

| An Autonomous Institution |

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All eligible programmes NBA-Accredited

# MBA REGULATIONS 2023

**(Version 1.0 / 2023)**

(Applicable for students admitted in 2023 and onwards)


# **Sona College of Technology, Salem-5**

**An Autonomous Institution,**

**Affiliated to Anna University, Chennai**

## **MBA REGULATIONS 2023**

**[Approved in 18<sup>th</sup> Academic Council meeting held on  
04.08.2023]**

  
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Academic Council**

  
**Dean Academics**

  
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**SONA COLLEGE OF TECHNOLOGY, SALEM-636 005**  
**REGULATIONS 2023**  
**AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI**  
**CHOICE BASED CREDIT SYSTEM**  
**MBA PROGRAMME**

(For the students admitted to MBA Programme from the Academic year 2023 -  
2024 onwards)

The MBA Regulations 2023 of Sona College of Technology includes various components of Choice Based Credit System (CBCS). This regulation is applicable to all the students admitted into MBA programme from the academic session 2023-2024 onwards.

## **1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

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

### **1.2 DEFINITIONS**

1. “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;
2. “Autonomous College” means a College notified as an autonomous college by the University, as per the Anna University Autonomous College Statute;
3. “Commission” means University Grants Commission;
4. “Council” means All India Council for Technical Education;
5. “Statute” means Anna University Autonomous College Statute;
6. “University” means Anna University, Chennai;
7. “College” means Sona College of Technology, Salem;
8. “Programme” means Degree Programme (i.e) MBA Degree Programme;
9. “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, Human Resource Management etc;
10. “Dean-Academics” means the authority of the college who is responsible for all academic activities for the implementation of relevant rules and regulations;
11. “Chairperson” means the Head of the Faculty.
12. “Head of the Institution” means the Principal of the College.

13. “Head of the Department (HOD)” means the Head of the Department concerned.

14. “Controller of Examinations (COE)” means the authority of the Institution who is responsible for all activities of the Continuous and Semester Examinations.

## 2. ADMISSION

Students seeking admission to the first semester of MBA Degree Programme will be required to satisfy the conditions of admission prescribed by Anna University, Chennai and Government of Tamil Nadu at the time of admission and are prescribed below.

A Pass in any recognized Bachelor’s Degree (in any Discipline) of minimum 3 years duration with 10+2+3/4 years pattern (ie. 10<sup>th</sup> 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.

**OR**

A pass in any recognized Bachelor’s Degree (in any Discipline) of minimum 3 years duration with 10 + 3(Diploma) + 3 years Pattern (ie. 10<sup>th</sup> 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.

## 3. ACADEMIC PROGRAMME

### 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:

- 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 Semester–I to Semester–III.
- 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



## 6. Business Analytics

The students shall study a total of 6 elective courses in Semester III. A student shall opt for dual Specialization. Students shall choose three elective courses from one area of Specialization and three elective courses from another area of Specialization. Students opting for Family Business Management as an area of Specialization need to choose all six courses from Family Business Management electives.

**iii. 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 one open elective course is to be completed by a student for the award of the degree. The courses are to be studied in Semester II.

**iv. Employability Enhancement Course (EEC)** includes summer internships, Capstone (project work), Community Development programs etc

**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.

### 4.3 Courses per semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. The range of credits in a semester shall be between 28 and 30. During the fourth semester the credits for project work shall be 12. Each course shall have credits assigned as per Clause 4.4.

### 4.4 Credit Assignment

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

**Table 1. Credit Assignment**

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

### 4.5 Credit Structure

Each course offered is given a L-T-P structure, depending on the number of lecture periods (L), number of tutorial periods (T), and number of practical periods (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.

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

**Table 2. Credit Structure**

Theory (T)	1:0:0:1 or 2:0:0:2 or 3:0:0:3 or 4:0:0:4
Theory with Tutorial (TT)	2:1:0:3 or 2:2:0:4 or 3:1:0:4
Theory with laboratory courses (TL)	2:0:2:3 or 3:0:2:4
Laboratory (L)	0:0:2:1 or 0:0:3:1.5 or 0:0:4:2
Laboratory with Theory Courses (LT)	1:0:2:2 or 1:0:4:3
Professional Elective (PE)	Same as that of T or TT or TL with maximum of 3 credits
Open Elective Courses (OE)	Same as that of T or TT or TL with maximum of 3 credits
Audit Courses (AC)	2:0:0:0 or 1:0:0:0

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

#### 4.7 Project Work

The Project work is an important component of Post-Graduate programmes. The Project Work has to be undertaken in the final semester.

- 4.7.1 The Project work for M.B.A shall be pursued for a period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.
- 4.7.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must possess a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.
- 4.7.3 A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is undertaking the project work in the department the student has to report every day to the supervisor.
- 4.7.4 The review meetings, if necessary, may also be arranged in online mode with prior approval from the Dean – Academics and Head of the Institution and suitable record of the meetings shall be maintained.
- 4.8 The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project is done.



## 4.9 Internship

- 4.9.1 The students need to undergo Internship for a period of continuous 4 weeks in an organization/ Research organization / Educational institution / industry (after due approval from the Head of the Institution) after the completion of the second semester examination. Students shall get approval from the Head of the Institution and the Certificate of completion of Internship shall be forwarded to CoE.

Attendance Certificate signed by the competent authority of the industry, shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to COE by the Head of the Institution for processing results.

**Table 3. Credits for Industrial Training / Internship**

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

\*1 week of internship/industrial training = 40 hours

## 4.10 Value Added Courses

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

## 4.11 Online Courses

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

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

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

The Passing grade will be given as stated in Clause 19 of MBA Regulations 2023, similar to other theory courses in the curriculum.

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

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

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

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

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

#### **4.12 Self-study courses**

Students are permitted to credit only one Self Study course during his/her entire period of study, with the approval of Departmental Consultative Committee, Dean Academics and Principal. The student can opt for Self-study course from Semester 2 onwards, provided the student satisfies the following criteria: The student does not have history of arrears and earns a CGPA of 8.5 and above up to the previous semester. 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 to be delivered. The syllabus of the course (if it is not part of any of the curricula of the programmes offered in the institution) shall be approved by the Departmental Consultative Committee and forwarded to the Principal through Dean Academics for the formal approval of the course within 10 working days after the commencement of regular classes in a semester. One faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the student's progress in the course before the commencement of the semester. The evaluation pattern for self-study course shall be same as that of a theory course (vide Clause 14.1). A student is permitted to drop one professional elective of three credits in his/her curriculum of study after earning three credits from self-study course.

#### **4.13 Industry-Oriented Courses**

Students may also choose industry-oriented courses offered by the department concerned. However, the courses must be those approved by the Industry Oriented Courses Committee

(IOCC) comprising the Principal, Dean- Academics, Controller of Examinations (COE), Member Secretary – Academic Council and two professors. These courses shall be taught by experts in industry and with experience related to the disciplines of study. Industry-oriented courses may be one, two or three credit courses depending upon the theory and practical content of these courses. The industry- oriented courses may be taught just like the regular courses through periodic, pre- scheduled lectures and hands-on training. These courses shall be conducted during evening hours/ week- end /vacation period without affecting the regular class hours. They may also be delivered as special workshops (approved by IOCC), 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 industry-oriented courses any time during Semesters II to III.

**4.14** A student earning a total of three credits from online course(s) / industry-oriented course(s) shall be permitted to transfer credit in place of one professional elective. In the program, the student is permitted to opt for credit transfer to a maximum of 9 credits and can drop three professional electives of three credits each in his/her curriculum of study.

## **5. PROGRAMME DURATION**

5.1 A student is ordinarily expected to complete the MBA Programme in four semesters (two academic years) but in any case not more than 8 semesters.

5.2 The Curriculum and Syllabi of the MBA programme shall be approved by the Academic Council. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the MBA programme.

5.3 Each semester shall normally consist of 90 working days or 450 periods, each of 55 minutes duration. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5.4 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

**Table 4. Prescribed Credit range**

Programme	Credit Range
M.B.A	102-108

## **6. COURSE REGISTRATION**

6.1 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.

6.2 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.5). The registration details of the student shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the Semester End Examinations. The courses that a student registers in a particular semester may

include:

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

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

- 6.3 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Evaluation marks and appear for the Semester End Examination.
- 6.4 The student who fails in a core theory course/ professional elective / open elective / Laboratory Course / Project work / Seminar and any other EEC course in the current semester examination shall register for the same in the subsequent semesters as arrear examination.
- 6.5 **Flexibility to Drop courses:** From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

## **7. CONDUCT ONLINE LECTURES / TRAINING BY ADJUNCT FACULTY**

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

## **8. ATTENDANCE REQUIREMENT FOR COMPLETION OF A SEMESTER**

A student who has fulfilled the following conditions (vide Clauses 8.1 and 8.2) shall be deemed to have satisfied the attendance requirements for appearing for semester end examination.

- 8.1 Ideally every student is expected to attend all classes of all the courses and earn 100% attendance. However, the student shall secure not less than 75% (after rounding off to the nearest integer) attendance percentage of the overall attendance.
- 8.2 If a student secures an overall attendance between 65% and less than 75% in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Principal and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the semester end examination. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department and same to be submitted to the Principal. However, it is recommended that the HOD recommends such students to watch the LCS lectures when joining the college after medical leave.  
  
If students seek exemption from the 10% attendance shortage more than once, their cases shall be reviewed and permitted only based on the discretion of the concerned Head of the Department and Principal. Also, a student can avail this exemption only once during his/her entire period of study.
- 8.3 Students who do not satisfy Clauses 8.1 and 8.2 and who secure less than 65% overall attendance will not be permitted to write the Semester End Examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the

norms prescribed.

## **9. CLASS COUNSELOR (CC)**

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

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

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

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

- Solving problems experienced by students in the class room and in the laboratories;
- Clarifying the regulations of the degree programme and the details of rules therein;
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment;
- Informing the student representatives the details of regulations regarding Weightage used for each assessment. In the case of practical courses the breakup of marks for each experiment / exercise/module of work, should be clearly discussed in the class committee meeting and informed to the students;
- Analyzing the performance of the students of the class after each test and finding the ways and means of improving the programme;
- Identifying slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance coaching to such slow learning students.

10.2 The Class Committee for a class under a particular branch is normally constituted by the HOD.

10.3 The Class Committee shall be constituted within the first week of each semester.

10.4 At least 2 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 HOD to the meeting of the Class Committee.

- 10.6 The Chairperson is required to prepare the minutes of every meeting, submit the same to Principal/HOD within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring support and action by the Management, the same shall be brought to the notice of the Management by the Principal.
- 10.7 Two subsequent meetings may be held in a semester at suitable intervals. During these meetings, the student members representing the entire class shall meaningfully express the opinions and suggestions of the other students of their class to improve the effectiveness of the teaching-learning process.

## **11. FACULTY ADVISOR**

To help students plan their courses of study and for general advice on the academic programme, the HOD will attach a certain number of students to a teacher of the department who shall function as Faculty Advisor for those students throughout their period of study. Faculty Advisors shall advise the students under their care, monitor the courses undergone by them, check their attendance and progress and counsel them periodically to get better placement opportunities for student's bright future. If necessary, the Faculty Advisor may also convey or discuss information on student's academic performance and progress with the parents concerned.

The responsibilities of the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student for registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.

## **12. DEPARTMENTAL CONSULTATIVE COMMITTEE**

The department shall constitute a Departmental Consultative Committee (DCC) consisting of the Head of the Department 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 summer internship or project work of students. It shall also review and approve online/elective courses selected by students for their content and quality.

## **13. SYSTEM OF EXAMINATION**

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



**Table 5. Assessment for Category of Courses**

<b>S.No</b>	<b>Category of courses</b>	<b>CIE</b>	<b>SEE</b>
1.	Theory courses (T)	40	60
2.	Theory courses with laboratory component (TL)	50	50
3.	Laboratory courses (L)	60	40
4.	Project work	40	60
5.	All other EEC courses	100	-

**13.3** Industrial Training, inplant training, Seminar, community development programme and internship shall carry 100 marks and shall be evaluated through internal assessment only.

**13.4** The SEE of 3 hours duration shall ordinarily be conducted between November and January during the odd semesters and between May and June during the even semesters.

**13.5** The SEE for Project Work shall consist of evaluation of the final report submitted by the student by an external examiner and an internal examiner, followed by a viva-voce examination by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

**13.6** For the SEE examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

#### **14. ASSESSMENT PROCEDURES FOR AWARDING MARKS**

MBA programme consists of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial/Practical Training. Appearance in SEE is mandatory for all courses including theory, laboratory and project work.

The evaluation shall be based on Outcome Based Education (OBE). All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only. There is no SEE evaluation for Audit Courses. However, minimum attendance requirement as per clause 8 shall be satisfied

##### **14.1 Theory courses (T)**

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

**Table 6. Assessment pattern for CIE - Theory**

<b>Assessment</b>	<b>Duration</b>	<b>Syllabus to be covered</b>	<b>Max. Marks</b>	<b>Weightage</b>
CIE Test 1	1 ½ hours	2 ½ units	50	10
Quiz 1	30 minutes	2 ½ units	25	5
CIE Test 2	1 ½ hours	2 ½ units	50	10
Quiz 2	30 minutes	2 ½ units	25	5
Assignment / Problem-solving /Seminar/case study/Field work	-	-	10	10
<b>Total</b>				<b>40</b>

Retest will be conducted at the end of CIE 2 for the students. The retests for one or more than one course in any one CIE can be taken by the students. The students need to get prior approval from HOD concerned and the same shall be forwarded to office of COE within a minimum of 5 days after the respective CIE.

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

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

#### **14.2 Laboratory courses (L)**

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

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

**Table 7. CIE Assessment for Practical Courses**

S. No.	Assessment Method	Max. Marks	Weightage
1.	CIE Test 1	100	20
2.	Quiz 1	20	5
3.	CIE Test 2	100	20
4.	Quiz 2	20	5
5.	Assignment	10	10
<b>Total</b>			<b>60</b>

**14.3 Theory with Laboratory Courses (TL)**

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

The assessment of CIE and SEE marks shall be:

**Table 8. Assessment pattern for Theory with laboratory courses**

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

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

\* T- Theory, L- Laboratory

The internal marks are awarded as per the table below:

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

Assessment	Duration	Syllabus to be covered	Max. Marks	Weightage
CIE Test 1	1 ½ hours	2 ½ units	50	10
Quiz 1	30 minutes	2 ½ units	25	5
CIE Test 2	1 ½ hours	2 ½ units	50	10
Quiz 2	30 minutes	2 ½ units	25	5
CIE Test 3 (Practical)	1 ½ hours	All experiments	50	10
Assignment / Problem-solving /Seminar/case study/Field work	-	-	10	10
<b>Total</b>				<b>50</b>

**14.4 PROJECT WORK**

The evaluation of Project Work shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 14.4.1.

**14.4.1** There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the department shall constitute the review committee for the respective programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated. In the case of project work II carried out in industry/academic/research institutions, the review committee shall have the supervisor, coordinator from industry/academic/research institutions and the project coordinator from the Department. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer (as per the Table 10 given below). There will be a vice-voce Examination during Semester End Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

**Table 10. Assessment of Project Work**

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

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

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

**14.4.4** If a student fails to submit the project report on or before the specified deadline as mentioned in clause 4.8, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester.

If he / she fail in the semester end examination of Project Work, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

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

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

**14.4.6** Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 6 weeks and should be organized by the Head of the Department for every student.

**Table 11. Components for SEE-Project Viva voce**

S.No	Components	Max. Marks
1.	Presentation	10
2.	Novelty of the project	20
3.	Results / Conclusions	20
4.	Outcomes	20
5.	Viva-voce	20
6.	Publication	10
Total		100

**14.4.7** Each student shall publish at least ONE paper in Refereed International Journals (Scopus Indexed) / International Conferences (Scopus Indexed) during Project work. If a student can not publish within the stipulated time, he/she shall have the status of the paper as the accepted. Appropriate proof of publication / accepted status shall be submitted to COE.

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

- If published in conference proceedings - 7 marks
- If published in UGC CARE Journals - 8 marks
- If published in Scopus Indexed Proceedings / Journals – 9 marks
- If published in WOS indexed proceedings / journals - 10 marks

#### **14.5 Assessment of Audit Courses**

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

#### **14.6 Assessment for seminar / professional practices / case study**

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



evaluation shall be based on the seminar paper / report (40%), presentation / demonstration (40%) and response to the questions asked during presentation / demonstration (20%).

#### **14.7 Assessment of Industrial / Practical / In plant training / Internship / Community Development**

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

The following is the assessment methodology to be followed:

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

#### **14.8 Assessment of Online courses**

Students shall register only for the online courses (vide Clause 4.11) approved by DCC concerned, for award of credits in curriculum. The DCC approved online courses shall be of advanced/ related to the domain / areas of their department or recent technical area that will cater student's career growth. Students shall not register for online courses which are already there in Professional core category of their curriculum under study. The DCC concerned has to verify the contents of the online courses with that of similar courses in curriculum.

Students shall score a minimum of 50% marks in the Online course which he/she had completed in a semester. For students who have scored marks less than 50, credits will not be awarded and will not figure in grade sheet.

For students who have scored 50% of marks and above, the grades O, A<sup>+</sup>, A, B<sup>+</sup>, B, C as stated in Clause 19 shall be awarded and will figure in their grade sheet.

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

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

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

## **14.9 Questions based on HOTS**

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

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

## **15 CONDUCT OF ACADEMIC AUDIT**

Every department shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 13. In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 13, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record. The Head of the Institution shall arrange to conduct the Academic Audit for every programme in a semester by forming the respective committees.

## **16 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION**

**16.1** A candidate shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 8.1 & 8.2 and has registered for examination in all courses of the current semester.

**16.2** Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the university examinations failing which, the candidate will not be permitted to move to the higher semester.

**16.3** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enrol to improve his/her marks in a course or the aggregate marks / CGPA.

## **17 PASSING REQUIREMENTS**

**17.1** A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the semester end examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

**17.2** If a student fails to secure a pass in a theory course (except electives) / laboratory courses, the student shall register and appear only for the semester end examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Internal Assessment + Semester End Examination) as per clause 17.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the semester end

examinations alone.

- 17.3** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Internal Assessment + Semester End Examination) as per clause 17.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the semester end examinations alone.

If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective or open elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 8 and appear for the semester end examination.

If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (14.4.4), the student shall register for the course again.

- 17.4** The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

**17.5A** student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EEC courses.

## **18 Grading**

### **18.1 Relative Grading**

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

### **18.2 Absolute Grading**

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

## **19 Letter Grades**

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

**Table 12. Grades, Grade Points and Range of Marks**

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

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

‘SA’ denotes shortage of attendance (as per clause 8.3) and hence Prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

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

If the grade RA is given to Theory Courses/ Laboratory Courses, it is not required to satisfy the attendance requirements (vide clause 8), but has to appear for the semester end examination and fulfil the norms specified in clause 17 to earn a pass in the respective courses. If the grade RA is given to Project work, the course has to be registered again and attendance requirement (vide clause 8) should be satisfied. If the grade RA is given to EEC course (except project work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester fullfill the norms as specified in Clause 17 to earn pass in the course. However, attendance requirement need not be satisfied.

**19.2** The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title ‘Value Added Courses’ and ‘internship/industrial training’ (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA, it will not figure in the Grade Sheet

**19.3** For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

## 20 GRADE SHEETS

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

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

GPA is the ratio of the sum of the products of the number of credits of a course ( $C_i$ ) and the grade points scored in that course ( $GP_i$ ), taken for all the courses, to the sum of the number of credits of all the courses ( $n$ ) in the semester.

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

where  $C_i$  is the number of Credits assigned to the course

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

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

## 21 ELIGIBILITY FOR THE DEGREE

**21.1** A student shall be declared to be eligible for the award of the M.B.A. provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. M.B.A (Full Time) Successfully completed the course requirements, appeared for the Semester end examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Dean Academics whenever readmitted under regulations MBA Regulations 2023 (vide clause 24.3)
- iv. No disciplinary action pending against the student.

## 22 CLASSIFICATION OF THE DEGREE AWARDED

### 22.1 FIRST CLASS WITH DISTINCTION:

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

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 23) will not be considered as an appearance.

- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing Semester end examination due to lack of attendance in any of the courses..

## **22.2 FIRST CLASS:**

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

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

## **22.3 SECOND CLASS:**

All other students (not covered in clauses 22.1 and 22.2) who qualify for the award of the degree (vide Clause 21.1) shall be declared to have passed the examination in Second Class.

**22.4** A student who is absent in Semester End Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from semester end examinations as per clause 23) for the purpose of classification.

## **22.5 Photocopy / Revaluation**

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of COE on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for EEC courses. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

## **22.6 Review**

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

## **23 WITHDRAWAL FROM EXAMINATION**

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

**23.2** Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 8) and if it is made within TEN days after the date of the examination(s) in that course or courses and



recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 8) and earned continuous assessment marks.

**23.2.1** Notwithstanding the requirement of mandatory TEN days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on merit of the case.

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

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

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

**23.6** Withdrawal is permitted for the semester end examinations in the final semester, as per clause 22.1.

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

## **24 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

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

**24.2** Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Dean, Student Affairs in advance, but not later than the last date for registering for the semester end examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

**24.3** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new regulations shall register for additional courses, if any, under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.

**24.4** The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 22.1).

**24.5** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

**24.6** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 24.1).

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

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

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

**Table 13. Standing Committee**

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

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

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

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

## **27 DISCIPLINE**

**27.1** 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/Dean/HOD and two senior Professors, of which one should be from the faculty to which the student belongs, to enquire into the acts of indiscipline and notify the Principal about the disciplinary action recommended, for approval.

**27.2** If a student indulges in malpractice in any of the semester end / internal examination he / she shall be liable for punitive action as prescribed by the college from time to time.

## **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 your start taking action to create favorable change.

### Tips to Positive Thinking

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

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