment / Seminar given, Course Delivery details, Corrective and Preventive actions on test performance of students and any other additional details.

The FRB should be submitted to the Director periodically (at least one time in a trimester) for checking the syllabus covered, the test marks and attendance. The Director shall sign with date in the FRB after due verification. At the end of the trimester, the FRB shall be verified by the Director who will also ensure safe custody of the document for at least three years. The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous trimesters.

## **15. TRIMESTER END EXAMINATIONS (TEE)**

- 15.1.** The TEE shall ordinarily be conducted in the months of November, February, May, September, December and March/April for the trimesters. The weightage marks for each course shall be 100 comprising of 60 marks for CIE and 40 marks for the TEE.
- 15.2.** The TEE questions papers for the courses will be set internally by the faculty. Examiners for conducting examinations, valuating TEE answer scripts, examiners for Summer Internship shall be appointed by the Controller of Examinations (COE), who shall be the faculty teaching the courses. Examiners for Capstone (Project Work) shall be appointed by the COE who shall be internal / external faculty.

## 16. PASSING REQUIREMENTS

**16.1.** A student who secures not less than 50% of the total marks prescribed for a course (i.e. CIE+TEE), and has secured a minimum of 50% of the marks prescribed for the TEE in all theory and practical courses including the Capstone (Project work), shall be declared to have passed the Examinations.

**16.2.** In the event of failure of a student in the TEE of any course, the CIE marks obtained by the student in the first appearance of that course shall be retained and considered valid for only one subsequent attempt. However, if a second attempt is necessitated and the student fails to obtain pass marks (CIE+TEE) as per Clause 16.1 then the passing requirement shall be as follows:

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

## 17. GRADING

**17.1** All assessments of students will be done on absolute marks basis. However, for reporting the performance of a student, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (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 7: Grades, Grade Points and Range of Marks**

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



Students scoring less than the passing minimum (decided on relative basic) marks shall be deemed to have failed and be given “U” grade. A student having “U” grade need not redo the course, but can appear for the Arrear examination for the courses organized at the end of the following trimester. The Cumulative Grade Point Average (CGPA) will be revised accordingly. The revised grade acquired by the student later will be indicated in the grade card of the appropriate trimester. A student who earns a minimum of 5 grade points in a course shall be declared to have successfully completed the course.

## **18. REVALUATION OF ANSWER PAPERS**

### **18.1 Revaluation**

A student can apply for photocopy of his/her TEE 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 Director. The answer script is to be valued and justified by a course expert, who handled the course and recommend the student to apply for revaluation. Based on the recommendation, the student can register for revaluation through proper application and prescribed fee payment approved by course expert, Director and Principal. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Director. Revaluation is not permitted for practical courses and for Capstone (project work).

### **18.2 Review**

A student who is not satisfied with Revaluation can apply for Review of his /her TEE answer paper in a theory course, on payment of a prescribed fee through proper application to the Controller of Examinations with the approval of Director. Students who have applied for photocopy-cum revaluation only are eligible to apply for Review.

## **19. WITHDRAWAL FROM EXAMINATIONS**

- 19.1** A student may, for valid reasons, and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a TEE. Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 19.2** An application for withdrawal shall be valid only if it is made within 10 days prior to the commencement of the TEE in that course or courses and recommended by the Principal and approved by the Controller of Examinations.
- 19.3** 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.
- 19.4** Withdrawal shall not be taken to mean as an appearance for the eligibility of a student for First Class with Distinction.
- 19.5** Withdrawal from the TEE is NOT applicable to arrears subjects of previous trimesters.
- 19.6** The student shall reappear for the withdrawn courses during the examination conducted in the subsequent trimester.
- 19.7** The withdrawal of open electives shall not be taken more than 15 days from the date of choosing the course.

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

- 20.1** Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. If a student intends to temporarily discontinue the programme in the middle of the trimester for valid reasons, and rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Principal in advance, but not later than the last date for registering for the TEE of the trimester in question, through the Director stating the reasons therefore and the probable date of rejoining the programme.

- 20.2** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Principal in the prescribed format through Director for prescribed additional courses, if any, at the beginning of the readmitted trimester itself, to compensate for the shortage of the credits.
- 20.3** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for classification.
- 20.4** The total period for completion of the Programme reckoned from, the commencement of the first trimester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 20.1) in order that he/she may be eligible for the award of the degree.
- 20.5** If any student is detained for want of required attendance, the period spent in that trimester shall not be considered as authorized “Break of Study”.

## 21. GRADE CARDS

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

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

where  $n$  is the number of courses in that trimester.

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

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

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

## 22. ELIGIBILITY FOR THE DEGREE

A student shall be eligible for the award of the degree of MBA only if the student:

- i. Has undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study 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.

## 23. CLASSIFICATION OF DEGREES AWARDED

**23.1 First Class with Distinction :** A student who qualifies for the award of a degree, having passed all the courses of all the six trimesters in his/her First appearance within two years after the commencement of his/her study and securing a CGPA of 8.50 and above, shall be declared to have passed the examinations in the 'First Class with Distinction'. For this purpose, withdrawal from any examination will not be considered as an appearance. Further, one year authorized break of study (if availed of) is permitted in addition to two years for the award of 'First Class with Distinction'.

**23.2 First Class:** A student who qualifies for the award of a degree, having passed all the courses of all the six trimesters within three years, securing a CGPA of 7.0 and above shall be declared to have passed the examinations in 'First Class'. Further, one year authorized break of study

(if availed of) or prevention from writing the TEE due to lack of attendance (if applicable) is included in the three years.

**23.3 Second Class:** All other students below the CGPA mentioned in 23.1 and 23.2 who qualify for the award of a degree shall be declared to have passed in ‘Second Class’.

**23.4** A student who is absent in the TEE in a course after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

## **24. CONSOLIDATED STATEMENT OF GRADES**

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

24.1.1 Grades in the courses of all the trimesters

24.1.2 CGPA

24.1.3 Classification (First Class with Distinction/First Class/Second Class)

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

## **25 STANDING COMMITTEE FOR ACADEMIC MATTERS**

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

**Table 8. Standing Committee for Academic matters**

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

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

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

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

## **27. 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 Director shall constitute a Disciplinary Committee consisting of Director and two senior Professors, of which one should be from the faculty to which the student belongs, to enquire into the acts of indiscipline and notify the Director about the disciplinary action recommended, for approval.

## **28. 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 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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