

# FACULTY HANDBOOK

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2023 - 24



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



**Col. Dr. JEPPIAAR, M.A., B.L., Ph.D.**



**Dr. Mariazeena Johnson**

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## About the Institution

*Sathyabama is a prestigious institution which excels in the fields of Engineering, Science and Technology for more than three successful decades. It offers multi-disciplinary academic programmes in various fields of Engineering and Technology, Law, Dental Science, Pharmacy, Nursing, Management, Arts and Science and Allied Health Sciences. It is established under Sec.3 of UGC Act, 1956 and is been Accredited with 'A++' Grade by the National Accreditation and Assessment council. The Institution persistently seeks and adopts innovative methods to improve the quality of higher education and is responsive to the changes taking place in the field of education on a global scale. The Institution has a team of dynamic and outstanding faculty, state of the art infrastructure and world class Research Facilities.*

## Evolution



## Rankings

- Accredited with A++ Grade by the National Assessment and Accreditation Council (NAAC)
- Ranked in 51st position among the Universities in India by the National Institutional Ranking Framework (NIRF), Government of India, for the year 2023
- Ranked in the band of 1001-1200 in the 2024 QS World University Rankings
- Ranked in 301-350 position by QS Asia University Rankings, 2023
- Awarded Five Star ratings by QS Stars
- Ranked in the band of 1201-1500 by the Times Higher Education World University Rankings, 2023
- Ranked in the 501+ position by the Times Higher Education Asia University Rankings, 2023
- Ranked in the 801-1000 band in the Times Higher Education Subject Rankings, 2023 for Engineering and Technology
- Placed in the 401+ rank in the world by the Times Higher Education Young University Rankings, 2022
- Ranked 501+ in the world by the Times Higher Education Emerging Economies University Rankings, 2022
- Sathyabama is ranked in the 601-800 band in the Overall Times Higher Education Impact Rankings, 2022
- 10 Engineering Programmes and MBA are accredited by National Board of Accreditation (NBA)

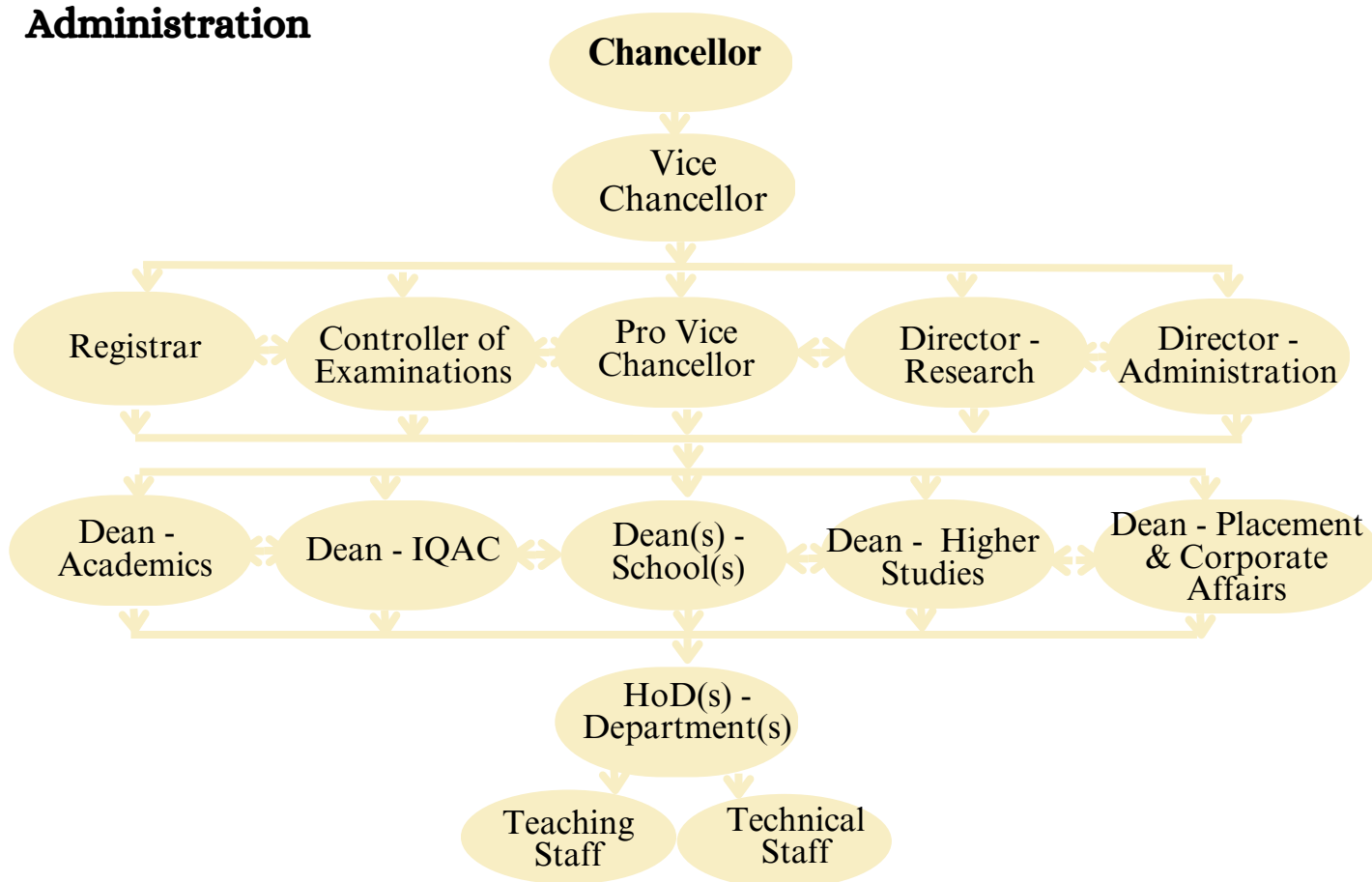
## Vision

*Be a leading multidisciplinary University, producing world class talents to address global challenges*

## Mission

- *To attain excellence in Education and Research through effective collaboration with Industries and other International/National organisations*
- *To consistently remain an attractive ecosystem for students and employees, a hub of innovation for researchers and an incubating platform for entrepreneurs*
- *To create an inclusive environment that caters to all forms of diversity*
- *To engage in outreach and community development activities, creating an impact on the society*

## Administration



## Governing Body



## School of Computing

*B.E. - Computer Science & Engineering*  
*B.Tech. - Information Technology*  
*B.E. - CSE with specialization in Artificial Intelligence*  
*B.E. - CSE with specialization in Data Science*  
*B.E. - CSE with specialization in Cyber Security*  
*B.E. - CSE with specialization in Artificial Intelligence and Machine Learning*  
*B.E. - CSE with specialization in Artificial Intelligence and Robotics*  
*B.E. - CSE with specialization in Internet of Things*  
*B.E. - CSE with specialization in Block Chain Technology*  
*M.E. - Computer Science and Engineering*

## School of Bio and Chemical

*B.Tech. - Biomedical Engineering*  
*B.Tech. - Biotechnology*  
*B.Tech. - Chemical Engineering*  
*B.Sc. - Bioinformatics and Data Science*  
*B.Sc. - Biochemistry*  
*B.Sc. - Biotechnology*  
*B.Sc. - Microbiology*  
*B.Sc. - Marine Biology*  
*B.Sc. - Clinical Nutrition and Dietetics*  
*B.Sc. - Medical Lab Technology*  
*M.Tech. - Biotechnology*  
*M.Tech. - Medical Instrumentation*  
*M.Sc. - Medical Biotechnology and Clinical Research*  
*M.Sc. - Bioinformatics and Data Science*

## School of Dental Sciences

*B.D.S. - Bachelor of Dental Surgery*  
*M.D.S. - Paedodontics and Preventive Dentistry*  
*M.D.S. - Conservative Dentistry and Endodontics*  
*M.D.S. - Orthodontics and Dentofacial Orthopedics*

## School of Allied Health Sciences

*B.Pharm. - Bachelor of Pharmacy*  
*D.Pharm. - Diploma in Pharmacy*  
*B.Sc. - Nursing*  
*B.P.T. - Bachelor of Physiotherapy*

## School of Commerce

*B.Com. - Bachelor of Commerce*  
*B.Com. FA - Financial Accounting*  
*M.Com. - Master of Commerce*

## School of Management Studies

*B.B.A. - Bachelor of Business Administration*  
*M.B.A. - Master of Business Administration*

## School of Electrical and Electronics

*B.E. - Electronics and Communication Engineering*  
*B.E. - Electrical and Electronics Engineering*  
*M.E. - Embedded Systems and IOT*  
*M.E. - Applied Electronics*  
*M.E. - Power Electronics and Industrial Drives*

## School of Mechanical

*B.E. - Aeronautical Engineering*  
*B.E. - Automobile Engineering*  
*B.E. - Mechanical Engineering*  
*B.E. - Mechatronics*  
*M.E. - Computer Aided Design*

## School of Building and Environment

*B.E. - Civil Engineering*  
*B.Arch. - Bachelor of Architecture*  
*B.Des. - Bachelor of Design (Interior Design)*  
*M.E. - Structural Engineering*  
*M.Arch. - Building Management*  
*M.Arch. - Sustainable Architecture*

## School of Law

*L.L.B. - Bachelor of Law*  
*B.A.L.L.B. (Hons) - Bachelor of Arts and Bachelor of Law*  
*B.B.A.L.L.B (Hons) - Bachelor of Business Administration and Bachelor of Law*  
*B.Com.L.L.B (Hons) - Bachelor of Commerce and Bachelor of Law*  
*L.L.M. - Master of Law in IPR*  
*L.L.M. - Master of Law in Constitutional Law*

## School of Science and Humanities

*B.Sc. - Computer Science*  
*B.Sc. - Computer Science with specialization in Artificial Intelligence*  
*B.Sc. - Computer Science with specialization in Data Science*  
*B.Sc. - Information Technology*  
*B.C.A. - Bachelor of Computer Applications*  
*B.Sc. - Fashion Design*  
*B.Sc. - Hotel Management*  
*B.Sc. - Physics*  
*B.Sc. - Chemistry*  
*B.Sc. - Mathematics*  
*B.Sc. - Visual Communication*  
*B.A. - English*  
*M.Sc. - Computer Science*  
*M.Sc. - Physics*  
*M.Sc. - Chemistry*  
*M.Sc. - Mathematics*  
*M.Sc. - Visual Communication & M.A. - English*

## Research

*Ph.D. - Doctor of Philosophy* (In all disciplines of Engineering./ Technology, Management & Science)



### **Course Teacher / Course Coordinator**

*Course Teachers teach students based on Sathyabama curriculum guidelines within their specialized subject area. They shall,*

- *deliver the course in a comprehensive manner with audio/visual aids following innovative pedagogies to facilitate learning*
- *provide individualized instruction to each student by promoting interactive learning*
- *take attendance for every class hour and update in the ERP*
- *monitor students' handling of equipment and other resources*
- *observe students' behaviour and psyche and should report suspicions of neglect, abuse etc.*

*Course Coordinators coordinate all the course teachers who handle the same course. They shall,*

- *conduct regular meetings with the course teachers to discuss about the course plan and progress*
- *plan and organize in-class and outdoor activities and events related to their course*
- *create the course in LMS and add cohorts*
- *upload the course page with course schedule, course materials / e-content*
- *provide assignments, quizzes, etc. in LMS to assess the students*
- *assign course teachers to evaluate the students' answer sheets for internal grading*
- *take the students feedback (course exit survey) and take actions for quality improvement*
- *plan and execute activities/ special classes for advanced learners and slow learners*
- *evaluate the course attainment*
- *maintain the course file*

### **Mentor / Counsellor / Year Coordinator**

*Mentor/Counsellor gently guide mentees to improve their overall performance. Each Mentor is allocated with 20 students called mentees. They shall,*

- *maintain the record of assessment and end semester marks of all courses, attendance, achievements in each semester*

- *conduct regular meetings (at least once in a month) with mentees and provide encouragement*
- *assist the mentees in identifying the professional development activities*
- *actively listen to the mentees and should provide honest and constructive feedback*
- *maintain confidentiality and a professional relationship that doesn't intrude on the mentee's personal life*

*Year Coordinator coordinates all mentors of the same batch of a programme*

- *conduct regular meetings with mentors*
- *take the stakeholder's feedback on curriculum*
- *evaluate programme attainment*

### **Invigilator/ Proctor**

*Invigilators should be vigilant during the examination to ensure that there is no malpractice during the examination. They shall,*

- *collect examination answer booklets 30 minutes prior to the commencement of the examinations from the examination's office / cell*
- *take the responsibility for maintaining discipline and good order during examinations*
- *allow the students after verifying their ID card and Hall ticket and take the students' signature in the attendance*
- *provide support whenever an emergency arises*
- *be aware of the examination regulations relating to timings, malpractice, disability support, etc.*
- *ensure that all mobile phones or electronic devices are switched off during the examinations*
- *return the answer booklets from where they have collected within 15 minutes*

*Proctor should be able to invigilate the students in computer-aided/ online assessments / examinations.*

### **Evaluator / Examiner / Panel Member**

*Evaluator collect the answer booklets along with question paper from the examination office / cell and evaluate them at the centre mentioned by the examinations office.*

*They shall,*

- *carefully evaluate the answer sheets*
- *disciplinary action will be taken for improper and lethargic evaluation*

*Examiner / Panel Member conduct the practical examinations on the dates(s) mentioned in the examination schedule.*

- *Internal examiner are responsible for arranging the laboratories to conduct practical examinations and assist the external examiner in assessing the students*
- *External examiner should monitor and evaluate the students' performance in the practical course*
- *Examiners should be unbiased towards all students*

*Panel members should conduct assessments / examinations to review the progress of the student projects on the date(s) mentioned in the examination schedule. They should be impartial in evaluating the students.*

### **Time Table In-charge**

*Time Table in-charge prepare the theory and practical course schedule of all programmes offered by the department along with the venue.*

- *The course teacher should contact the time table in-charge if there are any issues or change in the schedule*
- *The time table should be updated in ERP before the commencement of classes*

### **Department IQAC Coordinator**

*Department IQAC coordinator is responsible to disseminate all the information received from the Internal Quality Assurance Cell to the department. They shall,*

- *prepare the AQAR (Annual Quality Assurance Report) for their respective department and submit to IQAC within the stipulated time*
- *provide the department data for all accreditations and rankings and submit the data on time to IQAC*

### **Professional Body Coordinator**

- *Professional body coordinator shall take actions to develop the branch/ chapter focusing on improvement in membership and activities*
- *Prepare an annual plan of events to be organized by or for student chapter*

- Disseminate the information from the section to the branch / chapter and report to the section whenever necessary
- Implement the plan, lead and motivate the students to get involved in the activities
- Coordinate with the faculty members in the departments who are responsible for the professional body activities, and report every event to Dr. G.Sundari, Dean – Student Affairs, or mail at [dean.studentaffairs@sathyabama.ac.in](mailto:dean.studentaffairs@sathyabama.ac.in)

### **NCC /NSS / YRC Coordinator**

- Coordinators shall prepare an annual plan of events to be organized
- They shall execute all the planned activities and submit the report to Dr. G.Sundari, Dean – Student Affairs, or mail at [dean.studentaffairs@sathyabama.ac.in](mailto:dean.studentaffairs@sathyabama.ac.in)

### **SDC - Club Coordinator**

*Student Development Cell comprises 39 student clubs. Each club is coordinated by one or two faculty coordinator(s). Club coordinators shall,*

- prepare an annual plan of events to be organized by or for club students
- execute the plan and guide the students to involve in the club activities
- report every event to the SDC Coordinator, Dr. V.J.Kishor Sonti or mail at [sdc@sathyabama.ac.in](mailto:sdc@sathyabama.ac.in)

### **General Responsibilities**

- Organize refresher courses, seminars, workshops, certificate courses, faculty development programmes, value added courses and training programmes for students and faculty
- Participate in faculty enrichment programmes
- Participate in NPTEL/ MOOC courses
- Publish original research articles regularly in refereed journals
- Apply for sponsoring research projects
- Involve in consultancy services
- Aspire to file patents if the research output is felt new and novel
- Involve in the promotion of startup



### **Enterprise Resource Planning (ERP)**

- Faculty shall login ERP, <https://erp.sathyabama.ac.in/> and provide their details
- In case of any login issue faculty shall communicate to [erpsupport@sathyabama.ac.in](mailto:erpsupport@sathyabama.ac.in)
- Update the ERP frequently to ensure the availability of latest data

### **Learning Management System (LMS)**

- Login LMS, <https://sathyabama.cognibot.in/> to avail the course syllabus, timetable, course materials, assignments, quizzes, etc.
- Develop e-content and upload in the course page
- In case of login/ any other issue faculty shall mail at [lmssupport@sathyabama.ac.in](mailto:lmssupport@sathyabama.ac.in)

### **Central Library**

- The collection in the library encompasses 313760 books of 53013 titles varying in subjects like Engineering, Management, Architecture & Design, Law, Pharmacy, Nursing, Dental, Basic Science & Humanities, 3179 CDs/DVDs, 134 print journals, 100 magazines in print and e-resources. Major e-resources such as IEEE Journals, Science Direct, IEEE Journals and Proceedings, ASME, ASCE, ACM Digital Library, ProQuest Academic Complete e-Book collection, ProQuest Central e-Journal package and Web of Science are accessible.
- Avail the facility on campus from 8 am to 8 pm
- Central Library is providing 24x7 services through Knimbus Remote Access and mLibrary mobile app
- Remote Access (Off Campus) to e-Resources of the Central Library url: <https://sist.knimbus.com/>
- Install mLibrary app from Google Play or App store to access subscribed e-resources with federated search and also to access academic content including eLearning and multimedia at fingertips  
User name : [mail ID](mailto:mail ID) Password : [user@knimbus](mailto:user@knimbus)

### **Video Lectures:**

- Make use of the video lectures available in the official YouTube channel at <https://www.youtube.com/@sathyabamaofficial/videos>
- Contact media centre to create the video lecture

### **Awards**

- Every year faculties are appreciated with excellence awards for the academic, administrative and research achievements, on teacher's day
- Faculties having high impact publications and more citations shall apply for publications award

### **Seed Grant**

- Faculties shall apply for institutional seed grant to develop their idea into product
- Projects will be selected based on merit and will be sanctioned with seed grant

### **Research Mobility / Faculty Exchange**

- Centre for Academic Partnership and International Relations facilitate and guide the faculties in Research Mobility / Faculty exchange programmes
- The institution has partnership up with more than 150 Top Universities worldwide
- For more details, faculty shall contact Dr.A.Chitra Devi or Dr.Preethi Sheshadri, Centre for Academic Partnerships & International Relations or mail at [internationalrelations@sathyabama.ac.in](mailto:internationalrelations@sathyabama.ac.in) or [sap@sathyabama.ac.in](mailto:sap@sathyabama.ac.in)

### **Intellectual Property Rights (IPR)**

- IPR cell provides guidance regarding the ownership, protection, and commercialization of intellectual property
- Faculty shall contact Dr. Johnson Retnaraj or Dr. Dinesh Kumar, IPR Cell Coordinators or mail at [johnnbt@sathyabama.ac.in](mailto:johnnbt@sathyabama.ac.in) or [ddinesh.tribology@sathyabama.ac.in](mailto:ddinesh.tribology@sathyabama.ac.in) for queries related to filing design patents, product patents and copyrights

### **Start-up:**

- Sathyabama TBI / Centre for Innovation and Technology Transfer provides mentorship and connects to investors and mentors
- Assistance is provided for securing seed fund, space and basic infrastructural facilities
- For any queries, faculty shall contact [startup@sathyabama.ac.in](mailto:startup@sathyabama.ac.in)
- Institution Innovation Council (IIC), established in 2018, is functioning as per the guidelines of the Ministry of Education Innovation Cell (MIC). The innovation ecosystem is further strengthened with the coordinated efforts of IIC, Technology Business Incubator and Centre for Technology Transfer
- Faculty can submit their novel ideas through Yukti Portal, <https://yukti.mic.gov.in> which is mentored with the support of IIC

## Research

- The International Research Centre, Sathyabama Research Park and Sathyabama Centre for Advanced Studies are the three major infrastructure established to support research
- 15 Research Centres are established with world-class research facilities to foster a research culture and provide an environment that supports research
- Sathyabama Centre for Advanced Studies is established with advanced research facilities such as Supercomputing facility, Metaverse Studio, Drone Experimentarium, Makerspace and Nano Characterization facility
- Faculties can utilize the research facilities for their projects /innovations/ research works with prior permission from the centre head / in-charge

S. No.	Name of the Research Centre	Centre Head / In-charge	Email ID
<b>Engineering Sciences</b>			
1	Centre for Nanoscience and Nanotechnology	Dr.P. Kuppusami	kuppusami@sathyabama.ac.in
2	Centre for Space Technology	Dr.B.Sheela Rani	directorresearch@sathyabama.ac.in
3	Centre for Quality Assurance & Non-Destructive Evaluation	Dr.M.M.Nickolas	nickolas.cqande@sathyabama.ac.in
4	Centre of Excellence for Additive Manufacturing	Dr.Gobisaravanan	gobisaravanan@sathyabama.ac.in
5	Centre for Innovation & Technology Transfer	Mr.G.Daniel Prabhakaran	Startup@sathyabama.ac.in
<b>Environmental Sciences</b>			
6	Centre for Climate Change Studies	Dr. S. Prakash	prakash.cccs@sathyabama.ac.in
7	Centre for Remote Sensing and Geoinformatics	Dr.K.Nagamani	nagamani@sathyabama.ac.in
8	Centre of Excellence for Energy Research	Dr.T.Shyju	shyju@sathyabama.ac.in
9	Centre for Earth and Atmospheric Sciences	Dr. B. Prabhu Dass Batvari	prabhudass@sathyabama.ac.in
10	Centre for Waste Management	Dr. Dawn.S.S	dawn@sathyabama.ac.in
<b>Biological Sciences</b>			
11	Centre for Ocean Research	Dr.D.Inbakandan	inbakandan@sathyabama.ac.in
12	Centre for Laboratory Animal Technology and Research	Dr.D.Saravanan	saravanan.clatr@sathyabama.ac.in
13	Centre for Drug Discovery and Development	Dr. M. Radhakrishnan	radhakrishnan.cddd@sathyabama.ac.in
14	Centre for Aquaculture	Dr. M.V.Rajeswari	aquaculture@sathyabama.ac.in
15	Centre for Molecular and Nanomedical Sciences	Dr. S. Johnson Retnaraj Samuel	johnnbt@sathyabama.ac.in

## Research Guidance

- *Faculties with Post graduate degree shall contact Director - Research office to register for Ph.D.*
- *Faculties having a minimum of 1 year experience with refereed publications after their doctoral degree shall register themselves as Research Supervisors in their research domain by submitting the application to Director Research office*
- *For more details, visit <https://www.sathyabama.ac.in/research>*

## Interdisciplinary Collaboration

- *Faculty shall collaborate with other department faculties in their research activities, organizing events, etc. and shall contact the Deans / Heads of the Departments*

<b>School</b>	<b>Dean</b>	<b>e-mail ID</b>
<i>Computing</i>	<i>Dr. T. Sasikala</i>	<i>dean.computing@sathyabama.ac.in</i>
<i>Electrical &amp; Electronics</i>	<i>Dr. N. M. Nandhitha</i>	<i>dean.electronics@sathyabama.ac.in</i>
<i>Mechanical</i>	<i>Dr. S. Prakash</i>	<i>dean.mechanical@sathyabama.ac.in</i>
<i>Bio &amp; Chemical</i>	<i>Dr. V. Ramesh Kumar</i>	<i>dean.biochemical@sathyabama.ac.in</i>
<i>Building &amp; Environment</i>	<i>Dr. G. Devyani</i>	<i>dean.buildingenvironment@sathyabama.ac.in</i>
<i>Science &amp; Humanities</i>	<i>Dr. Rekha Chakravarthi</i>	<i>dean.artsandsciences@sathyabama.ac.in</i>
<i>Management Studies</i>	<i>Dr. G. Bhuvaneswari</i>	<i>dean.managementstudies@sathyabama.ac.in</i>
<i>Law</i>	<i>Dr. Dilshad Shaik</i>	<i>deanlaw@sathyabama.ac.in</i>
<i>Dental Sciences</i>	<i>Dr. Shahul Hameed Faizee. K. M</i>	<i>dean.dental@sathyabama.ac.in</i>
<i>Pharmacy</i>	<i>Dr. Shanmugapandian</i>	<i>dean.pharmacy@sathyabama.ac.in</i>
<i>Nursing</i>	<i>Dr. L. Lakshmi</i>	<i>dean.nursing@sathyabama.ac.in</i>



<b>S. No.</b>	<b>Department</b>	<b>HoD / In-charge</b>	<b>e-mail ID</b>
1	CSE	Dr. L. Lakshmanan Dr. S. Vigneswari	csehod@sathyabama.ac.in
2	IT	Dr. R. Subhashini	ithod@sathyabama.ac.in
3	ECE	Dr. T. Ravi	ecehod@sathyabama.ac.in
4	EEE	Dr. S. Radhika	eeehod@sathyabama.ac.in
5	Mechanical	Dr. S. Ganesan	mechhod@sathyabama.ac.in
6	Aeronautical	Dr. P. Booma Devi	aerohod@sathyabama.ac.in
7	Automobile	Dr. V.K. Bupesh Raja	autohod@sathyabama.ac.in
8	Mechatronics	Dr. B. Kanimozhi	mechatronicshod@sathyabama.ac.in
9	Biotech	Dr. V. Ramesh Kumar	biotechhod@sathyabama.ac.in
10	Biomed	Dr. T. Sudhakar	biomedhod@sathyabama.ac.in
11	Medical Laboratory Technology	Dr. J. Premkumar	mlthod@sathyabama.ac.in
12	Clinical Nutrition & Dietetics	Dr. L. Inbathamizh	cndhod@sathyabama.ac.in
13	Bioinfo	Dr. H. Jemmy Christy	bioinfohod@sathyabama.ac.in
14	Chemical	Dr. S. Sathish	chemicalhod@sathyabama.ac.in
15	Civil	Dr. S. Packia Lakshmi Dr. R. Padmapriya	civilhod@sathyabama.ac.in
16	Architecture	Dr. G. Devyani	archhod@sathyabama.ac.in
17	Fashion Design	Ms. Krithika	fashionhod@sathyabama.ac.in
18	Commerce & Management Studies	Dr. A. Palani	mbahod@sathyabama.ac.in
19	English	Dr. J. Amutha Monica	englishhod@sathyabama.ac.in
20	Physics	Dr. P. Malliga	physicshod@sathyabama.ac.in
21	Chemistry	Dr. J. Karthikeyan	chemistryhod@sathyabama.ac.in
22	Mathematics	Dr. M. Nirmala	mathshod@sathyabama.ac.in
23	Viscom	Dr. N. Nazini	viscomhod@sathyabama.ac.in
24	Psychology	Dr. R. Parveen Banu	psychologyhod@sathyabama.ac.in
25	Physiotherapy	Mr. S. Sairajan	sairajan.physiotherapy@sathyabama.ac.in

### **Service Policy**

- *Each faculty should read the Service Policy to understand about their duties and responsibilities, code of conduct, pay, allowances and increment, social security benefits, performance appraisal, career advancement, promotion, retirement & severance*
- *[Click here to read the policy](#)*

### **Travel Policy**

- *The faculties interested to travel (international / domestic) on various collaborative and administrative activities such as research paper presentations in international conferences / symposia / seminar, teaching assignments - faculty exchange programmes, collaborative research programmes, organizing joint conferences, visit to research laboratories, promotional activities, training programmes, bilateral agreements and other collaborative activities shall know the available support system*
- *To understand the eligibility, permissible allowances and other details [click here](#)*

### **Faculty Exchange Policy**

- *Faculty Exchange Policy provides the procedure for exchange of teaching faculty between Sathyabama and Partnering Institutions*
- *[Click here to read the policy](#)*
- *The interested faculties can register their names with Dr.A.Chitra Devi or Dr.Preethi Sheshadri, Centre for Academic Partnership & International Relations or email at [internationalrelations@sathyabama.ac.in](mailto:internationalrelations@sathyabama.ac.in)*

### **Seed Grant Policy**

- *Seed Grant is an initiative of the Institution to promote research culture among faculty and students by providing an early stage support with the required funding*
- *The scope of the grant includes support in developing proof for the concept, prototype development and product trials*
- *To know about eligibility and selection process [click here](#)*

## **Research Promotion Policy**

### **• Academic Research**

- *All faculty members shall conduct research in their thrust areas of research*
- *Faculty members shall regularly publish research articles in refereed journals and in SCI indexed journals with high impact factor. They are appreciated and encouraged with appropriate incentives*
- *All publications shall be original complying with the publication ethics*
- *Sabbatical leave may be provided to faculty members who wish to pursue post-doctoral research in International Universities*

### **• Sponsored Research**

- *Faculties shall identify inter-disciplinary research in their chosen field of research and shall tie-up with industries and corporate bodies to undertake funded research in emerging areas and industry relevant areas*
- *Every faculty member with doctorate shall apply for projects funded by national or international agencies and the faculties in professor cadre shall have a minimum of one Government funded project*
- *Faculties are encouraged to do research focusing on providing solutions to the problems of the society and research addressing the Sustainable Development Goals (SDGs) including eradicating poverty and hunger, developing good health and well-being, creating access to clean and affordable energy, combating climate change, reducing economic inequalities, promoting gender equality, and developing sustainable community*
- *Collaborative research with other organizations / institutions shall be carried out with the prior permission from the Head of the Institution*
- *To know about research infrastructure development, incentives for outstanding research, support for protection of intellectual property and more [click here](#)*

## **Research Ethics**

- *Falsification, fabrication, dishonesty in creating or reporting laboratory/ research results and submission of plagiarized work for any academic requirement will lead to severe punitive action*
- *To know more about code of conduct in research, ethics [click here](#)*

### **Consultancy Policy**

- Faculty members are encouraged to undertake consultancy projects in their areas of expertise
- However, the balance between the consultancy and the traditional role of the staffs needs to be managed
- The payment associated with the consultancy work is to be divided between the staff members and the institution based on the category of the consultancy work
- To know the classes of consultancy services, terms and conditions, [click here](#)

### **Innovation & Start-up Policy**

- Centre for Innovation & Technology Transfer/ Sathyabama TBI provides an innovation and entrepreneurship-driven ecosystem to create business by facilitating idea to product and lab to market
- Technologies which are developed in the institute with faculty as the lead will be considered as faculty startups
- To know product ownerships and more, [click here](#)

### **Guidelines for attending FDPs**

- To enhance the scholarly environment, the Institution provides adequate opportunities to pursue professional development activities by participating in conferences, workshops, seminars, summer and winter schools, refresher courses, FDPs, research enrichment programmes etc.
- To know about eligibility conditions, permissible activities for funding, procedure for applying and more, [click here](#)

### **Other Policies**

- Institution has more than 40 policies and guidelines to facilitate all stakeholders
- Faculties can [click here](#) to know about other important policies of the institution



### **Medical Emergency**

- *In case of any medical emergency, faculty shall reach the dental / general hospital*
- *Battery car / transport services shall be availed in times of need*

### **Grievances / Complaints**

- *Faculty shall file a complaint / grievance at Dean-Faculty Affairs or mail at [staffgrievancecell@sathyabama.ac.in](mailto:staffgrievancecell@sathyabama.ac.in)*
- *In case of any Gender issue, woman faculty shall file the grievance at [womengrievancecell@sathyabama.ac.in](mailto:womengrievancecell@sathyabama.ac.in)*
- *For any issues related to sexual harassment / gender based violence, faculty shall contact Internal Complaint Committee or mail at [icc@sathyabama.ac.in](mailto:icc@sathyabama.ac.in)*
- *Grievance will be redressed as earlier as possible based on the nature of the issue*

### **Childcare**

*Faculties shall avail the child care facility for their children below 5 years. They shall contact Ms.P.Shakila, Warden-Ladies Hostel to avail the facility or mail to [shaki.indira@gmail.com](mailto:shaki.indira@gmail.com)*

### **Transport**

- *Faculty shall avail the institutional transport facilities*
- *Bus Timings for Day-scholars:*
  - *Arrival at the Campus - 8:45 A.M.*
  - *Departure from the Campus - 3:40 P.M.*
- *Faculty shall come to the campus by their own transport and park the vehicles only in the parking area*

### **Mess**

- *Faculties are provided with Lunch every day in dedicated Mess Halls for Gents and Ladies with separate Vegetarian and Non-Vegetarian Menu sections*

### **Fitness/Wellness:**

- *Faculty shall access the yoga centre / gymnasium facilities after class timings*
- *Separate facilities are available for Gents and Ladies*
- *Prior permission from hostel warden is required to avail the facilities*

### **Class Timings**

- 9.00 A.M. to 3.15 P.M. for all UG and PG programmes
- Faculty should be available in the lecture hall 5 minutes before the start of their class schedule

### **Attendance / Leave / On Duty / Permission**

- Faculty should record their attendance every day before 9 am and after 3:15 pm either by face recognition system or by finger print identification system
- Faculty shall avail 11 days of casual leaves in the academic year with prior permission from their Head of the Department / In-charge with proper class / duty alteration
- Faculty shall avail On Duty for faculty empowering programmes, research activities, etc.
- Prior permission from Pro Vice Chancellor is necessary to avail on duty
- Attendance / relevant documents should be submitted to the office within 2 days after on duty
- Faculty shall avail maximum of 2 hours permission per month either during morning or evening

### **Identity Card**

- Each faculty will be provided with an Identity Card with his / her photo and name on it
- It is mandatory to wear the ID card inside the Campus and also while representing our institution in other College / University events such as research and other academic activities
- In case of loss or damage of ID card, duplicate identity card may be issued on submitting an application and payment of ₹200 in the Help Desk

### **Dress Code**

- Male faculty shall wear Formals /Jeans & decent T-shirt with collar/ Formal or sports shoes
- Female faculty shall wear Saree / Churidar with neatly pinned dupatta

- *Faculties should maintain the campus as plastic free*
- *Faculties are not allowed to use the mobile phone during their lecture sessions/ invigilation/ evaluation / staff meetings / events*
- *Smoking and usage of tobacco, alcohol is strictly prohibited*
- *Faculties should respect other faculties, non-teaching staff and students*
- *Faculty should only use official e-mail id for official communications*
- *Faculty should get prior approval while posting institutional related content in the social media*
- *Disciplinary actions will be taken against the faculty for violation of institutional rules and regulations, misconduct, or poor performance*

*The Institution expects very high standards of Research and Teaching from the faculty. In addition, the Institution will entrust the faculty with additional responsibilities which would be required for the better functioning of the institution.*

***Contribute immensely to the Institution in Teaching,  
Research and Service***

*For more information, visit [www.sathyabama.ac.in](http://www.sathyabama.ac.in)*