

University of Hyderabad



College for Integrated Studies (CIS)

5-Year Integrated Masters' Programme

Handbook of Essential Information

Academic Year - 2020-21

University of Hyderabad - e-Governance Portal

All the students have to regularly follow the University of Hyderabad e-Governance portal for online submission and academic updates:

- *Each student has to obtain her/his login ID and Password from e-Governance Cell immediately after completing admission formalities for verifying/updating their profile details and all the academic updates viz., attendance, exam results etc.*
- *Online Course Registrations (every semester);*
- *Registration of Foundation Course/s;*
- *Online Semester Registration (every semester);*
- *Online payment of semester and exams fee ;*
- *Online submission of scholarship/fellowship application/s;*
- *Online submission of application for Hostel accommodation;*
- *For more details please visit UoH e-governance portal or email to:*

e-Governance Help Desk : egovhelpdesk@uohyd.ac.in

Phone No. 040 – 23134040

Psychological Counsellor/s

DR. B. HYMAVATHI, 9515667087

MR. M. SUBHASH, 8008477643

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University of Hyderabad
College for Integrated Studies

P.O. Central University
Prof. C.R. Rao Road
Gachibowli
Hyderabad – 500 046 (TS)

Dear Student,

We welcome you to the University of Hyderabad on behalf of the University fraternity and CIS. We intend to make your stay at the University interesting and useful. A well developed campus ensures that you have a holistic experience. This booklet contains information that will enable you to understand the course structure and other requirements to complete your program successfully and should be read in conjunction with the prospectus. Wishing you the very best in your studies with us.

*Prof. Sanjay Subodh
Director*

*Prof. Krishnaveni Mishra
Associate Director*

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Other Important Numbers: The names of the respective Deans and Coordinators are available with the Office

| | |
|--------------------------------|-------------------|
| ICC Office | 4095 |
| DSW Office | 2500 |
| Chief Warden | 2505 |
| Security Office | 2425 |
| Health Centre | 2400 |
| Ambulance | 208 |
| Sanitation | 2405 |
| Engineering Substation | 2351 |
| Student Services | 2502 |
| Academic Section | 2103 |
| Examination Section | 2120 |
| Students' Union | 2640 |
| Library | 2600; 2615 |
| Registrar | 2100 |
| Controller of Examinations | 2101 |
| Joint Registrar (Acad & Exams) | 2102 |

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College for Integrated Studies

Information Brochure

Introduction

In the process of the fulfillment of the set objects of the University, a Centre for Integrated Studies (CIS) was established in the year 2006-07 to offer 5 year Integrated Master's Degree courses in several subjects with the goal of imparting specialized education to the students on completion of their +2 level of education. In the year 2014, it was renamed as **College for Integrated Studies**.

Courses offered by the College

The College offers 5-year Integrated Master's Degree courses in Science, Humanities, Economics and Social Science subjects.

An overview of the above courses:

The M.A. (5-Year Integrated) and M.Sc. (5-Year Integrated) course of the University of Hyderabad is not merely an integrated program that combines pre-graduate and post-graduate studies, but is also trans-disciplinary, cutting across several disciplines.

Its special features are:

Faculty : Faculty to teach at CIS are drawn from Post-Graduate Departments of the University. Students get to be taught by experienced and renowned faculty which is not possible at many other places.

Facilities: Central Library with a good collection of books, **periodicals and database**, computer facility with

internet access, experimental laboratories and hostel accommodation on the campus. CIS has its own Library too to cater to the needs of CIS students.

Flexibility: The credit system has the advantage of allowing the student choice of courses.

Research orientation: There is a component of research project in the last year (5th year) of the Science programme and students are also encouraged to take up internships in the vacation period.

Breadth: The subjects from Sciences, Humanities, and Social Sciences are offered in the first 2/3 years for the students of the Integrated Programme at CIS as per the course schedule given.

Academic atmosphere: CIS students would be in the midst of 5500 students on campus engaged in higher studies and research.

Health Centre

The University Health Centre, managed by a team of doctors, supported by nurses / paramedical staff, caters to the **basic Out Patient treatment and has few beds for emergency Inpatient treatment.** The health Centre has an X-Ray Unit, an ECG machine and a dedicated laboratory for conducting various clinical investigations. Specialists such as Ophthalmologist, Orthopedician, and Physiotherapist are available on specific days. Round-the-clock **Ambulance** facility is available for emergency purposes in addition to the Emergency Ambulance (108) provided by the State Government. University also has a facility of Psychological Counselling on the campus.

Health Insurance Policy for Students

There is a Health Insurance Policy for all the students of University of Hyderabad with Out-patient and In-patient claims. The details of policy are notified by the office of the Dean, Students' Welfare, after the renewal of policy every year.

Students' Welfare

The office of the Dean of Students' Welfare looks after the welfare of the students with active support from the elected representatives of the students, Faculty and administration. A Student Counseling Service by professionals is available in the University. In case of any student requiring parental guidance, his/her parents will be informed accordingly. There is a Students' Union which caters to the students' interests and promotes cultural and sports activities. The elections to the Students' Union are conducted by the students themselves.

Important points to be noted

- a) All courses are full-time regular courses.
- b) The medium of instruction is English for all the courses except the language courses which are taught in the language concerned. Therefore, proficiency in English is required. Students can avail themselves of the facility of UoH Enrichment Programme for improvement of English language.

Mentors for the students of 2020 batch:

Students who join immediately after completing their +2 take time in getting adjusted to the campus environment and need some sort of support to make them walk through that period.

As in previous years we have one faculty from each Department to act as Mentor for the students of different programmes at CIS. The faculty members would be Mentor for the students of 2020 batch till they complete the programme. The mentor would lend ears to student's problem and monitor his/her progress and guide them accordingly.

The students may feel free to get in touch with their Mentor any time in case of any need/advise/guidance etc.

Details of the Mentor/s will be notified soon:

Courses in Sciences

The subjects for M.Sc. (5-Year Integrated) courses in Mathematical Sciences, Physics, Chemical Sciences, Systems Biology and Applied Geology are common in the first 4 semesters. However, choice of optional are given in the third and fourth semester, where students can choose the optional as per their interest and specialization. Specialization begins from the 3rd year. This organization provides depth in the area of specialization based on a broader understanding of all science subjects. The students with Biology background at +2 stage, who left Mathematics after 10th are expected to put in necessary effort to learn Mathematics needed for other courses. Similarly, the students who studied Mathematics at +2 stage and left Biology after 10th are expected to learn necessary biology. To provide necessary help in this direction, bridge courses are offered in the first semester. The students who join the programme are required to attend the relevant bridge courses. They are also encouraged to approach and seek help of the faculty members concerned and their Mentors.

| Semester -I | Semester -II |
|---|---|
| English - I | English - II |
| Math - I | Information Technology - I |
| Mechanics | Introductory Biology |
| Mechanics (Lab) | Math-II (Multivariable Calculus, Mathematical Analysis) |
| Stoichiometry, Solutions & Gases | Energetics & Kinetics |
| Qualitative Analysis Lab | Waves & Oscillations, Light and Sound |
| Environmental Studies | Introductory Biology (Lab) |
| Foundation Course – Foundation Biology – Compulsory for students of MPC in +2. | Waves & Oscill, Light & Sound (Lab) |
| Foundation Course – Bridge Mathematics – Compulsory for students of BPC in +2. | Quantitative Analysis (lab) |
| MBIPC students can opt any course of their choice from the pool of Foundation Courses. | Foundation Course-II |

| Semester - III | Semester - IV |
|---|---|
| Math - IIIA (ODE) | Math 4B (Algebra: Group theory and vector spaces) |
| Math - IIIB (Prob.& Stats.) | Math 4A (Analysis) |
| Electricity and Magnetism | Modern Physics |
| Structural Chemistry | Mathematical Methods for Physics/Intro. Astro Physics |
| Structure and Function of Macro Molecules | Basic Organic Chemistry |
| Information Technology - II | Basic Supramolecular Chemistry / Basic Polymer Chem. |
| Electricity and Magnetism Lab | Molecules & Information Processing (Molecular Biology) |
| Physical Chemistry Lab | Evolution and Diversity / Neuroscience of Behavior |
| Macromolecules Lab | Dynamic Earth |
| Introduction to Planetary & Earth System Sciences | Fundamentals of Structural Geology and Geomorphology |
| | Phys Lab (Heat&Thermodyn. Lab) |
| | Chemistry Lab (Identification of Organic Compounds Lab) |
| | Biology Lab (Information Processing) |
| | Field Geology |

Courses in Humanities

M.A.(5-Year Integrated) courses in Languages (Telugu/Hindi) and Language Sciences lead to an M.A. (5-Year Integrated) degree in the respective subjects. Students however, in the first three years get a broad foundation for their degree by being exposed to the basics of several disciplines which also includes courses from social sciences.

| M.A.(5-Year Integrated) Humanities | |
|---|---|
| Semester - I | Semester - II |
| English-I | English-II |
| MIL - I | MIL-II |
| Environmental Studies | Intro. to Communication |
| Introduction to Language Sciences/Indian Literature Telugu (Classical Literature - Personality Development /Hindi SahityaKaEthihasAurMadhyakal een-Kavya/Hindi VyakaranAurRachana/ Urdu Level-I | Introduction to Languages of India/ Indian Language Telugu/PrayojanaMoolak Hindi/Hindi BhashaAurSampreshan/Bigin ners Sanskrit/Urdu Level-II |
| One Humanities Course | One Humanities Course |
| Foundation Course - I | Information Technology-I |
| | Foundation Course - II |
| | |
| Semester - III | Semester - IV |
| English-III | English-IV |
| MIL - III | MIL-IV |
| Sound Patterns / Introduction to Telugu Language in Literary Forms/Audhunik Hindi SahityaKaEthihas(1850 Se 1947 Tak) | Introduction to Syntax/Telugu Poetics/Official Language Hindi & Translation |
| Word Patterns /Indian Literature Telugu-Classical Poetry and Prosody / Audhunik Hindi Gadya Sahitya-1(1850 Se 1947 Tak)/ Hindi BashaPrayog | Introduction to Phonology/Introduction to Language and Literature/Modern Hindi Poetry/Hindi Bhasha Computing/Intermediate Sanskrit/Urdu Level-II/III |
| One Humanities Course | |
| | |

| Semester – V | Semester - VI |
|---|---|
| Introduction to Public Administration | Introduction to Language and Literature /Classical Telugu Grammar – 2 /Rajbhasha Hindi: Vivid Adyan |
| Introduction to Semantics/ Classical Grammar and Prosody/BharathiyaSahityaKaA vadharana | Introduction to Lexicography / Classical Poetry /Adhunik Hindi Gadhya-Sahitya Bhag-2 |
| Introduction to Computer Applications for Indian Languages/Indian Literature-Telugu - History of Telugu Literature-I/Hindi Patrakarita | Introduction to Language and Society / Telugu Poetics / BharatiyaAurPashchatyaKaavya Shastra KaParichay |
| Introduction to Language : The Elements of Creative Writing in Telugu/General Linguistics and Structure of Hindi Language/Introduction to Linguistics Data Analysis | One Social Science Courses |
| Intro. to Economics | |

Details of courses to be selected will be notified every semester.

Courses in Social Sciences(History / Political Science / Sociology / Anthropology)

M.A. (5-Year Integrated)course in Social Sciences leads to the award of Master's Degree in Economics, History, Political Science, Sociology, and Anthropology. The students admitted to M.A.(5-Year Integrated)Social Sciences maketheir choice of the discipline at the time of

admission in which they want to get the degree after fulfilling the minimum number of credits specified in each department.

| <u>M.A. (5-Year Integrated) Social Sciences</u> | |
|--|--|
| <u>Semester - I</u> | <u>Semester - II</u> |
| English-I | English II |
| Language-I | Information Technology-I |
| Environmental Studies | Intro. to Gender Studies |
| Study of History | Indian Constitution |
| Intro. to Study of Society | Introduction to Anthropology |
| Introduction to Economics | Principles of Reasoning |
| Foundation Course – I | Foundation Course – II |
| <u>Semester -III</u> | <u>Semester -IV</u> |
| Language-II | Introduction to History and Society in India -II |
| Introduction to History and Society in India I | Political Ideology |
| International Relations | Changing Indian Family |
| Equality and Inequality | Anthropology of Marginalized Communities |
| Indian Civilization | Political Economy |
| | Applied Ethics |
| <u>Semester - V</u> | <u>Semester -VI</u> |
| Introduction to History and Society in India - III | Religion and Society in Medieval World |
| Approaches to World History | Contemporary History of India |
| Rural and Urban Societies | Approaches to the Study of Politics |
| Contemporary Development Issues | Themes in Indian Politics |
| Prehistoric Cultures | Religion and Society |
| Anthropological Theories of Human Society | Work and Organisation |
| Introduction to Public Administration | Anthropological Field Work |
| Comparative Politics | Approaches to Socio- |

| | |
|-----------------------|---------------------------|
| | Cultural Change |
| Theories of Society | Roots of Social Protest |
| Caste in Modern India | Intro. to Social Research |

Courses in Economics

| MA (5-Year Integrated) Economics | |
|----------------------------------|---------------------------------|
| Semester - I | Semester - II |
| Introduction to Economics | Basic Mathematics-II |
| Basic Mathematics-I | English-II |
| English-I | I.T. - I |
| Environmental Science | Elective - I |
| One Social Science Course | Elective - II |
| Foundation Course-I | Foundation Course-II |
| | |
| Semester - III | Semester - IV |
| Principles of Microeconomics-I | Principles of Macroeconomics-I |
| Probability and Statistics | Principles of Microeconomics-II |
| English/Indian Language-I | Political Economy |
| I.T. - II | English/ Indian Language-II |
| Elective - III | Elective - V |
| Elective - IV | |
| Semester - V | Semester - VI |
| Principles of Macroeconomics-II | International Economics |
| Introduction to Econometrics | Development Economics |
| Principles of Public Finance | Indian Economy |
| Elective - VI | Elective - VIII |
| Elective - VII | Elective - IX |

Details of courses to be selected will be notified every semester.

**Students can email their grievance to :
cisgrievance@uohyd.ac.in**

Courses in Health Psychology

| <u>Semester - I</u> | <u>Semester - II</u> |
|--|--|
| Introduction to Psychology | Cognitive, Conative & Affective Processes |
| Psychology Lab-I | Psychology Lab-II |
| English-I | English-II |
| Environmental Studies | Information Technology- I |
| Mechanics | Physics (Waves and Oscillations; Light and Sound) |
| Foundation Biology | Introductory Biology |
| Intro. to Study of Society | Intro. to Languages of India |
| Foundation Course-I | Principles of Reasoning |
| | |
| <u>Semester- III</u> | <u>Semester - IV</u> |
| Cognitive Psychology | Social Psychology |
| Psychology Lab-III | Introduction to Statistics in Psychology |
| Information Technology - II | Psychology Lab-IV |
| Modern Indian Language (Telugu/Hindi/Urdu) | Physics (Modern Physics / Statistical Thermodynamics / Mathematical Methods for Physics) |
| Electricity and Magnetism | Applied Ethics |
| Equality and Inequality | Intro. to Phonology |
| Introduction to Philosophy | |
| Introduction to Morphology | |

Students can email their grievance to :
cisgrievance@uohyd.ac.in

Details of courses to be selected will be notified every semester.

Extra Course/Credits

A student can take courses over and above those stipulated for a semester and can accumulate extra credits in a given semester.

In addition to regular courses, the following extra courses are offered in either odd or even semester, based on availability of faculty resources:

Introduction to Music; Foreign Languages (French, German, Spanish, Arabic);

Note: These courses cannot be taken in lieu of regular subject credit course/s;

Audit Course

There is a provision for auditing of not more than one course in each semester. Students who desire to audit course over and above the number of courses prescribed have to choose from amongst the courses offered by different departments in that semester and inform the CIS in writing. Courses thus audited should also be indicated in the Registration forms along with other courses opted for that semester.

Only one Extra / Audit Course is allowed per semester during 3rd to 6th semester, provided there is no clash in class timings.

EXTRA COURSE / AUDIT COURSE – ONCE OPTED WILL NOT BE ALLOWED TO CANCEL.

Choice Based Credit System (CBCS)

University also runs a number of Fundamental and Elective courses every semester. Students are allowed to take a Fundamental/Elective course cutting across

discipline boundaries. For some of the elective courses, pre-requisites are there, which need to be adhered to.

Tutorials

On the basis of the request of a sizeable number of students for additional guidance in coping up with the subjects, the Heads/Deans of the participating Departments/Schools are requested to provide tutorial support for small groups **and is operationalized** subject to availability of human resources. Students can approach office of CIS in this regard.

Enrichment Programme

The University of Hyderabad Enrichment programme organizes Spoken English / UGC NET Classes / UGC/JRF/NET Classes (Paper-1) for the benefit of students.

Computation of SGPA / CGPA

Evaluation of Integrated PG courses is done under the Grading System. There are 7 letter grades; A+, A, B+, B, C, D and F on a 10-point scale which carry 10,9,8,7,6,5,0 grade points respectively.

The following is the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{SGPA (Si)} = \sum(\text{Ci} \times \text{Gi}) / \sum \text{Ci}$$

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses done by a student over all the semester of a programme, i.e.

$$\text{CGPA} = \sum(\text{Ci} \times \text{Si}) / \sum \text{Ci}$$

Where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

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Attendance

Students are expected to attend all their classes without fail. A student needs to attend **at least** 75% of the classes held in each course in order to be eligible to write the end-semester examination. If the student has been absent for medical reasons, **up to 5% of the shortfall of attendance would be condoned** (only in regular semesters **not in** Summer semester) subject to submission of the relevant medical certificate to the Director, CIS. If, due to unusual circumstances, the student's attendance falls far short of the required percentage, he/she may bring it to the notice of his/her course instructor/teacher/Director/Associate Director well in advance. He/she can then explore the possibility of dropping the semester and **registering** during the next

semester as per University rules. Students who are not found eligible to take semester examinations due to shortfall of attendance, may be considered for re-admission to the course concerned when it is offered in the following academic year. Prospectus may please be consulted for detailed information about attendance.

It may be noted that it is the responsibility of student to monitor his/her attendance and inform the instructor and inCIS Office about his/her absence. 75% attendance is the norm for writing end-semester examinations.

Absence from classes continuously without information for 10 days shall make the student liable to have his/her name removed from the rolls of the University.

Internal Assessment

The University of Hyderabad has a rigorous continuous internal assessment mechanism. The student can get the best out of this system if he/she is well informed about how it works right from the beginning. Schedule and nature of tests/assignments/quizzes that are due may be followed. The specific nature of the assignments/tests is discussed by the faculty in the class and can vary from course to course. In case of any doubt, the student may get in touch with the faculty concerned. **The student will be given a minimum of three assessments per semester in each course from which the best two grades/marks will be considered for the purpose of calculating the result of continuous internal assessment.** This will make part of one's final grade in the course.

End-semester Examination

A final examination at the end of the semester in each course will follow the internal assessments during the semester.

The final result in each course is calculated on the basis of continuous assessment and performance in the end-semester examination.

Scheme of Examination

The performance of each student enrolled in a course will be assessed at the end of each semester. Evaluation of all P.G., Advanced P.G./P.G. Diplomas, M.Phil., M.Tech and Integrated PG courses is done under the Grading System. There are 7-letter grades; A+, A, B+, B, C, D and F on a 10-point scale which carry 10,9,8,7,6,5,0 grade points respectively.

The final result in each course is determined on the basis of continuous assessment and performance in the end semester examination which is in the ratio of 40:60 in case of theory courses and 60:40 in laboratory courses (practicals).

Supplementary Examinations

Students should obtain a minimum of 'D' grade in each course in order to pass in the Postgraduate, Adv.PG/ Postgraduate diploma, M.Phil., M.Tech. and Integrated PG courses. Students who obtain less than 'D' Grade in any course, may be permitted to take the supplementary examination in the course/s concerned within a week after the commencement of the teaching of the next semester or in accordance with the schedule notified.

Appearance at such examinations shall be allowed only once. Those students who get less than 'D' grade in the supplementary examination also shall have to repeat the course concerned or take an equivalent available course with the approval of the Head of the Department/Centre and the Dean of the School concerned. Such approval should be obtained at the beginning of the semester concerned

Special Supplementary Examinations

The PG and 5-year Integrated PG students who after completion of the prescribed duration of the course are left with backlogs are eligible to appear for special supplementary exams subject to a maximum of two courses where number of courses in a semester are four and a maximum of three courses where the number of courses in a semester are more than four and subject to approval from competent authority. Appearance in such exams shall be allowed only once. *Students with shortage of attendance are not eligible to appear for Special Supplementary Examinations.*

Improvement Examinations

Students securing 'D' grade in the course of a semester may be allowed to improve their marks in one course in a semester. Appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.

The improvement examinations will be conducted along with the supplementary examinations within a week of the commencement of the teaching of the next semester or as per the schedule prescribed.

For the purpose of determining the Division, the better of the two performances in the examinations will be taken into consideration.

The facility for improvement shall be open to all those who want to improve their grade irrespective of the CGPA obtained by them in the examination concerned. However, one should clear all courses of a particular semester in which he/she intends to take an improvement examination.

Scribe for Visually Challenged Students

Scribe for Visually Challenged Students of CIS will be provided by CIS during end-semester examinations; Scribe should be a student of UoH; should not have opted the course for which he/she is writing the exam; An amount of Rs.300/- will be paid to the Scribe for each exam; Scribe should not involve in any unfair means / cheating during examination; Allotment of suitable Scribe rests with the Office of CIS

**Students can email their grievance to :
cisgrievance@uohyd.ac.in**

Malpractice (Prevention and Disciplinary Action) Rules:

Malpractices in minor and major exams will be severely punished whenever detected and will be dealt with as per the approved guidelines recommended to deal with cases of

malpractices by the 76th Academic Council, the prescribed rules are notified @ <http://www.uohyd.ac.in/images/academics/malpractices-rules.pdf>, which are known as Malpractices (prevention and disciplinary action) rules.

Re-admission

Students who are not found eligible to take semester examinations and also those who are not promoted to the next semester of the course may be considered for readmission to the semester concerned of the immediately following academic year. Such students should seek readmission before the commencement of classes for the semester concerned or within a week of the commencement of the semester concerned, if they are appearing in the supplementary examinations. Such students are given an option either to undergo instruction for all the courses of the semester concerned or instruction in only such courses in which they have failed on the condition that the option once exercised will be binding on the student concerned.

Recourse/Repeat course

A student can clear the backlog course/s by repeating/recourse during their future course of study i.e., when the student is pursuing higher semester. Formal procedure in this regard has to be completed by the student well in advance.

Backlogs

No student of M.A./M.Sc. (5-year Integrated) courses shall be allowed to move to the next semester, if he/she has a backlog of more than 50% of the courses of that semester subject to a maximum of 5 backlogs at any given point of time including the backlogs of previous semester/s, if any.

M.Sc. (5-Year Integrated) students admitted from 2017-18 onwards must clear all their backlogs accumulated during their first 2 years before moving to 3rd year or V semester. Similarly, M.A. (5-Year Integrated) students admitted from 2017-18 must clear all their backlogs accumulated during their first 3 years before moving to 4th year or VII semester. In case, M.Sc/M.A. (5-Year Integrated) students admitted from 2017-18 does not clear all their backlogs accumulated during first two/three years respectively, then they will not be allowed to move to the next semester.

Re-evaluation

Request from the students for re-evaluation should reach the Dean of the School / Head of the Department/Centre within 15 days of the announcement of the results.

On the basis of representation submitted by students every School/Department/Centre will constitute a Grievance Committee consisting of 3 or 4 teachers to examine the complaints received from the students regarding their assessment.

Exit Option

All courses are full time regular courses. Option of Exit with a Bachelor's degree has been introduced for

students admitted from the academic year 2015-16 onwards. The distinguishing features of the exit option are:

- I. It will be available at the end of three years in the case of M.A.(5-Year Integrated)(Humanities / Social Sciences) / M.Sc. (5-Year Integrated) (Sciences) students admitted during **or after** the year 2015-16. In the case of Integrated Optometry and Vision Sciences Programme the 'Exit Option' would be given at the end of fourth year. Exit with a Bachelors degree is subject to fulfillment of the requirement of First Degree Programme. Details of requirements would be disseminated through the orientation programme(s) conducted for the purpose. Students are advised to consult the office for the same.
- II. Students who exercise 'Exit option' at the end of three years of MA/MSc (5-Year Integrated) will be given B.A./B.Sc. Certificates. Students in Optometry and Vision Sciences will get a B.Sc Certificate in Optometry and Vision Sciences at the end of four years.
- III. Students who do not exercise 'Exit option' will be given **dual** degree certificates at the end of five years.

**Students can email their grievance to :
cisgrievance@uohyd.ac.in**

Sliding from a Subject

A student is allowed to change the choice of discipline subject to certain conditions. The following are the approved guidelines for change of subject:

- *Where-ever there is a common entrance examination for admission into the subjects of study; intra-program change is permitted.*
- *The option for change of subject / intra-change is permissible only at the end of 2nd semester. This is to ensure that appropriate subject, specific elective can be chosen in the III semester.*
- *The number of students permitted to change the subject would be restricted to the vacancies in that programme at that point of time, i.e., subject to availability of vacancy.*
- *If restrictions are to be put depending on the vacancies, CGPA would be the criterion to fill the vacancies i.e., they will be filled according to merit list.*

The results of supplementary/improvement exams of the II semester will not be taken into consideration.

All applications will be routed through CIS Office. CIS would take the concurrence of the Departments/Centres/Schools concerned.

Students interested in change of subject need to apply in the prescribed format available at CIS Office alongwith relevant enclosures after the notification of sliding issued by the CIS Office.

CIS Library

CIS has its own library for its students with present collection of 12,000 (approx.) books (including multiple copies). A separate newspaper section with 09 editions and 08 magazines; a good number of journals are also available to students. The Library is open throughout the year except on all Government and National Holidays as per the University holiday calendar. CIS Reading Room is open for students round the clock for study purpose.

CIS Library works from 9.00 am to 5.30 pm on all working days. The library timings are extended at the time of examination. After getting membership from CIS Library, students can avail themselves of the facility of Central Library.

Extra-curricular activities

CIS has the provision of running the following clubs for enriching extra and co-curricular activities of the students of CIS:

| | CIS CLUBS |
|---|--------------------------------|
| 1 | SHAPE YOUR THOUGHT&DEBATE CLUB |
| 2 | JUNIOR SCIENCE CLUB |

CIS Grievance Committee

To attend to the student's general grievances, to conduct general counseling from time to time and to counsel the students individually on various issues and whenever the need arises. CIS Grievance Committee members' name will be notified shortly. This Committee will look into the grievances of CIS students.

TERMS OF REFERENCE :

- A. To conduct general/individual counseling to students.
- B. To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group.
- C. To enquire into the grievances, and make recommendations and report to the Director, CIS for redressal or suitable action, and
- D. To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.
- E. Any other matter with the concurrence of Director, CIS.

The students are advised to drop their complaints/grievances/feedback/suggestions letters etc., in the drop boxes provided in CIS lobby.

**Students can also email their grievance to :
cisgrievance@uohyd.ac.in**

Psychological Counsellor

University has two Psychological Counsellors on the campus. Students under stress / anxiety or for any other reason can meet the Counsellors in their office located in the Guesthouse. The Counsellors are also available on two days of the week in College for Integrated Studies. For any

***further information in this regard students can meet
CIS Office / DSW Office.***

Psychological Counsellor/s
DR. B. HYMAVATHI, 9515667087
MR. M. SUBHASH, 8008477643
O/o. Dean, Students' Welfare; Ph: 2313 1002 ;
psychologicalcounselor@uohyd.ac.in

Internal Complaint Committee (ICC)

UoH is committed to providing a place of work and study, free of sexual harassment, intimidation or exploitation. Internal Complaint Committee (ICC) at the UoH is the University's instrument for addressing issues/grievances/cases of sexual harassment and recommending their redressal. The Constitution of India entitles every individual the right to live with human dignity, free from exploitation. It is in this spirit that the UoH expects that its entire community, including students, faculty, staff and officers – will treat each other and visitors to the University with respect. Anyone violating this principle is subject to disciplinary action. Details of the members of ICC and contact numbers are available on the University website.

IMPORTANT POINTS FOR CIS STUDENTS

| | |
|----|--|
| 1 | Students are supposed to look at the notice boards designated for each purpose regularly. |
| 2 | Attendance 75% compulsory; Student is not allowed to write the exam if attendance is less than 75%. |
| 3 | Have to attend 3 internal tests |
| 4 | Students are advised to verify their internal marks from the course instructor to monitor their progress. |
| 5 | To inform about medical leave immediately after reporting back. |
| 6 | Submit the exam application form on time. |
| 7 | Apply for supplementary exams well in time when the student fails in a course |
| 8 | Any grievance regarding evaluation of end-semester exam answer book: a letter for reevaluation has to be submitted within 15 days from date of notification of results |
| 9 | Submit course registration forms on or before the last day of semester |
| 10 | If failed in supplementary exam, student has to submit an application for recourse |
| 11 | Recourse application has to be submitted well in advance to avoid time-table clash |
| 12 | If a student is not promoted to next semester, an application for re-admission has to be submitted by in November/May. |
| 13 | Students may approach Director /Associate Director at any point in time for any clarification and guidance. |
| 14 | Students are advised to comply with the rules framed by CIS Library for benefit of all fellow students. |
| 15 | The student related information, academic matters, syllabus, course material will be uploaded on the CIS website. Details of website will be notified separately. |
| 16 | Mail boxes are provided in the CIS Lobby; Students may drop their complaints/grievance/ suggestions, if any. |
| 17 | Efforts will be made to inform about the status of the students in case of shortage of attendance and backlogs to the parents/guardians of students |

The Director,
College for Integrated Studies.

Sir,

I understand that my son/daughter (Name _____;
Course _____) has been granted provisional admission to the five year integrated programme and that the programme is offered in accordance with the academic calendar, norms and requirements of the course in which he/she is admitted.

We further understand that 75 % attendance is compulsory for all courses and the university will not allow the student to write the end semester examination if there is a shortage of attendance.

We further understand that admission to hostel is based on extant rules and regulations of the University and every student is required to adhere to it. The Chief Warden's office administers all matters pertaining to hostels.

We further agree to pay the prescribed fees as per the schedule. Our emergency mobile contact number and email id are as follows and we may be contacted on all matters pertaining to the progression of our son/daughter/ward.

Phone number(s) of :

| | | |
|------------------|---|--|
| Father | : | |
| Mother | : | |
| Local Guardian | : | |
| Alternate Number | : | |
| Landline | : | |
| Email ID | : | |

Date :

Signature :

Place :

Parent/Guardian Name:

**RAGGING IS PROHIBITED ON
UNIVERSITY CAMPUS
AND IS A CRIME PUNISHABLE
AS PER THE SUPREME COURT
VERDICT**

**Please bring any instance of ragging
to the notice of the authorities
(DSW/Warden/Director) immediately**

**Smoking, Drugs and Alcohol are
strictly prohibited**

**Hostels are administered by the
Office of the Chief Warden and are
subject to
Rules and Regulations of the
hostels. Students are expected to
adhere to them.**



*College for Integrated Studies
University of Hyderabad
Prof. C.R. Rao Road
Gachibowli
Hyderabad – 500 046
Telangana State*

*Phone: 040-23138500; 8505
scis-office@uohyd.ac.in*