



**SATHYABAMA**

**INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)**

**Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE  
[www.sathyabama.ac.in](http://www.sathyabama.ac.in)**

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# **STUDENT HANDBOOK**

**2020-2021**

## PERSONAL INFORMATION

1. NAME: \_\_\_\_\_

2. ROLL NO. : \_\_\_\_\_

3. YEAR & COURSE: \_\_\_\_\_

4. BRANCH / SECTION: \_\_\_\_\_

5. HOSTEL BLOCK & ROOM NO. : \_\_\_\_\_

6. AADHAR CARD NO. : \_\_\_\_\_

7. ADDRESS FOR COMMUNICATION: \_\_\_\_\_

8. PERMANENT ADDRESS: \_\_\_\_\_

9. MOBILE NO. : \_\_\_\_\_

10. E-MAIL ID: \_\_\_\_\_

11. DATE OF BIRTH: \_\_\_\_\_

12. BLOOD GROUP: \_\_\_\_\_

## **Vision of the Institution**

We envision being an effective competent source of technical manpower for the current and future industrial requirements

## **Mission of the Institution**

- Undertaking research and development activities in emerging thrust areas
- Introducing new manpower innovative courses based on the industry & society
- Collaborating with national and international institutes, research and development organizations and industries
- Serving the community at large

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**About the Institution:**

Sathyabama Institute of Science and Technology was established in 1987 by the Visionary leader Col.Dr.Jeppiaar. The core ideology upon which the institution framework was designed is delivering Justice, Peace and Revolution in academic arena. The institution has been recognized by AICTE, MHRD and accredited with „A' grade by NAAC.

The Institute offers 39 programmes at UG level and 24 programmes at PG level in all disciplines. The Institute has excellent infrastructure facilities including modern laboratories, library with multimedia facilities, internet and other general amenities. Sathyabama holds great promise to expand the applications of space technology, benefiting the common man and enriching the quality of life in association with Indian Space Research Organization (ISRO).

The Institute wrote a special page in the history of space research on 22nd June, 2016 with the launch of “SATHYABAMASAT” in association with ISRO. Centre for international relations is engaged in MOUs with several international universities. The Institute has become the potential destination in offering world class academic and research ambience, therefore attracting students from different parts of the globe. We believe in the philosophy of “JOY OF LIVING IS IN JOY OF GIVING”. We practice and teach to students that “RIGHT ACTIONS LEAD TO GREAT RESULTS”. Our delivery mechanism is built on the concept of “LEARN TODAY AND LEAD TOMORROW”. We aim to be the destiny of efficient and responsible technocrats, who are fit enough to serve the industry and society.

**Managing Bodies and Organization:**

There are Board of management, Board of Administration, Academic Council, Board of studies, Finance Committee and Planning and Monitoring Committee for efficient management of Institute.

The institute serves Under-graduate courses, Post graduate courses and Research based Courses to student fraternity. The courses are provided for various engineering branches, dental sciences, architecture, Business Administration, Arts & Sciences, Law, Pharmacy etc. There are set of schools like School of Computing, School of Electrical and Electronics Engineering, School of Mechanical Engineering, School of Bio & Chemical Engineering, School of Science and Humanities, School of Management Studies, School of Law, and School of Pharmacy.

**Admission:**

Admission to UG courses (especially engineering) is done with counseling after achieving merit ranks in all India entrance examination conducted ever year, NATA certified students for Architecture, NEET shortlisted students for BDS, through selection process by admission team for others. The certificates and merits of the students are meticulously verified and branches are allotted as per their wish-list considering their merit scores. Roll numbers are generated and Identity cards are provided for each student indicating their personal and academic details with bar codes.

**Campus Life:**

Student life in the campus is well taken care in all aspects by the institution. The Regulations are framed keeping student academic interests as the focal point. The set of values that are enforcing the professional and quality academic ambience in the campus are Discipline, Commitment and Skill development.

**Student Induction Programme:**

First year students are provided with one week orientation programme by the respective schools. The orientation schedule comprises of the information related to campus facilities, campus tour, introduction to the academic infrastructure, Roles and responsibilities of a mentor/Counselor, Anti-ragging committee interaction, Access to various forums/cells in the campus and their functions, support from student help desk, Motivational talks, Placement opportunities, Alumni Interaction, Semester abroad programme, NSS, NCC, YRC information, Student Development Cell activities, Medical facilities, Technology Business Incubator details and various Research Centers. Mentor/Counselor is assigned to every class and he/she will act as a single point of contact for giving guidance/support in curricular, co-curricular and extracurricular activities.

**Institution Timings:****a) Timings:**

8.00 a.m. to 3.00 p.m. for all UG and PG courses

**b) Bus Timings for Day-scholars:**

Arrival at the Campus : 7.45 a.m.

Departure from the Campus : 3.15 p.m.

**c)** Students are provided with Breakfast, Tea and Lunch (Dedicated Mess Halls for Boys and Girls with separate Vegetarian and Non-Vegetarian Menu sections) every day. Hostel students are provided with evening snacks-tea and night dinner.

**Dress Code:**

**Boys** shall wear Formals /Jeans & decent T-shirt with collar / Formal or sports shoes.

Chappals are not allowed.

**Girls** shall wear Churidar/Salwar Kameez / Jeans and Kurtas. Skirts shall be avoided.

**Not Recommended for Students**

Torn attire/ Sleeveless T-Shirts / Tops / T-Shirts with obscene words or language, Trousers with more pockets

**Note:** During the technical presentations and in placement season, student should come in formals only.

**Identification Card:**

Each student will be provided with an Identification Card with his / her photo and name on it. The students have to **compulsorily wear the ID card** inside the Campus. Students are also informed to wear their ID card while representing our institution in other College / University events such as sports, cultural and other academic activities.

Day scholars are not allowed to get into the bus for a destination other than mentioned as the boarding point in the ID Card and also not permitted to enter the hostel premises.

**Academics:**

Each school is headed by a Dean of the school and each branch/department is headed by head of the department. The staff members of each department are allotted portfolios such as Year coordinator, class counselor, time-table incharge, placement coordinator, sports coordinator, cultural coordinator, project coordinator etc. Curriculum and syllabus are designed by each department every four years based on feedbacks from alumni, experts from academia and industry. Board of Studies and academic council approves the Curriculum and syllabus.

Flexible subject system has been imposed from 2015 regulations and this enables choice based staff selection (CBSS) where students are encouraged to select staff members of their choice for particular subjects in every semester. This enables a minimum flexibility in the curriculum. This is an initiative for flexibility in curriculum design.

**Attendance regulations:**

- a) Students are expected to reach before 8.00 A.M. to the campus and in no circumstances a student is allowed to leave the campus before 3.00 P.M.

However, in the case of emergencies, if the parent accompanies the student to leave the campus on a genuine health related problems, students shall be allowed to leave. In the case of any other unfortunate incidents such as loss of blood relation will be considered upon the verification from the parent over phone.

Permission will be given for the student to enter the campus one hour before the commencement of the afternoon session end semester examination.

- b) Attendance will be taken for every hour and the same will be digitized immediately after the respective class. Student should ensure their presence and give the attendance properly in every hour
- c) Attendance is compulsory for both the Continuous Assessment Tests.
- d) 80% attendance for theory classes and 100% for practical sessions is compulsory. Students are not eligible to appear for the End Semester Examinations, if they have attendance below the required percentage.
- e) Half day leave or permission is not permitted.

- f) Parents/Students can view student details in the Student Information link available in our institution website.
- g) Day-wise and monthly-wise attendance report of the student will be shared to parent mobile number by the Attendance recording section.
- h) If leave is required for more than two days on medical grounds, parents should intimate department about the duration of leave required through letter with the necessary proof attached
- i) If a student is requiring an immediate medical assistance, he/she shall approach the student help desk, first aid will be given for the student in Medical Room and if required the student will be referred to the institution's General hospital.
- j) Student who avails on duty has to take prior permission from the department head and the necessary documents have to be submitted to mentor/ counselor after attending the event. Students (I, II, III years) shall avail at the maximum of six days ON DUTY in a semester for academic purpose.

**Hostel:**

We have 5 Hostels for Boys and 5 Hostels for Girls, apart from AC room facility available. Spacious rooms with attached bath are available for both Boys and Girls.

Student is entitled to get admission into the hostel if agreed to abide by the rules and regulations of the hostel. Any damage to hostel property is seriously viewed.

If hostel inmates wish to vacate the hostel, he or she has to get the written concurrence from the parent, the identification card should be changed and all the hostel clearances from the warden should be obtained before vacating their room.

Few of the facilities provided in the Hostel:

- STD / ISD Telephone Facilities are available
- Uninterrupted power supply , separate Generator for Students
- Banking Facility with ATM counter
- Medical facility available with free medicines provided to sick students
- 100 bedded hospital, inside the campus
- Mineral water provided to all the rooms
- Well equipped Gym ( Boys and Girls separately)
- Sweets and Juice center
- Yoga and Dance classes
- Indoor and Outdoor Games facility
- Laundry and Ironing facility
- Hair Cutting facility.
- Free Computer Lab facilities available after the class hours
- Students Train Reservation center facility



- Yoga sessions are conducted for students to help them maintain both Healthy Mind and Body.

**Feedback:**

The feedback from students is periodically collected by Internal Quality Assurance Cell (IQAC). Online feedback system is in place to take the feedback on academic support and other facilities of the campus.

**Security Instructions:**

Loss of Identity card shall be reported immediately to the STUDENT HELP DESK. After paying the requisite fee, the ID card shall be received within two working days. Students are requested to take the safe custody of personal belongings (mobile, money, laptop or any other valuables). Management will not be responsible for any theft or loss of student's property in the campus or in the hostel.

***Usage of Mobile Phones:***

In the information age, the institution understands the significance of the mobile phone usage. But students are informed to self-restrict the usage of mobile phone by avoiding its usage in classrooms, laboratories, examinations halls. Disciplinary action will be taken if found the improper usage of mobile phone in the campus and it may also lead to confiscating of the mobile phone.

***Ragging:***

Ragging is strictly prohibited inside and outside the institution. Action will be taken against those who indulge in such activities as per the Tamil Nadu Prohibition of Ragging Act No.7 of 1997. Online anti ragging undertaking to be submitted by the student/parent through the link [http://www.antiragging.in/Site/Affidavits\\_registration\\_form.aspx](http://www.antiragging.in/Site/Affidavits_registration_form.aspx) within 15 days from date of commencement of I year classes.

**Transport:**

Buses are operated from every corner of the city of Chennai for the ease of commute for the students and faculty. The bus route details are provided to the students through web and LED display boards in the campus.

**General Discipline:**

Discipline being the foremost priority of the institution, we endeavor decency in behavior of the students in the campus. Any indisciplinary activity is seriously viewed by the disciplinary committee and necessary punitive action will be taken after proper inquiry.

Students are requested to maintain the decorum of a classroom adhering to the dress code of the institution. Silence while accessing the library facilities and exhibition of examination ethics. Students are expected to maintain good behavior during the transit by institution bus. Any case of fast driving or careless driving shall be reported to Transport department.

#### **Student Development Cell:**

The main objective of the Student Development Cell (SDC) is to identify the potential of every student and to facilitate them in achieving their academic goals through various clubs. At Sathyabama, we have 21 clubs, each club headed by a club president (student) and a club coordinator (faculty) which holds a significant part of every student life in campus. Open to all students, the clubs plan events and activities throughout the year. In addition, fortnight meetings are conducted by the club presidents all the clubs together conduct a national level technical event called "Technosummit".

These clubs enrich the social, cultural and academic experience of students. This is a cognitive domain of knowledge sharing in various fields, which influence the larger student community and offers diverse learning practices. It provides an exclusive platform for different dimension of learning, networking and socializing outside of the classroom. SDC organizes a variety of events such as workshops, skill development courses, power lecture series, value added courses, seminars and many more.

#### **Central Library:**

A state of art central library with world class amenities situated in an area of 1.5 Lakh square feet is a monumental addition to the infrastructural excellence of the Institution. The Library is open from 8.00 A.M. to 8.00 P.M. on regular days and extended during examination period for the benefit of the students. The Central Library consists of around 4 Lakh books with a spectrum of titles, back volumes, Ph.D thesis and various reputed magazines. This is equipped with a Digital library section, OPAC system, reference section, audio visual rooms and seven conference halls with CCTV facilities. It also consists of nearly 10 years newspapers for reference. RF ID system is in place for issuing the books to the students from central library. In addition, students will be issued books from the department.

#### ***Advisory Bureau of Higher Studies:***

It is another wing in the Central Library with diverse collection of books other than curriculum related books of the main library. ABHS is involved in serving to the training needs of students such as offering foreign language courses and certificate courses. ABHS always endeavour to bridge the gap between the International Institutions and our students with programs such as "Abroad University Education Fairs" organized in collaboration with the embassies in Chennai. Language Experts teach basic and advanced courses in languages which include

Spanish, French, German, and Japanese. In-campus coaching for GATE, GRE, TOEFL, CAT and other competitive examinations are being offered at advisory bureau of higher studies.

#### **Extra Mile – Beyond classroom learning opportunities:**

##### ***Peer to Peer Learning:***

Students are given an opportunity to disseminate their knowledge acquired to fellow students through a unique program known as “LEAD TALKS” organized by SDC. Interested students shall register on the call for participation, which is posted in our website.

##### ***Jeppiaar IAS Academy:***

The civil services aspirants shall receive necessary training through Jeppiaar IAS Academy. Dean (Higher Studies) office coordinates the selection, scheduling and training of this program.

##### ***Semester Abroad Program:***

Centre for Academic Partnership and International Relations, located at International research centre, facilitate and guide the students in choosing the Universities and supporting in the process. Semester Abroad Programme gives an experience beyond the conventional classroom learning. We have tied up with more than 150 Top Universities worldwide.

##### ***Placement training:***

The institution possess a full-fledged Placement cell that continuously monitor the employment opportunities available in various domains and arrange the campus interviews for the eligible students both at Under Graduate and Post Graduate level.

Our Placement and Training Cell offers career Development Program for the students who are raring to enter the corporate world and introduce them to the prospective employers according to their aspirations and background.

##### ***Student Professional Bodies:***

There are numerous student professional bodies such as IEEE, IETE, in the campus. These professional bodies engage student in co-curricular and other technical activities those enrich the component of knowledge.

##### ***Skill development Courses:***

The institution established SKILL DEVELOPMENT CENTRE, which is offering various skill development courses. This center is working to enhance the skill component among the students. Various courses related to improving employment opportunities are offered by the centre. Students shall enroll for the courses upon call for registration by the center.

**NSS, YRC and NCC:**

The institution has launched units of NSS and NCC (Air, Army, Navy) along with YRC (Youth Red Cross) wing; these units take up various service oriented activities like Programs on Road Safety, First Aid Training etc. in and around the region. For the past few years YRC has been awarded with the honour of securing the Rolling Shield for maximum number of blood donors among State level Private Universities

**Sports :**

Sports always played an important role in the evolution of the institution and claims a fair share in our progress. We are proud of not only having excellent sports facilities, but in having produced sportsmen of the highest caliber, who have represented the country in various disciplines like volley ball, basket ball etc.

We encourage students in participation of the National and International tournaments and several students achieved laurels to the institution. We are in association with AIU (Association of Indian Universities) host tournaments related to Chess, Taekwondo, Cricket, Squash and Basketball.

**Cultural Fest:**

Cultural programs are organized annually to encourage creative pursuits of the students and to encourage their artistic and cultural talents. Students who wish to participate in other college/university cultural events shall apply for on-duty through the cultural faculty coordinator Dr.Maria Anu and shall be reached on [culturals@sathyabama.ac.in](mailto:culturals@sathyabama.ac.in).

**Scholarships and Awards:**

Scholarships are offered for meritorious students (Top 3 Rank holders) through " Dr. Jeppiaar Remibai Scholarship Scheme" based on the consistent performance of the students in end semester examinations.

Students shall approach Mr.Balamurugan, Scholarship office in-charge for knowing the procedure related to Avail Minority Scholarships given by the Government and also the guidelines related to availing Train ticket Concession.

Students who carry 100 % attendance during their period of study and best outgoing student with exemplary academic and overall performance are appreciated and rewarded during excellence"s day.

**Student Support System:****a) Student Help Desk**

Student Help Desk acts as the primary level of support for the students and functioning on extended hours till 5.00 P.M. in the campus. All Bonafide certificates, fee receipts, arranging medical assistance for needy students, any other student related issues are taken care at Student Help Desk.

***Updating Student Contact Details in Database:***

If there is any change of address or change in the mobile number of the parent, student is advised to approach "Student Help Desk" for the necessary update in the data. This will be useful for the purpose of sending the SMS to the parent related to attendance report and also for other updates.

**b) Student Counseling And Psychological Support Centre**

This Centre has been constituted to provide an environment with holistic approach for students to abbreviate their distress, enhance wellness, and unleash their fullest potentials and to be consistent in their aspirations and in achieving them with a plan of action. Counselling services are offered to Students and Faculty by this centre in a confidential manner. A team of professionally trained counsellors comprising both men and women offer counselling services to the students on self request and also upon the necessity leading to individual attention.

**c) Dean (Student Affairs ) Office:**

The primary function of this office is to look after day to day activities related to student life in the campus and to ensure the best student support is provided. Students shall reach at dean.studentaffairs@sathyabama.ac.in

**d) Student Ambassadors representing the class**

Two Student ambassadors (one is the topper of the class, and other one is nominated by the class mentor/counsellor) representing the voice of students from each class. The views or grievances of the fellow classmates are raised by the student ambassadors in the meeting, which will be conducted once in a semester.

**e) Student Grievance Cell:**

Students' Grievance Redressal cell is functioning to address the grievances of the students in the campus. Students shall write about their grievances to student\_grievance@sathyabama.ac.in or shall post their grievance through our University Website. Grievance will be redressed as earlier as possible based on the nature of the issue.

**f) Anti-ragging Cell:**

The institution offers protection to the new entrants from the menace of ragging. In this regard our Institute has constituted an Anti Ragging Cell. The cell is headed by Registrar, along with committee members comprising of senior faculties and hostel wardens. Anti Ragging Squad members and Anti Ragging Bus Incharges have been deputed from all departments to monitor students discipline both inside the campus and on board. In order to

maintain the discipline among boys and girls hostels, ARC Hostel Incharges have been allotted. Students can contact this cell at [arc@sathyabama.ac.in](mailto:arc@sathyabama.ac.in)

Students shall reach out through email for **any queries or assistance** to the following supporting systems.

Cell/Center	Staff Coordinator	Mail Id	Contact No.
Student Help Desk	Dr.B.Rajasekar	studenthelpdesk@sathyabama.ac.in	044-24500964/645
Examination Cell	Dr.V.Sivachidambaranathan	internalexams@sathyabama.ac.in	9444145881
Student Development Cell	Dr.V.J.K.Kishore Sonti	sdc@sathyabama.ac.in	9043536557
Student Grievance Cell	Dr.M.S.Godwin Premi	student_grievance@sathyabama.ac.in	9710431945
Student counseling and psychological support centre	Dr.S.D.Fathima Bhanu	scps@sathyabama.ac.in	9087821962
Anti ragging Cell	Dr.V.Palani	arc@sathyabama.ac.in	9445992644
Placement Cell	Dr.E.John Bruce	placement@sathyabama.ac.in	044-24503810
Women Empowerment Cell	Ms.S.Sheeba	web@sathyabama.ac.in	9940120763
Anti Discrimination Cell	Dr.V.Maria Anu	adc@sathyabama.ac.in	9445761849
Centre for Skill Development	Dr.Y.Swarnalatha	sdat@sathyabama.ac.in	9884776128
Centre for Academic Partnership	Dr.S.Preethi	internationalrelations@sathyabama.ac.in	9841699554
Advisory Bureau of Higher Studies	Prof.R.Devaraj	dean.higherstudies@sathyabama.ac.in	9884540115
Transport	Mr.R.Sathish	transport@sathyabama.ac.in	9962757181
NSS and YRC	Dr.K.Shivakumar	nss@sathyabama.ac.in	9884582039
NCC	Mr.V.Jayaprakash	ncc@sathyabama.ac.in	9442610555

Students/Parents/Alumni can share their feedback and suggestions anytime at [feedback@sathyabama.ac.in](mailto:feedback@sathyabama.ac.in). Students shall visit the institution website [www.sathyabama.ac.in](http://www.sathyabama.ac.in) for all the updates and events related information.

### Major Academic Events:

#### **Technovation:**

This is a unique platform for the exhibition of technical talent of the final year UG students. Projects from different schools are displayed; the best is selected by the external peer committee and rewarded during Achiever"s day.

***Technosummit:***

Students from various colleges/universities take part in this mega student technical festival, which caters all the technical domains.

***Silicon:***

This is an annual event conducted by IEEE student chapter of the institution. Students belonging to IEEE chapters of various colleges participate in this national level symposium.

***Legend:***

This event is a platform for the exhibition of special artistic talents of the students. This is a gala event with students artistic fervor is encouraged.

**Parents' Corner:**

- a) Parents who wanted to know the performance of the ward are informed to report to the parent's lounge about their arrival and the same will be intimated to the department head.
- b) Parents can know the performance or any other details from the department by contacting respective department landline number given in our website.
- c) Parents are also informed that they are not allowed to meet their ward during regular class timings and are requested to meet their wards only after 3.00 P.M at parent's lounge
- d) Parents are informed to park their vehicles only in the allotted parking area.
- e) Parents shall also view their ward's details through their parent login
- f) Tuition fee payment: Parents are requested to make use of online tuition fee payment system. Tuition Fee payment can be made using Net Banking or Credit Card. If the parents are not having the above facilities, they can generate the tuition fee payment challan in the Institution website and can make the payment in any one of the Indian Bank Branches all over India.

**Alumni:**

Alumni meets are held every year and the institute boasts strong alumni of about three decades. Alumni bring back the proud memories of the institution and also support in many academic and other related activities.