



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 2023

### Criteria 6 - Governance, Leadership and Management

#### 6.2 Strategy Development and Deployment

*6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc*

Submitted to



**National Assessment and Accreditation Council**

# **Policy Documents**



**ADMISSION POLICY**

This College is affiliated to Osmania University approved by Telangana State Council for Higher Education. (TSEHE). The objective of admission procedure at Siva Sivani is to ensure a fair and transparent process for selecting students who meet the criteria and standards set by the Institute. Additionally it serves to maintain the institutions reputation by individuals who not only thrive in the academic environment, but strive to make a place for themselves, according to the societal demands. Procedure:

Admission will be granted as per the Osmania University Norms,

1. **Purpose:** The purpose of this procedure is to establish clear guidelines regarding admission to various Applicants of Siva Sivani Degree College
2. **Scope:** The admission requisites for each Course of SSDC are defined in terms of applicant's credentials.
3. **Responsibility:** Management, Principal and Vice-Principal are responsible.
4. **Procedure for Degree Admission:**

Prospective Candidates fill up the application form and submits the relevant documents which include Adhar Card Copy and also the Academic Certificates, Parent acknowledge to abide the rules laid by the college.

5. **Courses Offered:**

Branch	Seats
BBA	120
BBA (Bus. Ana.)	60
B.Com Computers	240
B.Com (Bus. Ana.)	60
B.Com (Honors)	60
B.sc MSCs	120
B.sc Data Science	120
B.sc (Honors in CS )	60



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6. **Fee Structure:** The fee structure shall be decided based on the management Norms.

7. **Eligibility Criteria:**

**Academic Requirements:**

1. The candidates should have studied the Intermediate or its Equivalent Course in an approved by the State/Central Board Candidates should have a minimum of 60% aggregate marks in the Equivalent examination.
2. The college releases the first list of the candidates based on their merits with the cutoff percentage of 80% and above
3. The college released the second list for the students with a gap of 4 days on their merits with the cut of percentage between 80-70
4. The third list is based on students cut off percentage of 60% and reserves few seats for the physically challenged/Athletes

8. **Discipline:**

The students are expected to maintain exemplary conduct and character under all circumstances and maintain discipline and decorum in the campus, any violation will be viewed seriously.



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## E-GOVERNANCE POLICY

### Scope

The scope of this policy extends to the institutional governance in the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- Infrastructure

### Objectives

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Smartboards, Projectors, etc.

### The College decides to make the following policies and procedure:

**Website & Social Media:** The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. The website is developed and Maintained by the Software Development Centre of SSDC. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go





live on the website as and when they are released. Important information and achievements will be posted in the Social Media.

- 1. Accounts:** The accounts are managed by the software purchased from an external vendor. The student fee management is done through this software. The HR Management system available in the software helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.
- 2. Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly.
- 3. User- specific login system:** This provides each employee and student a unique login. Teaching faculty can utilize it to record and manage attendance, internal assessments etc., and calculate the Internal Assessment marks and attendance Percentage. Students Access Monthly Reports and Semester Marks Reports along with attendance percentage through their Login Credentials.  
The students could also check timetables, assignments, revision and internal schedules along with other academic information.
- 4. Examination:** The College has adopted an online system where students can view their internal examination marks, assignment marks and final internal assessment marks at the end of each semester.
- 5. Management:** The Management module of the ERP has a comprehensive paperless system for the Leave management. The request for the leave is send to the HOD, who will forward it to the principal. The leave is entered into the attendance register once it is approved by the Principal. The biometric punching of the staff member Gers are also integrated into the HR Management module. – Zing HR

Hostel management: The hostel module of the ERP- CAMU provides option to:

- Enrol the students into the hostel and map them to corresponding room
- Pay the mess and establishment fee online





## 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:

#### 1. Academic accountability

- a. Ensuring the quality of technical education which includes.
- b. Preparation of the course materials with adequate standard
- c. Delivery of course contents adopting appropriate technologies
- d. Assessment to enable quality
- e. Continuous improvement through quality assurance

#### 2. Roles and Responsibilities of 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 by the following..

- o **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.





- **Principal:** Preparation of Academic and Examination Calendar for UG complying with University Calendar.
- **Controller of Examination:**  
Execution of Academic Calendar and Examination for Practical's, and Internals complying with University Calendar.

**3. Head of the Department**

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

**4. Principal - Course Instructor**

- a. Ensuring academic integrity of the course assigned.
- b. Facilitating information sharing on best practice in teaching and learning.
- c. Facilitating a learner centric environment.
- d. Preparation of assignment / internal test QP's and conduct of the same.
- e. Impartial and proper assessment of the assigned course and computation of the Internal marks
- f. Conduct of Sessions and clarification of doubts as and when required.
- g. Preparation/ modification of the course materials.
- h. Responsible for completion of the syllabus.







- i. Providing opportunities for students to develop corporate readiness and Competence along with the course Curriculum.
- j. Seek feedback from student for improvement in course execution

**5. Process: Step by step process of the academic activities is listed.**

- a. Subject Allotment Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.
- b. Preparation of Academic Calendar - An academic Planner which includes all the academic, co-curricular and extra- curricular activities.
- c. 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.
- d. 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.
- e. CRT coordinator and the project coordinator ensures that all activities related to student centric assignment and project take place in the stipulated time.
- f. Conduct of assignment and class work according to the plan. Intimation of the attendance at regular intervals through CAMU.
- g. 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.
- h. Accessibility to Parents/Student of the assessment marks through Google Links
- i. Mapping of the assignment, and the internal test marks for course outcomes.
- j. Organizing various skill development workshops by the Internal/External professionals and the Department Heads.
- k. 'The academic policy is linked with the Osmania University Regulations, and the rules and duly executed at Siva Sivani Degree College.

**6. 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.





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1. **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.
2. **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 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.

3. Various other committees like Grievance Redress Committee, Disciplinary Action Committee etc., are also formed for student support.
7. **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 also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC.



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# SIVA SIVANI DEGREE COLLEGE

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## ALUMNI POLICY

The alumni Association of Siva Sivani Degree College is formed.

- To provide a forum for the interaction of the alumni and the institute.
- To raise intellectual contributions for the advancement of the college to fulfil the Vision and Mission.
- To promote cultural and social contacts between the alumni, the present students and the members of staff of the college
- Former students of the college are members of the association.
- The association is managed by Vice Principal of SSDC



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**ANTI RAGGING POLICY**

**Objective:**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student and thereby, to provide for the healthy development, physically and psychologically, of all students.

**1. Measures for prevention of ragging**

- A printed affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- The affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.



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- Each batch of fresher's are divided into small groups and each such group shall be assigned to a member of staff (Mentor). Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
- The professional mentors of the college will counsel 'fresher's' in order to prepare them for the life ahead, particularly for adjusting to the life.
- To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (saying the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

### 2. Monitoring mechanism

#### a) Anti-Ragging Committee:

A Committee known as the Anti-ragging Committee is constituted headed by the Head of the Institution, and consisting of representations as directed by SSDC. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

#### b) Anti-Ragging Squad:

A smaller body known as the Anti-Ragging Squad is constituted by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

The Anti-Ragging Squad shall have representation of various members of the campus community. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.



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### C) Actions/ Punishments

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: (i) Cancellation of admission (ii) Suspension from attending classes Suspension/expulsion from the host



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**Community Service Policy**

At Siva Sivani Degree College we have established this policy to enable students/faculty to volunteer their services to the lesser privileged during normal working hours. Community service programme is an effort of giving back to the society values and foster real time experiential learning.

**Process**

- It is an activity that involves volunteering time and effort to help others in need without expecting any monetary reward or compensation.
- Educational community service/Knowledge sharing activity is a part of voluntary service by the students who pay their time and effort in visiting various government schools in the vicinity of the college, to impart value based education and creating an awareness of the importance of education and their role in society.
- Health community service such as Blood donation Camps are organized in the campus, catering to the need of medical and well-being needs that arise in the health sector. This herculean task is accomplished by involving student volunteers and faculty members who motivates and instil in the students the importance of serving the needs to save lives.
- Visit to Physically challenged/Visually impaired institutions, were taken under the cover of this initiative to support and to experience the less privileged where by students learning and sharing their experiences with the fellow students after their visit.
- On the weekly visits students gather and collect the daily necessities and essentials required for the under privileged children and distribute to multiples schools and Orphanages under this programme.



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### Cultural Committee Policy

The Cultural Committee of Siva Sivani Degree College aims to inculcate and imbibe in the students the concept of Unity and diversity and enable them to develop the organizational skills. It strives to give a platform to the students to showcase their creative acumen while giving importance to the rich cultural heritage of the committee.

#### Functions/Objectives

- The Cultural events will be organized by the committee in the college regularly and shall be conducted under the guidance of the faculty members for co coordinating the events.
- The various cultural events to be celebrated in the college are based on diversified cultures attuned with unity and diversity.
- To provide a platform for the students to showcase their talents and exhibit skills to organize these events on a grand scale.
- Holistic development of personality promoting values and instil with the students the valuable assets of understanding the core values of each religion and its culture.
- The Committee exhibits its most promising students and forming a contingent that creates an impact to manage every minute detail possible. And the cultural committee works tirelessly and give their absolute best.

#### Practices:

- One teaching faculty is given additional charge as a coordinator of the particular event followed by diversified duties assigned to faculty members and student volunteers.
- At least one student from each class is appointed in the committee under the in charge faculty
- Events are organized in open air theatre with a capacity of 2,000+ students
- Two Seminar Halls are provided for the cultural activities such as singing and dancing, which are well furnished and equipped with Air Conditioners, LCD, Sound System, computer etc
- Proper budgeting is allocated by the management to purchase, procure to organize cultural events



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**List Cultural Activities:**

**A. National/International Festivals**

1. Independence Day
2. Republic Day
3. Teachers Day
4. Women's Day

**B. Religious Festivals**

1. Bonalu Festival
2. Ganesh Utsav
3. Batukamma Festival
4. Dussera
5. Diwali
6. Christmas
7. New Year Carnival
8. Bogi - Sankranti
9. Ramadan
10. Ugadi

**C. Cultural Competitions:**

1. Theatre Arts - Skit
2. Rangoli Competition
3. Instrumental Competition
4. Singing Competition
5. Dance Competition
6. Fashion Show

These various Cultural Activities and committees worked hard resulting in the culmination of the events on a grandeur scale. Great sense of team spirit and unity was showcased from students across different cultures and religions who came together to participate in the events and cheer for their friends, class mates and faculty members.





**ENERGY MANAGEMENT POLICY**

As per the Environment Policy 2020 of AICTE, that sets long term goals for educational institutes to conserve natural environment, develop sustainable solutions and control energy consumption, an educational institution has to evolve programs and policies that turns the institute into a carbon-negative institute and promote in educating students and employees on environmental concerns and sustainability, be responsive to the emerging challenges in the Energy sector and Sustainable development of the State and Country. So, it is essential for the educational community to practice sustainable energy that will provide favourable effect on the eco-system.

**Energy Policy Statement**

The SSDC energy policy articulates commitment of the Institution to the conservation of energy by defining energy management protocol for electrical energy systems of the institution, focusing on sustainable practices in reducing carbon footprint and other environmental impacts as per the norms of Energy Conservation and Management, for maintaining an eco-friendly green campus.

**Instructions**

- Always switch off the electrical devices and equipment's when not in use to save electricity to reduce CO2 emission.
- Monitor the performance of the Solar Power plants installed regularly.
- Schedule and carryout preventive check-ups and cleaning of solar panels for improved efficiency.
- Introduce power-conserving lights and equipment's are installed to increase power saving.
- Switch off lights, fans, A/C, and all power-related items when not required.
- Turn off the computer CPU after the use.
- Ensure all the electrical devices and equipment's in the office, classrooms, laboratories, etc. are switched off before closing and leaving the premises.
- Always source energy efficient and certified electrical equipment's while purchasing or replacing electrical equipment's.







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- Provide appropriate training to the operators of machines and equipment's to save electricity.
  - Schedule and carryout preventive maintenance of all electrical equipment's including; DG sets, water pumps, air conditioners, water coolers, lab machineries and equipment's
  - Ensure appropriate earthing for electrical circuits.
  - Periodically check the electrical circuits and protective equipment's to ensure safety and to avoid power leakage.
  - Generate energy from waste materials like biodegradable items.
- Conduct of awareness session by the NSS unit about energy management procedure among stake holders.



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**ENVIRONMENTAL POLICY**

Siva Sivani Degree College, recognises the importance of environmental protection and we are committed to operating our environment responsibly in compliance with applicable standard requirements, environmental regulations and legislation specifically relating to the scope of the certification, but carrying out all services/ activities in environmentally responsible manner and by providing a safe working environment to all the staff and student community, and other interested parties.

It is our objective to operate with, and to maintain good relations with all regulatory bodies, and to carry out all measures reasonably practicable in order to continually improve our environmental performance.

**We commit to:**

- Assess and regularly re-assess the environmental effects of our equipment, processes and operations
- Adhere to all relevant regulations concerning waste and environmental well-being
- Ensure that all supplier and sub-contracted operations are in-line with this policy, and that they are aware of their respective responsibilities in the environment
- Train concerned staff in environmental issues and raise awareness and actively promote the establishment of a clean and healthy environment
- Minimise the production of waste and material wastage in all the processes.
- Minimise energy wastage by promoting the efficient use of energy, water and other resources.
- Reduce and/or limit the production of pollutants to water, land and air.
- All waste will be disposed of under controlled conditions when re-cycling and/or the re-use of the materials is not an available option.
- Minimise risk to the general public, staff, students and other interested parties.

Our commitment to the above environmental objectives is reinforced by our setting of measurable targets and objectives to reduce our environmental impact. We are regularly assessing our performance against these objectives. This policy is communicated to members of management, staff students, suppliers and subcontractors and is made available to any interested parties. All personnel understand their obligations under this policy statement, and abide with the principals and contents of our Environmental Management System (EMS).





Objective	Targets
Increase energy efficiency.	Replace all incandescent lightbulbs and florescent tubes with LED bulbs and tubes by the end of 2024.
To attain sustainability in water resources	Install provision for water conservation including rainwater harvesting on the campus by 2025.
To attain a 100 % plastic waste-free and eco-friendly, campus by 2024.	Provide half yearly training and awareness program to college community, proper maintenance, and monitoring of waste management mechanisms.
To reduce carbon footprint in transportation.	Replace all old vehicles owned by the institute with less polluting new generation vehicles by 2025.
To reduce the use for non sustainable goods and services.	By promoting replacement at the end-of-life, purchase, and usage of resource-efficient products.
Envision a Zero Carbon emission campus.	By installing solar power plants. Promoting usage of green energy.

We will constantly monitor and review our environmental performance and this Environmental Policy Statement in order to ensure its continuing suitability, and will implement improvements whenever appropriate.





**EXAMINATIONS POLICY**

Siva Sivani Degree College, Kompally is one of the leading college affiliated under Osmania University. The Examination Cell of the Institute has been constituted as per the Osmania University guidelines to decide upon academic policies and academic activities from time to time. With the approval of the Principal and the Controller of Examination Cell, the methodology for examination and its evaluation is run by this institute as under.

**The Role of Exam Cell:**

The Exam cell coordinates with Osmania University regarding all matters related to the university examinations. The Controller also coordinates along with the Principal regarding all the proceedings of the Exam Cell. Any information either received or required to be sent to the university is being dealt within the cell. Any circular, guidelines, notifications received by the University is processed in the Cell.

**Examination Pattern**

- ❖ Daily Revision Tests are conducted during each semester. This revision helps recall the details of the topic they have studied. Revising the topics helps students gain more confidence to attempt any related question in the exam. Timely revision helps reduce the anxiety and stress levels a student is likely to have during the exams. Marks allotted for daily tests is 10.
- ❖ A particular schedule will be given to the faculty to write important questions and the same will be posted in students class group to prepare.
- ❖ The paper will be evaluated by the subject teacher and will be discussed in the class.
- ❖ This schedule will be followed every month. During daily exams, faculty will concentrate on the important questions which is also used to write their internal exams.
- ❖ In Each Semester, two internal exams are conducted according to the almanac of Osmania University. The allotted marks for each subject 15 and 5 marks are given through assignments, etc.
- ❖ Important questions will be given to the students.
- ❖ Internal Question Paper pattern will be discussed and doubts are clarified.





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- ❖ The papers will be distributed among the students within two days and to rectify the errors and the marks will be uploaded in the examination link.
- ❖ The same link will be posted in the parent's group of the student for parent to notify.
- ❖ Pre-final exams will also be conducted for a practice of the paper pattern as of the final exam.
- ❖ The COE Will schedule the time table and the procedure of invigilation accordingly
- ❖ To ensure execution of the examination in a smooth manner.
- ❖ To ensure Evaluation and Uploading of marks within the given time frame
- ❖ To ensure acknowledgment of students signatures in D Forms.
- ❖ To ensure collection of examination papers appropriately with the signature of students.



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**FINANCIAL POLICY**

For proper management of the financial resources and for complying with the statutory obligations, it has been found necessary to formulate a Financial Policy for SSDC

**1. Objectives of Finance Policy:**

The financial policy of SSDC intends to achieve the following objectives:

- Prudent and effective management of financial resources.
- Honesty and transparency in all aspects of financial management and financial reporting.
- To comply with the legal requirements of various Acts.
- Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
- To present periodical reports to the Management
- To execute Funded Projects according to the terms of conditions of the Agency and to achieve the goal of the project.
- To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
- To deliver maximum benefits at minimal cost.
- To practice standard accounting practices in the management of financial resources.

**2. Resources and Expenditure**

**A. Resources**

The income of the institution mainly consists of Fees from students.

**B. Fees**

Fees from the students are collected semester-wise. Most of the fees collected directly to Bank accounts by different digital banking methods.

**C. Project Funds**

Funds given to the institution by management, for a definite cause, and for a specific period are project funds. The institution utilizes the funds for the given purpose adhering to the terms stipulated.



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**D. Income other than project funds:**

Any other income other than project funds is income of the institution from units administered by the institution under the Trust (e.g. Hostels, Canteen etc.) for various activities of the institution.

**E. Expenditure**

All the expenditures of the Institution excluding project funds which are sanctioned by external agencies with specialized utilization guidelines are done by proper budgetary controls and through standard accounting software. Each voucher should be supported by proof of payment such as bills, invoices, and receipts. The procedure of financial transactions should be communicated to project staff. For any purchase exceeding 1 lakh, proper recommendation of purchase committee is required and competitive bids needs to be obtained.

The Process/procedure for all College Expenditure shall be as follows:

- Budget request of Departments is with signature of the Principal, and Concerned authorities of the Management
- A consolidated general budget is prepared annually by the Finance Officer. The past experience and actual expenditure are kept in mind while preparing the budget.
- The signed budget is then scrutinized by the Chairman and forwarded to the concerned departments for further procedures.
- Expenditure of all genuine bills has to be submitted along with the income and expenditure format to the concerned
- The Accounts department verifies the bills and finally submits it to the Principal/Chairman.
- The above method is to be followed for expenditures incurred through students specific projects as well.
- No deviation of the above-mentioned process is allowed in order to maintain a proper record for future reference and audit.
- For each semester registration, students shall clear all dues including hostel/tuition fees.

**3. Method of Payment**

**a. Payment by Cheque**

All expenditure above Rs. 10,000/- shall be paid by cheque except in the case of extra-ordinary situations where banking is difficult. Maximum utilization of cheques is recommended.





**b. Payment by Cash**

Use of cash for payments is discouraged. Cash payment should be avoided for payments above Rs. 10,000. As per the Income tax Act payments above Rs. 20,000/- should be made by A/C payee cheque.

**c. Cash in hand**

The accountant keeps cash in hand for day-to-day transactions. Cash in hand should not exceed the limit of Rs. 50,000/-

**4. Consolidated Salary Register** A consolidated Salary register is maintained where payments to staff by way of salary is recorded Department wise. All Salary Payments except daily wages of workers shall be paid by credit to respective Bank accounts.

**5. Operation of Bank Accounts**

The signatories to the bank accounts are the Chairman/ Principal/ and they shall operate bank accounts of the institution jointly in their respective capacities. The bank accounts include regular College accounts, funds received for projects.

**6. Finance Committee**

The finance committee consists of the Secretary of the Governing body i.e. the Principal as Chairperson, Finance Officer, and Internal Control

**Authorization of financial transactions**

The Chairperson shall authorize all the payments in their respective capacity by signing the voucher as a sign of approval. A file shall be maintained to preserve the quotations along with the ranking analysis for all major purchases.

**7. Maintenance of Computerized Accounts:** the Accounts Dept. enters the transactions in the computer software on daily basis.

**8. Audit of Accounts**

**8.1 Statutory audit**

The Annual audit of accounts of the institution is normally done before the month of September every year.

**8.2 Project fund audit**

The project accounts will be done separately within 2 months from the close of the project period and audited as stipulated by the Agency concerned.



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**Go Green**

The GO Green Policy at Siva Sivani Degree College aims to drive environmental solutions towards a sustainable future. Our Goal is Zero harm and operate sustainably without harm to the communities and the environment in which we operate. It is important to create and implement initiatives with the future students to create awareness and put them on a sustainable path.

**Objectives:**

- To promote sustainable and eco-friendly practices in the Siva Sivani Educational Campus
- To develop alternative measures to solve environmental challenges
- To establish an efficient ways of waste management and recycling systems
- To decrease energy consumption to enhance energy utilization efficiency
- To motivate staff students and teachers through environmental literacy

**The Practices:**

The educational institutions play an eminent role in solving environmental challenges. Through the Go-Green Campus Campaign various programmes and activities are executed to solve and minimise certain environmental issues.

- 1 **Waste diversion:** The College has implemented composting and recycling programmes. To minimise food wastage in canteen and Mess separate containers are placed to collect and resource it to the needy.
- 2 **Go Green Project** – Students of B.sc Nutrition has taken the initiative to plant saplings in various locations of the Siva Sivani Campus.
- 3 **Green Campus** - Regular Garden maintenance is done by the Green Campus Volunteers of the committee. Maintaining and nurturing plants are done on regular basis to protect and preserve Greenery in the campus.
- 4 **Water Usage** – Rain water harvesting pits are dug to facilitate and divert rain water collected on the terrace to these pits.
- 5 **Energy Management:** It is essential for every institution to implement various methods to save energy. Our Campus promotes these measures by finding alternative energy resources through solar panels, that we installed in the college and hostels to





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reduce the consumption of electricity instead of CFL lamps LED bulbs are used in Hostels and Campus.

The concept of Go-Green Campaign and Environmental practices resulted in developing a clean campus and awareness created among the student community about conservation of energy. Remedial measures taken at time intervals for solving the problems encountered in the campaign activities.



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## GRIEVANCE REDRESSAL POLICY

To address the grievances of the students, parents and others, as per SSDC – Management regulations. The objective of GRC is to develop a harmonious educational environment in the institute.

### **Composition and Tenure of the Committee**

- The committee shall comprise of a Principal, Vice-Principal and senior teaching faculty members.
- Principal of the college shall be the chairperson.
- A representative from among the students of the college to be selected by the Principal.

### **Scope of the grievances**

- Grievances may be related to any of the following matters:
- Academic Matters Issues related to assessment, attendance, marks, and other examination related matters etc.
- Financial Matter — Issues related to charging of fees, and payments are addressed by management.
- Administration Matters — Issues related to infrastructure, basic amenities, sanitation, transport.
- Harassment and Ragging by colleague students or teachers etc.

### **Grievance receiving mechanism:**

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

- Report submission in person by approaching the Principal/Chairman of the Committee
- The suggestions periodically obtained through the suggestion boxes installed at various college buildings.
- Grievance redressal mechanism
- After the receipt of the application from the aggrieved, the Chairman/Principal of SSDC shall fix the date, time and venue of the meeting after having a discussion with the concerned members.



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- The meeting shall be scheduled within One week of receipt of the application.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.
- The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.
- In case of anonymous letters the action of the complaint will be treated at the discretion of the management



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**HOSTEL POLICY**

**Admission**

1. Those who seek admission should submit the application in the prescribed form with one recent passport — size photograph.
2. The parent or guardian should accompany the applicant while seeking admission.
3. Admission to the hostel is given for a period of one academic year only, and can be extended upon students/parent request
4. The Principal/ hostel wardens reserve the right to admit or reject any application without giving any reason.
5. When the university examinations are over students are expected to vacate the hostel. Those who want to continue admission to the next academic year should express their willingness in writing to the warden and clear dues, if any, before leaving for vacation.
6. They may renew the admission at the beginning of the next academic year.
7. Those who want to discontinue from hostel should submit a written request with the to the warden through the Principal in the presence of their parents/guardian. At the time of admission to the hostel an anti-ragging affidavit jointly signed by the student and the guardian should be submitted.

**General Rules**

1. Each student will be responsible for safeguarding his/her own personal belongings. Hostel authorities are not responsible for any loss in such cases.
2. Rules of modesty and good conduct have to be strictly adhered to. Decent dressing is expected both inside and outside the hostel campus.
3. Those who want to go out from the hostel campus should get permission from the Warden.
4. Ragging and such unlawful activities are banned from the Campus. Ragging is a criminal offence and is strictly prohibited.
5. Hostellers are not permitted to go for movies, festivals and other cultural activities at night.
6. Those who go out should get back the hostel by 06.30 P.M. In case of genuine reasons, permission should be obtained from the wardens.
7. No private vehicles are permitted for local use.

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**Hostel mess**

1. Our hostel follows the dividing system in conducting the hostel mess.
2. The inmates of the hostel should report on time for meals; neither early nor late.
3. If there is any complaint, it must be brought to the attention of the warden.

**Rooms and furniture**

1. Students have to take good care of the rooms and furniture at their disposal and keep them always clean. Any complaint regarding the furniture should be reported to the hostel office for appropriate action.
2. No one is allowed to change the room assigned to him/her.
3. In case of any suspected misbehaviour or violation of hostel rules, the wardens are empowered to inspect the rooms at any time without prior notice.

**Computers / laptops**

Students are permitted to use laptops for study purpose only.

**Registers**

Every hostel maintains the following registers for the smooth functioning.

**Movement register**

- a. Students who wish to go out of the Campus should enter their names in the Movement Register.
- b. The purpose, destination, time, and dates on which the student leaves the hostel and return to the Campus should be clearly entered with signature before leaving.
- c. The Movement Register shall be filled individually when they return to the hostel.
- d. The students should inform the Warden when they come back and write it down in the Register.

**Complaint register**

- a. Students can register their complaints regarding rooms and furniture in the Complaint Register.
- b. Guests, visitors and day scholars are to be received/allowed with the permission of the Warden.
- c. Parents/ local guardians must visit the hostel at least twice a year to enquire about the general conduct and progress and the study of their wards.
- d. No outside student is entertained in the hostel.





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### INDUSTRIAL VISIT POLICY

The institution has adopted the following policy to guide faculty and students in organizing industrial visit programs to enhance the experiential learning of students as per the directions of Osmania University – BBA Programme.

#### **The coordinators are responsible regarding**

1. Preparation of detailed Industrial Visit plan
2. Getting permission
3. Hand over all the relevant documents to the Principal/Vice Principal. The Accompanying faculty members will be responsible for the conduct of Industrial Visit as per the approved travel plan by the Principal.
4. The Principal is the final authority for the approval and modification of the Industrial Visit.
5. Students under suspension, long leave and students suffering from health problems are not eligible for Industrial Visit.
6. Dis Obedient and Misbehaviour are strictly prohibited during the Industrial Visit.
7. Students undergoing Industrial visit/training should compulsorily carry college ID card.
8. A banner of Industrial visit which displays college name and address should be placed in front of the bus.
9. Regular attendance is admissible for all students for all Industrial visits which are accompanied with faculty members.



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**LEAVE POLICY**

We are providing leaves for concerned reasons. The following are the categories of leaves.

**1. Casual Leave (CL) :**

Casual leave refers to the paid leave granted to employees for personal reasons.

Casual Leave of 12 days are allotted per year for each faculty.

**2. Maternity Leave:**

Maternity Leave is a paid leave/absence from work provided by an employer to a woman employee for the period before and after childbirth. Maternity is used by new mothers to take care of her and her child's health. We are providing 45 days of maternity leave .

**3. Sick Leave:** Sick Leaves are under the category of 12 Casual Leaves granted & entitled by the employees of SSDC., However the sick leaves are extended upon the ailment and health issues of SSDC Staff Members Upon LOP.

**4. Special Leave :**

Special leave is an arrangement granted to an employee who needs to be absent from the work during working hours which do not come under other types of leave. During covid days, we provided special leaves with pay. Special leaves are allotted during the time of natural disasters including heavy rain and flood.



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**MAINTENANCE POLICY**

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

**Objectives**

- 1 To utilize Buildings and their components that function safely and at top efficiency.
- 2 To minimize the possibility of fires, accidents, safety hazards and failures of Facilities and equipment
- 3 Continuous use of facilities without disruptions to the educational program.
- 4 Protection of college property through proper planning, scheduling, and preventive maintenance.
- 5 Conservation of energy through utilization of the latest technology and energy conservation measures.

**General Infrastructure**

A Construction and Maintenance office is functioning in the college. The maintenance activities are seen by Maintenance In charge. The Principal forwards such requests to the Construction and maintenance office and the complaints regarding infrastructure are recorded in a register maintained in the Construction and Maintenance office by the Supervisor. Maintenance and repair works are executed with the help of workers. The carpentry unit functioning in the college will execute carpentry maintenance works.

Water Sources are tested periodically, continuously chlorinated and the PH of the water is monitored regularly. Water tanks are also cleaned once in two months. Periodical activities such as painting, road tarring and maintenance and roofing & ceiling work are outsourced. Hygienic water supply is ensured in the campus and the hostels

A stock register is maintained in the department for the equipment and computers in the department. Stock verification is conducted periodically and the status of furniture, lab equipment, stationery, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained Laboratories

The maintenance and repair of equipment is done by the respective departments with the help of technical staffs as well as external agencies, if required. Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.

All other equipment in the laboratories is maintained regularly.





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The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.

Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

### Computer and ICT Facilities

The Central Computer Centre is maintained by system administrator and technicians who shall be responsible for maintaining the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.

Maintenance of computer systems is carried out by technical staffs of the respective department. If the department is not able to resolve the issue, the problem is referred to technicians appointed in Central Computer Centre. In case the problem persists, the same is referred to the outside vendor.

The functioning of college intranet and internet facility is monitored and maintained by the technicians in the Central Computer Centre. Fiber Optic cable is maintained with the support from vendor.

Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies following the central purchase procedure.

### Electrical Systems Maintenance

Periodical monitoring of electrical systems such as solar PV system and generator is done and the suppliers/service providers are approached in case of any major fault.

Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.

Adequate number of UPS are installed in each department to ensure uninterrupted power supply for all computers.

### Class Rooms

Faculty advisor of each class periodically check the condition of classroom amenities like benches, chairs, black boards/smart boards, fans, lights and ICT facilities.

The problem is resolved through the Principal/Vice principal following the internal operating procedure.

### Library

The maintenance of library is taken care by Librarian and supporting staff. Internal periodic audits are done in the library for maintaining wellness of the books. Frequent interactions are



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made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.

### Sports and Games Facilities

The indoor and outdoor play ground, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.

### Other Facilities

Water filters and coolers which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the Environmental Engineering laboratory.

One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.

Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.

The Green Cover of the campus is well maintained by full time gardeners as well as contractual labourers.

The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.

The college has Canteen facility where food is provided to staff and students.

The maintenance of the canteen is the responsibility of canteen manager under the supervision of a staff in-charge.



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**Placement and Readiness policy**

Placement readiness policy at Siva Sivani refers to the preparation stage before a student attends a placement. To ensure this, the student undertakes the basic awareness checks in addition to have a virtual employability programme available to him/her and access the student before attending a final interview.

**Process:**

- The rolling placement process start at the academic session every year. The placement process will have the flexibility to accommodate the needs of the recruiting organization. It comprises of the following steps:
- Recruiting companies inform the placement cell about their requirements, role and description, eligibility norms and the remuneration package being offered
- These details will be shared with the students through the placement committee. Students will be able to decide about participating in the companies' recruitment process depending upon their stream of study, interest suitability specialization and career interest.
- Students go through the training and the process through various assessments which include personal/online assessment, case study, group discussion, multiple rounds of interview. These are conducted at our campus or at other premises chosen by the placement cell.
- After this, the pre placement talk for the final interview – the process commences where by students not only understand the criterion, but also the administrative system and functioning of their organizations.
- Assessing students on skills that are important for the industry and suggesting on improvement plans, usually helps with better placements.

It is now a common practice of Siva Sivani Campus recruiters to conduct test in their specified areas to gauge student's ability. And have successfully placed thousands of students in reputed MNC's and Corporate companies after the proper planning and execution of these Placement Training Sessions.



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**RESEARCH POLICY**

In line with the vision of the college to develop into a world class pace setting Institute of Graduation College is committed to promote research and development. Research and developmental activities create and disseminates new knowledge in a range of fields, promotes innovation and these will motivate better learning and teaching among faculty and students of Siva Sivani Degree College In order to achieve this, research policy of SSDC is implemented.

**1. Purpose**

The purpose of the Research Policy is to create a ambient atmosphere of research among faculty and researchers at SSDC. The policy shall serve as an overall framework within which research activities may be carried out.

**2. Objectives**

- To create an enabling environment at SSDC
- In order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, with good impact factor.
- To nurture an environment of undertaking socially useful research with potential for further enhancement.
- Establish Research Centres in all disciplines in accordance with the research policies of the affiliating university.

Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities.

**3 Recruitment and Promotion**

Siva Sivani Degree College, shall recruit such faculty members and researchers who have demonstrated capability in research.



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Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate.

#### **4. Incentives for publication and attending conference.**

In order to encourage faculty members to publish their research work in reputed journals, monetary incentives may be implemented.

#### **Eligibility and Conditions for monetary incentives for journal publication**

- a. Research papers should have been published in indexed journal
- b. Affiliation of the faculty in the published paper should be "Siva Sivani Degree College"
- c. First author and co-authors from the First author and Co-Authors from the college are eligible. If there is one co-author from the college, the amount will be equally shared between the first author and the co-author. In case, the co-authors are two or more, half of the amount will be given to the first author and the remaining amount will be equally shared between the co-authors from the college.
- d. An author is eligible to receive this incentive for a maximum of two papers in an academic year
- e. First author should submit a written request to Principal, through respective HOD with the copy of the published paper to avail this incentive. The amount will be credited to the bank account of the first author, who may share the amount with the co-authors.

Incentive amount slabs

Impact factor one — Rs 1500

Impact factor more than three Rs.5000.00/-

Research Monitoring Committee

- f. Research monitoring committee is to be constituted at the college level to monitor the progress of the research work by the scholars. This committee shall meet at least once in a year.



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**SCRAP DECLARATION AND DISPOSAL POLICY**

**Objective**

Being a developing world-class, pace-setting Institute of Under Graduate Study with distinct identity and character, maintaining a conducive infrastructure and learning environment for world class education, SSDC needs periodic review and up-gradations to adopt the latest technology. The up-gradation and adoption of new technology renders the old infrastructure out of use which have served their life and purpose.

The "Scrap Declaration and Disposal Policy" provides the framework for identification, and declaration of the scrap material and subsequent disposal as per laid down procedures. The criteria which form the basis of the identification and declaration as scrap are the following:

1. Expiry of useful life
2. Obsolete Equipment's – Computers & Old Air Conditioners
3. Defects beyond repairs
4. Uneconomical repair cost
5. Unusable condition

The objective of policy also contains disposal of the scrap in an efficient and timely manner. The procedure for disposal of scrap is framed so as to ensure realization of reasonable salvage value by inviting quotations. The mode to be adopted for disposal is framed keeping in view the nature of scrap, cost of disposing-off and salvage value of the scrap.

**1. Introduction**

The movable assets and materials which require to be discarded may be broadly classified as under:

1. Machinery and equipment's which are unserviceable or beyond economic repairs:
2. Furniture and Fixtures which have become obsolete and whose retention has become uneconomical



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3. Equipment's which have served their useful life and required to be replaced due to requirement of technologically advanced equipment.
4. Scrap including Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares having meagre salvage value.

#### **Procedure**

1. The indenting department will initiate for proposal for disposal of the proposed materials as scrap. The proposal shall indicate the following details of the material which are proposed to be declared scrap and disposed-of
2. CATEGORY A: Machinery, equipment's and vehicles which are unserviceable or beyond economic repairs;
3. CATEGORY B: Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares but having meagre salvage Value. Deteriorated wood, packing material and such other material having no worth /meagre salvage value and are recommended for disposal by using methods like destroying/disposing them as debris/garbage.

#### **Methods of disposal**

All materials approved for disposal should be done with the concurrence of finance at appropriate level, collecting offers from local scrap dealers, buy back, disposal as garbage etc. may be adopted.

- a. The scraps like newspapers / old magazines / broken furniture/any other miscellaneous items
5. De-capitalisation of Scrapped Item from the Asset Register
- b. After successful process of Scrap disposal as elaborated in above paras, Finance department will de-capitalise the items from the Stock Register and do the proper accounting in. In case it is felt that there is substantial item in the lot(s) which were not identifiable in the Asset Register and because of which proper decapitalization figure cannot be ascertained against items which were in the asset register then lots shall be suitably made segregating all such items.





**Sports Committee & Its Policy**

The Sports Committee at Siva Sivani Degree College aims to Promote Sports activities by motivating students and member faculty. Promoting team spirit by creating a healthy environment, when sports events are organized. This Committee also organizes Inter College and State level games conducted under both Indoor and Outdoor Cadre.

**Objectives:**

- Prepare Action Plan of the year.
- Indicate requirements of the sports items and maintain all type of sporting inventory
- Organize inter college competitions at college level.
- Assist and encourage students to participate actively in organizing and conducting various sports and games both indoor and outdoor in the college.
- Maintain record of sports and games events attended by the students within the college, within the university and outside representing state/national levels and their achievements/awards
- Submitting the information regarding students who have taken part in sports event.

**Practices:**

- Obtaining Permissions to hold sports events in the college campus and recommending students to participate in intra or inter college events.
- To recommend attendance to students who have taken part in the sports event
- Entry/Registration Fee to participate in certain sports events
- Sort out any issues taking place during matches ( Team Selections, objections, quarrels etc)
- Maintaining discipline in all events happening in and outside the college.
- Drawing lots for certain sports events
- Maintaining evaluation reports of sports and games culminating to awards and certificates to the winners.



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**WASTE MANAGEMENT POLICY**

**Preamble**

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent 53 years, technologies have been developed that not only help in generating substantial quantities of decentralized energy but also in reducing the quantity of Waste for its safe disposal.

**Instructions**

- All materials should be received in neatly packed condition without any spillage.
- No drainage should be left open and to be covered properly.
- Periodic cleaning of overhead tank and sump and maintaining records
- After floor cleaning and washing the wastewater should not be thrown on bare lands. It should be routed to drainage.
- Solid waste like paper, cotton, etc., which are generated in our campus should be disposed to dust bins provided.
- Segregate waste by putting the waste in appropriate bins provided.
- Ensure that no degradation of waste in scrap yard due to rain and other natural disaster.
- Care should be taken while handling waste and to ensure no waste spillage over the floor and open area.
- Confidential documents and records should not be burnt. It should be thrashed into pieces and should be disposed to the scrap yard.
- All wastewater generated by housekeeping activity, should be routed to effluent drainage leading to Sewage Treatment Plant.
- Hazardous waste should be stored as specified in the hazardous waste handling rules and should be sold to authorized vendors.



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

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

- Plastic garbage shall be segregated and to be handed over to the vendors / agencies who recycle or re-use the same. Adopt adequate measures to avoid plastic burning in the campus.
- One side Papers should be re - used for Documentation and Printing.
- Rough Printouts should be taken on One side Paper
- Minimal Usage of Paper should be done.
- Awareness should be given to all the employees to reduce the wastage.
- Segregation of waste should be done and place it in the Separate dustbins.



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**WATER MANAGEMENT POLICY**

The water management policy of SSDC includes all the water related activities. A water management policy is required to assure the quality of water distributed from the unique sources at SSDC.

**Objectives**

- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To provide for groundwater recharge while protecting groundwater resources from overdraft
- To protect the groundwater resources from contamination
- Increase water resources related recreational opportunities

**Instructions:**

- Usage of ground water from well, ponds and bore well shall be monitored effectively.
- Water meter to be fixed at the source of water for measuring the quantity of water used from KWA supplied water (if any).
- Separate meters shall be fixed for measuring the quantity of water used for each of the purposes:
  - a) Campus
  - b) Hostel
  - c) Canteen
  - d) Vehicle Washing, etc.
- The meter should be fixed at the entrance of the water supply, and such are easily accessible for inspection and maintenance.
- Ensure that at no point in time water is extracted from any of the new outlets.
- Effective usage of water should be done for housekeeping, canteen, cleaning and washing of vehicles, etc.
- Close the taps properly when not in use mainly in sanitary facilities.
- Effective usage of water should be done for gardening purposes.







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- Frequency should be defined for watering the plants.
- If any leakage is found anywhere in water lines across the organization, it should be intimated to the responsible person for immediate action.
- The treated water is to be used for gardening purposes.
- Ensure hoses connected from the water pipe to the engine must be free from puncture.
- Ensure to close the water pipe when not in use to avoid water wastage.
- Quality monitoring of treated water periodically.



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### WOMEN EMPOWERMENT POLICY

This Policy at Siva Sivani Degree College is implemented with an aim to promote Gender Equality and enhance understanding of issues relating to women and to make the college campus a safe place for the student. To also create awareness on various issues and problems of women and in particular regarding Gender discrimination.

#### **Objectives:**

- To highlight the importance of Female Centric Work, more employability status is created and given to the women in the campus.
- To organize seminars, workshops relating to women safety and over all personality development.
- To conduct practical activities for the students to develop self-confidence.
- To prevent any kind of abuse and harassment, The Grievance Redressal Cell actively monitors and takes necessary steps to ensure the safety of girls/Women in the campus.
- It strives to provide platforms for women to share their experience and views with regard to their status and challenges in the society and suggest ways to improve and empower themselves.

Women Empowerment Cell is active in the college to empower girl student/women employees to enhance, understanding of issues related to women and to make the campus a safe place to work. The ratio of women work force states the policy envisaged vision.



*M. Mallep*  
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