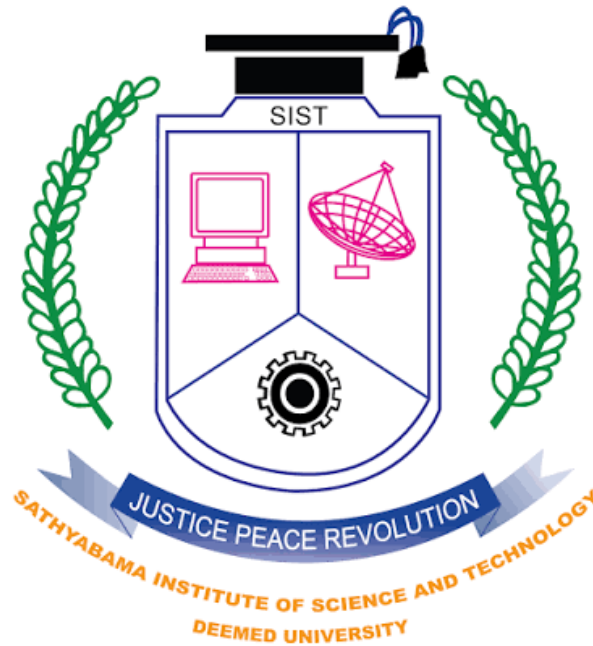


SERVICE POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/HR&SFE/2025-2026/01



**Sathyabama Institute of Science and Technology
(Deemed to be University)**

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

TABLE OF CONTENTS

Sl. No.	Section	Page No.
1	Preamble	4
2	Objectives	4
3	Scope	5
3.1	Applicability by Category of Staff	5
3.2	Territorial Scope	6
3.3	Categories of Appointments	6
3.4	Service Regulations	6
3.5	Exclusions	7
4	Definitions	7
5	Categorization and Cadre Strength	7
5.1	Categorization of Staff	7
5.2	Cadre Strength	8
6	Qualifications and Procedures for Direct Recruitment	8
6.1	Qualifications	9
6.2	Direct Recruitment Selection Procedure	10
6.2.1	Senior Administrative Staff	10
6.2.2	Teaching / Research Faculty	10
6.2.3	Administrative Staff	11
6.2.4	Academic Support Staff	11
7	Probation, Deployment and Seniority	11
7.1	Probation	11
7.2	Deployment	12
7.3	Seniority	12
8	Duty, Pay, Allowances and Increment	12
8.1	Duty	12
8.2	Pay & Allowances	12
8.3	Sanction of Increment	12
9	Career Advancement and Separation from Service	13
9.1	Performance Appraisal	13
9.2	Career Advancement Scheme	13
9.3	Promotion Requirements	14
9.4	Separation from Service	14
9.4.1	Retirement / Superannuation	14
9.4.2	Resignation	14
9.4.3	Termination of Service	15

10	Leave Rules	15
11	Social Security Benefits	16
11.1	Employee Provident Fund Scheme	16
11.2	Gratuity	16
11.3	Insurance Scheme	16
12	Duty, Responsibilities and Code of Conduct	17
12.1	Duty	17
12.2	Responsibilities	17
12.2.1	Teaching Faculty	17
12.2.2	Research Faculty	20
12.3	Disciplinary Action	23
13	Monitoring and Review	23
14	Policy Acknowledgement	23
Annexure	Performance Appraisal Form	24

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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

www.sathyabama.ac.in

SERVICE POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology (hereinafter referred as 'Institution' or 'SATHYABAMA') is a Deemed to be University established under Section 3 of the University Grants Commission (UGC) Act, 1956. The Institution has demonstrated excellence in the fields of Engineering, Science and Technology for over three successful decades. It offers multidisciplinary academic programmes across various domains including Engineering, Science, Technology, Law, Dental Science, Pharmacy, Nursing, Physiotherapy, Management, Arts and Science and Allied Health Sciences.

As SATHYABAMA continues to evolve in response to the dynamic demands of higher education and the global knowledge economy, the revised Service Policy has been formulated to establish a transparent, equitable and progressive framework for the service conditions of all staff. These revised rules reflect the Institution's commitment to nurturing a motivated, research-driven faculty and a professionally empowered administrative workforce, in alignment with UGC Regulations, NEP 2020 principles and contemporary best practices in institutional governance.

The Service Policy set out herein govern the terms of appointment, probation, pay and allowances, career advancement, leave entitlements, social security benefits, code of conduct and disciplinary procedures applicable to all categories of staff. It is the collective responsibility of every member of the Sathyabama community to support this, thereby contributing to the Institution's mission of academic excellence, inclusive growth and national development.

2. OBJECTIVES

The Revised Service Policy of Sathyabama Institute of Science and Technology has been formulated with the principal purpose of creating a transparent, equitable and performance oriented work environment that enables every member of the institution's workforce to contribute meaningfully to its mission of academic excellence and research leadership. The specific objectives are enumerated below:

- To provide a single, comprehensive and authoritative reference document governing the service conditions of all categories of staff (Teaching, Research, Administrative and Technical) across all Departments, Schools and Centres of the Institution.
- To ensure full compliance with the guidelines, regulations and directions issued by UGC, the Ministry of Education, Government of India and other Statutory and Regulatory Bodies applicable to SATHYABAMA.
- To align institutional human resource practices with the vision of the National Education Policy 2020, particularly with respect to multidisciplinary, research promotion, faculty development and academic flexibility.
- To define competitive, merit-based and transparent conditions of service that enable the Institution to recruit, develop and retain high-calibre faculty, researchers and administrative professionals who can sustain SATHYABAMA's standing as a Category 1 University.
- To establish well-defined norms for probation, confirmation, promotion and Career Advancement Scheme (CAS) that reward performance, research output and institutional contribution in a fair and objective manner.
- To promote research publications in Web of Science/ Scopus indexed journals, funded projects, patents, consultancy, start-up and technology transfer activities, in alignment with the Institution's commitment to global research visibility.
- To guarantee comprehensive and dignified welfare provisions including EPF, Gratuity, Medical support, Maternity benefits and Insurance coverage for all regular employees of SATHYABAMA.
- To establish a robust and fair framework of institutional ethics, code of conduct and disciplinary procedures that protects the rights and dignity of all stakeholders while ensuring accountability at every level.
- To promote a workplace culture that is free from discrimination, harassment and bias and that maintains the values of inclusion, mutual respect and professional integrity consistent with the Institution's ethos.
- To ensure every employee has access to a fair, timely and confidential grievance redressal system that protects legitimate professional interests and maintains institutional harmony.

Guiding Principle: *This Service Policy of Sathyabama Institute of Science and Technology is framed, interpreted and implemented within the institution in accordance with the principles of transparency, fairness, accountability and excellence in fostering a professional, inclusive and performance-driven work environment aligned with institutional goals and regulatory standards.*

3. SCOPE

This policy shall apply to all persons employed by or engaged with SATHYABAMA, subject to the categorizations and specific conditions detailed herein.

3.1 Applicability by Category of Staff

This policy shall govern the service conditions of staff belonging to the following categories:

- Senior Administrative Staff: Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations
- Teaching Faculty: Professor, Associate Professor and Assistant Professor across all departments.
- Research Faculty: Professor (Research), Associate Professor (Research), Assistant Professor (Research), across all departments and research centres.
- Academic Support Staff: Librarian, Assistant Librarian, Physical Director, Placement and Training Officer, Student Counsellor, System Administrator and Lab Technician.
- Administrative Staff: HR Manager, Accountant, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Clerk and Attender.
- Contract, Temporary and Visiting Appointees: Teaching Assistant, Adjunct Professor, Visiting Faculty and Professor of Practice, Research Associate, Research Assistant, Senior Research Fellow, Junior Research Fellow, Staff engaged on fixed-term contracts, visiting appointments, or daily-wage basis, to the extent specifically provided herein or communicated through the respective appointment orders.

3.2 Territorial Scope

This policy shall apply to all employees working at SATHYABAMA Chennai and Sriperumbudur campuses.

3.3 Categories of Appointments

This policy shall govern all modes of appointment, including:

- Regular / Permanent Appointments following direct recruitment through the prescribed selection process.
- Probationary Appointments during the period preceding confirmation of service.
- Contract Appointments including post-superannuation reappointments and project-based engagements.
- Part-time and Adjunct Engagements as governed by the specific terms of appointment letters.
- Deputation of staff to or from other institutions, subject to mutual agreement and competent authority approval.

3.4 Service Regulations

This policy comprehensively covers the following aspects of service:

- Definitions, categorization and cadre strength of staff
- Minimum qualifications and procedures for direct recruitment
- Probation, confirmation, placement, transfer and seniority
- Duty, pay scales, allowances and annual increments
- Performance appraisal, Career Advancement Scheme and promotions
- Leave rules including Casual, Medical, Maternity, Sabbatical and On-Duty leave
- Social security benefits — EPF, Gratuity and Group Insurance
- Duties, responsibilities and code of conduct for all staff categories
- Superannuation, resignation and termination of service
- Disciplinary action and appeal procedures
- Grievance redressal mechanisms

- Conflict of interest, intellectual property and confidentiality obligations

3.5 Exclusions

The following categories are outside the scope of the policy unless specifically stated:

- Students, Research Scholars and Research Fellows enrolled in academic programmes
- Persons engaged purely as outsourced / third-party service providers or contractual housekeeping, security, transport and maintenance personnel employed through external agencies

4. DEFINITIONS

For the purposes of these Service Rules, the following definitions shall apply:

- **SATHYABAMA:** The Sathyabama Institute of Science and Technology (Deemed to be University) established under Section 3 of the UGC Act, 1956.
- **Management:** The Executive Council of SATHYABAMA constituted as per the Memorandum of Association and UGC regulations.
- **Vice-Chancellor:** The person appointed as Vice-Chancellor for Sathyabama Institute of Science and Technology.
- **Registrar:** The Registrar duly authorized by the Management to discharge the duties and responsibilities of the Registrar.
- **Staff:** All employees belonging to the faculty, administrative and technical categories of the Institute including those engaged on part-time, temporary and/or daily basis.
- **Year:** Calendar year / academic year / financial year, as the case may be.
- **Competent Authority:** Any staff member declared/nominated by the Executive Council for specific purposes.

5. CATEGORIZATION AND CADRE STRENGTH

5.1 Categorization of Staff

All staff members of Sathyabama shall be classified into the following categories based on the nature of their roles and responsibilities within the academic and administrative framework. The positions falling under each category are listed below.

Category	Positions
Senior Administration	Vice-Chancellor, Registrar, Controller of Examinations, Finance Officer, Director
Teaching Faculty	Professor, Associate Professor and Assistant Professor across all departments.
Research Faculty	Professor (Research), Associate Professor (Research) and Assistant Professor (Research) across all departments and research centres.
Administration	HR Manager, Accountant, Senior Assistant, Junior Assistant and

Category	Positions
	Attender.
Academic Support	Librarian, Assistant Librarian, Physical Director, Placement and Training Officer, Student Counsellor, System Administrator and Lab Technician.
Temporary	• Teaching Assistant, Adjunct Professor, Visiting Faculty and Professor of Practice. • Research Associate, Senior Research Fellow, Junior Research Fellow and Research Assistant. • Staff engaged on fixed-term contracts, visiting appointments, or daily-wage basis, to the extent specifically provided herein or communicated through the respective appointment orders.

5.2 Cadre Strength

The cadre strength for various categories of staff shall be determined and sanctioned by the competent authority in accordance with statutory norms and the academic, research and administrative requirements of the Institution.

Category	Cadre Strength
Teaching Faculty	Shall be determined and sanctioned by the competent authority in accordance with the norms of UGC/AICTE/ other Statutory Regulatory Bodies, student intake, programmes offered and the academic requirements of each department.
Research Faculty	Shall be sanctioned by the competent authority based on the research activities, funded projects and the requirements of departments and research centres.
Administration	Shall be determined by the competent authority based on the administrative workload, institutional structure and operational requirements of the Institution.
Academic Support	Shall be sanctioned by the competent authority based on the academic, laboratory, library and technical support requirements of the Institution.

6. QUALIFICATIONS AND PROCEDURES FOR DIRECT RECRUITMENT

The procedures and guidelines prescribed by UGC (Minimum Standards and Procedure for Appointment of Teachers and Other Academic Staff in Universities and Colleges) Regulations, 2018 (as amended from time to time) shall be followed for direct recruitment of all categories of staff.

6.1 Qualifications

Category	Designation	Qualifications and Experience
Senior Administration	Vice-Chancellor, Registrar, Controller of Examinations, Finance Officer, Director	As prescribed by the UGC Norms.
Teaching / Research Faculty	Professor	- Ph.D. in the relevant discipline. - Minimum 10 years of teaching/research experience in University/College/ Research Institution. - Significant research publications in Scopus/WoS indexed journals and evidence of research guidance.
Teaching / Research Faculty	Associate Professor	- Ph.D. in the relevant discipline. - Minimum 8 years of teaching/research experience in University/College/ Research Institution. - Significant research publications in Scopus/ WoS indexed journals.
Teaching / Research Faculty	Assistant Professor	- Preferred Ph.D. in the relevant discipline; if not available Master's Degree with minimum 55% marks in the relevant discipline. - NET/SLET/SET qualification or Ph.D. as per UGC Regulations. - No prior teaching experience.
Temporary	Professor of Practice	- Senior professional with 10–20 years of professional experience in the relevant domain from industry, government, research organizations, or the public sector - Ph.D. may not always be mandatory (as per UGC PoP guidelines). - Appointed on contract / fixed tenure basis. - Focuses on applied knowledge, innovation and industry collaboration.
Administration	HR Manager, Accountant, Senior Assistant, Junior Assistant, Typist, Stenographer, Telephone	Minimum qualification and experience shall be as prescribed by the competent authority in accordance with institutional requirements and applicable statutory norms.

Category	Designation	Qualifications and Experience
	Operator, Clerk, Attender	
Academic Support	Librarian, Assistant Librarian, Physical Director, Placement & Training Officer, Student Counsellor, System Administrator, Lab Technician	Minimum qualifications shall be as prescribed by UGC / AICTE / other statutory regulatory bodies and the competent authority of the Institution.

6.2 Direct Recruitment Selection Procedure:

Appointments to Teaching / Research Faculty, Administrative Staff and Academic Support Staff shall be made through a structured and transparent recruitment procedure to ensure merit, competence and compliance with the applicable statutory regulations and institutional policies as outlined in the following provisions.

6.2.1 Senior Administrative Staff

- Vacancy notifications shall be published in leading newspapers and prominently displayed on official website of SATHYABAMA, clearly indicating the prescribed qualifications, required experience and applicable scale of pay.
- Selection committee shall be constituted and interview may be conducted as per UGC guidelines.
- The Vice-Chancellor shall be appointed by the Chancellor based on the recommendations of the selection committee.
- The Registrar/ Controller of Examinations / Finance Officer shall be appointed by the Executive Council of the Institution on the recommendation of a selection committee.

6.2.2 Teaching / Research Faculty

- Vacancy notifications shall be published in leading newspapers and prominently displayed on official website of SATHYABAMA, clearly indicating the prescribed qualifications, required experience and applicable scale of pay.
- Applications shall be scrutinized by a Committee consisting of the Dean and Head of the Department of the concerned School, a Professor and an Associate Professor.
- All candidates will also appear for a written and/or practical test conducted by the Department.
- Short-listed applicants shall be called for interview before a selection committee.
- The Selection Committee shall be constituted by the Vice-Chancellor and shall consist of the Vice-Chancellor, Dean or Head of the Department of the concerned School or Department, Professor and external experts.
- Interviews may be conducted either in person or through online mode.
- The selection committee shall select the candidates taking into account, the test performance, subject knowledge, aptitude and experience of the candidates.

- Upon approval of the Vice-Chancellor, appointment orders for the selected candidates shall be issued by the Registrar.

6.2.3 Administrative Staff

- Vacancy notifications shall be published in leading newspapers and prominently displayed on official website of SATHYABAMA, clearly indicating the prescribed qualifications, required experience and applicable scale of pay.
- Applications shall be scrutinized by the office of the Registrar taking into consideration of qualification, previous experience and knowledge in administration
- All short-listed applicants shall be called for an interview before the selection committee constituted by the Vice-Chancellor for the purpose.
- Candidates shall be evaluated by the selection committee on the basis of subject expertise, aptitude, experience and interview performance.
- Interviews may be conducted either in person or through online mode.
- Following the approval of the Vice-Chancellor, the final selection list shall be prepared and appointment orders shall be issued by the Registrar.

6.2.4 Academic Support Staff

- Vacancy notifications shall be published in leading newspapers and prominently displayed on official website of SATHYABAMA, clearly indicating the prescribed qualifications, required experience and applicable scale of pay.
- Applications shall be scrutinized by a Committee consisting of the Head of the Department of the concerned Department, a Professor and an Associate Professor.
- Applicants may be required to undergo a written and/or practical test conducted by the concerned Department as part of the selection process.
- Short-listed applicants shall be called for interview before a selection committee constituted by the Vice-Chancellor for the purpose.
- Interviews may be conducted either in person or through online mode.
- The selection committee shall select the candidates based on their performance in the test, subject knowledge, aptitude and relevant experience.
- Upon approval of the selection list by the Vice-Chancellor, appointment orders shall be issued by the Registrar.

7. PROBATION, DEPLOYMENT AND SENIORITY

7.1 Probation

- All appointments to any post in the Institute shall initially be on a temporary basis for a period of one year. On completion of probationary period with satisfactory service, the staff member shall be considered for regular appointment.
- In the event that the performance of a staff member during the probationary period is found to be unsatisfactory, the Institute reserves the right to extend the period of probation or terminate the services, as deemed appropriate. Such decisions shall be made on a case-by-case basis, based on merit and performance.
- The provisions relating to probation shall not apply to appointments made on a temporary, contractual, or daily-wage basis.

7.2 Deployment

- A staff member selected for appointment is attached to the department for which he/she was selected.
- However, the competent authority reserves the right to redeploy the staff member to any other department or campus based on need.

7.3 Seniority

- If two or more persons are selected at the same time for a post, the selection committee shall fix seniority by merit; in the absence of a merit list, seniority is fixed by date of joining.
- Staff recruited at the middle or senior cadre shall be junior to the junior-most staff in the respective category.
- No seniority shall be fixed for individuals on contract or short-term temporary appointments.
- Staff recruited on consolidated pay and subsequently absorbed on regular pay shall have seniority fixed only from the date of permanent appointment.
- Notwithstanding the above, the competent authority may promote a staff to the next cadre based on performance and merit.

8. DUTY, PAY, ALLOWANCES AND INCREMENT

8.1 Duty

A staff member is considered to be on duty for the purpose of service benefits when:

- Discharging the duties of the post to which he/she is appointed.
- Enjoying declared Institute holidays, permitted vacation, or sanctioned leave.
- Attending conferences, seminars, summer and winter schools, workshops, refresher courses etc., with prior permission of the competent authority.
- Performing any other work assigned by the competent authority in the interest of the Institute.

8.2 Pay & Allowances

All staff shall be governed by the pay scales and allowances as approved by the Management from time to time, in alignment with the applicable UGC norms. Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances, if any, shall be fixed by the management from time to time for all regular staff.

8.3 Sanction of Increment

For the Teaching/Research Faculty, the sanction of increment shall be subject to overall satisfactory performance as assessed through the prescribed Performance Appraisal format and approval of the competent authority, based on the fulfilment of any two of the following criteria:

- A minimum of one publication in Scopus or Web of Science indexed journals/conferences.
- Secured grants from funding agencies/industries for research in thrust areas.

- Acquired consultancy projects enhancing Institute visibility.
- Involvement in all legitimate activities for the growth of the Institute.
- Organized/participated in International/ National Conferences, symposia, workshops, seminars, etc.

For other staff, increments shall be granted based on overall performance, taking into account confidential reports from reporting authorities on the staff's overall performance.

9. CAREER ADVANCEMENT AND SEPARATION FROM SERVICE

9.1 Performance Appraisal

The Management shall conduct an annual review of faculty performance based on prescribed evaluation criteria. Based on the outcome of this review, annual increments, career advancement, promotions and other applicable benefits shall be granted.

- Each faculty member is required to submit an Annual Performance Report in the prescribed appraisal format, ensuring that all entries are factual, accurate and substantiated by relevant supporting evidence.
- HODs and Deans are responsible for reviewing all entries objectively and shall provide their remarks with fairness and without any bias or personal prejudice.
- Internal Quality Assurance Cell (IQAC) shall screen and evaluate the performance appraisal reports.
- A review committee is constituted to review and recommend increment/ promotion/ career advancement as per UGC norms. Consistently unsatisfactory performance may result in termination of service.
- Where performance remains consistently below the prescribed standards despite remedial measures, the Institution reserves the right to initiate appropriate disciplinary proceedings, including separation from service.

9.2 Career Advancement Scheme

- Faculty members may be granted financial assistance for participation in conferences, workshops, international academic and research visits and payment of professional body membership fees, subject to prior approval of the Head of the Department or Dean.
- The Institute adopts a structured reward framework aimed at attracting, retaining and motivating staff while enhancing performance. It promotes and recognises outstanding contributions and provides appropriate rewards for exemplary performance.
- Teaching / Research Faculty members shall be rewarded for the following achievements:
 - Receiving funded research projects
 - Securing sponsored research fellowships
 - Getting sponsored workshops or programmes
 - Publishing in high-impact journals
 - Achieving significant citation indices
 - Receiving Best Paper Awards at conferences
 - Obtaining granted patents

- Establishing startups
- Achieving recognition such as NPTEL Discipline Star, Domain Star and Enthusiast
- Producing academic video lectures with substantial viewership on platforms such as YouTube
- Being listed among the Top 2% Scientists as per the Stanford University survey
- Receiving awards and honours from reputed external agencies for contributions to teaching and research
- Any other noteworthy contribution that enhances the reputation and growth of the Institute
- Faculty members shall be rewarded in the following ways:
 - Commendation and monetary incentive
 - Commendation and medal
 - Certificate of honour
 - Announcement in the Newsletter / website

9.3 Promotion Requirements

Promotion to higher academic positions shall be governed by prescribed eligibility criteria related to qualifications and relevant teaching/research experience, as outlined below:

- Promotion from Assistant Professor to Associate Professor shall require a minimum of 12 years of teaching experience after obtaining the Postgraduate degree, along with a Ph.D. Degree.
- Promotion to the position of Professor shall require a minimum of 5 years of experience at the level of Associate Professor.

9.4 Separation from Service

Separation from service, including retirement, resignation and termination, shall be governed by the following provisions in accordance with institutional norms and applicable regulations:

9.4.1 Retirement / Superannuation:

- The normal age of superannuation for faculty shall be 60 years. However, reappointment on a contract basis may be considered up to the age of 70 years, subject to institutional requirements. In such cases, a consolidated salary shall be fixed based on the individual's qualifications and the needs of the Department.
- The age of superannuation for non-teaching staff shall be 58 years. However, extension on a contract basis with consolidated pay may be granted up to the age of 60 years, subject to merit and institutional requirements.

9.4.2 Resignation:

A staff intending to resign from the Institute shall provide a minimum of three months' prior written notice or remit three months' salary in lieu thereof. The notice period shall be co-terminus with the academic semester and under no circumstances shall a staff member be relieved during the course of a semester.

9.4.3 Termination of Service:

The Institute may terminate the services of any staff member by providing three months' notice at any time during the semester. A staff member who remains continuously absent for more than a period of two years shall be liable for termination of service.

10. LEAVE RULES

SATHYABAMA recognizes the need for employees to avail leave for personal, medical and professional reasons. Accordingly, the following leave provisions are established to regulate and facilitate leave for the staff in a fair and transparent manner.

Leave Type	Entitlement	Key Conditions
Casual Leave (CL)	11 Days per Academic Year	Applicable to all staff members.
Medical Leave	Up to 1 Week on a case to case basis	- Requires minimum 2 years of service. - Shall be sanctioned only in cases of illness requiring hospitalization, subject to submission of valid medical records or hospital certificates and approval by the competent authority.
Maternity Leave	Maximum 12 Weeks for female staff	- Maximum of two confinements during the period of service at SATHYABAMA. - Not available during probationary period and any leave availed during probation shall be treated as Leave on Loss of Pay (LOP). - Female staff shall be eligible to receive maternity benefits provided they have worked for at least eighty days during the twelve months immediately preceding the expected date of delivery, in accordance with the applicable statutory provisions.
Extra-Ordinary Leave on LOP	As needed	Granted for causes beyond staff control (severe medical reasons, natural calamity) when no other leave is available. Staff must re-join within 3 months if the Institute requires services.
Sabbatical / Study Leave	Maximum of 24 Months	Granted for Post Doctorate/Higher Studies without salary only upon execution of a duly signed bond, wherein the faculty member undertakes to serve the Institute for a minimum period of three years upon completion of the study leave.
On Duty Leave	Maximum 8 Days	Granted with the prior permission for attending conferences, workshops, seminars, or

Leave Type	Entitlement	Key Conditions
		academic meetings • delivering invited lectures or participating in academic programmes / professional society programmes • serving as an examiner, evaluator or member of academic and research boards/committees of other institutions • participating in research, consultancy, or outreach activities related to the professional responsibilities • Faculty internship in reputed organizations or institutions may be permitted for a maximum period of two weeks, subject to prior approval of the competent authority.
Vacation	As per Institute norms	• Not available during probationary period. • In case where faculty members avail additional leave for courses or faculty internships, they shall compensate the period by rendering an equivalent number of working days, subject to the approval of the competent authority.

11. SOCIAL SECURITY BENEFITS

11.1 Employee Provident Fund Scheme

All eligible staff members shall be enrolled under the Employees' Provident Fund (EPF) Scheme in accordance with the applicable statutory provisions. Enrolment shall take effect from the date of joining or upon confirmation of service in cases where a probationary period is prescribed.

A contribution towards EPF shall be deducted at the rate of 12% of the sum of Basic Pay (BP) and Dearness Allowance (DA) from the employee's salary, in accordance with the provisions of the EPF scheme. The Institute shall make the corresponding employer contribution as mandated under the relevant statutory regulations.

11.2 Gratuity

Staff members who have completed a minimum of five years of continuous service at SATHYABAMA shall be eligible for Service Gratuity. For the purpose of eligibility and calculation, periods of LOP shall not be considered as part of the qualifying service.

Gratuity shall be paid at the rate of half a month's salary for every completed year of eligible service, calculated on the basis of BP and DA only.

The service gratuity amount shall be computed as,

$$\text{Gratuity} = \frac{(\text{BP} + \text{DA}) \times 15}{26} \times (\text{No. of completed years of service})$$

26

where 26 refers to the number of working days considered for a month for gratuity calculation.

11.3 Insurance Scheme

All staff members shall be covered under a Group Personal Accident-cum-Hospitalization Insurance Policy provided by SATHYABAMA. The annual premium for the policy shall be borne by the Institution. Under this policy, a sum insured of ₹1,00,000/- (Rupees One Lakh Only) per person shall be payable in case of death or permanent disability resulting from an accident, subject to the terms and conditions of the insurance policy.

12.DUTY, RESPONSIBILITIES AND CODE OF CONDUCT

12.1 Duty

A staff member is considered to be on duty for the purpose of service benefits when:

- Discharging the duties of the post to which he/she is appointed.
- Enjoying declared Institute holidays, permitted vacation, or sanctioned leave.
- Attending conferences, seminars, summer and winter schools, workshops, refresher courses etc. with prior permission of the competent authority.
- Performing any other work assigned by the competent authority in the interest of the Institute.

Being a Category-1 University by UGC, SATHYABAMA expects its faculty members to actively contribute to research, extension activities and core academic and teaching responsibilities. The detailed duties and responsibilities of staff members are outlined in the service policy section 12.2.

- All staff members are required to be present in the Institute during working hours on all working days and days specifically notified.
- A staff member shall devote his/her whole duty time to the service of the Institute and shall not engage directly or indirectly in any private work/business.
- All staff members are governed by the general duties and responsibilities prescribed for each category of staff.
- Unethical academic practices, including predatory journal publications and activities that damage the Institute's reputation, will be viewed seriously.
- In case of any misinterpretation of the rules and conditions specified in the service policy, the Vice-Chancellor is the final authority to amend.

12.2 Responsibilities

The following table outlines the detailed roles, responsibilities, and code of conduct applicable to all staff members of Sathyabama Institute of Science and Technology.

12.2.1 Teaching Faculty

Category	Roles & Responsibilities
<i>a) Curricular Responsibilities</i>	
Teaching & Learning	Teach core and elective courses in area of specialization; conduct labs, tutorials, and seminars; guide student project work; use multimedia

	teaching aids; conduct project/activity-based learning; support peer-assisted and learner-centred teaching
Course Planning & Material Preparation	Plan and prepare theory and practical courses in advance; prepare a schedule of lectures, tests, assignments, and demonstrations; design lab experiments to improve students' creative skills
Examination, Evaluation & Grading	Set question papers and evaluate answer scripts; conduct and invigilate exams as assigned; evaluate scripts and project work objectively based on merit; be impartial during examinations or reviews
Maintenance of Records	Maintain records of class work, attendance, and continuous assessment in the course file; and submit the files to HOD as required
Monitoring Students' Progress	Serve as mentor to assigned student groups; monitor attendance and academic performance of assigned mentees; conduct mentor-mentee meetings; escalate concerns to HOD; maintain the mentor – mentee file and submit to HOD as required
Participation in Academic Developments	Participate in curriculum preparation and syllabus updation; attend Faculty Development Programmes, conferences, and short-term courses; enrol in Professional Societies; complete at least one NPTEL/SWAYAM course per year
Professional Punctuality & Regularity	Be punctual; not permit late entry to class; make alternative arrangements when on leave; carry out any academic activity assigned by HOD/Higher Authorities
b) Research & Development	
Academic Research	Actively pursue research in area of specialization; supervise UG, PG, and research scholars; spare adequate time for research scholars; explore interdisciplinary and collaborative research
Research Publications & Books	Publish in web of science or scopus indexed international journals or conferences; file patents for novel outputs; present papers at conferences; publish books/book chapters with ISBN/ISSN
Sponsored & Funded Research Projects	Submit research proposals to funding agencies; encourage students to seek funding from State/Central Science and Technology Councils
c) Consultancy & Extension Activities	
Consultancy Projects	Secure consultancy works from industries, businesses, or State agencies; develop industry rapport through professional society meetings
Extension Activities	Organise refresher courses, seminars, and workshops; conduct continuing education programmes for industry and society; perform community-oriented services using science and technology expertise
d) Development Activities	
Laboratory Development & Maintenance	Introduce innovative setups, instruments, and software; design new experimental setups; maintain lab machinery and equipment; if lab in-charge, oversee technical staff, maintain stock registers, arrange periodic maintenance, and propose replacement of unserviceable equipment

Purchase of Lab Items	Prepare annual budget for lab requirements; initiate proposals for purchase of consumables and equipment; assist HOD in finalizing specifications and evaluating quotations	
Co-Curricular Activities	Arrange guest lectures, seminars, and Faculty Development Programmes; organise industrial visits and educational tours; support professional society activities and coordinate conferences/seminars/symposia	
Extra-Curricular & Co-Administrative Activities	Maintain neat classrooms, labs, and surroundings; enforce campus discipline; assist HOD in administrative matters; serve on event organising committees; participate in activities related to NCC, NSS, NSO, Student Clubs and Alumni Association	
<i>e) Workload Norms</i>		
Designation	Minimum Teaching Hours/Week	Total Working Hours/Week
Assistant Professor	16 hours	40 hours
Associate Professor	14 hours	40 hours
Professor	8 hours	40 hours
<i>f) Code of Conduct</i>		
With regard to Students	Treat all students fairly irrespective of religion, caste, creed, sex, or socioeconomic status; act as a role model; assess students solely on merit; maintain student confidentiality; abstain from accepting gifts or fees from students	
With regard to Parents/Guardians	Develop close liaison with parents/guardians; share progress updates; bring shortcomings or behavioural issues to parents' notice	
Professional Interaction with Colleagues	Maintain cordial relations and team spirit; cooperate in evaluation and academic activities; avoid spreading rumours or sharing colleagues' information without permission	
With the Management	Work through proper channels; seek promotion only on merit; honour bilateral agreements; cooperate with Institute authorities; conduct all transactions with honesty and fairness; obtain approval before undertaking funded projects	
<i>g) Use of Institute Resources</i>		
Resource Usage	Use Institute resources (phones, computers, vehicles, stationery, reprographic and wifi facilities) only for Institute purposes; personal use permitted only if incidental and reasonable	
<i>h) Faculty & Professional Career</i>		
Career Development	Continuously update knowledge; actively participate in research, industrial interaction, and conferences; engage in professional bodies; contribute to educational planning; adhere to professional ethics and standards at all times	
<i>i) Representation & Grievance Redressal</i>		
Grievance Process	Raise representations through proper channels starting with immediate superior; submit factual reports or evidence to the Grievance Redressal Committee; appeal to higher authorities if unsatisfied with the outcome	

j) Miscellaneous Rules of Conduct	
General Conduct	Seek permission before contesting elections; avoid adverse criticism of the Institute in public; not be under the influence of intoxicants during duty hours; restrict cell phone use to faculty cabins; not start a private business without prior institutional permission; follow all rules and instructions framed by the Institute in letter and spirit

12.2.2 Research Faculty

Category	Roles & Responsibilities
a) Research Responsibilities	
Core Research Activities	Conduct original and innovative research in the area of specialization; contribute to the advancement of knowledge in the relevant field; pursue both fundamental and applied research
Research Planning	Define clear research objectives, methodology, and timelines; prepare a structured research plan and update it periodically; align research activities with departmental and institutional goals
Supervision of Research Scholars	Guide and supervise PhD, PG, and UG research scholars; ensure quality of research work and timely submission of theses; conduct regular review meetings with scholars
Interdisciplinary Research	Collaborate with faculty from other departments, institutions and R&D laboratories; explore interdisciplinary and multidisciplinary research opportunities
b) Publications & Intellectual Property	
Research Publications	Publish research findings in web of science and scopus indexed journals of international repute
Conference Presentations	Present research papers at national and international conferences; publish in conference proceedings with ISBN/ISSN numbers
Books & Book Chapters	Author or co-author books and book chapters with reputed national/international publishers
Patents & Copyrights	Identify novel and patentable research outputs; file patents/copyrights at national/international level
c) Funded & Sponsored Research	
Project Proposals	Identify suitable funding agencies (DST, DBT, SERB, DRDO, CSIR, ICMR, etc.); prepare and submit well-structured research proposals in the prescribed format
Principal Investigator Duties	Manage funded projects as Principal Investigator; employ Project Associates and Research Assistants as approved; ensure proper utilization of project funds

Project Reporting & Compliance	Submit periodic progress reports to funding agencies; maintain proper accounts and documentation; ensure timely project completion and closure	
Student Funding	Encourage and assist students in applying for project funding from State/Central Science and Technology Councils and other agencies	
d) Consultancy & Industry Interaction		
Consultancy Projects	Undertake consultancy assignments from industries, government bodies, and private organizations in the area of expertise	
Industry Collaboration	Develop and maintain strong industry linkages; participate in industry-academia collaborative research and technology transfer activities	
Technology Transfer	Facilitate transfer of research outcomes and innovations to industry; support commercialization of research outputs	
e) Academic Contribution		
Teaching Support	Deliver guest lectures, seminars, and workshops as assigned; contribute to curriculum and syllabus development in the area of specialization	
Faculty Development	Participate in and contribute to Faculty Development Programmes, workshops, and short-term courses; share research expertise with teaching faculty	
Academic Committees	Serve on academic committees, doctoral committees, and research review boards as assigned by the Dean/HOD	
f) Workload Norms		
Total Working Hours/Week for Research Associate, Senior Research Fellow and Junior Research Fellow is 40 hours.		
Designation	Maximum Teaching Hours/Week	Total Working Hours/Week
Assistant Professor (Research)	12 hours	40 hours
Associate Professor (Research)	8 hours	40 hours
Professor (Research)	4 hours	40 hours
g) Code of Conduct		
Research Integrity	Maintain the highest standards of research ethics; avoid plagiarism, data fabrication, falsification, and any form of research misconduct	

With regard to Research Scholars	Treat all research scholars fairly and impartially; provide unbiased guidance; maintain confidentiality of scholars' research work
Professional Interaction with Colleagues	Maintain cordial and collaborative relations with colleagues; share knowledge and resources; avoid conflicts of interest and unhealthy competition
With the Management	Work through proper channels; honour all agreements and undertakings with the Institution; obtain prior approval before undertaking external projects or consultancy
<i>h) Use of Institute Resources</i>	
Resource Usage	Use Institute resources including laboratories, equipment, computers, software, and funds solely for approved research purposes; personal use is strictly prohibited
Equipment & Lab Maintenance	Ensure proper handling and upkeep of research equipment; report damages or malfunctions promptly; maintain lab safety standards at all times
<i>i) Professional Career Development</i>	
Continuous Learning	Continuously update knowledge through literature review, attending conferences, and enrolling in advanced courses; keep abreast of latest developments in the field
Professional Memberships	Enrol and actively participate in relevant Professional Societies and Associations
Ethics & Standards	Adhere to professional ethics, institutional values, and research standards at all times, whether supervised or unsupervised
<i>j) Representation & Grievance Redressal</i>	
Grievance Process	Raise concerns through proper channels starting with immediate superior; submit factual evidence to the Grievance Redressal Committee; appeal to higher authorities if unsatisfied with the outcome
<i>k) Miscellaneous Rules of Conduct</i>	
General Conduct	Avoid adverse public criticism of the Institution; not be under the influence of intoxicants during duty hours; restrict personal cell phone use during research hours; not engage in private business without prior institutional permission; follow all rules and instructions framed by the Institution in letter and spirit

All staff members are required to adhere to the Code of Conduct policy of SATHYABAMA at all times. Compliance with these standards is mandatory across all roles and reflects our unwavering commitment to maintaining a professional, respectful and integrity-driven work environment.

12.3 Disciplinary Action

- All staff members are liable for disciplinary action for disobedience, misconduct, embezzlement, abandonment/negligence of duty and actions involving moral turpitude.
- Disciplinary action shall be taken after establishing the grounds and providing the staff a reasonable opportunity to defend himself/ herself.
- An enquiry committee may be constituted as part of the disciplinary action procedure Where necessary.
- Punishments that may be imposed include:
 - Censure.
 - Withholding of increments.
 - Recovery of salary (whole or part) for loss caused to the Institute.
 - Suspension pending enquiry.
 - Termination from service.
- A staff member who feels the punishment imposed is excessive may appeal to the higher authority.
- Unethical academic practices, including predatory journal publications and activities that damage the Institute's reputation, will be viewed seriously.
- In case of any misinterpretation of the rules and conditions specified in the service policy, the Vice-Chancellor is the final authority to amend.

13. MONITORING AND REVIEW

- This Policy shall be reviewed every three years or earlier in the event of changes in applicable laws, regulations of Statutory and Regulatory Bodies or institutional requirements.
- Suggestions for revision may be submitted to the Office of the Registrar through formal channels.
- Amendments to this Policy shall be approved by the Executive Council and communicated to all stakeholders.

14. POLICY ACKNOWLEDGEMENT

This Service Policy outlines the terms, conditions, rights, duties, and professional responsibilities governing all employees of the Institution, in order to ensure a transparent, accountable, and performance-driven work environment aligned with institutional objectives and regulatory standards. All employees are required to read, understand, and comply with the provisions of this policy as a condition of their employment. The Institution reserves the right to review, amend, and update this policy from time to time in accordance with applicable laws, statutory regulations, and institutional requirements.


Issued by

Dr.G.Sundari
(Registrar)

Dr. G.SUNDARI, M.E., Ph.D.,
REGISTRAR
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Recommended by

Dr.B.Sheela Rani
(Vice-Chancellor)

Dr.B. SHEELA RANI, M.S. (By Research), Ph.D.,
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ANNEXURE

PERFORMANCE APPRAISAL FORM

(Please have hard copy proof of all items mentioned below)

FACULTY PERFORMANCE EVALUATION FORM FOR THE ACADEMIC YEAR 20 – 20

School:

Department:

Designation:

Name of the Faculty Member	:			
Date of joining in the Institute	:			
Qualification at the time of appointment	:			
Date of Birth	:			
Experience Till Date	Teaching :		Industry :	

1. Academic Qualifications:

(Mention if any additional qualification has been acquired during the year under review)

Degree	Specialization	University	Year		% / CGPA
			From	To	

2. Delivery of course and results

Degree & Branch	Batch	Year / Semester	Course Code	Course Title	Pass %

3. Details of Research publications

Title of the Paper	Name of the Journal & Publisher	Vol./Issue / Year/Page No.	Date of Publication	Indexed in Scopus / WoS	Impact Factor	First Author/ Corresponding Author/ Co-Author	Citation	DoI

4. Books / Book Chapters / Others

Name of Book/ Monograph & Publisher	Title of the Book Chapter (if any)	Vol./Year/ Page No. / ISBN No.	Date of Publication	First Author/ Co-Author

5. Project Details

Name of Project	PI / Co-PI	Name of Funding Agency	Sanctioned Amount	Amount Received as on Date	Year		Completed / Ongoing
					From	To	

6. Consultancy services undertaken

Name of Project	Name of the Industry/ Organization	Sanctioned Amount	Fund received as on Date	Year		Remarks
				From	To	

7. Patents Published / Granted

Name of Patent	Name of the Inventors	IPR Registration details	Status

8. Number of Research Scholars under your Guidance

Name of Research Scholar	Status				
	Course Work	Confirmation	Synopsis	Thesis	Completed

9. Faculty Internship/Workshops / FDP attended /certified courses attended, courses under gone (Short Term Courses / NPTEL / MOOC /GIAN)

Name of the Course	Conducted by	Date		Percentile / Grade
		From	To	

10. Number of Video Lectures available in Sathyabama YouTube Channel:

11. Faculty as resource persons / Coordinators / Event Coordinators of various Conferences / Interaction with external institutions

Name of the Program	Host / Sponsored by	Date		Type of Event
		From	To	

12. Editor / reviewer of various Journals thereby having exposure towards more technical journals.

Editor / Reviewer	Name of the Journal	Period	Indexed in

13. Administrative Responsibilities:

14. Members of Professional Bodies:

Professional Body	Membership ID	Valid Up to

15. Any other additional Information:

Details of Startup's Established (Company Incorporation Details like CIN, DIN, UDYAM, YUKTHI, DPIIT etc.)	
Details of Products/ Technology Developed (Technology Readiness Level , Technology Transfer and Commercialization)	
Details of MoUs Initiated and the activities thereof	
Awards and Recognitions (Details of Awarding Organization , Name of the Award)	
Details of SEED fund Received from the Institution	
New Facilities Established and Outcome thereof	
Details of Industrial Linkages Established	
International Travels for Collaborative Research and Professional Development	
e-content Developed in MOOC platforms (SWAYAM, SWAYAM Plus, Coursera etc.)	


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