



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

### ACADEMIC POLICY

#### Policy Statement:

Siva Sivani Degree College, Kompally, Hyderabad, Telangana Strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

#### Objectives:

- The academic policy discloses the principles used for quality teaching at Siva Sivani Degree College defines the procedures for the multiple levels of accountability in teaching and learning.
- The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.
- The institute/department stands responsible for ensuring quality of its educational environment.
- This includes:
  - Academic accountability
  - Ensuring the quality of technical education including
    - Preparation of the course materials with adequate standard.
    - Delivery of course contents adopting appropriate technologies.
    - Assessment to enable quality.
    - Continuous improvement through quality assurance.

#### Roles and Responsibilities:

#### Management:

- Communicate views from Various Units of SSGI to SSDC in order to ensure that the Institution is well informed and in accordance with the regulations.



NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Manoj*  
**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri(Dt)-500107



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

### Principal / Vice Principal:

- Developing and implementing quality assurance policies and procedures.
- Carry out the academic auditing in each department of the college at the stipulated interval.
- Preparation of Academic and Examination Calendar for UG complying with University Calendar.

### Controller of Examination:

- Preparation of Academic Calendar and Examination for Practical's, and Internals complying with University Calendar.

### Head of the Department:

- Ensure that the courses promote the development of the department and the graduates.
- Ensure proper redress of the concerns raised by students in all matters.
- Take up initiatives to achieve the mission and vision of the department.
- Subject allocation for faculty for every semester keeping in view of various relevant duties.
- Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery.
- Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.
- Facilitating student feedback of the faculty and initiating corrective measures.
- Review of the progress of teaching- learning process, remedial measures, result analysis and corrective actions.
- Verification of the Evaluation Marks and its computation followed by access to parents Through Google Links.



NH - 44, Kompally, Secunderabad - 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Manoj*  
PRINCIPAL

Siva Sivani Degree College  
Kompally Medchal-Malkajgiri(Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

### Course Instructor

- Ensuring academic integrity of the course assigned.
- Facilitating information sharing on best practice in teaching and learning.
- Facilitating a learner centric environment.
- Preparation of assignment / internal test QP's and conduct of the same.
- Impartial and proper assessment of the assigned course and computation of the Internal marks
- Conduct of Sessions and clarification of doubts as and when required.
- Preparation/ modification of the course materials.
- Responsible for completion of the syllabus.
- Providing opportunities for students to develop corporate readiness and Competence along with the course Curriculum.
- Seek feedback from student for improvement in course execution

### Process:

Step by step process of the academic activities are listed below:

- Subject Allotment Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.
- Preparation of Academic Calendar - An academic Planner which includes all the academic, co-curricular and extra- curricular activities.
- The Lecture Plan and Course Information Sheet is prepared by the faculty which is then verified by the HOD's and approved by the Principal.
- Preparation of the course material and content delivery, to improve the effectiveness of teaching and learning and to make it more student centric. The Teaching Learning Centre of SSDC organizes various workshops at regular intervals to improve its efficacy.
- CRT coordinator and the project coordinator ensures that all activities related to student centric assignment and project take place in the stipulated time.



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Manekp*  
**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri (DR)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

- Conduct of assignment and class work according to the plan. Intimation of the attendance at regular intervals through CAMU.
- Conduct of the Internal Examination and its assessment. 'The Question papers are verified by the Controller of Examination to ensuring the standard is maintained, portions are covered appropriately, and the smooth conduct of Examinations in the stipulated period.
- Accessibility to Parents/Student of the assessment marks through Google Links
- Mapping of the assignment, and the internal test marks for course outcomes.
- Organizing various skill development workshops by the Internal/External professionals and the Department Heads

The academic policy is linked with the Osmania University Regulations, and the rules and duly executed at Siva Sivani Degree College.

### Academic Monitoring and Student Support:

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

- **Class/Course Committee** -The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
- **Advisory System:** For every class there is a staff coordinator and staff advisor. Staff Coordinator will be nominated for the entire class. There will be one Staff Advisor for every 20-25 students. One among the Faculty Advisor shall be nominated as Staff coordinator. The Advisor maintains all documents related to the academic and non-academic matters of the students under an advisory group.

They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the



NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: ssdc.ac.in

*Manoj*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matter for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, and internal marks in their advisory group.

- Various other committees like Grievance Redress Committee, Disciplinary Action Committee are also formed for student support.

### Academic Auditing

- Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC).
- The IQAC shall monitor all the academic activities including the internal evaluations and examinations.
- A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for carrying out the academic audit in stipulated intervals as suggested by the University.
- The IAC has a coordinator and representatives from all departments to carry out the audit.
- The audit also covers the co-curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and periodical reporting to UGC.
- IQAC will also keep the relevant data on website up to date as required by the UGC.



NH – 44, Kompally, Secunderabad – 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamatha*  
PRINCIPAL

Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri(Dt)-500100