



S.P. Sampathy's Siva Sivani Group®

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

SIVA SIVANI DEGREE COLLEGE

AUTONOMOUS

(Affiliated to Osmania University)

NH44, SIVA SIVANI CAMPUS

KOMPALLY, SECUNDERABAD – 500100

Accredited with 'B++' Grade by NAAC

ACADEMIC

RULES AND REGULATIONS

2024

1.0 UG Degree Programs offered in the College:

1.1 Undergraduate Programs (UG):

- a) B.Sc. (Mathematics, Statistics, Computer Science)
- b) B.Sc. (Mathematics, Statistics, Data Science)
- c) B.Sc. (Honours in Computer Science) - 4 years Course
- d) B.Sc. (Mathematics, Statistics, AI & ML)
- e) B.Com (Computer Application)
- f) B.Com (Honours)
- g) B.Com (Business Analytics)
- h) B.B.A
- i) B.B.A (Business Analytics)

2.0 Duration of the UG Degree Programs:

- 2.1 The duration of an Undergraduate Degree Program is either Three (3) academic years (Six Semesters) or FOUR (4) Academic Years (Eight Semesters)
- 2.2 An academic year begins usually from June / July of each year and ends by April / May of next year though; the exact dates are announced each year by the College.
- 2.3 The I / III / V / VII semesters will usually start in the month of June / July ; and II / IV / VI / VIII semesters in Dec/Jan month of an academic year.
- 2.4 The duration of each Semester is Fifteen (15) weeks with a minimum of Ninety (90) teaching days.

3.0 Eligibility for Admission to UG

3.1 Undergraduate Degree Programs:

- 3.1.1 The minimum eligibility for admission to I - Semester/year of a degree program (B.Sc./B.Com/B.B.A) is a pass in the Intermediate Examination (10+2) conducted by the Board of Intermediate Education (BoIE) of Telangana State OR an equivalent examination conducted by a University/Board recognized by BOIE.
- 3.1.2 Candidates who fulfill the eligibility criterion at (3.1.1) above, and studied in any stream of subjects are eligible for admission to B.Com (Computer Applications), B.Com (Honours), B.Com (Business Analytics) and B.B.A programs; whereas
 - (a) Candidates seeking admission to B.Sc. (Mathematics, Statistics, and Computer Science, Data Science, AIML & Honours) program should have studied Mathematics as one of the optional subjects;
 - (b) Candidates seeking admission to B.Sc should have secured an aggregate of 40% marks in the concerned science subjects at the qualifying examination.

- 3.1.3 Candidates who have passed the qualifying examination conducted by Boards other than the Board of Intermediate Education (BoIE) of Telangana State (T.S) / IPE / ISC / CBSE; and those who passed Intermediate (Vocational) courses from the BoIE of T.S., shall have to submit an 'Equivalent Certificate' issued by the BoIE of T.S.
- 3.1.4. The candidates who have passed Intermediate (Vocational) in Medical Lab Technology Course from the Board of Intermediate Education of T.S. are eligible for admission to BBA/B.Com, programs only.
- 3.1.5 Selection of candidates to an undergraduate program is solely on the basis of merit in the qualifying examination, and is subject to the statutory and other approved reservations.
- 3.1.6 The merit shall be determined in terms of the aggregate (total) marks secured by the candidate in the qualifying examination. In case of a tie, it shall be resolved by considering, in the following order, the aggregate marks obtained in (a) the Group (optional papers required for the program), and (b) English language. If the tie still continues, the eldest candidate would be selected.
- 3.1.7 Those candidates who passed the Intermediate or its equivalent examination, Two (2) or more years before the year of application are **not eligible** for admission to any degree program. This rule is also applicable to those candidates who have a time gap of Two (2) or more years from the date of discontinuation of a recognized course in regular stream.

4.0 Reservations in Admissions:

- 4.1 Admissions to all the undergraduate programs shall be in accordance with the statutory and other approved reservations made for the purpose by the State and/or Central Governments.
- 4.2 In B Com (Computers / Honours / Bus analytics) degree program, sixty per cent (60%) of the seats in each category (except the management quota) are reserved to those candidates who have studied commerce subject(s) in Intermediate / (10+2) course.
- 4.3 Admission to Management Quota of seats in any degree program shall be in accordance with the rules concerned and as approved by the College / Affiliating University / TSCHE, and are in vogue at the time of admissions.

5.0 Admission Rules and Procedure:

- 5.1 Candidates seeking admission to any degree program in the College should register by applying in the prescribed form/method by the last date announced;
- 5.2 A Candidate who is provisionally selected for admission to a degree program and called for an interview shall submit the following certificates, in original along with one set of photocopies;

- (i) Proof of registration to the degree program concerned (Receipt given on submission of the application form),
 - (ii) Transfer Certificate (TC) from the institution where the candidate has studied and passed the qualifying examination;
 - (iii) Migration Certificate in the case of students who studied and passed the qualifying examination from Boards other than Board of Intermediate Education, T.S / Osmania University;
 - (iv) Memoranda of Marks of the qualifying examination concerned;
 - (v) Study certificate / Bonafide certificate from the institution last studied;
 - (vi) Equivalent Certificate issued by the Board of Intermediate in case the candidate studied and passed the qualifying examination from other States/ Universities.
 - (vii) Caste Certificate issued by the competent authority in case the candidate is claiming reservation under BC / SC / ST / Minority Category;
 - (viii) Relevant Certificate issued by the competent authority in respect of candidates selected against Sports/NCC/Extra Curricular Activities/Children of Ex-Servicemen and Armed Personnel/ Physically Handicapped Quota Etc.
- 5.3 On granting provisional admission, the candidate shall pay the fee prescribed within the time limit notified, failing which the admission stands cancelled automatically.
- 5.4 If a student desires to discontinue the program, he/she should (a) produce 'NO DUES' certificate from the department(s) concerned, and (b) apply for T C within five (5) working days from the date of reopening of the College for the year/semester, failing which they will be required to pay tuition fee for that semester.
- 5.5 The admission granted to a candidate is provisional and is liable to be cancelled at any time during the program, provided that he/she is found ever to have
- (i) A criminal record,
 - (ii) Withheld / falsified any information for seeking admission in the College,
 - (iii) Pursued more than one degree program against the rules of the affiliating university,
 - (iv) Involved in ragging of students,
 - (v) Indulged in any act of indiscipline that, in the opinion of the College authorities, will jeopardize the academic environment in the College.

6.0 Attendance Rules:

- 6.1. Attendance in a semester means the average of all the classes attended by the candidate in that semester from the date of commencement of classes till the last teaching day as per the almanac communicated by the College. Attendance is counted by considering the classes attended in theory and laboratory courses, remedial / special classes and all other academic programs organized by the College.
- 6.2. Candidates admitted to a particular degree program should have a minimum of 75% attendance in a semester to become eligible for appearing at the semester-end examinations.

- 6.3. The requirement of minimum 75% attendance (*vide rule 8.2 above*) may, however, be relaxed, on medical grounds, to a maximum extent of 10% by the Principal of the College. The application for relaxation must be accompanied by (a) Medical Certificate from a doctor not below the rank of a Civil Surgeon, and (b) proof of paying the 'Condonation Fee' prescribed by the College for the purpose.
- 6.4. If a student has represented the College/Affiliating University/State/Nation in Sports, NCC, NSS, Cultural or any other officially sponsored activity, he/she shall be eligible to claim relaxation of attendance, once in an academic year, to the extent of the actual number of days participated in the event subject to a maximum of 20 days. The Principal is the competent authority to grant the exemption based on the recommendation of the faculty concerned.
- 6.5. Girl students are eligible for 'Maternity Leave' for a maximum of six (6) weeks in a semester. Maternity Leave can be availed only once during the course of study.
- 6.6. A student with less than 65% of attendance in a semester shall be disqualified from writing the semester-end examination and remain detained. He/She may seek readmission in the same semester by paying the tuition fee prescribed, and will become eligible to write the semester-end examination provided he/she has put-in 75% attendance afresh as in rule 8.2 above.
- 6.7. The admission of a student with less than 45% of attendance in the first and second semester of a degree program shall remain cancelled automatically, and he/she is not eligible for readmission in the College.

7.0 Choice Based Credit System (CBCS) & Curriculum Details:

- 7.1 The curriculum is modeled on 'Choice Based Credit System (CBCS)' on the recommendations of University Grants Commission (UGC) and Osmania University (OU) for undergraduate and postgraduate degree programs, and will comprise the following components in four (4) parts:

7.1.1 Part – I: Compulsory Courses

- (a) English: To be offered in the Six (6) semesters / Three (3) years of an undergraduate program. In B.Sc (Honours) offered in the Four (4) semesters.
- (b) Second Language (SL): To be offered in the Six (6) semesters / Three (3) years of the undergraduate program, except in B Com (Hons) where SL is not offered. Telugu / Hindi / Sanskrit are some options for second language.
- a. To offer any Second Language a minimum of 20 students must have opted for it.

7.1.2 Part – II: Major Courses:

- (a) Core Courses (CC): These are mandatory courses from the domain/optional subjects spanning all the semesters / years of the program.
- (b) Elective Course (EC): Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
- (c) Discipline Specific Elective (DSE): Elective courses offered in the main discipline/subject of study are referred to as Discipline Specific Elective. The College may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
- (d) Dissertation/Project: An elective course designed to acquire special/advance knowledge, such as supplement study/support study to a project work, wherever applicable, and a candidate studies such a course on his/her own with an advisory support by a teacher/faculty member expert is called dissertation/project.
- (e) Viva-voce, (wherever applicable)

7.1.3 Part – III: Generic Elective Course (GE):

An elective course chosen generally from an unrelated discipline/subject (inter disciplinary), with an intention to seek exposure is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

7.1.4 Part – IV: Ability Enhancement Courses (AEC):

- (a) The Ability Enhancement Courses may be of two kinds (a) Ability Enhancement Compulsory Courses (AECC), and (b) Skill Enhancement Courses (SEC).
 - (i) 'AECC' courses are the courses based upon the content that leads to knowledge enhancement. For example, Environmental Science, Gender Sensitization etc. These are mandatory for all disciplines and are offered in Semesters I and II respectively.
 - (ii) 'SEC' courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. It is Choice Based wherein a student can choose a course from a pool of courses. Each department shall offer one SEC paper in each of the Semesters-III, IV. Students shall choose one SEC paper from a pool of 3 for B Sc based on their optional. For B.Com/ BBA the pool will consist of 2 SEC papers per semester (III, IV semesters) out of which the student has to do only one.
- (b)** AECC is offered as a mandatory course for all the UG programs (B Com, BSc, BBA) in Semesters I & II.

8.0 Degree Program Structure:

- 8.1 Credits are allotted for each course (paper) on the basis of number of instructional hours offered in that paper per week. Usually, the allotment in all categories of courses/papers is as follows:
- (a) Theory : One (1) hour of Instruction = One (1) Credit
 - (b) Laboratory: Two (2) hours of Instruction = One (1) Credit
- 8.2 The semester-wise course details and credit allotment for each of the program offered in the College are given as an Annexure.

9.0 Examination Pattern:

- 9.1 There shall be internal assessment (40 maximum marks) and semester-end examination (60 maximum marks) in each theory paper, including those of Generic Elective and Ability Enhancement Courses. The minimum pass marks in each theory paper (internal + end-sem) is 40%. There is no paper minimum in internal, but the student should get a minimum of 40% marks in the semester-end examination.
- 9.2 There shall be no internal assessment for laboratory courses. A semester-end examination will be conducted in each lab course, and the pass marks in each paper is minimum 40%.
- 9.3 The semester-end examinations for I, III and V semesters shall ordinarily be conducted in the month of Nov / Dec, and those of II, IV and VI semesters in the month of April / May, each year.
- 9.4 Supplementary examinations for back-log students of I To VI semester shall be conducted in the month of April / May each year Along with Regular Examinations

10.0 Evaluation Method & Grading System (SGPA & CGPA):

- 10.1 The student's performance in a course (paper), and the program, is evaluated in the following manner:
- 10.1.1 The answer scripts are valued and marks are awarded, as per rules. The student is deemed to have earned the allotted credits, provided he/she obtained the minimum pass marks prescribed for that paper.
- 10.1.2 The total marks obtained (internal + end-semester) in each course are then converted to Grade Letter (GL) in ascending order from F to O. Each GL is given a pre-determined weight called Grade Point (GP) as per the following conversion table:

| Range of % of Marks | Grade Letter | Grade Point |
|---------------------|--------------|-------------|
| 95 - 100 | O | 10 |
| 90 - 94.99 | A+ | 09 |

| | | | |
|--------|---------|----|----|
| 80 | - 89.99 | A | 08 |
| 70 | - 79.99 | B+ | 07 |
| 60 | - 69.99 | B | 06 |
| 50 | - 59.99 | C | 05 |
| 40 | - 49.99 | P | 04 |
| < 40 | | F | 0 |
| Absent | | AB | — |

10.1.3 Credit Points (CP) are calculated for each course (paper) by multiplying the credits earned in that paper with GP determined for that paper.

10.1.4. SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses in a Semester. SGPA is computed only if the candidate passes in all the courses (gets a minimum 'E' (5 Grade points) grade) in all the Courses. SGPA is calculated at the end of each semester by the given formula,

$$\text{SGPA} = \frac{\sum^n C_i \times G_{pi}}{\sum^n C_i}$$

- Where C_i = Credits for the course
- G_{pi} = The grade point obtained for the course
- $\sum^n C_i$ = The total credits in that semester
- n = Number of subjects required for that Semester.
- (* C_i and C : credits of ----- courses are excluded)

10.1.5 CGPA indicates the performance of a student in the entire program. CGPA is based on the total credit points earned by the student in all the semesters in the program. CGPA is computed only if the candidate passes in all the prescribed courses and gets a minimum 'E' grade in all the courses. CGPA is calculated only after the candidate passes in all the courses of all the Semesters. CGPA is calculated at the end of the entire program by the given formula.

$$\text{CGPA} = \frac{\sum^m S_i \times C_i}{\sum^m C_i}$$

- Where m = Total number of Semesters
- $\sum^n C_i$ = Total number of credits registered for a particular semester
- S_i = SGPA of that semester.
- (* $\sum^n C_i$: Excluding ----- courses)

- 10.2 A student shall be deemed to have passed and completed the Semester, if he/she secured the minimum pass marks, 40% in theory and practical courses, in all the theory and Practical courses prescribed for that semester, and /or a Grade Point Average prescribed by the competent authority.
- 10.3 Students who have passed in all the courses (papers), including the internal assessment marks, and in all the semesters prescribed for a given program shall be awarded division in accordance with the grade secured by them in all the semester examinations of the program taken together. A minimum Cumulative Grade Point Average (CGPA) of 5 is required for the award of degree.
- 10.4 Grades are also allotted to AECC and SEC courses and NSS/NCC/Sports/Any Voluntary Certified work based on the individual performance of the student. The grade report reflects the credits / grade scored in each subject and the credits/grades scored in Add on Courses and NSS / NCC / Sports / Certified voluntary work. However, add-on course credits will not be included for the calculation of SGPA & CGPA.

11.0 Promotion Rules:

- 11.1 There is no detention to move from I to II, III to IV and V to VI, Semesters provided the candidate has put in the required attendance and **must have registered for I/III/V Semester examinations.**
- 11.2 For promotion from II to III semester, the student must have earned at least 50% of the total number of credits in I and II Semesters put together,
- 11.3 For promotion from IV to V semester, the student must have earned at least 75% of the total number of credits of I, II, III & IV Semesters.

12.0 Re-Admission Rules:

- 12.1 Readmission to a program is permitted in the following circumstances:
- (a) A student who did not put in the required attendance in a semester / year of study and thus detained,
 - (b) A student who did not pass in the required number of papers and thus detained,
 - (c) A student after completing a semester / year did not continue his/her studies in the next immediate semester/ year on personal / health grounds but desires to continue his/her studies after a short break,
 - (d) A student who has put in not less than 40% of attendance in a semester and not registered for the examination can take re-admission in the same semester.
 - (e) A student who, after completing a semester / year of the course but had taken T.C to join some other college and comes back to continue the program he/she discontinued in this college
- 12.2 In all the above cases, readmission is permissible provided it is within the period of double the duration of the course. Further, the approval of the university has to be obtained in respect of

those students who take TC to join some other course and come back for readmission in the same college with the University permission within six years for UG.

12.3 All the readmissions including such of those students, who take TC and come back, shall be granted by the Principal of the College subject to the fulfillment of the following conditions.

- (a) They should join the course within 4 weeks from the date of commencement of classes.
- (b) They should pay the readmission fee as prescribed by the College.

13.0 Transfer Rules:

13.1 Transfers **are not permissible** in the following cases:-

- (a) Transfers into 1st year (Semesters I & II) Degree programme.
- (b) Transfers from one college to another college within the twin cities (Hyderabad and Secunderabad).
- (c) Transfers from distance education mode to regular colleges.

13.2 Transfer into III / V semesters of UG programme from other Colleges/ Universities will be made **by Osmania University only**. The candidate has to obtain 'No Objection Certificate' from the Principals of both the colleges, i.e. the college he/she is leaving and the college in which he/she is seeking admission.

13.3 In case of any non-CBCS student seeking admission to CBCS Course, marks obtained in the earlier scheme will be converted to Grade letters and credits, and the memo will be revised accordingly, as per approved guidelines.

14.0 Time Limit to complete a Program :

14.1 Candidates who have joined a degree program (undergraduate) should complete the programme within a maximum grace period of three years beyond the scheduled date of completion. The six-semester three year UG program should be completed within 6 years (3+3 years grace).

14.2 Candidates who have joined a degree program (undergraduate) should complete the programme within a maximum grace period of **Four** years beyond the scheduled date of completion. The Eight-semester Four year UG program should be completed within 8 years (4+4 years grace).
