Hand Book

2022 - 2023

NIZAM COLLEGE
(ESTD. 1887)

Autonomous College
Re-accredited by NAAC with 'B++'
A constituent college of Osmania University
Basheerbagh, Hyderabad, Telangana State-500001
Website: www.nizamcollege.ac.in

Steps towards positive action

- Smoking leaves toxins which takes years to cleanse. Be alert to protect you and your friends around. Earmark the college as a non smoking zone.

- Micro-plastics are entering our system, staying forever. Encourage use of sustainable materials like cloth. Keeping the campus plastic free is the first move.

- The College campus stands as a shrine for learning. Please be sensitive to the noise your vehicle might generate.

- There is a place for everything. So does your vehicle.

- Stretch your legs in the campus and greet people. Both are good for you.

- Your attire should reflect your professional attitude. You are grooming everyday for your career.

- Reward yourself with some relaxation after a day's worth of hard work. It truly becomes enjoyable.

- The rules are here to add clarity. Follow the schedules along with your colleagues.

- Being early to exam gives you a chance to get comfortable and remove exam stress. Try it to believe it.

- Every person should aim to live independently. It starts with your stationery.

- Your phone can never replace a real person. Learn to enjoy real time conversations and learn the power of focus in its absence.

GENERAL INFORMATION

Address of the College

Nizam College

Basheerbagh

Hyderabad-500001

Telephone

+91-8331997325

040 – 23240566

Email

principal@nizamcollege.ac.in

Website

www.nizamcollege.ac.in

College timings

9.00 am to 4.00 pm

Office working Hours

10.30 am to 5.00pm

Note: No hostel for all the Regular and Self Finance I, II and III year UG Programmes

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Important

Read the entire prospectus, programmes of study, fee structure for each program and other relevant details regarding AECC and SEC in each semester. Preserve this prospectus for the entire three year period of your study in this college and use it as a ready reference for future enquiries.

Vice-Principal	*Principal*
Dr. C.V. Ranjani	**Prof. B. Bhima**
Associate Professor	*Professor*
Department of Commerce	Department of Microbiology

Principal's Message

Welcome to the New Batch of Students!

As the Principal of Nizam College, I feel privileged to welcome the new batch of students seeking admission into this premier college for the academic year 2022-23. Nizam College offers both undergraduate and postgraduate courses in the Faculties of Arts, Social Sciences, Sciences and Commerce in addition to professional courses such as MBA MCA, BBA, M.Sc. (IS) and BCA. Nizam College constantly upgrades itself in all spheres to provide the students and stake holders a cutting edge over the others in the market. During Pandemic time, our teachers have efficiently engaged classes through online mode and we are moving ahead in the field of blended learning.

Nizam College, true to its mission has several student support facilities like Career Guidance and Placement Centre, Equal Opportunities Cell (for free coaching programmes for BC, SC, ST and Minority students for various competitive exams), Women's Cell, Internal Complaint Cell, ELTC (English Language Training Centre), Foreign Students Cell, Psychological Testing and Counselling Cell etc. Nizam College has NCC and NSS units and the cadets/volunteers participate in various academic and extracurricular activities with great zeal and enthusiasm. Their discipline and diligence infuse a special character to the ambience of the college. Moreover, College has various Student Clubs like Biodiversity Club, Energy Conservation Club, Cultural Club etc. for overall personality development of the students. The students can also join various Add on Courses being offered by various departments.

Nizam College is known for Sports activities. It has been encouraging, supporting and nurturing sports men and women in various disciplines of the games conducted by Osmania University in the South Zone and International level tournaments, all India level Inter-University tournaments.

Nizam College has an ambience of a global community with rich cultural exchange due to significant presence of students from various Asian, African and Middle East countries. Nizam College has a strong Alumni Association. Internal Quality Assurance Cell (IQAC) strives to establish quality benchmarks in all the aspects of institution.

In Nizam College we always strive for excellence. The responsibility of keeping up this excellence and enhancing it rests on your shoulders. The College is marching ahead, moving from strength to strength passing on the rich legacy of quality and holistic teaching and learning process in the field of higher education. I hope every new student will take up the torch and do their bit in maintaining discipline and taking college to newer heights.

Thank you!

Prof. B. Bhima

PRINCIPAL

About The College

Nizam College established in 1887 is one of the oldest institutions of higher education in Telangana. It is spread in 20.47 acres with sprawling grounds. Nizam College is a co-education institution catering to the educational requirements of urban, rural and international students.

The founder Principal was the eminent Dr. Aghorenath Chattopadhyay, D.Sc. (Edin.) father of well-known personalities: the famous freedom fighter Smt. Sarojini Naidu, the Nightingale of India and Dr. Harindranath Chattopadhyay, poet, playwright, dramatist and actor. It came into existence through the amalgamation of Hyderabad School (Noble School) and Madrasa-I-Aliya. Mr. P. H. Hodson was its first British Principal. Initially under the Madras University, it became a constituent college of Osmania University on 19th February, 1947.

The College was conferred Autonomous status for Undergraduate Courses in 1988-89. All the PG courses are under the parent university, Osmania University.

The institution was awarded the status of College with Potential for Excellence (CPE), Phase I in 2004, Phase II in 2010, and Phase III in 2014. Star College Scheme by the D.B.T. in 2009 MHRD -UGC BSRG Phase I and II are significant milestones in the evolution of the institution.

The College is in third cycle of NAAC Reaccreditation. The First cycle of NAAC Accreditation was in 2005, second in 2012 and third was in 2018.

The College has introduced Choice Based Credit System (CBCS) from the academic year 2015-16 for all the Under Graduate Courses as per the directions and guidelines of UGC. Since 2016 the UG admission procedure is through online process DOST which is an initiative of Telangana government to ensure transparency and accountability in the admission process. Prior to 2016 College abided by the UGC guidelines and also the state government rules and regulations with regard to admission process.

In the year 2021-2022 B.A. Honours in Economics and B.Sc(Maths, Statistic, Data Science) programmes were introduced.

Girls Hostel in the Nizam College campus was inaugurated in the year 2022

NIRF Ranking for Nizam College in the year 2022 is in the band width of 151-200

Autonomy extension was granted for a period of Five years from the session 2021-2022 to 2025-2026

Vision And Mission

Vision

To continue as a centre of excellence in education and research and consolidate our position as a reputed institution of higher education in the country

Mission

To

- Build across the college a culture of excellence in teaching and learning through various means including blended learning along with support activities

- Enhance college standing as the college of choice for students across the country, and cater to international quality standards of teaching and learning.

- Provide the students with a teaching learning experience that develops in them the capacities for creativity, social sensitivity, responsibility, critical judgement, effective communication, and in-depth knowledge.

- Enhance interaction with industry/ business /academic in teaching programmes through guest lectures, seminars, adjunct faculty programs, and industrial/business/academic internships for students.

- Increase the participation of faculty from reputed national and international institutions in symposia/seminars/short-term courses for students and faculty.

- Ensure effective evaluation of teaching/ learning curricula, co-curricular opportunities of students and teachers.

- Provide incentives to teachers/learners for research and consultancy.

- Be able to create innovators, leaders and entrepreneurs.

- Achieve excellence in application-oriented research in different areas so as to contribute to development of the region and the nation.

- Promote co-curricular activities for over-all personality development of the students.

- Develop responsible citizenship through awareness and acceptance of value-based education. Provide efficient administration and responsive support for all activities of the college. Simplify procedures and increase awareness towards individual accountability.

- Provide support system for students that will offer reliable services, including academic and social counselling.

- Provide remedial courses to preferentially admitted students and special attention to the physically challenged.

- Develop an environment friendly campus.

- Build alumni family, friends to create a network of allegiance support for college.

- Be able to foster among alumni the pride in their alma mater.

Objectives of Nizam College

- To give each student a meaningful, learner-centered classroom experience in an institution which is a symbol of excellence in higher education.

- To impart quality education in all the fields of study so as to make the students acquire in-depth knowledge of their chosen subjects.

- To help students make the transition from technical competence / theoretical knowledge they acquire to a practical / experiential dimension of learning and application to real-life situations.

- To enhance various skills in the student offering interdisciplinary papers & giving choice to select elective papers in their respective courses.

- To give an all-round development to the students' personality and bring out the perfection which each person has been invested with by nature.

- To make the students competent to survive in the world of challenges once they complete their course.

- To transform the students into mature individuals and true global citizens.

ADMISSION PROCEDURE

Eligibility Criteria for Admission

- A student admission to B.Sc./B. Com/B. A./B.C.A/B.B.A. Programs should have been allotted through Degree Online Services, Telangana (DOST)

- A student seeking admission to Degree First year course should have the DOST allotment letter and report to college and complete admission process in the specified time, due given to them in the allotment. Students have to strictly abide by the guidelines provided by DOST and adhere to the deadlines notified by DOST

- No candidate is permitted to pursue more than one course at a time in the same institution or different institutions.

- All students pursuing Degree programs in Nizam College are eligible to enroll for the Certificate and Diploma programs introduced under UGC (COP) add-on scheme by the college.

- Reservations applicable to admissions are taken care by Degree Online Services, Telangana (DOST) website: www.dost.cgg.gov.in

Under Graduate Programs Offered At This College

A Regular Under-Graduate Program comprises two parts:

Part I (Foundation Courses) includes English and one of the following Second

Languages: 1) Arabic 2) Hindi 3) Persian 4) Sanskrit 5) Telugu 6) Urdu

Part II includes Ability / Skill enhancement courses and three optional subjects.

Details of Combinations offered by the college:

1. Bachelor of Science (B.Sc.) Program

S.No.	Code	Combinations of Courses	Seats
1	101	Mathematics, Physics, Chemistry	30
2	103*	Mathematics, Physics, Electronics	30
3	104*	Mathematics, Electronics, Comp. Science	30
4	105*	Mathematics, Statistics, Comp. Science	30
5	106*	Mathematics, Comp. Hardware, Comp. Science	30
6	107*	Mathematics, Statistics, Data Science	60

No	Code	Combinations of Courses	Seats
1	121	Botany, Zoology, Chemistry	30
2	124*	Microbiology, Genetics, Chemistry	30
3	125*	Biotechnology, Botany, Chemistry	30
4	127*	Biotechnology, Zoology, Chemistry	30

2. Bachelor of Commerce (B.Com.) Program

S.No.	Code	Combinations of Courses	Seats
1	141	B. Com. (Regular)	45
2	143*	B.Com. (Computer Applications)	45
3	145*	Bachelor of Business Administration (BBA)	60

3. Bachelor of Arts (B.A.) Program Telugu Medium

S.No.	Code	Combinations of Courses	Seats
1	151	History, Telugu Lit, Political Science	30
2	153	Economics, Pub Admin, Political Science	33

4. Bachelor of Arts (B.A.) Program English Medium

S.No.	Code	Combinations of Courses	Seats
1	161	Economics, Public Admin., Political Science	30
2	165	History, Public Administration, Political Science	30
3	166	History, Sociology, Geography	30
4	169	Psychology, Sociology, Philosophy	30
5	171*	Psychology, Sociology, Marketing	30
6	174*	Psychology, English Literature, Philosophy	30
7	175	Psychology, English Literature, Marketing	30
8	177	Sociology, Urdu, Persian	30
9	178*	History, Hindi, Sanskrit	30

5. Bachelor of Computer Applications (B.C.A.)* 90

6. B.A.(Honours) in Economics*60

(Note: All courses marked * are self financing courses)

6. Post Graduate Programs Offered at This College

SNo	Course	Subject	Regular Seats	Self finance Seats
1	M.A.	History	20	06
2	M.A.	Public Administration	20	06
3	M.A.	Sociology	20	06
4	M.A.	Politics Science		2006
5	M.A.	Economics	20	10
6	M.A.	English	30	06
7	M.A.	Telugu	30	10
8	M.A.	Theater Arts	30	10
9	M.Com	Commerce	30	12
10	M.Sc	Inorganic Chemistry	12	06
11	M.Sc	Organic Chemistry	12	06
12	M.Sc	Physical Chemistry	12	06
13	M.Sc	Electronic Communication	18	08
14	M.Sc	Bio-Physics	12	06
15	M.Sc	Pharmaco Informatics	-	30
16	M.Sc	Zoology Group IV	12	06
17	M.Sc	Zoology Group V	12	06
18	M.Sc	Five years Integrated Chemistry	-	30
19	M.Sc(IS)	M.Sc(IS)	-	45
20	MBA	MBA	-	60
21	MCA	MCA	-	60
22	PG Diploma	Psychological Counselling	-	30

7. Additional Academic Programmes with Details of Special Subjects / Courses

To equip the students with additional knowledge and skills along with their regular course of study, the College runs a variety of short term UGC funded and self financed courses. All students who join the UG and PG courses of Nizam College are advised to make the best of their years of study in the college by taking up as many of these courses as they can. All the courses are offered after college hours provided minimum number of students opt for the courses.

Diploma Course

Name of the Diploma Course	Offering Department	Regular/ Self finance	Intake
Criminology & Correctional Administration	Sociology	Self finance	60
Development Management Studies	Sociology	Self finance	60
Translation , Functional & Communicative Hindi	Hindi	Self finance	60
Marketing Management	Marketing	Self finance	60
Retail Management	MBA	Self finance	60
Human Resource Management – Principle and Practices	MBA	Self finance	60
Business Analytics and Data Analytics	Informatics & MBA	Self finance	30

Certificate Course

Name of the Diploma Course	Offering Department	Regular/ Self finance	Intake
Human Relation and Personality Development	Sociology	Self finance	30
Computer Application	Informatics	Self finance	30

Fee Structure of UG Programs

S.No.	Course	Course Category	Medium	REG / SF	Intake	Tuition Fee	Special Fee	Other Fee	Grand Total
1	B.Sc	Maths, Physics, Chemistry	English	REG	30	5000	2600	7400	15000
2	B.Sc	Maths, Physics, Electronics	English	SF	30	9000	2600	8400	20000
3	B.Sc	Maths, Electronics, Computer Science	English	SF	30	15000	2600	7400	25000
4	B.Sc	Maths, Statistics, Computer Science	English	SF	36	9000	2600	8400	20000
5	B.Sc	Maths, Computer Hardware, Computer Science	English	SF	30	15000	2600	7400	25000
6	B.Sc	Botany, Zoology, Chemistry	English	REG	30	5000	2600	7400	15000
7	B.Sc	Microbiology., Genetics, Chemistry	English	SF	30	9000	2600	8400	20000
8	B.Sc	Biotechnology, Botany, Chemistry	English	SF	30	15200	2600	8425	26225
9	B.Sc	Biotechnology, Zoology, Chemistry	English	SF	30	15200	2600	8425	26225
10	B.Com	B. Com. (General)	English	REG	54	5000	2600	7400	15000
11	B.Com	B.Com. (Computer Application)	English	SF	54	15000	2600	8625	26225
12	B.B.A.	Bachelor of Business Administration	English	SF	60	22000	2600	12125	36725
13	B.A.	History, Telugu Lit., Political Science	Telugu	REG	30	5000	2600	7400	15000
14	B.A.	Economics, Public Administration., Political Science	Telugu	REG	33	5000	2600	7400	15000
15	B.A.	Economics, Public Administration., Political Science	English	REG	36	5000	2600	7400	15000
16	B.A.	History., Public Administration., Political Science	English	REG	36	5000	2600	7400	15000
17	B.A.	History, Sociology., Geography	English	REG	36	5000	3250	6750	15000
18	B.A.	Psychology., Sociology. Philosophy	English	REG	30	5000	2600	7400	15000
19	B.A.	Psychology., Sociology. Marketing.	English	SF	30	9000	3250	7750	20000
20	B.A.	Sociology. , Urdu, Persian	English	REG	30	5000	2600	7400	15000
21	B.A.	Psychology, English. Lit., Philosophy	English	REG	30	5000	2600	7400	15000
22	B.A.	Psychology, English. Lit, Marketing	English	SF	30	9000	3250	7750	20000
23	B.A.	Hist., Hindi, Sanskrit	English	SF	30	9000	2600	8400	20000
24	B.C.A.	Bachelor of Computer Application	English	SF	90	15000	3250	6750	25000
25	B.Sc	Maths, Statistics, Data Science	English	SF	60	30000	1000	10000	41000
26	B.A.	B.A. Honours (Economics)	English	SF	60	17000	6000	4000	27000
			TOTAL		1005				

8. Details Of Fee Reimbursement/ Eligibility For Scholarship

Students Eligible:

- SC & ST Welfare Students whose annual Family income is Rs. Two Lakhs or below.
- BC & EBC and Minority Welfare Students who belongs to rural area their family income should be Rs. One Lakh Fifty Thousand or below.
- BC & EBC and Minority Welfare Students who belong to Urban area family income should be Rs. Two Lakhs or below.
- Disabled Welfare Students whose parental income is Rs. One lakh or below.
- EBC students who are selected Under Corporate College Admissions Scheme Eligible for Intermediate courses.
- Students whose attendance is 75% at the end of each quarter & promoted to next academic year for Renewal Students.
- Students not Eligible:
- Students belonging to the categories other than SC, ST, BC, EBC, Minority and DW(Disabled).
- SC, ST Students whose annual family income is more than Rs. Two Lakhs.
- BC & EBC and Minority Rural area Students whose annual family income is more than Rs. One Lakh Fifty Thousand.
- BC & EBC and Minority Urban area Students whose annual family income is more than Rs. Two Lakhs.
- Disabled Welfare Students whose family income is more than Rupees One Lakh.
- All Students who are pursuing the part time courses, online courses & Correspondence courses.
- Students admitted under Sponsored seats, Management Quota seats & Spot Admissions.
- Students who applied Stipend/Scholarship in any Scheme.
- Students of BC, EBC and DW students studying the Courses offered by open universities, distant mode, category B seats in MBBS, BDS.
- EBC students studying Intermediate or courses.
- Students pursuing same level of courses.

Requirements:-

Originals and 2 (two) sets of Xerox copies.

1. Computer generated acknowledgement form and hard copy of the scholarship application
2. SSC and Intermediate provisional & Memorandum of marks (for UG students)
3. Degree provisional & Memorandum of marks (for PG students)
4. Latest Income certificate issued through 'MEESEVA' only.
5. Integrated Caste Certificate issued through 'MEESEVA' only.
6. Study Certificates / Bonafide certificates for the last seven consecutive years.
7. Bonafide certificate issued by the Principal of this college.
8. Gap certificate if any from Gazetted High School Head Master or Gazetted Officer.
9. T.C. Xerox copy.
10. Admission card.
11. Photo copy of Ration card of parent.
12. Photo copy of Aadhaar Card.
13. DOST allotment letter (for UG students)
14. Xerox copy of student pass book of savings bank account at SBI, Gunfoundary, Hyd. (allotted nodal bank to this college).
15. Two latest Passport size photographs.

NOTE: Students are advised to keep extra Xerox copies of all the original certificates before submitting as the original certificates will not be issued to students until the scholarships are sanctioned

9. Internal Quality Assurance Cell (iqac)

Internal Quality Assurance Cell (IQAC), Nizam College was established on 25th June, 2011. As per the guidelines of National Assessment and Accreditation Council (NAAC), IQAC performs the diversified functions with core focus on improving the quality benchmarks in various aspects of academic, research and administrative activities and functions of the institution.

Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

Functions expected of the IQAC are:

a)   Development and application of quality benchmarks;

b)   Setting parameters for various academic and administrative activities of the institution;

c)   Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;

d)   Collection and analysis of feedback from all the stakeholders on quality related institutional processes;

e)   Dissemination of information on various quality parameters to all the stakeholders;

f)   Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;

g)   Documentation of various programmes/activities leading to quality improvement;

h)   Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;

i)   Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;

j)   Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

The major achievements of IQAC for the year 2020-21 include the following

• Registration of Alumni association of Nizam College

• Obtaining G Suite Education for the institution to allow online teaching learning

• ISO certification for the institution

• Submission of data to NIRF for ranking

• Annual inspection of the academic and administrative departments

• Successful application to the UGC for Autonomy

10. Choice Based Credit System (cbcs) At Nizam College

Nizam College has introduced Choice Based Credit System (CBCS) for all the undergraduate courses from the academic year 2015-16. The CBCS pattern enhances the academic standards quality in Higher education by improving the Teaching-Learning process, Examination-Evaluation systems and Governance. As per the UGC guidelines the College offers Ability Enhancement courses and elective courses, apart from Core courses (Optional subjects) in all the UG Programmes (B.A./B.Com./B.Sc./B.B.A.). College has adopted the Absolute grading system in which the marks are converted to grades based on the pre determined class intervals.

The salient features of CBCS pattern at Nizam College are:

i.   In the I and II Semesters of all the Programmes, Ability Enhancement Compulsory Courses (AECC) offered are a) Environmental Science and b) Computer Skills

ii.   In Semesters III and IV Skill Enhancement Course (SEC are introduced). The course consists of 2 units.

iii. In Semester V an Open elective (Generic Elective) may be chosen from the unrelated discipline, under Generic Elective (GE). In General Elective course a science student needs to select anyone of the Arts/Social Sciences/ Commerce courses and vice-versa from the list of the courses offered.

iv.   In Semesters V and VI the Discipline Specific Elective (DSE)- (2 each for regular courses) are offered under the main discipline/subject of study is referred to as Discipline Specific Elective.

v.   In the Semester VI, project work is Mandatory for all the UG Students.

vi.   The overall credits for the Core courses, Discipline Specific Courses (DSC) and Discipline Specific Elective (DSC), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Course (SEC) and other are 150.

vii. NCC/NSS/Games & Sports, Student clubs, OYESTER and other skill development activities are assessed for 2 extra credits per year.

11. Details of Award of Grades under Choice Based Credit System (CBCS)

CREDIT POINT: CREDIT X GRADE;

SGPA (Si) = $\sum (C_i \times G_i) / \sum C_i$;

CGPA = $\sum (C_i \times S_i) / \sum C_i$

C_i = CREDITS;

G_i = GRADE POINT ;

SGPA : SEMESTER GRADE POINT AVERAGE;

CGPA : CUMULATIVE GRADE POINTS AVERAGE

FC : FOUNDATION COURSE,

AECC : ABILITY ENHANCEMENT COMPULSORY COURSE,

SEC : SKILL ENHANCEMENT COURSE;

CC : CORE COURSE,

DSC : DISCIPLINE SPECIFIC COURSE;

DSE : DISCIPLINE SPECIFIC ELECTIVE.

% of Marks	Grade Grade	Point
85-100	O	10
70-84	A	9
60-69	B	8
55-59	C	7
50-54	D	6
40-49	E	5
Less than 40	F	0

O: Outstanding

A: Very Good

B: Above Average

C: Average

D: Below Average

E: Pass

F: Fail

CBCS Course Structure, Nizam College, OU, Hyderabad, Telangana State

SEMESTER-I

	CODE	COURSE TITLE	HPW	CREDITS	EXAM HOURS	MARKS
1.	ELS-1	English (First Language)	4	4	2 hours	80C+15-I+5A
2.	SLS-1	Second Language	4	4	2 hours	80C+15-I+5A
3.	AEC-1	Environmental Science /Human values and Ethics	2	2	1½ hours	40C+10-I
4.	DSC-101	Optional-1	4+2 (5)	4+1 (5)	3 hours	80C+15I+5A (50P)
5.	DSC-102	Optional-2	4+2 (5)	4+1 (5)	3 hours	80C+15I+5A (50P)
6.	DSC-103	Optional-3	4+2 (5)	4+1 (5)	3 hours	80C+15I+5A (50P)
		Total	28/25	25		550/700

SEMESTER-II

	CODE	COURSE TITLE	HPW	CREDITS	EXAM HOURS	MARKS
7	ELS-2	English(First Language)	4	4	2 hours	80C+15-I+5A
8	SLS-2	Second Language	4	4	2 hours	80C+15-I+5A
9	AEC-2	Environmental Science / Human values and Ethics	2	2	1½ hours	40C+10-I
10	DSC-201	Optional-1	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
11	DSC-202	Optional-2	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
12	DSC-203	Optional-3	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
		TOTAL	28/25	25		550/700

SEMESTER-III

	CODE	COURSE TITLE	HPW	CREDITS	EXAM HOURS	MARKS
13	ELS-3	English (First Language)	3	3	2 hours	80C+15-I+5A
14	SLS-3	Second Language	3	3	2 hours	80C+15-I+5A
15	SEC-1		2	2	1½ hour	40C+10-I
16	SEC-2		2	2	1½ hour	40C+10-I
17	DSC-301	Optional-1	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
18	DSC-302	Optional-2	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
19	DSC-303	Optional-3	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
		Total	28/25	25		600/750

SEMESTER-IV

	CODE	COURSE TITLE	HPW	CREDITS	EXAM HOURS	MARKS
20	ELS-4	English (First Language)	3	3	2 hours	80C+15-I+5A
21	SLS-4	Second Language	3	3	2 hours	80C+15-I+5A
22	SEC-3		2	2	1½ hour	40C+10-I
23	SEC-4		2	2	1½ hour	40C+10-I
24	DSC-401	Optional-1	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
25	DSC-402	Optional-2	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
26	DSC-403	Optional-3	4+2 (5)	4+1 (5)	3 hours	80C+15-I+5A (50P)
		TOTAL	28/25	25		600/750

SEMESTER-V

	CODE	COURSE TITLE	HPW	CREDITS	EXAM HOURS	MARKS
27	ELS-5	English(First Language)	3	3	2 hours	80C+15-I+5A
28	SLS-5	Second Language	3	3	2 hours	80C+15-I+5A
29	GE		4	4	3 hours	80C+15-I+5 A
30	DSE-501	A B C	4+2 (5)	5	3 hours	80C+15-I+5A (50P)
31	DSE-502	A B C	4+2 (5)	5	3 hours	80C+15-I+5A (50P)
32	DSE-503	A B C	4+2 (5)	5	3 hours	80C+15-I+5A (50P)
		Total	28/25	25		600/750

SEMESTER-VI

	CODE	COURSE TITLE	HPW	CREDITS	EXAM HOURS	MARKS
33	ELS-6	English (First Language)	3	3	2 hours	80C+15-I+5A
34	SLS-6	Second Language	3	3	2 hours	80C+15-I+5A
35	PR	Project Report / Optional paper	4	4	1½ HOUR/ 3 HOURS	PR-75+15VV/ 80C+15-I+5A
36	DSE-601	A B C	4+2 (5)	5	3 hours	80C+15-I+5A (50P)
37	DSE-602	A B C	4+2 (5)	5	3 hours	80C+15-I+5A (50P)
38	DSE-603	A B C	4+2 (5)	5	3 hours	80C+15-I+5A (50P)
		TOTAL	28/25	25		600/750
		GRAND TOTAL	168/150			3,500/4,400

Credits under Non-CGPA	NSS/NCC/SPORTS/ EXTRA CURICULAR/ STUDENT CLUBS	6	UP TO 6 (2 IN EACH YEAR)
	SUMMER INTERNSHIP	4	UP TO 4 (2 IN EACH AFTER 1&2 YEARS)

ELS: English Language Skill; **SLS:** Second Language Skill; **AEC:** Ability Enhancement Compulsory Course; **SEC:** Skill Enhancement Course; **DSC:** Discipline Specific Course; **DSE:** Discipline Specific Elective; **GE:** Generic Elective; **T:** Theory; **P:** Practical; **I:** Internal Exam **C:** College Exam: **PR:** Project Report; **VV:** Viva-Voce Examination

Note: I)   If a student should opt for "a" in SEC in III semester, the student has to opt for "a" only in IV semester and so

is the case with "b" and "c". In the case of DSE also the rule applies.

II) Project work should be done by an individual student or a group of 4 students.

S.NO	COURSE CATEGORY	NO OF COURSE	CREDITS PER COURSE	TOTAL CREDIT
1	**English language**	6	4/3	20
2	**Second language**	6	4/3	20
3	AECC	2	2	4
4	SEC	4	2	8
5	GE	4	4	4
6	**PROJECT**	4	4	4
7	DSC	12	5	60
8	DSE	6	5	30
	TOTAL	38		150

12. Attendance Requirement, Examination And Promotion Rules

The college has a Semester System which operates as follows:

The college follows a 15-week Semester System. An almanac for the entire year is prepared at the commencement of I, III and V semesters. Every month respective departments submit attendance to the Academic Coordinator. The Academic Coordinator computes this data and displays it by the 10th of every month. The respective departments also display the same. Any anomaly has to be corrected during that month. The students are cautioned about the shortage of attendance. The College Administration will not entertain any dispute at the end of the semester about discrepancy in attendance of previous months. At the end of each semester, the cumulative percentage of attendance is calculated and the student is issued a hall-ticket for the ensuing examination only if he / she has 75% is all subjects. In case the students fail to obtain 75% attendance, waiver to an extent of 10% on MEDICAL GROUNDS is permitted based on the submission of a medical certificate issued by a competent authority. Candidates who fail to obtain the required percentage of attendance will be detained and will not be promoted to the next semester. The students admitted under CBCS pattern will be awarded 10 point grade 2 credits for attendance.

Please note:

1. 75% attendance both in theory and practical courses (wherever applicable) is mandatory for candidates to be eligible to appear for the semester examination. All students who represent the college in Inter-collegiate, Inter-varsity, National and International competitions are eligible for attendance exemption of 8 weeks per year; that is, 4 weeks per semester or the period of the competition whichever is less.

2. Examinations for I, III and V semesters are held in November each year after 15 weeks of instruction. There are no detentions at the end of I, III and V Semesters. However they have to register for examinations.

3. Examinations for II, IV & VI semesters are held in March-April each year after 15 weeks of instruction. There is detention system at the end of II and IV semesters.

4. Registration for Examination: All students undergoing regular courses of study have to register for every semester exam by paying the requisite exam fee, filling the examination form & obtaining the hall ticket before appearing for the said exam.

5. (a) At the end of II semester candidates who do not have more than 50% backlog papers of the I and II Semesters together will be promoted to III Semester.

    (b) At the end of IV Semester candidates who do not have more than 25% backlog papers in all, from I to IV semesters together, will be promoted to V Semester.

    (c) Backlogs for all the semesters will be conducted only in the even semesters.

6. A candidate's promotion to subsequent semesters is subject to regular attendance (75%), payment of fee (including exam fee), and good conduct.

7. Any student failing to clear dues such as college fees, hostel dues, special fees, self-financing fees, etc., shall not be eligible for promotion. Even if a student is eligible for any kind of scholarship, he/she has to clear all the above dues by the time he/she appears for the examinations of that academic year.

8. Every student is required to complete his/her course of study within 5 years from the date of admission, after which he/she will not be permitted for any more examinations. The date of admission of students admitted on transfer from other institutions will be notionally treated on par with his/her batch mates.

9. **Award of Grades:** For the award of grades in Part-I / Part-II, it will be necessary for a student to pass all the papers by the end of IV / VI Semesters.

% of Marks	Grade Grade	Point
85-100	O	10
70-84	A	9
60-69	B	8
55-59	C	7
50-54	D	6
40-49	E	5
Less than 40	F	0

10. Improvement and Backlogs

    a. A student who wishes to improve his/her result is entitled to repeat the examination in any paper provided he / she has cleared all the papers (in ONE ATTEMPT only) relating to the relevant semester. No student with a backlog is permitted to appear for improvement examination for the relevant semester. Improvement is permitted only in the next semester examination.

    b. Whenever there is a change in syllabus/model paper, the student will be given only one chance in the next corresponding semester examination to clear the backlog of that paper under the old syllabus/model paper. Candidates are required to prepare for the examination with new syllabus/ model paper subsequently.

11. Medium of examinations: students admitted to a particular medium of instruction have to appear for the examinations in the same medium. If for any reason they write the examination in another medium, their scripts will not be evaluated.

12. Without 75% of attendance in lectures and Practicals students will not be entitled to

    a. Appear for the examination
    b. Claim any scholarship.
    c. Be promoted to the next semester.

13. Students who discontinue their study at this College but wish to seek admission again to I Semester with/without a change of faculty or combination, need to apply again and will be considered for admission only on merit (based on their intermediate marks) along with other fresh applicants.

13. Malpractice and the Punishment

Malpractice means...

1. Possession of prohibited papers, books, notes etc.
2. Examination related matter written on body, Clothes, instruments, wrappings etc.
3. Writing on the Walls, Furniture, Scales, Hall Ticket on Question Papers.
4. Examinee disclosing his identity to the examiner in any manner.
5. Making any appeal to the papers valuer in the answer book.
6. Using abusive and obscene language in the answer book.
7. Destroying prohibited material with a view to destroy the evidence.
8. Refusing to obey the instructions of the Chief Superintendent/Invigilator.
9. Smuggling an Answer Book/ Matter into or out of the Examination Hall
10. Inserting or removing of any pages from the Answer Book/ Additional Answer Sheet.
11. Substituting wholly or partly an Answer Book/ Additional Answer Sheet.
12. Impersonation

Punishments

1. Debarred from the examinations
2. Cancellation of paper/ all the papers of the semester.
3. Cancellation of result.
4. Take action as per law.
5. Cancellation of admission.

14. An Appeal to Students of Nizam College

Please help us to make your experience in Nizam College a memorable one by strictly adhering to the following rules:

- Do not indulge in smoking-the College is a NO SMOKING ZONE.
- Work for a clean, green, plastic-free Nizam College
- Do not zoom around the College campus on motorbikes disturbing the academic ambience of the College.
- Do not indulge in honking and removal of silencers of vehicles.
- Park vehicles at the specified parking lots and walk to the classrooms and examination halls.
- Wear decent dress that does not attract undue attention.
- Do not waste time at the College canteen or on the playground.
- Follow the time schedules, rules and regulations of the institution regarding examinations.
- Be present in the examination hall half an hour before the commencement of the examination
- Carry your own pens, pencils, rulers etc., to the examination Hall
- Do not carry cell phones to the examination hall.
- Do not copy in the examinations. Anyone found copying or carrying material into the exam hall will be DEBARRED FOR TWO YEARS.
- Understand the evaluation system of the College
- Complete the chosen course within the stipulated time schedule i.e. 2 years for PG and 3 years for UG.

Appear for the examination in the Medium of Instruction into which admission has been taken. If for any reason the student writes the examination in another medium, his/her script will not be evaluated.

15. Details of the Departments

Faculty of Arts

- **Arabic**

  The Department of Arabic was established in the year 1887 and is one of the oldest departments of the college. At present the department offers Arabic as second language at UG level. A large number of foreign students have been studying Arabic and there is a continuous and steep rise in the number of students opting for Arabic

- **Hindi**

  The Department of Hindi was established in 1889 along with the other departments of Nizam College, the students and staff of Hindi brought many laurels to the college and Osmania University since the establishment of the Department at the National and State levels. The Department of Hindi is offering Hindi as Modern Language and Second language.

- **English**

  The Department of English, Nizam College is as old as the college itself, being one of the first departments to start functioning in 1880. The Department offers courses in General English and English Literature optional for B.A/ B.Com /B.Sc/ B.B.A and B.A. (ML) students at the U.G level. The PG Centre offers courses under Osmania University. The Department through its vital English Language Teaching Centre (ELTC) has been regularly conducting Communication and Soft skills courses.

- **Sanskrit**

  The Department was started in 1887. Sanskrit was offered as a Second Language and as an Optional Subject in Intermediate at initial level. B.A., B.Com. & B.Sc. Courses started with Sanskrit as Second Language and as an optional (Classical Language).

- **Telugu**

  In the year 1910 Department of Telugu was established. Department of Telugu initially offered the subject to the Intermediate students and later on extended for both Under Graduates students as (Modern Language) and in the year 1982 for Post Graduates students. At present 700 students opt for Telugu as 'Second language' and 100 students as 'Special Language'. Department of Telugu has 90 students at PG level.

- **Urdu**

  The Department of Urdu is the oldest department in Nizam College established in 1887. Urdu is offered as a second language at UG level and also as an option (Modern Language) to the students of B.A. degree course.

- **Persian**

  The Department of Persian is as old as the College itself, being one of the First Departments to start functioning in 1887. In the initial years, only intermediate and undergraduate levels were held in the college. Later only undergraduate courses were being offered by the college. The department of Persian since then has been teaching second language course and classical language as an optional for the degree courses.

Faculty of Commerce

The Department of Commerce was started at Nizam College in the year 1940. Since then, B.Com Degree course has been offered in the department. In the year 1970, M.Com with costing and Taxation specialization, was introduced at Nizam College, upgrading Commerce Department into a Post Graduate Department. In the year 1995, B.Com Vocational course in Foreign Trade Practices &Procedures was offered with the intake of 30 students. B.Com e-Commerce was started in the year 1999-2000.

Faculty of Science

- **Botany**

   The Department of Botany was started in the year 1956 with graduation and became a postgraduate centre in 1980 offering M.Sc. in Biological Sciences. At present the Department of Botany offering only B.Sc with B.Z.C and Bt.B.C combination with total student strength of 180. For over a quarter century, this Department has been recognized as a research centre providing facilities for research in Mycology and Plant Pathology, Ecology, Chemotaxonomy, Embryology and Anatomy.

- **Chemistry**

   Department of Chemistry is the largest Department of Nizam College. B.Sc program was started way back in 1918 and M.Sc. in 1967. It is the first department to have Chemistry PG program outside the University Campus. The Department offers UG (5 combinations), PG (Physical chemistry with Polymer Chemistry as Elective and Inorganic chemistry with Bioinorganic Chemistry as Elective), PG (Organic chemistry with medicinal chemistry), PG (Pharmacoinformatics), M.Sc Five year integrated Course in Chemistry (FYIC)

- **Computer Science**

   The Department of Computer Science was established in 1989. The department has about 338 students in the courses. The students are from different countries are coming over here to pursue their studies with different combinations as Computer Science as one of the subject in the UG level. Apart from B.Sc.(Computer Science) course students , the department will also conduct the classes for the students of P.G. Diploma in Health Care courses and M.Sc.(Five Years Integrated Course in Chemistry).

- **Computer hardware**

   This course helps to be a computer star, a fan of math and science, and a problem solver. If you love using computers, but like taking them apart and rebuilding them even more, this could be the career for you. Computer hardware engineers design and develop computer hardware, such as computer chips, circuit boards, modems, and printers. They also test hardware and supervise its installation.

- **Genetics**

   The Department offers Genetics as an optional for the B.Sc. Degree course. The course was started in 1979 with an intake of 30 students and the combinations were Genetics, Botany & Chemistry and Genetics, Zoology & Chemistry. Subsequently, the course was offered along with Biophysics and Chemistry besides the above combinations. Presently the combination offered is Microbiology, Genetics & Chemistry. The Department is also anchoring a self-financing course in Biotechnology, which is one of the optional subjects at the UG level; the profile of the course is documented separately. In addition to the above mentioned undergraduate courses the Department has offered courses in Genetics to students of B.Sc.

(Biophysics) and B.Sc. (Seed Technology), Genetics & Biostatistics to B.Sc. (Biotechnology). The Department has offered courses in Cell & Molecular Biology to M.Sc. (Biological Sciences), Genetics to M.Sc. (Zoology) and the staff has offered course in Cell Biology to M.Sc. (Biotechnology) at Osmania University.

- **Biotechnology**

  Biotechnology course was introduced as an optional subject at B.Sc level in 2002 as a Self-Finance Course with Department of Genetics as the Nodal Department. The course was started with three combinations: B.Sc (Biotechnology, Botany, and Chemistry), B.Sc (Biotechnology, Zoology, and Chemistry), BSc (Biotechnology, Microbiology, and Chemistry).

- **Mathematics**

  The Department of Mathematics was formed since the inception of Nizam College. There are various combinations of BSc, which offer Mathematics as main course. In addition to common core syllabus, Complex analysis is also introduced in the year 2005 for BSc Final year due to its wide applications. Numerical Analysis and Laplace transforms are offered as electives for final year students. From the Academic year 2021-2022 a new B.Sc(Mathematics, Statistics and Data Science) has been introduced with an intake of 60 students.

- **Statistics**

  The Department of Statistics was established independently in the year 1992-1993. Previously it was a part of Department of Mathematics. The course offered currently is B.Sc. (Mathematics, Computer Science and Statistics) which is a job oriented and having a good demand. This course was introduced in the year 1998 under Self Financing scheme with intake of 30 students.

- **Physics**

  The Department of Physics was established in the year 1895. The Department had only B.Sc. teaching programme up to 1947, when Nizam College was affiliated to Madras University. The intake of students was twelve. Electronics was the only special subject in the final year of M.Sc. Subsequently, when the intake was increased from 12 to 20, the Department had to offer one more special subject at M.Sc. Final year level as the laboratories for a single special subject could not cope up with greater number of students. Hence, Biophysics was introduced as special subject in the year 1971.

- **Zoology**

  The Department of Zoology, Nizam College is as old as the College itself, being one of the first departments of sciences at undergraduate level. The department has been handling Zoology for B.Sc. at undergraduate level since the days of its inception. The department offers post graduate (PG) courses with a specialization in Comparative Animal Physiology since its inception. In 2004, MSc (Fisheries) was offered. From 2005 the department has been offering specializations in Entomology (Agricultural Entomology and Medical Entomology) and Phytonematology.

- **Microbiology**

  The Department offers Microbiology as an optional for the BSc (Mb.G.C) Degree course. It also introduced Industry oriented diploma in association with biotech companies. It re launched Microbiology, Zoology, Chemistry at B.Sc. level and the PG course M.Sc. Microbiology was introduced.

Faculty of Social Science

- **Economics**

  The Department of Economics, Nizam College is one of the oldest Departments. The Department is offering UG and PG programmes. The Department is also having a very good seminar library with standard books and journals.

- **Geography**

  About 30 undergraduates are admitted to Geography every year. Geography at Nizam College, involves undergraduates in a wide range of lectures, practical classes and field courses, organised around a three-year course (called the Geographical Tripos) which is divided into six parts, with an examination at the end of each semester.

- **History**

  The Under-Graduate Course in History was as old as the College itself. The P.G. Course has been introduced in 1984; and ever since, both U.G. and P.G. Courses in History are run in this College. The medium of instruction for U.G. Course is both Telugu and English.

- **Political Science**

  The Department of Political Science is one of the oldest departments in the College. It was set up in the year 1946. The college was granted Autonomous status for undergraduate courses by the U.G.C for the first time in the year 1988-89. This year happened to be the turning point for the Department as it gave the Department the freedom to frame the U.G. courses syllabus of Political Science on par with the best U.G. Institutions in the country. The Postgraduate course in the department was introduced in the year 1992.

- **Psychology**

  The Department of Psychology, Nizam College which was established in 1963 was the only department to offer psychology as one of the optional at B.A. for boys in twin cities. The department offers an undergraduate course. The strength of students enrolled in B.A. I year is 120 as the subject of psychology is offered with four different combinations namely Psychology, Sociology and Marketing; Psychology, Sociology and Philosophy; Psychology, English Literature and Marketing; and Psychology, English Literature and Philosophy.

- **Public Administration**

  Department of Public Administration was established in the year 1960 at Nizam College. Since then the Department is handling BA(EPP) (Telugu and English Medium), Post Graduate (MA) started in 1997. The department has seminar library with more than 350 books has infrastructure facility of computers with internet & Wi-fi

- **Sociology**

  The Department of Sociology is one of the largest Departments in Nizam College offering UG courses, PG courses and Career Oriented Add on courses. The Department at Nizam College specializes in Development Studies. The Department is offering 03 Add on Courses recognized by UGC:

- Certificate Courses in Human Relations and Personality Development

- Diploma in Criminology and Correctional Administration

- Diploma in Development Management Studies and Development Research Methodologies

- **Marketing**

  The Department was established under 'UGC scheme' in the year 1996. Under this scheme the Course ran for 5 years, later it was taken as a 'First Self Finance Course' by the College Significant features of the course are to emphasise on inter – disciplinary approach to advertising, personal selling, sales promotion, sales management and public relation in addition to psychology, sociology & English literature.

Faculty of Informatics

The department of computer science (MCA) in Nizam College was established in the year 2005, its prototype was BCA department which was established in 2000, however it was discontinued, and later M.Sc. (IS) was started in 2001. Thus the department is offering undergraduate and post graduate courses. It is a self finance department affiliated to university. The department has started a certificate course in Health Sciences in association with English department in Dec 2006.

Faculty of Management

- **BBA**

  The Bachelor of Business Administration course was started in Nizam College for the first time with respect from the Academic year 2013-2014.This course is on par with any other degree course offered in SIX semesters.

- **MBA**

  Department of business management is the youngest department in the college established in the year 2007 as a gift to the college on the occasion of completion of its120 years of successful academic life. The students are admitted through Integrated Common Entrance Test (ICET) including foreign students whose admission is through Osmania University. Every year 60 students are admitted.

Placement Cell

It was started in December 2004. It produces graduates and post graduates and doctorates of high caliber who are sure to be an asset to any employer. The Centre provides pre-placement training in soft skills to all UG & PG final year students to enable them to acquaint to the present corporate necessities. The center helps students to face interviews & get jobs of their choice. Another hallmark of the center is that it conducts periodically training programmes in soft skills like Personality Development, CV Writing, Communication Skills, Aptitude tests, Interview Technique etc. for the deserving students. Internship opportunities have been provided for UG & PG students by various companies and most of the top companies across the nation, visit us for Campus Recruitment. Nizam College is registered with TASK (Telangana Academy for Skill and Knowledge) during the academic years 2015-2016, 20 to till date. TASK is a non-profit organization created by Government of Telangana for bringing synergy among institutions of Government, Industry & Academia with an objective of offering quality human resources and services to the industry.

Achievements

1. Placed 750+ candidates in various companies in 9 months.
2. 62 placement notifications were issued and conducted placements.
3. Two placements trainings were conducted.
4. Separate Whatsapp (250) and telegram (1700) databases are maintained.
5. Part time jobs are arranged for ongoing students.
6. Walk-in students are being placed in 1-2 days in nearby companies.

7. MOU with wisdom life sciences for training and placements.

8. MOUs are made with several companies for placement.

9. An opportunity to place students outside college is present

Special Subjects

Computer Science

Computer Science was introduced as a subject in 1989. The course in hardware is "Computer Organization and Architecture." Students take up project work in various companies / research laboratories during the course of study. They use operating systems DOS, Windows XP, Win-7, Unix, Linux and latest software such as Visual studio 2005 (VB, C#, J#, VC++) Core Java, Advanced Java, J2EE, J2ME, J2SE etc., based on Windows for their projects. The Computer laboratories have about 500 nodes (Core 2 Duo) connected to a central server (Core 2 Duo 2.80 GHz). The laboratories are air-conditioned and power supply is through 22 UPS .Upgrading the computers is taken up regularly to higher speeds and greater storage space. Our college was the first Constituent College in Osmania University to set up INTERNET facility. Fiber Optic cable is enabling connection to all systems in 32 departments.

e-Commerce

Information Technology now being a part of everyday life is extensively used in Commerce; its study has become necessary. Learning of e-Commerce helps in conducting, managing and executing business transactions and services through electronic media and telecommunication networks. The e-Commerce course equips students with basic tools for understanding business systems & processes, ensures that students are made to learn development of e-Commerce solutions and prepares professionals to develop and implement them in various ways.

Marketing Communication The course offers a holistic and futuristic approach to media, man and society. Basic and specialized, features of the course emphasise on an inter disciplinary approach to advertising, Marketing Communication, Sales Promotion, Sales Management, Entrepreneurship Development, Personal Selling, Public Relations. The course also includes Computer related skills as part of practical skills – Multimedia i.e. Adobe Photoshop, Adobe premiere pro, Macro Media Flash, Web designing and Communication media Skills. On the job training at the end of the 2nd semester in an Advertising Agency, work with any organization under a sales manager at the end of 4th semester and a multimedia live project at the end of the 5 th semester are an integral part of this course. The objectives of the course are to equip students for self-employment as entrepreneurs and seek employment in challenging business areas.

English Literature

This course caters to the needs of the academic and corporate sectors. English as a global language is no longer confined to the western ethos. Literature is impacted by the socio-cultural, economic, political and technological developments. All these aspects are integral to the understanding of human nature. Study of literature equips an individual with tools of understanding human resources and discourse. The present course in English Literature has literatures of the world written in English. Students with a good foundation in such a course can find placements in segments like content writing, English language skills trainers, teaching, civil services, public

relations, management, electronic and print media both in local and global markets. A company like Google is constantly on the lookout for students with BA English literature for their popular ad-word profile to give just one instance of the tremendous possibilities of this subject. In 2015 English Literature syllabus has been revised according to the demands of the market.

Environmental Studies

Environmental Studies is an emerging branch of education and importance of such subject is undisputed in 21st century. In India, the most challenging problem is exploding population which is the root cause of many environmental issues. Geographically and climatically, India is in strategic position. It is rich in biodiversity and it forms a source of material for biotechnology. One third of global biodiversity exists in India and over exploitation has resulted in the loss of many microbes, animals and plants. There is a great necessity of biodiversity conservation in India in order to meet the demands of future generations. Industrialization, urbanization and human activity have made our environment unsuitable for living. Global warming, depletion of ozone layer, loss of forest, solid waste disposal, addition of non-degradable pollutants to the atmosphere, increase in levels of toxic pollutants etc., have become serious and threatening issues in the Indian subcontinent. India has become a global partner in environmental protection. If our making has to survive, the study and preservation of clean environment is essential. Hence, various aspects including sustainable agriculture and environmental protection need their incorporation in the modern syllabi of under graduate and post graduate studies. Under CBCS patron environment studies is offered Ability Enhancement Compulsory Course (AECC) for B.Sc semester I, BA and B Com semester II students (2 credits)

16. Innovative & Add On Courses

5-Year Integrated M. Sc Chemistry:

Nizam College has started a special five -year integrated Chemistry program. This is the only such program started under the Jurisdiction of Osmania University. The students who qualify at +2 level are eligible for a special entrance conducted for admission into this program. It includes 2 years interdisciplinary curriculum and one Research Project.

M. Sc Chemistry (Pharmaco Informatics)

The Course M. Sc Chemistry (Pharmaco Informatics) was started in the year 2009 at Nizam College. This is the first time that such a specialization in Chemistry was started in the country, under the Innovative interdisciplinary program of UGC. The course content is designed to suit the needs of Pharma Industry in and around Hyderabad, with topics like Synthetic techniques and Pharmaceutical analysis of Drugs apart from the modern techniques like computer aided drug designing, Cheminformatics, and a practical course in Molecular Modeling in the syllabus. The curriculum includes project dissertation in the final semester which helps the students with information search procedures, data generation, data analysis and data reporting skills. The UGC has appreciated in its report the efforts taken by the institution in the implementation of the program like creating new infra structure, reviewing and redesigning of the syllabi etc. The students who graduated with this course during the past years have found placement both in the Industry and Academic institutions. Central Instrumentation Laboratory with sophisticated instrument and Central Computer Laboratory with Internet facility has been developed under DST-FIST Level- 0 to be used by Science Department of College.

Computer Assisted Language Learning:

A well-equipped digital language lab was established in the Department of English under the CPE scheme. Using this facility, short courses are being regularly conducted for both UG and PG students of the College. There is also a plan to start self-financing CALL programmes for participants both from within and outside the College.

Remedial Course in English:

One of the UGC recommended courses conducted by the Department of English every year is a 32-hour (16 two-hour classes per day) or 4-week Remedial Course in Communication Skills in English for students coming from regional language background. The course trains students in basic communication skills such as listening, reading, writing and speaking in addition to improving the communicative competence of the students in terms of vocabulary, grammar and pronunciation. It is open to students of all faculties. This academic year a remedial course was conducted for Hostel Students. Special coaching to acquire English Language Skills is arranged in the evening for the college hostel students.

17. Student Support And Extension Services

National Cadet Corps (NCC):

About 200 cadets comprising of both boys and girls are enrolled under NCC every year. A sense of unity and discipline (Ekta aur Anushasan) is built up in students who enrol as NCC cadets. NCC cadets participated in the following activities, World Environment Day 5th June 2020, International Yoga Day- 21st June 2020, Online camp (SAPTH), Green Challenge program on 19th July 2020, NCC Yogdhan, Fit India Movement, Republic Day Camp in November, SSB Training To Cadets, Swatch Pakwada, Youth Exchange Program, CADRE Camp, Mountaineering Camp on 20th March 2021, Pariksha Pe Charcha, Ekbharat Shresta Bharat- Online Camp, National sport Hockey Selections on 23rd May 2021, Officers Training Academy Camp

National Service Scheme (NSS):

The enrolment in the National Service Scheme is quite high and over 300 candidates comprising of 3 units (2 Boys and 1 Girls) are on rolls. NSS activities are held under the direction of the NSS Programme Officer who is appointed by the NSS Coordinator, Osmania University, on the Principal's recommendation. NSS volunteers have been actively participating in several programmes like the Green Run, Tree Plantation programmes organised by the MCH, National Integration Communal Harmony Seminar, Sadbhavana Run and other awareness programmes. During pandemic period volunteers motivated and created awareness among the people about COVID protocol and some Volunteers prepared a short video about the importance of vaccination. Other programs organized are plantation program, International Women's Day, NSS day, FIT India Program, World Environment day, World Aids Awareness rally, Blood Donation Camp, International Yoga Day, Two National Seminar and Awareness Programme conducted by NSS of St. Francis College for Women, Begumpet, Hyderabad on "Gandhian Ideals and Youth Leadership, National Voter's Day Celebrations on 25th January 2020, special Winter Camp in Pedda Amberpet, Medchal District, National Awareness Programme "Build Enterprise of your Dreams" in coordination with "Ministry of Micro Small and Medium Enterprise' Government of India, New Delhi,

program on ANTI RAGGING and EVE TEASING conducted by Anti-Ragging Committee and Student Union Committee with the help of the She Team of Hyderabad City Police, ACP of Abids with theme "Sadak Suraksha-Jeevan Raksha" and Workshop on Business Orientation was conducted by Dalit Indian Chamber of Commerce and Industry (DICCI) Department of Commerce.

Games & Sports:

Numerous games and sports activities are organized by the Department of Physical Education. The vast campus of the College is equipped with grounds for Cricket, Volley Ball, Basket Ball, Shuttle, Hockey, Kabbadi, Foot Ball, Korf Ball and rooms for indoor games like Table Tennis, Chess, etc. This is the only college in the twin cities to have such facility other than the O.U. Campus. A Multi- Station gymnasium has been installed in the newly constructed sports complex. The department conducts various events both at the College and Inter-college level.

Foreign Students Cell:

Nizam College has significant number of foreign students from different countries across the globe like Afghanistan, Middle-East countries, African countries, South Asian and East Asian countries.

To coordinate various services for foreign students and facilitate better services a separate Foreign Students Cell was established in 2015. The Cell performs functions like registration of fresh students; providing Bonafide certificates; recommendation letters etc. The Cell also coordinates with Foreign Relations Regional Office (FRRO), University Foreign Relations Office (UFRO) and for students scholarships it coordinates with Indian Council for Cultural Relations (ICCR). The cell organizes several activities like Orientation programme, sports events, health camps and Foreign Students Day. Such programmes facilitate our foreign students to feel at home and acclimatize them to the college campus. It is a platform for interaction between the foreign students and Indian students to showcase their talent and present their cultural ethos.

Cell for Differently Abled

To coordinate the various aspects connected with Divyangjan and address their needs, Cell for Differently Abled was established in 2013. The college has computer lab for visually challenged to facilitate reading material for students in the form of e-books and e-materials. The lab has internet connection facilitating the visually challenged students to browse articles/ material on web using screen reader softwares like JAWS, NVDA etc. The audio-files are available. They are motivated to learn computers skills using screen reader software free of charge by L.V Prasad Eye Hospital. The visually challenged students are provided with financial support towards 'Reader Charges' to have a reader to facilitate collecting/ reading of study material. The Cell aspires to provide a better ambience for differently abled (Divyangjan) and to develop a strong sense of inclusiveness. College organizes various awareness programmes on employment opportunities through the Cell for Differently Abled. These programmes have been helpful to explore various opportunities for differently Abled.

Women Empowerment Cell

Nizam College has an active Women's Cell for more than a decade. It was renamed as Women Empowerment Cell in January, 2017. The main activities of the cell are creating awareness about women issues and challenges, counselling, outreach activities, creating self-employment opportunities and training the girls for extracurricular activities like music, art, dance, self-defence etc. The Cell comprises of College faculty members and student volunteers. The cell works with Voice4girls (NGO) as part of social outreach programs. This cell deals with all kinds of women related activities.

Internal Complaint Cell

As per the UGC guidelines and Government of India, Nizam College has a Committee against prevention of Sexual Harassment at Work place (CASH) which is now re-named as The Internal Complaints Committee (ICC).The ICC will look into any complaints relating to Sexual harassment at work place. This cell, on receipt of a complaint will look into the matter and with utmost sensitivity and confidentiality deal with the case. Any female employee (faculty, student or staff) of Nizam College can approach any member of the ICC to lodge a complaint which will be taken up by the ICC. In accordance with the UGC Regulations 2015 and the Sexual Harassment Act ICC shall act upon complaint in a time bound manner. However, if the allegations are found to be baseless or malicious, the ICC will make the complainants liable to be punished.

Literary Circle

Nizam College Literary Circle (NCLC) was established in March 2019. It provides the platform for the creativity of the students. NCLC encourages students for creative writing, literature & art. It often conducts workshops & various competitions on social awareness. It creates a platform for students to interact with famous poets & critics. It Promotes &encourages the students on various social media platforms, its best literature or art articles are published in news articles. Mission of Literary circle is developed writing skills by conducting competitions, seminars, about literary and interaction session with writers and literary critics.

Equal Opportunity Cell:

This cell was established in 2013 to enable the students of BC, SC, ST and Minority sections of the college to join 'entry level services'. It conducts free coaching classes for the exams like Group II, IBPS (Banking services), Group IV, English for competitive exams, resume writing and interview skills. Many students got selected for different Banks and other State services that include physically and visually challenged.

English Language Teaching Centre (ELTC):

English Language Teaching Centre (ELTC) regularly conducts self-financing training courses in English language and soft skills. Some of the courses conducted by ELTC for students, professionals and others are: English Communication Skills, Writing Skills, Spoken and Written English etc.

Center for Educational Development of Minorities (CEDM):

The College has a Centre for Educational Development of Minorities, sponsored by the Minorities Welfare Department, Government of Telangana, which conducts free coaching programmes for DIET-CET, EAMCET, ICET, Ed-CET, NET, DSC, APPSC Group-I, II and IV etc. and the candidates are also provided free study material. Substantial number of candidates has availed coaching under this scheme since its inception till date and results are very much encouraging and highest ranks are secured in these courses. In addition to the competitive examinations, free coaching and study material is also provided to X class Urdu / Telugu medium students and pass percentage of coaching students is much higher than the state level result. The number of beneficiaries is more than 6000 every academic year. The Centre is also conducting classes in communication skills.

Students Grievances Redressal Cell:

The Cell addresses the general and academic grievances of the students. Suggestion/Complaint boxes are placed in all the blocks of the college. The cell tries to solve the issues with the help of college administration. The suggestions received are reviewed and appropriate action is taken.

Language Lab: A language lab with software for language learning skills is available. This lab enables Computer Aided Language Learning and Computer Based Testing. Infrastructure to view films has been added to the lab for the ID course 'Film and Literature'.

Psychological Testing and Counseling Cell : This Cell offers personal counseling as well as psychological testing for school and college students related to intelligence, personality, family dynamics, early identification of MR, LD and other behavioral problems.

Interaction with Parents : The College tries to maintain an interactive relationship with the parents / guardians of the students on a regular basis. We, therefore, request the parents/guardians of our students to devote some time to check the progress of their children / wards. We also request the parents to furnish their current contact details and feel free to contact us as often as necessary. An atmosphere where our students can express themselves freely and overcome inhibitions is thus created. Formal meets with parents to facilitate a tripartite interaction is a regular feature.

Alumni Association: Nizam College has a strong registered Alumni Association. The Alumni Association of the college meets regularly. Some activities taken up by the alumni are: interaction with the present students, extension lectures in their respective fields of expertise, cultural activities and aid to improve infrastructural facilities. In the year 2011an annual merit scholarship programme for the undergraduate students of the college was instituted by Alumni of 2001 batch. Every year scholarships are given for 5 meritorious students who are short listed in the fields of academics. The college feels proud of its alumni and congratulates them for making a commendable contribution to their alma mater. Alumni of Nizam College interested in becoming members of the association may contact the Coordinator of the Alumni Association at alumininizamcollege@gmail.com or principalnizamcollege@gmail.com

Extra-Curricular Activities & Extension Works:

Students constitute the core of an educational institution and the overall development of their personality should be the prime motive of educational institutions. Having realized this basic need, Nizam College has been providing various opportunities to its students for a total and meaningful personality development. Students are sponsored by the College to participate in various cultural and literary events at the Inter-College and Inter-University level both within and outside the State. College students have started various Clubs like Science Club, Biodiversity club, Energy Conservation Club, Yoga Club, Bio-Physics Club, Literary Club, Heritage Club, etc.

18. Academic, Administrative & Statutory bodies of the college

Governing Body Members for the Academic Year 2021-2022

It is the highest decision-making body of the College. It decides matters such as the functioning of the College, academic programmes and financial matters. It ratifies the constitution of various Boards of Studies. It also nominates members of the Finance Committee of the College. All policy matters related to the College have to be ratified by this body.

1. **Prof. D. B. Ramachary**   -- Chairperson
   Professor of Chemistry,   (Educationist)
   University of Hyderabad

2. **Dr. M. S. N. Reddy**   -- Member
   Chairman and Managing Director   (Industrialist)
   MSN Labs, Hyderabad

3. **Prof. G. Mallesham**   -- Member
   Department of Electrical Engineering   (Professional)
   Osmania University.

4. **Prof. D. Chennappa**   -- University Nominee
   Principal, University College of   Member
   Commerce & Business Management
   Osmania University.

5. **Dr.C.V. Ranjani**   -- Teachers of the College
   Department of Commerce,   Member
   Nizam College.

6. **Dr. Parimala Kulkarni**   -- Teachers of the College
   Department of English,   Member
   Nizam College.

7. **Dr.G. Yadagiri**   -- State Government
   Regional Joint Director   Nominee, Member
   O/o CCETS

8. **Prof.Mahrukh Mirza**   -- UGC Nominee
   Former VC, Khwaja Moinuddin   Member
   Chrishti Language University Lucknow.

9. **Prof. B. B.Bhima**   -- Convenor and
   Member Secretary   Ex-Officio
   Principal, Nizam College

Academic Council

It is the body which reviews the academic performance and progress of the College. It meets regularly to ratify the changes in syllabus and other such matters. The composition of the present Academic Council is as follows:

Principal of the Institute

1.	Prof. B. Bhima	: Chairman

Heads of the Academic Departments

2.	Ms. B. Deepika, Dept. of Bio-Technology	: Member
3.	Dr. C. Satyavathi, Dept. of Botany	: Member
4.	Dr. Y. Hemasri, Dept. of Chemistry	: Member
5.	Dr. C.V. Ranjani, Dept. of Commerce	: Member
6.	Dr. E. Purushotham, Dept. of Economics	: Member
7.	Dr. Parimala Kulkarni, Dept. of English	: Member
8.	Ms. Sandhya Jagtap, Dept. of Genetics	: Member
9.	Dr. Samar kumar Ghosh, Dept of Hindi	: Member
10.	Dr. P. Ramesh, Dept. of History	: Member
11.	Mrs. A. Swathi, Dept. of Marketing	: Member
12.	Dr. S. Renuka, Dept. of Mathematics	: Member
13.	Dr. B. Thirupathi, Dept. of Business Management	: Member
14.	Ms. S. Sravanthi, Dept. of Informatics	: Member
15.	Dr. Chand Pasha, Dept. of Microbiology	: Member
16.	Dr. Fouziya Khataoon, Dept. of Persian	: Member
17.	Dr. Kaleem Ahmed Jaleeli, Dept. of Physics	: Member
18.	Dr. S. Balabrahma Chary, Dept. of Public Administration	: Member
19.	Dr. M. Krishna Kumar, Dept. of Political Science	: Member
20.	Dr. K. Bhavani Shakar, Dept. of Sociology	: Member
21.	Dr. Ch. Lakshmi Sujatha, Dept. of Statistics	: Member
22.	Dr. V. Kumara Swamy, Dept. of Telugu	: Member
23.	Dr. Apka Nageshwara Rao, Dept. of Zoology	: Member

Four Teachers of the College

24.	Dr. K. Srinivas, Assco. Professor, Dept. of Commerce	: Member
25.	Dr. Melisa Helen, Asst. Professor, Dept. of English	: Member
26.	Dr. B. Jyothi, Asst. Professor, Dept. of Zoology	: Member
27.	Dr. Ch. Kishore Kumar, Asst. Professor, Dept. of Maths	: Member

Four Members from outside College

28.	Dr. P. Someshwar, Dept. of Chemistry, UCS, OU	: Member
29.	Dr. Hameeda Bee, Associate Professor in Microbiology, UCS, OU	: Member
30.	Dr. T. Venkateshwar Rao, Director-Research & B2B Strategic Alliance, Varsha Biosciences and Technology India Pvt. Ltd. Hyd.	: Member.
31.	Dr. K. Rajender Rao, Scientist –E & Group Leader, ICMR, National Institute of Nutrition, Hyderabad.	: Member

Three Nominees of the University

32.	Prof. A. Balakishan, Dean, Faculty of Science O.U.	: Member
33.	Prof. B.Surender Reddy, Professor,Dept.of Maths,O.U.	: Member
34.	Prof.M.Srinivas,Chiarman,BOS, Dept. of Physics, UCS,OU	: Member

Faculty nominated by the Principal

35.	Dr. M.Radhika, Academic Coordinator, NC	:Member Secretary

Boards of Studies

From the time Nizam College has had academic autonomy, all the departments have had Boards of Studies with the following composition:

1. Head of the Department concerned (Chairperson)
2. The entire faculty of each specialization
3. Two experts in the subject from outside the College (nominated by the Academic Council)
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the Principal.
5. One representative from industry/corporate sector/allied area to facilitate placements.
6. One postgraduate meritorious alumnus to be nominated by the Principal.
7. The Chairperson, Board of Studies, may, with the approval of the Principal of the college, co-opt:

    i. Experts from outside the College whenever special courses of study are to be Formulated
    ii. Other members of staff of the same faculty

Finance Committee

The Finance Committee examines the expenditure of the College. It meets twice a year to review the financial status of the College and to examine the budget presented by the various departments. It decides the fee structure for self-financing programmes periodically.

The composition of the Finance Committee is:

1.	**Prof. B. Bhima** Principal	Chairman
2.	**Dr. C. V. Ranjani** Head, Dept. of Commerce	Governing Body Nominee
3.	**Sri. R. Ramchander** Finance Officer, OU	University Nominee
4.	**Dr. S. Bala Brahma Chary** Vice-Principal (Hostels),& Head, Dept. of Pub Admin, NC	Member

Purchase Committee

Chairperson	1.	Principal, Nizam College
Members	2.	Vice-Principal, Nizam College
	3.	Dr. Apka Nageshwar Rao, Dept. of Zoology
	4.	Dr. S. Renuka, Dept. Of Mathematics

Ex-officio Member	5. Deputy. Registrar, Nizam College
VC's Nominee	Prof.C. Ganesh, Osmania University

College Administration

Principal	Prof. B. Bhima
Vice-Principal	Dr. C.V. Ranjanai
Controller of Examinations	Dr. S. Renuka

Coordinators

Academic :	Dr. M.Radhika
IQAC:	Dr. Ch.Kishore Kumar
ELTC :	
Women's Cell:	Dr. Parimala Kulkarni
Equal Opportunity Cell:	
Cell for Differently abled:	Dr. K.Bhavani Shankar
Internal Complaint Cell:	Dr. Melissa Helen
Swamyam:	Dr. Melissa Helen
UGC liaison Officer :	
Public Relations Officer:	Dr. K.Bhavani Shankar
Placement Officer:	Ms. Sravanthi
Hostel Administration	

Dr. S. Bala Brahma Chary, Vice-Principal,
E-II Hostel and Vice-Principal, Nizam College Hostels

ANO NCC:

Director, CEDM:	Dr.Kaleem Ahmed Jaleeli
Foreign Students Welfare Officer:	
Special Officer Infrastructure:	Dr. D. Samba Shiva

19. Roles and Responsibilities

1. **Principal**
   - General Administration of College.
   - General administration and overall supervision of teaching programmes.
   - Supervision of students' welfare, health and security services.
   - Supervision and guidance of teaching staff including organization of in-service education of staff.
   - Responsibility for organizing workload of staff including teaching assignments.'
   - Guidance and counselling of students.
   - Recruitment of staff and admission of students.
   - Responsibility for conduct of examinations.
   - Supervision of living conditions of students in hostel.
   - Maintenance of permanent records of students.
   - Review and revision of policies, rules, regulations & philosophy of the College.
   - Performing public relations duties for the College.
   - Procurement of College equipments, supplies, stationery.
   - Preparation of budgetary proposals.
   - Supervision of hostel and office staff.
   - Participation in the College's committee work.
   - Participation in teaching programmes.
   - Supervision of library services.
   - Planning for development of the College.

2. **Vice Principal**
   - Vice Principal assist Principal in above said responsibilities. Vice Principal will officiate in absence of Principal.
   - Assist the Principal in assigning teachers to special duties

3. **Controller of Examinations –**

   Facilitates the Principal by carrying out the following functions:
   - Coordinates to receive the details of the Fresh Batch of students.
   - Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
   - Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
   - Receives the filled in Examination Application forms from the students.
   - Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
   - Arranges to prepare the list of candidates and the courses for which they are appearing for.
   - Arranges for the issue of Hall tickets.

- ➢ Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward them to Evaluation Section, Exam Branch, OU
- ➢ Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.
- ➢ Arranges to inform examiners for the spot valuation of answer scripts in the college.
- ➢ Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from OU.
- ➢ Arranges for the conduct of Backlog Examinations for outgoing students after the publication of final year results.
- ➢ Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
- ➢ Informs the Chief Superintendent with regard to the malpractice cases, if any.
- ➢ Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
- ➢ Conducts result analysis and provides the same to each HoDs, Academic Coordinator, Registrar, and Principal
- ➢ All examination concerned records to be kept in safe custody and be made available as and when required
- ➢ Prepares a calendar for the exam schedules to be circulated to Students and Staff.

4. *Coordinators:*

· Academic Coordinator

- ➢ Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
- ➢ Helping faculty in planning effective remedial instruction.
- ➢ Managing and evaluating instructional support program.
- ➢ Conducting faculty appraisal, evaluation and collecting the data.
- ➢ Translating evaluation data into effective faculty development
- ➢ Differentiating between the needs of experienced and inexperienced teachers
- ➢ Inviting senior faculty from each of the departments to be mentors
- ➢ Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors
- ➢ Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
- ➢ Preparing subjects-wise specialization of faculty list in all the subjects
- ➢ Maintaining an up-to-date record of mentee faculty list
- ➢ Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
- ➢ Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits

- Liaison with the Heads of the departments to update the list of mentees and mentors from each department
- Help with the stock verification annually and generate a report.
- Preparing and getting approval of the Principal, the budget allocation for the activities
- Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
- Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
- Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
- Any other function that may be assigned by the Principal from time to time.
- Arrange Convocation by coordinating with all concerned
- Prepare academic calendar, newsletter and prospectus for the college.
- Record and present the minutes of meeting of general body and other important academic committees.

- **IQAC**
- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

- **HOD / Course Coordinator / Cell Incharge**
- Explains the course purpose
- Provides expected course learning outcomes
- Facilitates course instructors/faculty teaching the course in writing the Cos
- Develops a course content
- Methods for assessing expected learning outcomes
- Prepares and delivers lectures, tutorials, workshops and seminars in the course
- Contributes to time-tabling and planning processes for structured learning activities and required physical facilities or resources.
- Organizes textbooks, library reference material, and other learning material so that students can access all such material in timely manner.
- Informs students of the course objectives, outcomes and requirements and provides a detailed course file coordinating with other faculty teaching the same course.
- Teaches the course content, coordinates with other faculty and staff involved in teaching the course, inducting, mentoring and meeting them regularly, and also liaises with them by solving problems for course related matters.
- Providing guidance to students in the course, coordinating course-end survey, providing guidance to faculty teaching the course, ensuring uniform
o delivery of instruction in the course

- o assessment of students
- o content delivered vis-a-vis time
- ➢ Contributing to reviews and updating of the course, and the programs to which it contributes. At least once in two years, updates and/or oversees course design/curriculum
- ➢ Ensures the course achieves the requisite quality outcomes as required by the college and where appropriate, external accrediting agencies
- ➢ Creates a vision for the course and sets future directions in alignment with departmental/ college goals.
- ➢ Collaboratively develop an appropriate academic team to enable course learning outcomes to be achieved
- ➢ Focuses efforts and assist staff to make desired changes and realise vision for course
- ➢ Prepares annual course reports as required by Faculty Committees
- ➢ Chairs the course instructors review meetings, if any.
- ➢ Promotes a culture of academic quality, rigor and integrity

- **Women's Cell**
  - ➢ Follow the mandatory guidelines and directions regarding the implementation of safety and security standards for girl students and women staff of the institution.
  - ➢ Plan, organize and conduct programmes concerning women welfare.
  - ➢ Organize health awareness camps; celebrate National / International days such as Women's Day, Mother's Day, etc.
  - ➢ Organize Awareness Talks / Workshops for women on different aspects of gender amity.
  - ➢ Identify possible entrepreneurial opportunities for girl students and sources of financing.
  - ➢ Addresses all matters pertaining to women in the workplace.
  - ➢ Admit complaints from female students / employees on harassment, assault, misbehaviours and/or discrimination in the classroom / workplace by other students and/or staff.

- **ICC**
  - ➢ Develop a mechanism for registering complaints which should be safe, accessible, and sensitive.
  - ➢ Take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend disciplinary action or take immediate action against the harasser, if necessary.
  - ➢ Follow-up action and monitor the same.
  - ➢ Recommend the college authority to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
  - ➢ Recommend the college authority to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
  - ➢ Recommend the college authority to arrange for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim if she so desires.

- **Equal Opportunities Cell**
  - ➢ Ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
  - ➢ Enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
  - ➢ Create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
  - ➢ Make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.Help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
  - ➢ Look into the grievances of the weaker section of society and suggest amicable solution to their problems.
    Disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
  - ➢ Prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
  - ➢ Establish coordination with the Government and other Agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
  - ➢ Organize periodic meetings to monitor the progress of different schemes.
  - ➢ Adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
  - ➢ Sensitize the college on the problems of SC/ST and other disadvantaged groups.
- **Cell for differently-abled**
  - ➢ Facilitate admission of persons with disability by following Rules & Regulations and Policies of the States and Central Governments,
  - ➢ Provide counselling to differently-abled individuals in the University for better learning support,
  - ➢ Provide guidance to avail various fellowships / scholarships of different funding agencies,
  - ➢ Provide appropriate financial assistance to disabled individuals to increase their sustainability in higher education,
  - ➢ Create awareness about the needs of persons with disabilities and other general issues concerning disabilities,
  - ➢ Provide equal educational opportunities to disabled persons in the University,
  - ➢ Provide infrastructural needs to enable them to easily access classrooms, laboratories, toilets, etc for barrier free learning environment,
  - ➢ Provide special facilities in the University campus for differently abled persons under the programme of Integrated Education for Disabled Children by the Ministry of Human Resource Development, Government of India,
  - ➢ Promote Teacher Preparation in Special Education (TEPSE), Higher Education for

Persons with Special Needs (Differently-Abled Persons) (HEPSN) and Visually Handicapped Teachers (VHT) schemes.

➢ Encourage the University to start such type of courses through which differently abled persons are benefitted specially,

➢ Provide information to the University authority about the Guidelines of the Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India for conducting written examination for Persons with Disabilities,

➢ Explore the full participation and equality as well as suitable placement opportunities for educated disabled graduates in public as well as private sector enterprises as per the Acts, Rules & Regulations and Policies of the Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India (socialjustice.nic.in) for differently abled persons.

· **SWAYAM**

➢ Provide the link of SWAYAM Portal (www.swayam.gov.in) on the university/College website.

➢ Kindly check whether your university has adopted MOOCs Courses for Credit Transfer. If not, then request the university to adopt the MOOCs Courses offered on SWAYAM Platform as per the UGC (Credit Framework for online courses through SWAYAM) Regulations 2016. A step by step procedure involved in adoption of MOOCs course by University is enclosed for your reference.

➢ Encourage more and more students from your respective University/College for

➢ MOOCs Course registration and spread awareness by displaying the list of UG & PG MOOCs Courses at prominent places i.e. University/college Notice Board, Canteen, Mess, Hostel, Main gate of University/college.

➢ Monitoring the progress of students who have registered on SWAYAM Platform from your University/College.

➢ Ensure timely submission of assignments by the Students before due date.

➢ Ensure students registration for examination once the SWAYAM Portal is open for exam registration.

➢ Provide the link of (http://ugcmoocs.inflibnet.ac.in/ugcmoocs/video_gallery.php) soft copy of the poster , radio jingles & TVCs (in 10 Indian languages) prepared by UGC on the University Website.

➢ Create awareness about the UG & PG MOOCs Courses being offered on the SWAYAM Platform, through the Social Media:-

➢ Create a Facebook/twitter/ Instagram Page of your university for SWAYAM Courses, and provide the link of Facebook/twitter/ Instagram Page on your university notice board and other prominent places so that it reaches students. along with UGC official twitter account :
@ugc_india and MHRD official twitter account: @HRDMinistry.

➢ Share the SWAYAM Courses details on these Social networking pages by tagging along UGC official twitter account: @ugc_india and MHRD official twitter account: @HRDMinistry.

➢ Send Press releases to your local news papers regarding the SWAYAM Courses.

5. **UGC Liaison Officer**

➢ Implement the reservation policy for SCs/STs in the Universities and Colleges.

- Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analyse the data showing the trends and changes towards fulfilling the required quota.
- Take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- Implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.
- Liaison between UGC and the academic institution
- Interpret the UGC mandates to be implemented in the institution.
- Represent the Institution's best interests to UGC.

6. **Public Relations Officer**
- Ensuring that the University and its activities, achievements and awards are communicated appropriately to both the internal and external public.
- Gathering news and feature information within the University, planning, drafting and writing press releases, feature articles, fact sheets, background material and other copy material for use in internal and external communications.
- Developing and maintaining contacts with the relevant media
- Developing comprehensive internal communications, writing, commissioning and editing material for the University magazine and the website, as well as coming forward with new imaginative initiatives to improve the flow of relevant information to and between staff.
- Raising the public profile of the University across all its disciplines, as well as enhancing the College's reputation with better public awareness of its goals, achievements and development, in accordance with the strategic objectives.
- Perform other related duties and special projects as assigned or directed.

7. **Placement Officer**
- Acts as a link between Students, and the Placements Cell.
- Provides the list of students eligible for placements from time-to-time to the Placements Cell.
- Keeps close contact with Placements Cell on daily basis for information and circulate the same to the concerned students, HoD and others related in the matter.
- Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
- Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
- Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
- Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
- Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.

- Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
- Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
- Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
- Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
- Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
- Ensure the college understand the changing market requirements and update the courses to help students improve their employment opportunity.
- Tie up with companies to open a channel of communication with suitable MoUs.

8. **Alumni Association Coordinator**
   - Manages the Alumni Affairs Office to ensure that it is operating in an efficient and effective manner in advancing the HCT's goals and objectives
   - Develops an annual plan outlining the goals and objectives of the Alumni Affairs aimed at maximizing alumni interest in and involvement with the HCT and its fourteen colleges
   - Develops and maintains an Alumni network (events, newsletter, activities, and outreach)
   - Develops and maintains an Alumni Database, Website, Alumni Network, and an online Alumni Community
   - Plans and manages all internal special events for Alumni and acts as the liaison to all College Alumni
   - Oversees communication functions for Alumni including publications and news clipping service
   - Keeps abreast of current college news and events
   - Conducts necessary surveys and analysis of graduates (employment information) and provides online information to graduates and members
   - Builds an Alumni Volunteer Program through mailing, phone calls, emails, etc.
   - Sources and coordinates fund raising opportunities between the HCT and its Alumni Affairs office
   - Must be able to work some evenings and weekends (for alumni and college events)
   - Performs other duties as directed by the Supervisor

9. **Student Counsellors**
   - Help students understand their learning needs and blocks, such as equipping them with study skills, doing semi-formal assessments for Learning Disabilities and Difficulties.
   - Keep abreast with career options as well as things such as entrance examinations, college requirements to guide the students in choosing the right career based on suitable aptitude tests.
   - Resolve issues such as bullying, clique formation, estrangement and infighting, are all issues that we worked with in our fieldwork setting.
   - Identification of problem behaviours and takes suitable steps to prevent the onset of psychosocial problems.

➢ Ensure that the student's home environment is secure and nurturing for her, as well as to keep the parents in the loop about the work done in counselling, and how to ensure that the results are maintained at home.

➢ Meet the teachers to ensure two basic things

   i) To keep the teacher in the loop about the work being done, and how to modify his/her behaviour accordingly, as well as for inputs about the conditions of the classroom

   ii) Help the teacher manage his own workload, by providing them with skills such as coping skills or problem solving strategies or emotional unburdening.

➢ Work with College Administration

10. NSS Coordinator - Programme Officer (PO) at college Level

➢ A Programme Officer is a Faculty member of the college nominated by the Principal to undertake the appointment. The Programme Officer is responsible for all NSS related activities in the College. One programme officer is Incharge of one unit only. The roles and functions of programme officer are as follows :

➢ As an Organizer - The PO needs to organize activities related to the aim of NSS and also the activities suggested by the NSS Centre

➢ As an Educator - The PO needs to update the volunteers by organizing orientation programmes to improve volunteer skills in the students enrolled for NSS

➢ As a Coordinator - The PO needs to coordinate with NSS Centre at the University for all activities to be conducted in the college by the NSS volunteers

➢ As a Supervisor - The PO needs to supervise all NSS activities conducted by the NSS volunteers of the college.

➢ As an Administrator - The PO needs to take prior approvals from the NSS centre before conducting any NSS activity.

➢ As a Public Relation Person - The PO has to exhibit PR skills to be an example for his/her volunteers

➢ Foreign Students Cell Coordinator

➢ Help the foreign national student to settle into the accommodation and inform him/her about the campus facilities like health centre, recreational facilities, canteen, etc.

➢ Help to complete the FRO registration formalities.

➢ Should extend academic help to the foreign nationals.

➢ Liaison with UFRO coordinator regularly.

➢ Try to help the foreign nationals in case of any problems faced by them.

➢ Try to familiarize the foreign nationals with the campus, city, its culture, etc.

20. Measures to Curb the Menace of Ragging

The Supreme Court Directive and UGC Regulations for prevention of ragging in educational institutions has made Nizam College to adopt a proactive role in curbing this negative blot and menace of ragging. For this an Anti-Ragging Committee and an Anti-Ragging Squad consisting of the administrators of the college, faculty, office staff, students and parents have been constituted. The Committee and the Squad have the following members:

Anti Ragging Committee
Chair Person
Prof. B. Bhima, Principal

Central Committee Members
Dr. C.V. Ranjani, Vice-Principal
Inspector of Police, Abids Police Station

Anti Ragging Squad Incharge :
Dr. C.V. Ranjani, Vice-Principal, Nizam College

To deter students from ragging others in the college, the following penalties are in Force.

Any student found indulging in ragging

- Will be expelled or suspended from the institution for a limited period or pay a fine with a public apology.

- Will forego their scholarships and other benefits.

- Will be suspended/expelled from hostel or mess

Any student who is a victim of ragging may lodge a complaint with the college authorities or the committee members mentioned above.

All information will be Confidential.

Ragging is a CRIME

Ragging is an offence under Govt. Prohibition of Ragging Act 1997, Punishable by six months to seven years imprisonment. Abettors will also face similar punishment.

Ragging, according to UGC Regulations means:

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.