



KAKATIYA GOVERNMENT COLLEGE

HANUMAKONDA, TELANGANA STATE – 506001

(Affiliated to Kakatiya University, Warangal)

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POLICY ON CODE OF ETHICS AND CONDUCT

COURSES OFFERED

UNDER GRADUATE COURSES:

B.A.(Telugu Medium)

- HEP : History, Economics, Political Science.
HEPA : History, Economics, Public Administration.
HPP : History, Political Science, Public Administration.
EPP : Economics, Political Science, Public Administration.

B.A.(English Medium)

- HPCA : History, Political Science, Computer Application
.HEP : History, Economics, Political Science.
HEPA : History, Economics, Public Administration.
HPP : History, Political Science, Public Administration
HECA : History, Economics, Computer Application.
EPP : Economics, Political Science, Public Administration.
EPCA : Economics, Political Science, Computer Application.
BA : (Geography, Sociology, Psychology, Journalism & Mass Communication offered through MOOCS)

B.Com.(EnglishMedium)

- B.Com : Computer Application
B.Com : Business Analyti.
B.Com : Taxation.
B.B.A. : Bachelor of Business Administration.

B.Sc. Physical Sciences (English Medium)

- MPC : Mathematics, Physics, Chemistry.
MPCs : Mathematics, Physics, Computer Science.
MStCs : Mathematics, Statistics, Computer Science.
MCCs : Mathematics, Chemistry, Computer Science
MStDs : Mathematics, Statistics, Data Science.

B.Sc. Life Sciences (English Medium)

- BCBt : Botany, Chemistry, Bio-Technology.
BCCs : Botany, Chemistry, Computer Science.
BZC : Botany, Zoology, Chemistry.
BZBt : Botany, Zoology, Bio-Technology.
BZCs : Botany, Zoology, Computer Science.
FZC : Fishery, Zoology, Chemistry.
MZCs : Microbiology, Zoology, Computer Science.
MBC : Microbiology, Botany, Chemistry.
MBZ : Microbiology, Botany, Zoology.
BtZC : Bio-Technology, Zoology, Chemistry.
MCCs : Microbiology, Chemistry, Computer Science.
MZC : Microbiology, Zoology, Chemistry.
MZBt : Microbiology, Zoology, Bio-Technology.
MCBt : Microbiology, Chemistry, Bio-Technology.
BSc : Crop Production, Zoology, Chemistry
BSc : Psychology offered through MOOCS.

Code of ethics policy documents

HUMAN VALUES

Human values are the virtues that guide us to take into account the human elements when we interact with other human values beings. Education should impart the human values, like respect, acceptance, considerations, appreciation, listening, openness, affection, empathy and love towards other human beings. Value education meets the social and emotional learning needs of the students. These human values make the students to put into practice their ethical values such as justice, integrity, refusal of violence. They convey a positive change. Human values enable us to live together in harmony and peace. They are the tools needed to manage human values. Kakatiya Government College is committed to impact quality education along with human values.

Human values are basic and fundamental benefits that guide or motivate or actions. They help us to determine what is important to us. Values are the motive behind purposeful action. They are the ends towards which we act and they come in many forms.

They build the character, human values refer to good virtues such as the following:

- Respect
- Honesty
- Integrity
- Truthfulness
- Compassion
- Love
- Hard work
- Reliability
- Open-mindedness
- Efficiency

Objectives:

- ❖ To inculcate values among the students
- ❖ To adopt right attitude in their personal life and career
- ❖ To bring awareness on ethics in diverse positions.
- ❖ To make the students to take decisions based on their individual value system
- ❖ To develop positive values to guide their behavior

PROFESSIONAL ETHICS

Professional ethics are principles that govern the behavior of a person or group in a business environment. Like values, professionals ethics on how a person should act to words other people and institutions in such an environment. Professional ethics establishes a baseline for common decency, respect, fairness, and integrity in a given business area. Our behavior is governed by different norms. They dictate what we ought or ought not to do.

The norms governing the behavior of a professional are:

- Individual morality
- Positive morality
- Legal norms
- Public law
- Private law
- Formal law
- Common law

Objectives:

- ❖ To inculcate ethically motivated interest in caring about community
- ❖ To uphold the dignity and reputation of the profession
- ❖ To provide work or services of quality with accepted standards and practices in the profession
- ❖ To observe strict ethical code in research activities

Duties of the head of the institution: The Principal

The Head of the Institution shall project a powerful image of the institution, play a dynamic role, maintain successful public relations and be a leader in organizing, academic, literary and cultural activities.

He shall exercise effective supervision by devising suitable means and setting up targets, watching the progress of work of teaching staff, going on frequent rounds during working hours, maintaining discipline and punctuality.

He shall ensure the regular implementation of academic and other programs in accordance with the academic directives of the Commissioner of Collegiate Education.

He shall handle the prescribed number of classes including tutorials in his subject and shall undertake a monthly review of the work of teaching staff.

He shall maintain a special register and record his observations about the work and conduct of his staff and issue suitable instructions to them whenever necessary. He shall enter special praise or adverse comments on the work and conduct of the teachers in their personal files, based on these observations.

CODE OF CONDUCT

The code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. In this line, the faculty, staff and students and other individuals representing the college are expected to comply with the same.

Campus Code of Conduct

1. Basic policy governing student life and student staff relationship

- 1.1 The college will endeavor to provide a living and learning environment in which the student can meet his/her academic goals. The college stands responsible for providing the student a clear understanding of academic requirements which are generally communicated in its brochures.
- 1.2 The college will determine when its rules are violated to determine the appropriate course of action. By enrolling in the college, the student accepts the responsibility of compliance with the college rules and regulations and is expected at all times to recognize constituted authority, to respect the rights of others, and to protect private and public property.
- 1.3 Every student has the right to all the advantages, prestige and honors accruing to a student of this Institute.
- 1.4 Maintain a high degree of multicultural awareness and shall be knowledgeable about and adhere to all applicable laws and statutes with respect to non-discrimination.
- 1.5 Shall be accompanied by respect and courtesy to others in the profession.

2 Administration

- 2.1 The Principal and Disciplinary committee of the College shall be responsible to direct the supervision and coordination of all student activities in the Institute.
- 2.2 Any complaints filed with legal authorities on behalf of the Institute as a result of violation of the Penal Code will be filed by the Security Officer of the Institute.
- 2.3 Disciplinary policies shall be administered by the Principal, Grievance Redressal Cell of the college
- 2.4 Disciplinary action will be administered by the Principal, Grievance Redressal Cell established with the advice and cancelling.

3 Leave

- 3.1. Prior written permission is required from the Principal at least a day in advance while availing CL or OD.
- 3.2. Not more than 50% of staff members in a Department will be allowed to go on OD / CL on a particular day.
- 3.3. 15 days of causal leave can be availed in a calendar year.
- 3.4. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
- 3.5. All employees must be on duty on the reopening day and the last working day of each semester.
- 3.6. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
- 3.7. Study leave for higher studies will be granted at the discretion of the management.
 - Maternity leave 180 days
 - Fraternity leave 15 days

In-Campus Professional behaviors include:

- Respecting the diversity of viewpoints found among colleagues.
- Refraining from unjustified or unseemly criticism of fellow members, other institutions and other organizations.
- Making certain when participating in joint activities that collaborators receive due credit for their contributions.
- Using office, designation and professional associations only for the conduct of official business

Grievance Redressal:

An individual or institution having received a complaint should:

- Respond to the complaint in a timely fashion
- Give credence to the opinions or positions taken by the complainant
- Treat the complaint as a confidential matter
- Resolve to carry the complaint process through to completion

Students Code Of Conduct

The code of conduct for students is meant to promote professional behavior and academic integrity, leading to an effective learning environment that prepares graduates for global competitiveness and all the students are required to follow it.

1. Every student shall wear clean, neat and formal dress, fit to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
2. Interact in a polite and respectful manner with all students and staff of the College at all times.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
4. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will face disciplinary action.
5. The college expects students of both sexes to foster a healthy and decent relationship both on campus and campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
6. During leisure hours, students are advised to use the library, and internet browsing center.
7. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
8. Late comers are forbidden from entering the classrooms.
9. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
10. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
11. Students should stay away from any anti-social activities.

12. Students should wear their identity cards during their stay inside the campus daily.
13. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
14. Ragging in any form is a serious offence and it will be dealt with severely.
15. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
16. Visitors are not allowed to meet the students in the classrooms.
17. Students should take care of their belongings. The institution will not be responsible for any loss.
18. Active participation in all the activities expected.
19. Students must keep the campus neat and clean and not throw waste in the campus, except in the waste baskets kept.
20. Students are strictly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
21. The following activities are prohibited:
 - Loitering without reason
 - Creating disturbance during college hours
 - Zooming on vehicles
 - Use of cell phones in the college premises
 - Ragging and eve teasing
 - Smoking inside the campus
 - Entertaining outsiders
 - Indulging in malpractices in test and examinations
22. Any violation of the above rules will invite penalty in the form of warning, fine, complaints to parents or any course of corrective measure as found suitable by any staff member or the highest authority of the College.

Faculty and Staff Code Of Conduct

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Every employee shall be governed by rules and regulations prescribed by the UGC under section 15 (c). Besides, the teachers have to –

1. Uphold the honor and dignity of the teaching profession
2. Provide an innovative and quality education to pupils.
3. Be impartial towards students.
4. Interact with the students in a friendly manner.
5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning.
11. Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty, sincerity and shall always act in the best interests of the college.
12. An employee shall be required to observe the scheduled working hours during which he/ she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he/she happen to

be the H.O.D, mentioning the contact address during the period of his/her absence from the headquarters.

13. No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
14. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
15. An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
16. No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
17. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redressed of the grievance or has delayed the matter beyond a reasonable time.

Non-Teaching Staff Code Of Conduct

The following traits are expected from the Non-teaching staff.

He / She must

- ❖ Report to duty on time
- ❖ Remain on duty during college hours.
- ❖ Adhere strictly to the laws and regulations of the college.
- ❖ Respect and maintain the hierarchy in the Administration.
- ❖ Maintain honesty, integrity, fairness in all activities.

- ❖ Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- ❖ Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- ❖ Must not intercept or misappropriate college money.
- ❖ Must not be absent from duty without official approval or approved sick leave.

Avoid social networking sites such as Face book, Whatsapp, etc during the working hours.

Semester : Choice Based Credit System (Cbcs)(Ug And Pg Courses)

The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

Course Structure:

- a. UG Courses in the CBCS are offered within the Semester pattern.
- b. There shall be six semesters in each UG course. The duration of an Academic year consists of two semesters, each of 15 weeks of teaching.
- c. The Academic session in each semester will provide 90 teaching days.
- d. The period of the odd semesters shall be from July to November and the even semesters shall be from December to April.
- e. There shall be six categories of courses/papers in the UG programmes :
 - i. AECC (Ability Enhancement Compulsory Course)
 - ii. CC(Core Course)
 - iii. DSC(Discipline Specific Course)
 - iv. DSE (Discipline Specific Elective)
 - v. SEC (Skill Enhancement Course)
 - vi. GE (Generic Elective)

Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

- f. Each course/paper shall have a character code which indicates

- i. The Department
 - ii. The Semester
 - iii. The course No./Paper No.
- g. The detailed UG course structure for each Department will be designed by the UG Board of Studies of the Department and finalized by the Faculty and approved by the Standing Committee of the Academic Senate of the University from time to time.
- h. Skill Enhancement Course SEC (Choice Based):
Each department shall offer one SEC paper in each of the Semesters III, IV, V and VI. Students shall choose one SEC paper from a pool of 3 for BA and BSc. based on their optional. For B.Com the pool will consist of 2 SEC papers per semester out of which the student has to do only one.
- i. Generic Elective GE:
Each department has to offer a Generic Elective in Semester V to students of other departments. Student has to select one of them.

ATTENDANCE:

- **75% of attendance is compulsory** for all students. A student shall be considered to have satisfied the requirement of attendance for appearing for the semester end examination, if he/she has attended not less than 75% of the number of classes held upto the end of the semester including tests and practical's etc.
- However, there is a provision for condonation of attendance for the students who have attendance between ~: 65% and < 75% on Medical Grounds on payment of a fee and production of medical certificate.
- If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall
- be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College

- concerned.
- A student **who does not satisfy the requirements of attendance shall not be permitted to take internal assessment** as well as the Semester end examinations.

EVALUATION SYSTEM : (CGPA and SGPA)

Cumulative Grade Point Average -CGPA Semester Grade Point Average - SGPA

- **Credit** : Credit means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.
- **Grade Letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E, F. There is a range of marks for each Grade Letter. In case the student is absent for any exam, Abs is indicated in the memo in place of the Grade Letter.
- **Grade Point** is weight age allotted to each grade letter depending on the marks awarded in a course/paper

AWARD OF GRADES:

Range of % of Marks	Grade Letter	Grade Point
≥ 85 to 100	O	10
≥ 70 to <85	A	9
≥ 60 to <70	B	8
≥ 55 to <60	C	7
≥ 50 to <55	D	6
≥ 40 to <50	E	5
< 40	F	0
Absent	Ab	-

Semester Grade Point Average (SGPA):

- Credit Points for the paper = No. of Credits assigned for the paper x Grade Point secured for that course/Paper
- SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

$$\text{SGPA} = \frac{\sum (\text{Letter Grade Points}) \times \sum (\text{Credits})}{\sum (\text{Credits})}$$

$$\sum (\text{Credits})$$

Then,

$$\text{CGPA} = \frac{\sum (\text{SGPA}) \times \sum (\text{Credits})}{\sum (\text{Total Credits})}$$

$$\sum (\text{Total Credits})$$

- Note: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers)

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The percentage of marks shown in column III is the marks secured by the student in the internal Assessment and Semester End Examination put together.

Example: BSc/B.com/BA

Semester – I

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I	4	60 (Theory)	B	8	4x8=32
Paper-I	4	50 (Theory)	D	6	4 x6=24
Paper-III	4	70 (Theory)	A	9	4x9=36
Paper-IV	4	75 (Theory)	A	9	4 x 9 = 36
Paper-V	4	75 (Practicals)	A	9	4x9=36
Paper-VI	4	80 (Practicals)	A	9	4x9=36
Total	24				200

Note: The number of practical papers and the credits assigned may vary from one Course to other. Total Credit Points obtained for all the papers in the Semester-I = **200**

Total Credits assigned to all the papers in the Semester-I = **24**

SGPA = $\frac{\text{Total Credit Points in the Semester- I}}{\text{Total Credits in the Semester- I}}$ = $\frac{200}{24}$ = 8.33

Total Credits in the
Semester- I SGPA for Semester- I =
8.33

Similarly, semester II, III, IV, V and VI should be calculated as per the above procedure.

Cumulative Grade Point Average (CGPA):

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (6 Semesters) .CGPA is obtained by dividing the total number of credit points (CPTs) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CG PA.

Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters. Example: BSc/B.Com/B.A

I Semester: Total CPTs =	200	Total Credits	24
		=	
II Semester: Total CPTs =	212	Total Credits	24
		=	
III Semester: Total CPTs	213	Total Credits	25
		=	
IV Semester: Total CPTs =	218	Total Credits	26
		=	
V Semester : Total CPTs =	216	Total Credits	24
		=	
VI Semester : Total CPTs =	210	Total Credits	22
		=	

CGPA = $\frac{\sum \text{Total CPTs of Semester I, II, III, IV, V, VI}}{\text{Total Credits}}$

Σ Total Credits of Semester I, II, III,
IV, V, VI In the present example:

$$\text{CGPA} = \frac{200+212+213+218+216+210}{24+24+25+26+24+22} = \frac{1269}{145} = 8.75$$

Method of Evaluation :

- Semester End Examination of Ability Enhancement Compulsory Course (AECC) shall be conducted by the University and its marks shall be a part of SGPA and CGPA.
- AECC has 2 credits and will be evaluated for 50 marks:
 - 10 marks internal assessment (10 MCQs and 10 FIBs of half mark each);
 - 40 marks for Semester End exam (Section A: 10 marks - 2 short answers of 5 marks each, one from each unit: Section B: 30 marks - 2 long answers of 15 marks each, from each unit with internal choice).
- Pattern of internal evaluation in UG Core and Elective papers (4 and 5 credit courses I papers) is 2 internal assessment tests of 15 marks each to be averaged and I assignment of 5 marks for a total of 20 marks.
- Each internal assessment question paper consists of 10 MCQs of 1/2 mark each; 10 FIBs of 1/2 mark each; 5 short answers of 1 mark each.
- No assignments for any 3 credit ,core I ,elective course I paper.
- NO INTERNAL EXAM for practical courses. Each I Credit Practical examination is evaluated at the end of the semester for 25 marks. Evaluation by internal examiners for I, III & V Semesters and for II, IV & VI End Semesters by external examiners.

Pattern of Semester End Exam for UG Core and Elective papers(4 and 5 credit courses I papers):

A. For Arts, Commerce and Social sciences:

- 5 Credit Course/ Paper (80 marks): **Section 'A' (20 marks)** consists of 8 Short Answer Questions (at least one from each unit) out of which 5 questions are to be answered. Each question carries 4 marks. **Section 'B' (60 marks)** - 5 long answer / essay type questions of 12 marks each with internal choice (2 to be set

per unit).

- 4 Credit Course/ Paper (80 marks): **Section 'A' (20 marks)** consists of 8 Short Answer Questions (two from each unit) out of which 5 questions are to be answered. Each question carries 4marks. **Section 'B' (60 marks)** - 4 long question answer I essay type questions with internal choice (2 to be set per unit). Each question carries 15 marks.

B. For Science:

- 4 Credit Course / Paper: (80 marks): **Section 'A' (20 marks)** consists of 8 Short Answer Questions (two from each unit) out of which 5 questions are to be answered. Each question carries 4 marks, **Section 'B' (60 marks)** - 4 long question answer / essay type questions with internal choice (2 to be set per unit). Each question carries 15 marks.
- 3 Credit Course / Paper (60 marks): **Section 'A' (15 marks)** - consists of 8 Short Answer Questions (at least two from each unit) out of which 5 questions are to be answered. Each question carries 3 marks. **Section 'B' (45 marks)** - 3 long answer/essay type questions of 15 marks each with internal choice (2 to be set per unit).

NOTE:

The marks secured by the student in the internal tests, assignments, Seminars, practicals, project work and semester-end examinations are converted into SGPA and CGPA.

Improvement of Grades and Completion of the Course:

Candidates who have passed in a theory paper/papers are allowed to appear again for theory paper/papers only once in order to improve his/her grade, by paying the fee prescribed by the University. If a candidate improves his/her grade, then his/her improved grade will be taken into consideration for the award of SGPA only. Such improved grade will not be counted for the award of prizes/medals, Rank and Distinction. If the candidate does not show improvement in the grade, his/her previous grade will be taken into consideration. Candidates will not be allowed to improve marks/grade in the internal assessment, seminars and Project Work.

Promotion, Re-admission Rules & Maximum Time for Completion of Course: Rules of promotion are as under:

Sl. No.	Semester	Conditions to be fulfilled for Promotion	
1	From Semester-I to Semester-II	Undergone a Regular Course of Study of Semester-I and registered* for the Semester-I examination.	
2	From Semester-II to Semester-III	a) Undergone a Regular Course of study of Semesters-I and II. and b) The number of backlogs if any, of Semester-I and II taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II.	
		Number of papers/ subjects prescribed for Semesters - I & II	Number of backlogs permitted
		BA 12 B.Sc 18 B.Com 14	6 9 7
3	From Semester IV to V	a) Undergone a Regular Course of study of Semesters-I, II, III and IV b) The number of backlogs if any, of Semester-I, II, III and IV taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I, II, III and IV	
		Number of papers / subjects prescribed for Semesters-I, II, III & IV	Number of backlogs permitted
		BA 24 B.Sc 36 B.Com 28	12 18 14
4	From Semester-V to Semester-VI	Undergone a Regular Course of study of Semester-V and registered* for Semester-V examination.	

*** Registration means obtaining a Hall Ticket for the said examination.**

The procedure to be followed for granting readmission to the students in the following cases:

1. A student who did not put in the required attendance in a semester/year of a course and thus detained
 2. A student who did not pass in the required number of papers and thus detained
 3. A student after completing a semester/year did not continue their studies in the next immediate semester/year on personal /health grounds but desired to continue his/her studies after a short break
 4. A student who has put in not less than 40% of attendance in a Semester and not registered for the examination, can take re-admission in the same semester.
 5. Candidates who, after completing a semester / year of the course but taken TC to join some other course and come back to continue the earlier course.
- In all the above cases, readmission is permissible provided they are within the period of three years. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college

- All the readmissions including such of those students who take TC and come back, shall be granted by the Principals of the concerned colleges directly subject to the fulfillment of the following conditions stipulated by the

University.

1. They should have been promoted to next higher class/semester in which they are seeking readmission.
2. They should join the course within 4 weeks in case of semester system from the date of commencement of classes
3. They should be able to complete the course within five years from the year of their original admission.
4. They should pay the readmission fee as prescribed by the University

NOTE: No readmission shall be made after the cutoff date (4th week in a 15 week semester) under any circumstances. The cutoff date for granting

readmission shall be reckoned from the date of commencement of classes for different courses as per the almanac communicated by the University every year.

5. In the normal course of time a candidate is expected to complete UG Degree course within three years from the date of admission.
6. Whenever the syllabus is revised, the candidate reappearing shall be allowed for UG Degree examinations according to the old syllabus up to 5 years from the time of his/her admission.
7. The six-semester three -year course should be completed by a student within 5 years (3 + 2) as per the guidelines of UGC approved by Osmania University Standing Committee of the Academic Senate on 28-01-2016.
8. Any student from earlier year-wise UG programme seeking readmission from the academic year 2017-18 onwards will have to opt for CBCS semester system.