



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

D.T.E. Institute Code: MB6614



Roles and Responsibilities of Faculty, Staff, and Institutional Bodies



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About Sadhu Vaswani Institute of Management Studies for Girls

The Sadhu Vaswani Institute of Management Studies (SVIMS) for Girls, Pune, works under the aegis of the Sadhu Vaswani Mission. The Institution represents the culmination of our Rev. Founder, Sadhu Vaswani's dream to empower women in the interests of social and national progress. Our lineage from the Mission gives us our unique identity, our special values and our fundamental moorings in ethics and fair practices.

The Foundation Stone of SVIMS was laid by former President Late A.P.J. Abdul Kalam, in the holy presence of our mentor, guide and guardian, Rev. Dada J.P. Vaswani. SVIMS, set up in 2010 as a self-financed Professional Institution has flowered into a Management Institute offering Master of Business Administration and Master of Computer Applications Programme and has a Ph. D Research Centre and enjoys a distinct identity and brand value, which are beginning to be appreciated in academic circles and the student community alike. Rev. Dada has given SVIMS the motto, **BELIEVE AND ACHIEVE!**

Our goal is to help produce a new generation of women managers who will not only be self-confident and sensible, but also ethical and sensitive to the tremendous challenges they will face in the corporate world. We hope to create a new generation of successful women professionals, who will combine idealism and pragmatism in their approach to the challenges of personal and professional life.

Vision

SVIMS shall be a preferred institute nurturing women innovators and leaders with managerial, entrepreneurial skills, promoting value based, transformative education to serve industry and society.

Mission

Transform women to become thought leaders and solution providers to industry and society.

M1: To provide student – centric quality management education that helps in successfully taking up the practice of management/ entrepreneurship research/higher studies.

M2: To develop an eco-system for promoting knowledge creation and innovation and industry engagement to help students stay relevant.

M3: To impart character building education to promote human values, inspire ethical behaviour, and an urge to ‘lead and serve society’

M4: Impart essential life and lifelong learning skills to constructively respond to challenges thrown up by the VUCA world.

Core Values

We will cultivate values of: Respect – Reliability -Resourcefulness – Reverence for Life

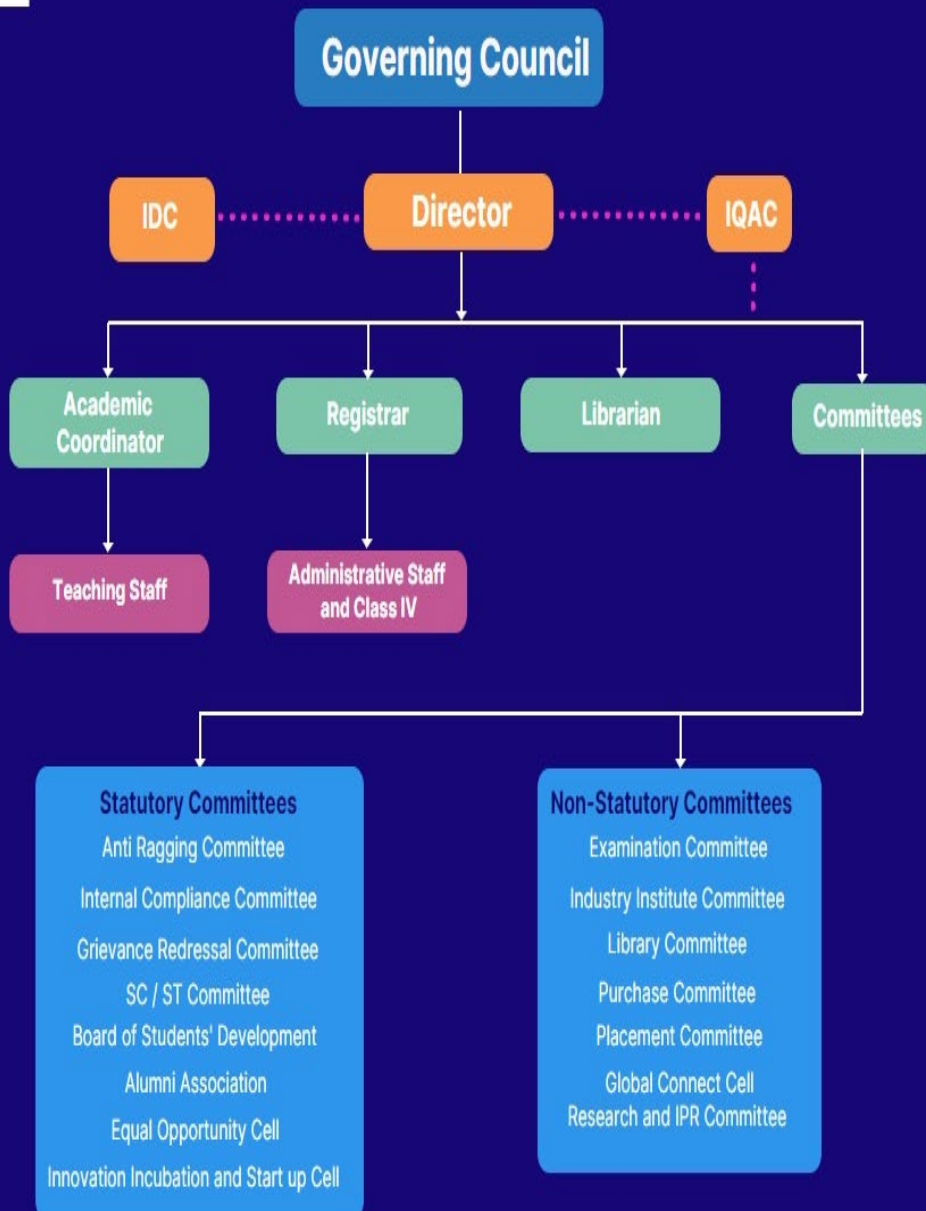


Organogram



Sadhu Vaswani Institute of Management Studies for Girls

Governance Structure



DECISION MAKING AT SVIMS

At SVIMS we have shared governance reflected in the structure described below

GOVERNING COUNCIL

The Governing Board is the apex body set up and constituted as per AICTE guidelines, and mainly comprises of Managing Trustees of our parent body, Sadhu Vaswani Mission and the Director as Ex-Officio Member.

The Governing Body sets the direction of the Institute and undertakes the following:

- 1) Sets the Vision and Mission of the Institute and revises it as and when necessary to keep up with the changing times; sets the academic climate, aims and objectives of the institution and guides the institute towards the achievement of the same.
- 2) Sets Strategic Perspective Plans
- 3) Approves infrastructural development/ augmentation plans and Manpower requirements.
- 4) Facilitates expansion and growth of the institution by starting of new UG/PG programs; strategic decisions of closure of shifts/divisions/existing programs and/or change in intake capacity.
- 5) Facilitates foreign tie ups and networks with institutions of eminence and builds industry-academia networks.
- 6) Encourages and facilitates Institute Accreditations/affiliations/Certifications.
- 7) Helps comply with mandates, policy decisions of affiliating University and regulatory bodies such as Government, AICTE, UGC etc.
- 8) Considers the recommendations of the staff selection committee and approves the same.
- 9) Studies recommendations of various Statutory and Non-Statutory Committees for effective administration and achieving of the goals of the institution
- 10) Facilitates Granting of funds for institutional growth and expansion and or its operational expenses.
- 11) Examines the budget and proposals and accords approval.
- 12) Facilitates audit of financial statements and approves the same.
- 13) Raises and grants student scholarships.
- 14) Facilitates the Institute for representation/Resolution of legal/court cases if any
- 15) Monitors academic, research and other related activities and mentors and motivates for the achievement of high standards of excellence.
- 16) Considers proposals of faculty development especially for pursuing doctoral work or deputation on programmes hosted by foreign universities.

DIRECTOR

The Director reports to the top management and assists them in the following areas:

Monitoring:

One of the important responsibilities of the Director is to regulate and monitor the academic and non-academic activities, systems, policies, processes to ensure compliance with all regulatory norms of AICTE, DTE and SPPU. The Director also needs to meet the expectations of the stakeholders – top management, students, parents, alumni, etc.

Following are the important functions and responsibilities executed by the Director:

- 1) To regulate the functioning of the academic and administrative staff and to ensure that they fulfill their prescribed duties.
- 2) To Monitor the conduct of teaching and non-teaching staff in terms of their regularity, discipline and conduct.
- 3) To oversee the student discipline, conduct, attendance and ensure that the values and ethos of the Parent Body, i.e. Sadhu Vaswani Mission is reflected in all the activities undertaken, academic as well as non-academic.
- 4) To monitor effective teaching as per the prescribed curriculum and as per the teaching plan, assignments based on high order thinking skills and usage of student centric methods.
- 5) Oversee the functioning of Administrative Office which includes admission, fee collection, attendance, recruitment, salary payments, purchases, accounts and audit and any such other matter related to the administration of the institute.
- 6) Monitor and coordinate all the activities with the government, corporate, university, AICTE and DTE for all matters.
- 7) Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, students and the Governing Council.
- 8) Monitor all revenue and capital expenditure incurred by the institution as per the established procedures.
- 9) Maintain the property of the institution with the help of concerned staff. Besides this, the Director undertakes to provide a safe environment for all concerned with the institution.
- 10) Maintain cordial relations with staff, students, parents and alumni, and all those who are connected to the institution – directly or indirectly.

Strategic Functions:

- 1) The Director takes various strategic initiatives that are aimed at developing a cordial network and develop alliances with the industry to bring in consultancy projects, signing Memorandum of Understanding all of which would help in improving visibility and strengths of the institute.
- 2) Develop a good support system in the industry and getting them on board the Governing Board.
- 3) Utilize the resources of the institute to contribute to various government and non-governmental causes, so as to gain long-term association and commitment from those bodies.

Leadership Functions:

This is the most difficult function that is performed by the Director. The Director exhibits true qualities of a leader by being a role model, a mentor and leads from the front.

- 1) The Director shall prove herself to be an excellent teacher and one of the best amongst all the colleagues.
- 2) Take-up research, publication, consultancy & training and establish herself as an accomplished academician.
- 3) To set high standards of excellence, commitment, discipline and work pattern.
- 4) To inspire the team members towards achievement of the goals of the institute.
- 5) Exhibit sacrificial attitude and set model for all the staff.
- 6) Work with the staff at all levels to understand their problems and take steps to resolve the same.

Development Functions:

The Director also needs to undertake certain functions that are essential for the holistic development of the institute:

- 1) The Director identifies new faculty after taking into consideration the skill sets that are needed to enhance team performance, ensuring a healthy mix of experienced and fresh talent.
- 2) Mentoring the faculty members for their personal and professional growth
- 3) Identifying the core competencies of the institute and capitalizing on it
- 4) Focus on building an image for the institute and create a brand name
- 5) Develop a learning environment within the institute
- 6) Develop the necessary infrastructure, especially for library, computer lab, sports and recreation.
- 7) Undertakes resource generation through starting new courses, tapping funds from Government and other agencies and ensures survival, sustainability and success

Visionary Functions:

Some of the visionary functions performed by the Director are:

- 1) Develop a suitable long-term model for the institution and taking steps to its realization with the support of top management.
- 2) Establish systems, procedures and policies to ensure achievement of Vision and Mission of the Institute.
- 3) The Director prepares the long term and short-term plans and presents them to the Governing Board. Half yearly and annual reports about each and every area is prepared and suitably categorized and presented to the top management for their review.

IQAC COORDINATOR

- 1) Development and application of quality benchmarks
- 2) Parameters for various academic and administrative activities of the institution
- 3) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- 4) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- 5) Dissemination of information on various quality parameters to all stakeholders;
- 6) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- 7) Documentation of the various programmes/activities leading to quality improvement
- 8) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- 9) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- 10) Periodical conduct of Academic and Administrative Audit and its follow-up
- 11) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC
- 12) IQAC Committee monitors the teaching-learning process, the activities conducted at the Institute and other functioning of the Institute.
- 13) It is responsible to measure and evaluate the quality initiatives taken by the Institute and suggest measures to enhance the same.
- 14) This is of paramount importance so that the institute keeps itself abreast with the latest happenings in the field of business, environment and society at large. With its focus on heart-based leadership, all the initiatives are thought of and acted upon with the objective of welfare of all stakeholders.

HEAD OF DEPARTMENT (HOD)

- 1) To take advice from Director for execution of academic, co-curricular and extra-curricular activities.
- 2) With the help of Director, ensure equitable allocation of workload to all teaching staff and as per AICTE norms.
- 3) To take session plans from faculty and ensure that they follow the plan and syllabi is completed within stipulated time.
- 4) The assignments are designed based on higher order learning skills and outcomes. The rubrics are also specified to ensure students are aware about marking scheme. They are reviewed by the HOD and Director to meet the quality standards as set by the IQAC.
- 5) HOD helps in maintaining academic excellence – ensuring adoption of student centric methods like experiential learning, participative learning, problem solving methods, etc. as pedagogical tools to enhance the learning experience.
- 6) Supervises the work of faculty members.
- 7) Arranges for training programmes to bridge the gap between academia and industry.
- 8) Recommend leave of faculty colleagues.
- 9) Motivates faculty to submit Research Proposals to various funding agencies, like SPPU, UGC, AICTE, etc.
- 10) Encourages research programs.
- 11) Invites guest speakers for guiding the students with their expertise.
- 12) Guides the students for career opportunities.
- 13) Ensures that institute infrastructure and equipment under the control of faculty are properly maintained.
- 14) Adherence to procedures of teaching staff
- 15) Recommends starting of new courses/programmes/certificate courses.
- 16) Recommends faculty development expenses.
- 17) Arranges for seminars, conferences.
- 18) Helps to prepare budgets for academic purposes.
- 19) Coordinate and oversee all the activities and assist the Director in maintaining academic excellence.

CHIEF EXAMINATION OFFICER (CEO)

Internal Assessment:

- 1) Coordinates with Registrar to receive the details of the incoming batch.
- 2) Collect finalized assignments and session plans of all subjects from all faculty members.
- 3) Prepares an assignment schedule to ensure suitable time gap between different assignments and also timely completion.
- 4) Communicates the marking scheme to students.
- 5) Circulates the schedule of internal examinations and display the same on notice board.
- 6) Allocates duty to faculty members for supervision during examination.
- 7) Ensures timely assessment of all assignments.
- 8) Looks into matters of grievance and address the same in consultation with HOD.
- 9) Compilation of summary of marks – semester wise and specialization wise
- 10) Act as a liaison officer between the institute and university for examination related matters
- 11) Coordinates the input of internal marks to University's 'Online Internal Marks Entry System' with the faculty members.
- 12) Ensures fairness, transparency in examinations systems and policies.
- 13) Maintains systematic records, documents and circulars relating to examinations.

External Assessment:

- 1) Receives the Examination Application Forms from students and sends to university.
- 2) Arrange for issue of Hall Ticket
- 3) Make arrangement for conduct of semester end semester examination of the university.
- 4) Coordinates the External Viva-Voce of Summer Internship Projects
- 5) Makes arrangements to receive Statement of Marks from University
- 6) Makes arrangements to dispatch student application for recounting and revaluation of answer scripts to the university.
- 7) Conducts result analysis and provide the same to Director, HOD and Faculty
- 8) Makes arrangements to get the provisional certificates of the graduating students from the university.
- 9) All examination records to be kept in safe custody and be made available on need basis.
- 10) Ensures proper documentation related to examination.

LIBRARIAN

- 1) To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- 2) To manage library as well as digital library of the college.
- 3) Arranges to prepare the library budget and policies relating to the library/Digital library.
- 4) To encourage widespread usage of information access facilities.
- 5) To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the HOD/Director about the same for procurement.
- 6) Ensures procurement of books, Software, Journals etc., which are essential and/or recommended by the faculty.
- 7) Provides URL on various study material to students.
- 8) Newspaper is disposed off as scrap.
- 9) Obsolete study material is sent for recycling.
- 10) Ensures availability of reprographic facilities
- 11) Maintaining the books in good condition
- 12) Collect feedback on the library facilities.
- 13) Provides digital library access from anywhere.
- 14) Provide adequate access and borrowing facilities to faculty pursuing Doctoral program.
- 15) Ensure a peaceful atmosphere in the reading room.
- 16) Organize Book Reading and Book Review sessions.
- 17) Makes arrangements in the library for keeping the bags of students.
- 18) Develops a system for posting new additions online.
- 19) Any other work related to library that may be assigned from time to time.
- 20) Ensures availability of previous years thesis/dissertation reports.
- 21) Provides all statistical information pertaining to the library.

FACULTY

Each faculty member is responsible for the following:

- 1) Faculty shall engage lectures regularly and be punctual.
- 2) Develop suitable teaching pedagogy to enlighten the students about the topic.
- 3) Develop course material for knowledge sharing.
- 4) Develop audio visual material for the topic under consideration.
- 5) Prepare and execute session plans.
- 6) Develop assignments as part of evaluation mechanism.
- 7) Complete syllabus on time
- 8) Develop methodology to educate students about the topic (problem solving, group discussions, role play, experiential learning, etc.) and then implementing the same in the classroom.
- 9) Be available for student consultation on a regular basis, to clarify the student queries relating to subject or for personal counselling.
- 10) Inform HOD about students' progress and how effectively they are learning.
- 11) Keep a record of student's performance in tests/assignments.
- 12) Maintain attendance record of students.
- 13) Attend meetings with HOD to discuss issues affecting teaching learning process.
- 14) Obtain course feedback.
- 15) A faculty should help the HOD to enforce and maintain discipline amongst the students.
- 16) A faculty shall perform any other co-curricular work that maybe allotted by HOD/Director
- 17) Maintain Teacher Handbook.
- 18) Be a mentor to the students.
- 19) Guide students on career opportunities in the different functional areas of business.
- 20) Engage in continuous learning and use innovative pedagogical techniques to enhance student learning.
- 21) Undertake research and consultancy work.
- 22) Arrange seminars and conferences.

TRAINING AND PLACEMENT OFFICER

- 1) TPO acts as the interface of SVIMS with the corporate world.
- 2) Acts as a link between Students, Alumna and the Placements Cell.
- 3) Provide list of students eligible for placement.
- 4) The Training and Placement Officer acts upon the leads received from Industry, Director, Faculty, Alumna and students' network to provide internship and placement opportunities to the students through the Placement Cell
- 5) TPO organizes soft skill and training programs commensurate with industry expectations.
- 6) Attend all meetings of Placement Cell and convey the outcome of the same to HOD and Director.
- 7) Contact alumna and apprise them about the various activities undertaken by the institute. They are requested to conduct Guest Sessions and Career Guidance for the benefit of the students.
- 8) Maintain database of Alumna and share the same with Placement Cell.
- 9) Keep close contact with alumna.

REGISTRAR

The functions performed by the Registrar are:

Supervisory/Executive:

1. Directly reports to the Director.
2. Assist the Director in execution of action plans.
3. Monitors and leads the administrative team.
4. Maintains all records pertaining to students, faculty and staff.

Administrative:

- 1) Completes the student admission process.
- 2) Preparing reports/applications for AICTE, DTE, SPPU, AISHE, etc.

The Registrar assists the Director in:

- 1) Improving quality of working of faculty, staff and students in the institute:
 - a) Effective utilization of resources.
 - b) Ensuring safety and security of all in the Institute.
- 2) Obtaining and developing personnel by:
 - a) Coordinating in service training program for non-teaching staff.
- 3) Facilities maintenance:
 - a) Identify the need and frequency for maintenance of facilities.
 - b) Determine specifications for consumables and equipment.

COMMITTEES

The Director is also assisted by various statutory and non-statutory committees which aid smooth conduct of academic and administrative work.

Roles and Responsibilities of Academic Committees

Sr. No.	Committee	Roles and Responsibilities
1	Research and IPR Committee	<ol style="list-style-type: none">1) The committee guides and advises the faculty, students and researcher about various matters pertaining to research, publication of research work, IPR and filing of IPR.2) The committee ensures that the research adheres to the norms of privacy and ethics.3) It also monitors that the IPR are relevant to the institute.
2	Library Committee	<ol style="list-style-type: none">1) It aims to review the functioning of the library to ensure its adaptability and innovativeness.2) Update the Digital Library.3) Purchase of books and journals as per norms.4) Maintenance of library infrastructure.
3	Examination Committee	<ol style="list-style-type: none">1) Conduct online and offline exams of SVIMS (Internal Exams) and SPPU (External Exams)2) Address the Student Grievances3) Coordinating with university for exam related matters.
4	Innovation, Incubation and Start up Cell	<ol style="list-style-type: none">1) To identify students having entrepreneurial traits2) To promote entrepreneurship amongst students by organizing seminars and workshops.
5	Institution Industry Cell	<ol style="list-style-type: none">1) To facilitate interaction with industry personnel and experts for knowledge sharing with students.

Roles and Responsibilities of Student Committees

Sr. No.	Student Committees	Roles and Responsibilities
1	Student Development Board	This committee focuses on holistic development of the students. It looks into protection of students' rights and overall development of the students.
2	Global Connect Cell	<ol style="list-style-type: none"> 1) This cell aims at connecting with international experts through LinkedIn. 2) They create opportunities like guest session, seminars, conferences, visits so that the students and faculty from SVIMS can interact with them and gain valuable knowledge about different parts of the world.
3	Placement Committee	<ol style="list-style-type: none"> 1) Placement committee assists the TPO with placement of students. 2) To support MBA Part I students with their Summer Internship Project.
4	National Service Scheme Unit	<ol style="list-style-type: none"> 1) NSS Unit aims to inculcate social welfare values in students and to provide selfless service to society by undertaking various extension activities. 2) The main objective of the unit is to arouse social consciousness among students to work for the deprived and marginalized sections of our society. 3) It enables the students to identify the needs and problems of the community and help them to solve the problems.
5	Anti-Ragging Committee	<ol style="list-style-type: none"> 1) To form Anti-Ragging Squad 2) To communicate Anti-Ragging Guidelines during the Induction Program 3) Ensures that there are no cases of ragging. 4) Creates mechanism for reporting and recording ragging. 5) Sets up mechanism to take corrective /punitive measures to prevent ragging. 6) Creating awareness about anti ragging. 7) Ensure that all students fill up Anti-ragging Undertakings.

Roles and Responsibilities of Administrative Committees

Sr. No.	Administrative Committees	Roles and Responsibilities
1	Internal Quality Assurance Cell	<ol style="list-style-type: none"> 1) The IQAC is dedicated to maintaining the quality standards at all levels of the Institute. 2) Identify quality initiatives that can be undertaken by the institute. 3) Set benchmarks for performance
2	Institute Development Committee	<ol style="list-style-type: none"> 1) The committee draws up comprehensive development plan regarding academic, administrative and infrastructural growth, commencing new courses/programs, ICT technology, welfare measures, and other operational processes.
3	Purchase Committee	<ol style="list-style-type: none"> 1) This committee looks into matters related to purchasing of stationery, books, equipment and other requirements in the Institute. 2) Invite quotations from vendors and prepare comparative analysis before finalizing the vendor. 3) Update the vendor list on need basis.
4	Equal Opportunity Cell	<ol style="list-style-type: none"> 1) Equal Opportunity Cell aims to create an enabling atmosphere of Equal Opportunity in all spheres at SVIMS. 2) This Cell works towards promoting respect for diversity and creating inclusive environment for all students and employees. 3) Focuses on overall personality and skill development so as to enhance employability opportunity for the differently abled.
5	Internal Committee (POSH)	<ol style="list-style-type: none"> 1) The Internal Committee at SVIMS works towards improving gender sensitivity and rights of women by creating an atmosphere promoting equality, non-discrimination and gender justice. 2) This Committee works as per the guidelines of Prevention of Sexual Harassment Act 2013(POSH)
6	Grievance Redressal Committee	<ol style="list-style-type: none"> 1) Grievance Redressal Committee looks into the matters related to grievances of faculty, staff and students. 2) Ensure secrecy of complainant.
7	SC/ ST Committee	<ol style="list-style-type: none"> 1) To identify government schemes whose benefit can be claimed by SC/ST students. 2) To provide an inclusive atmosphere within the institute that does not discriminate between students of different caste and religion.
8	RTI Committee	<ol style="list-style-type: none"> 1) To empower the stakeholders, promote transparency and accountability in the working of the institute

CODE OF CONDUCT



**Sadhu Vaswani Institute of Management Studies for Girls,
Pune**

**Recognized by AICTE
Affiliated to Savitribai Phule Pune University
Accredited by NAAC with B+ Grade**

HANDBOOK

for

**CODE OF CONDUCT, PROCEDURES &
RESPONSIBILITIES FOR ITS
STAKEHOLDERS**

EMPLOYEE HANDBOOK

[Appointment, Promotion, Grievance Redressal Mechanism etc.]

Employee Handbook



**Sadhu Vaswani Institute of Management
Studies for Girls**

EMPLOYEE HANDBOOK

Sadhu Vaswani Institute of Management Studies Proprietary & Confidential

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