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

INDEX

About SVIMS

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

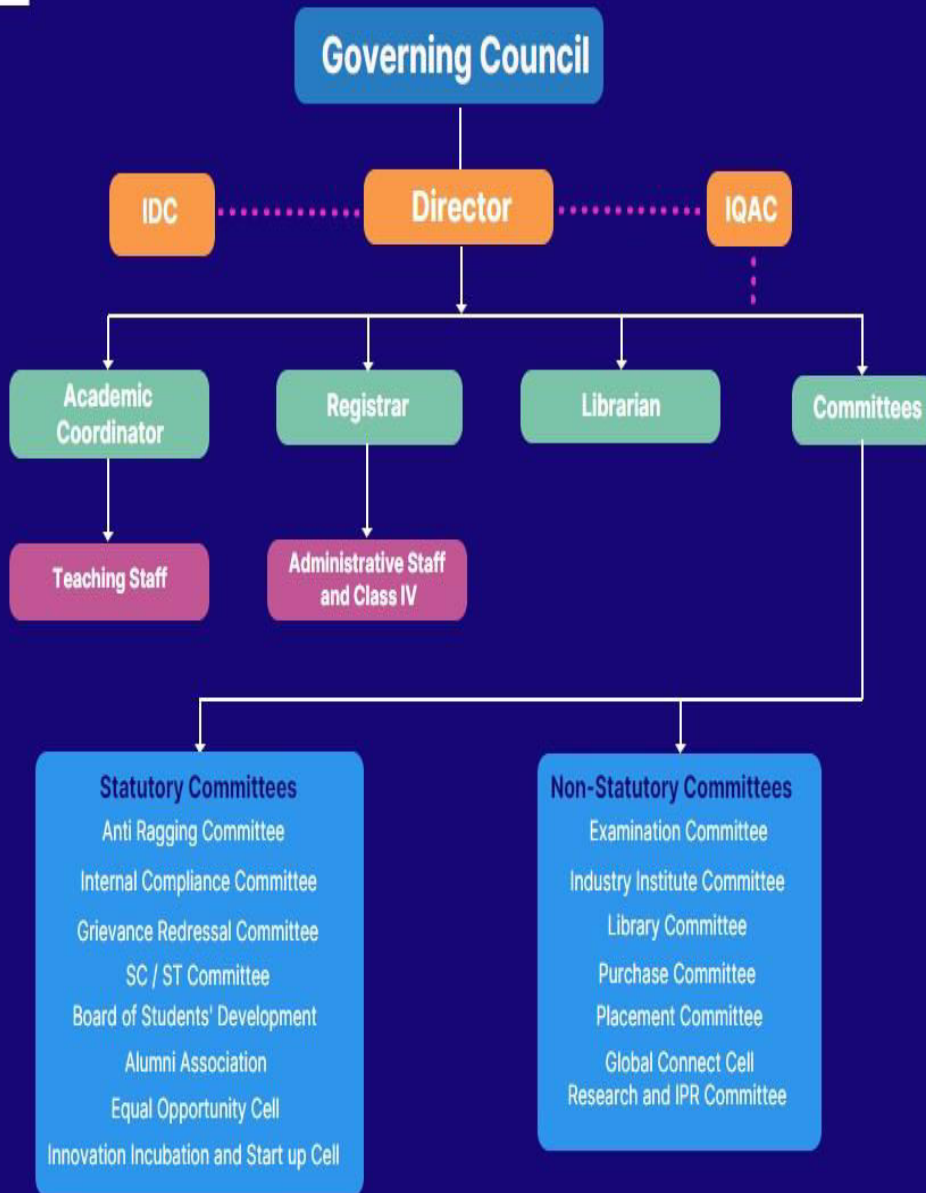We will cultivate values of: Righteousness – Reliability -Resourcefulness - Reverence for All Life

Reverence for All Life

Resourcefulness

Reliability

Righteousness
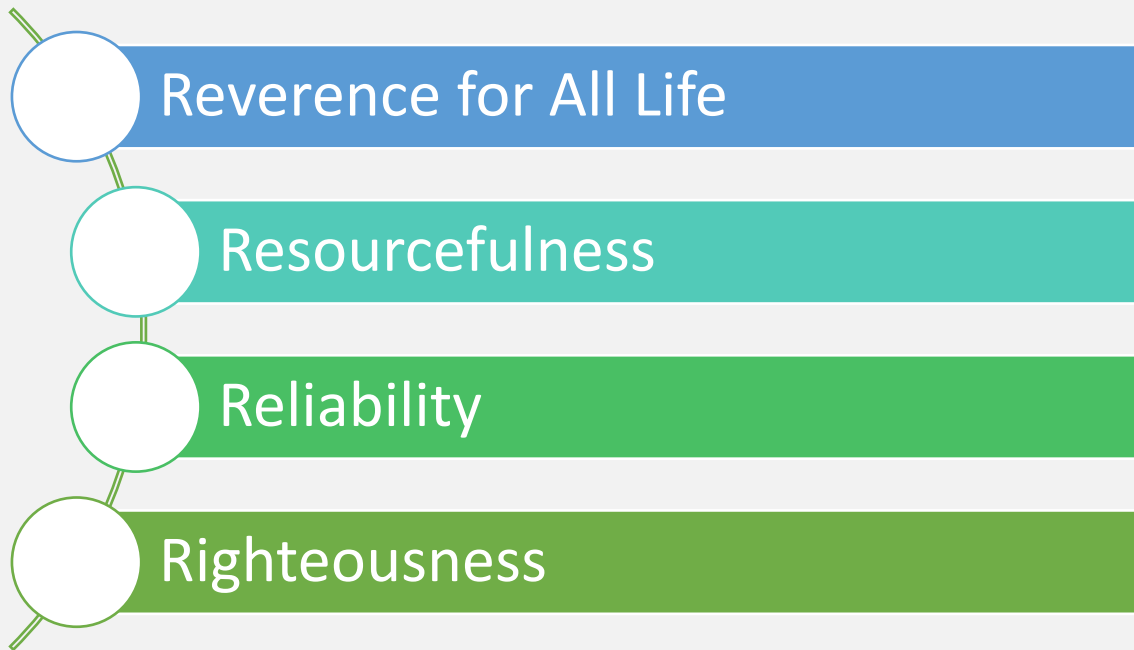
Sadhu Vaswani Institute of Management Studies for Girls

Governance Structure

Governing Council

IDC — Director — IQAC

Academic Coordinator | Registrar | Librarian | Committees

Teaching Staff

Administrative Staff and Class IV

Statutory Committees
Anti Ragging Committee
Internal Compliance Committee
Grievance Redressal Committee
SC / ST Committee
Board of Students' Development
Alumni Association
Equal Opportunity Cell
Innovation Incubation and Start up Cell

Non-Statutory Committees
Examination Committee
Industry Institute Committee
Library Committee
Purchase Committee
Placement Committee
Global Connect Cell
Research and IPR Committee

Institutional Governance at SVIMS

The Governing Council is a statutory body mandated by AICTE. It serves as the apex authority which governs the Institute. The Director, as Executive Head of the Institution, directs and manages academic and administrative activities in a manner that fulfils directives of the Governing Council and regulatory bodies. Supported by the Institute Development Committee, Internal Quality Assurance Cell, Academic Coordinator/HOD, Registrar as also Statutory and Non-Statutory Committees and Cells, the Director deploys the Institutional Perspective Plan.

The Governance Structure is detailed below:

a) Governing Council

The Governing Council, serves as an icon of trust and credibility for stakeholders and ensures that decisions on matters of admission, introduction of new programmes, funding infrastructure development and augmentation, teaching and learning processes, placements et al are in alignment with the vision of the Institution. Members of the Council are essentially Management Trustees of the Founding Body- Sadhu Vaswani Mission

Functions and Responsibilities
1. Ensure that the Institute conforms to the standards established by the AICTE and other regulatory bodies
2. Proactively transform goals into results through a robust governance structure.
3. Adopt the Institution's goal and vision, long-term strategic plans, and annual

budgets under stakeholder interests.

4. Evaluate the Institution's performance relative to the approved plans and, whenever practicable, benchmarks this performance against that of other institutions.

5. Periodically assess and evaluate the academic development of the Institute

6. Monitor faculty deployment and development, student placements, and industry-institute interaction within the Institute and recommends corrective action as required.

7. Approve budgetary allocations for admissions, academics, placements, regulatory compliances, student activities, faculty development, research, Infrastructure, and administration.

8. Undertake any additional duties deemed necessary for the Institution's growth and achievement of its goals.

9. Establish and oversee control and accountability mechanisms, such as financial and operational controls and risk assessment.

10. Approve the overall development plan of the institution, its expansion, (introducing new academic courses), diversification

11. Foster excellence in curricular, co-curricular, and extra-curricular activities and research

12. Approval for recommendations of Institute Development Committee

Frequency of Meetings: At least once a year and as frequently as required.

The Board primarily uses these meetings to set directions, monitor and assess performance in terms of our vision, mission, and perspective plans and evaluate financial performance. They affirm their commitment to and make contributions for academic growth and enhancing the effectiveness of our human resources.

Composition of the Governing Body

Sr. No.	Name of the Member	Role	Brief Background
1	Mrs. R. A. Vaswani	Chairperson	MA, M Ed [Educationist] Chairperson, Sadhu Vaswani Mission
2	Ms. Krishna Thadani	Member	M. Com. [Spiritual Leader] Working Chairperson, Sadhu Vaswani Mission
3	Dr. B. Ahuja	Member	BE, Ph.D [Educationist] Vice Chancellor, JSPMS Institutes
4	Ms. Piya Uttamchandani	Member	MA [Trustee, SVM] Media Head, Nuranjali Studio
5	Ms. Renu Wadhwa	Member	MBA CEO – KK Eye Institute, Pune
6	Dr. G. H. Gidwani	Member	M.Com, Ph. D [Educationist] Former Principal, St. Mira's College for Girls
7	Dr. B.H. Nanwani	Member Secretary	M.Com, Ph. D Director, SVIMS

b) Institute Development Committee

This is a statutory body established under Maharashtra Public Universities Act, 2016. It is an advisory body that serves as an important link between the Governing Council and the Institute

Functions and Responsibilities of IDC

1. Prepare an overall comprehensive development plan of the Institution regarding academic, administrative, and infrastructural growth, and enable Institution to foster excellence in curricular, co-curricular and extra-curricular activities.

2. Decide about the overall teaching programmes/annual calendar of the college.

3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.

4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.

5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy, and extension activities in the institute.

6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the institution.

9. Prepare the annual financial estimates (budget) and financial statements

of the institution and recommend the same to the management for approval

10. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).

11. Make recommendations regarding the students' and employees' welfare activities in the institution.

12. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

13. Frame suitable admissions procedure for different programmes by following the statutory norms.

14. Plan major annual events in the Institute, such as annual day, sports events, cultural events, etc.

15. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.

16. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

17. Recommend the distribution of different prizes, medals and awards to the students.

18. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such institute and the university;

19. Perform such other duties and exercise such other powers as may be entrusted by the management.

Frequency Of Meetings: Four in A Year

Composition of the Institute Development Committee [2022-2023]

Sr. No	Name of Member	Role
1	Ms. Krishna Kumari	Working Chairperson, Sadhu Vaswani Mission
2	Dr. G. H. Gidwani	Nominee of Management
3	Dr. B. H. Nanwani	Director, Member - Secretary
4	Dr. Abhijeet Kaiwade	Head of Department
5	Dr. Divya Yogesh Lakhani	IQAC Coordinator
6	Ms. Vaishali Rajendra Patil	Teacher Member
7	Ms. Sonali Joshi	Teacher Member
8	Dr. Reshma Kadam	Teacher Member
9	Mr. Vinayak Phule	Non - Teaching Representative
10	Mr. Advait Kurlekar	Local Member (Industry)
11	Mr. Rakesh Navani	Local Member (Industry)
12	Ms. Akanksha Dharmani	Local Member, Alumna
13	Ms. Isha Khandekar	President of the Institute's Students' Council
14	Ms. Priya Vishwakarma	Secretary of the Institute's Students' Council

c) Internal Quality Assurance Cell (IQAC)

The IQAC is tasked to create a system for consciously, consistently, and catalytically improving the institution's overall performance and quality.

Functions and Responsibilities

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 programs/activities leading to quality improvement

8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practice

9. Development and maintenance of institutional database through MIS to preserve/enhance the institutional quality

10. Periodical conduct of Academic and Administrative Audit and its follow up

11. Preparation and submission of the Annual Quality Assurance/Audit Reports

Frequency Of Meetings: Four in A Year

Composition of the IQAC Committee [2022-2023]

Sr. No.	Name of the Member	Role	Representation
1	Dr. B H Nanwani	Chairperson	Director, SVIMS
2	Dr. Gulshan Gidwani	Management Representative	Secretary, Mira Education Board
3	Dr. Divya Yogesh Lakhani	IQAC Coordinator	HOD-MBA
4	Dr. Abhijeet Kaiwade	Member	HOD-MCA
5	Ms. Vaishali Patil	Member	Faculty -MBA
6	Ms. Sonali Joshi	Member	Faculty-MBA
7	Ms. Harshali Bhalerao	Member	Faculty-MBA
8	Dr. Kalpana Salunke	Member	Faculty-MCA
9	Dr. Reshma Kadam	Member	Faculty-MCA
10	Mr. Vinayak Phule	Administrative Officer	Registrar
11	Mr. Rakesh Navani	Member [Industry]	Joint Managing Director & Chief Investment Officer, Jetline Group of Companies, India
12	Mr. Robin Banerjee	Member [Local Society]	Managing Director at Caprihans India Limited
13	Mr. Arun Sehgal	Member [Industry]	Chairman & Managing Director at Chempro Pharma Pvt ltd
14	Ms. Tasneem Hakkimjiwala	Member [Alumna]	HR Manager, Sekel Technologies Pvt Ltd
15	Ms. Asawari Nawale	Member	Student Representative -MBA Batch 2021-23
16	Ms. Muskan Sadhwani	Member	Student Representative - MBA Batch 2022-24

| 17 | Ms. Sakshi Polkam | Member | Student Representative -MCA Batch 2022-24 |
| 18 | Ms. Kanchan Chhabria | Member | Parent Representative |

d) Other Committees

Statutory Committees			
Sr. No	**Name of Committee**	**Role and Functions**	**Frequency of Meetings**
1.	Anti - Ragging Committee	1) Creating awareness about ragging, legal provisions and consequences of indulging in ragging 2) Create a 'ragging free' campus 3) Establish mechanism for reporting and recording ragging. 4) Set up a mechanism to take corrective /punitive measures to prevent ragging.	02
2.	Innovation, Incubation, and Start-up Cell	1) Foster innovation, research, and entrepreneurial activities 2) Motivating and promoting scientific temper among the students 3) Incubating students' innovative ideas into commercially viable products. 4) Identify students having entrepreneurial traits and motivate them to take up entrepreneurial ventures 5) Promote entrepreneurship amongst students by organizing seminars and workshops	1
3.	Student	This Committee focuses on the holistic	As Required

	Development Board	development of the students. It is tasked with protecting students' rights and their overall development.	
4.	Equal Opportunity Cell	1) Aims to create an enabling atmosphere of Equal Opportunity in all spheres at SVIMS. 2) Undertake activities that promote respect for diversity and an inclusive environment. 3) Design activities/measures to develop personality and skillsets of the differently abled.	01
5.	Internal Compliance Committee (POSH)	1) Work towards improving gender sensitivity and women's rights by creating an atmosphere promoting equality, non-discrimination, and gender justice. 2) Work as per guidelines of the Prevention of Sexual Harassment Act 2013(POSH)	01
6.	Grievance Redressal Committee	Records and redresses grievances of students, parents and others in a fair, and just manner.	01/ As required
7.	SC/ ST Committee	1) To prevent commission of offence of atrocities against the members of SC & ST 2) Redress grievances, if any, in context of offences against SC/ST 3) Provide a non -discriminating, inclusive atmosphere within the Institute 4) Identify government schemes whose benefit SC/ST students can claim.	02
8.	Alumni	1) To provide a platform for	01/

	Association	strengthening relationship between institute and its alumni 2) To explore avenues of how the alumni can contribute to the growth and success of the Institute and how the Institute can help alumni in their careers and other matters.	As required
	OTHER COMMITTEES		
1	Research and IPR Committee	1) Guides and advises faculty, students, and researchers about various aspects of research, publication of research work and IPR 2) Ensures that the research adheres to the norms of privacy and ethics. 3) It also monitors that the IPRs are relevant to the Institute.	01
2	Library Committee	1) Review the functioning of the Library to ensure quality and innovation 2) Update the Digital Library 3) Purchase of books and journals as per norms 4) Maintenance of library infrastructure.	01
3	Examination Committee	1) Conduct online and offline exams of SVIMS (Internal Exams) and SPPU (External Exams) fairly and smoothly 2) Address Student Grievances 3) Coordinating with University for exam-related matters.	02
4	Institution Industry Cell	To facilitate interaction with industry personnel and experts for knowledge sharing with students.	01
5	Global Connect Cell	1) This cell aims at connecting with international experts through LinkedIn 2) Creating opportunities like guest	As Required

		sessions, seminars, conferences, and visits so that the students and Faculty from SVIMS can interact with them and gain valuable knowledge about different parts of the world 3. To provide important global news on whats app group	
6	Placement Committee	1) Assist the TPO with the placement of students. 2) Support MBA Part I students with their Summer Internship Projects	As Required
7	National Service Scheme Unit	1) To inculcate social welfare values in students and to provide selfless service to society 2) To arouse social consciousness among students to work for the deprived and marginalized sections of our society.	Minimum 1
8	Purchase Committee	1) Assessing and sanctioning non routine purchases 2) Updating vendor lists	As Required

Strategic Perspective Plan – 2023 - 2028

Period	Major Action	Activities/Steps/Targets	Sub Period
2023-2028	Building Excellence	A] Quality Accreditations	
		NBA	2023-2024
		NAAC	2023-2024
		ISO:21001	2025-2026
		B] Building Excellence through and with Faculty	
		Reward Based Promotion and Incentivising of Faculty	2025
		In-service Continuous Professional Development of Faculty	2024-2028
		Quality Research Publications [SCOPUS and ABDC Journals]; Funded Projects and Consultancy	2023-2028
		Creating a Research Endowment	2024
		C] Excellence through Technology and Other Initiatives	
		Use and Integration of Technology to Improve Multiple Aspects of Educational Services	2024 -2028
		Capacity building and setting up a dedicated unit for Building Quality Educational Digital Content	2023-2024
		Setting up Industry Sponsored Labs for IT /STEM related Programmes	2025
		Setting up Start up Incubation Centre	2024
2023-2028	Institutional Restructuring and Consolidation	Infrastructural Expansion - [From 5 storied Building to a 13 Storied Building] to facilitate Introduction and Expansion of Multi-Disciplinary Programmes	2023-2026
		Adding more programmes and becoming multi-disciplinary in nature; primarily Introducing programes in Fine/Liberal Arts and Engineering/IT	2025 - 2027
		Diversifying into ODL Segment	2024
		Seeking Autonomy	2024-2025
		Multi-Disciplinary Research in Doctoral Degrees	2025-2026
		International Tie ups	2023- 2025
		Restructuring as a part of our Sister HEI Cluster	2025- 2026

Research

One of the primary aims of SVIMS is to promote research in relevant, contemporary issues relating to business, industry, administration and leadership that will affect industrial development and contemporary issues relating to all aspects of business management. The endeavor is to encourage the culture of research among the faculty and students alike and to bridge the gap between researchers and industrial practitioners. SVIMS aims to provide an outlet for the healthy exchange of fresh ideas and to promote the dissemination of new practices and thoughts at the forefront of business developments.

In order to inculcate the habit of research amongst the students, SVIMS has defined one of its KRAs wherein a faculty member and a student have to collaborate and write a research paper. This helps to build confidence amongst the students to explore their inquisitive nature and also find answers to the relevant questions.

Above all, we expect faculty members and students to be ethical in their Research work and not resort to plagiarism.

In 2017, SVIMS has been granted permission by SPPU to start its Research Centre for PhD. The SVIMS Ph.D Research Centre researches in Commerce and Management under SPPU and endeavours to increase the number of Ph.D holders and Ph.D seats in the Institution. Faculty members are expected to use their networks and seek enrolment of Associate Guides.

Student Driven Activities

SVIMS fosters an environment of active participation and learning for its students. Hybrid learning model has been successfully adopted. The lectures are complemented with live experiences, discussions on cases / case studies. The learning strategies, thus, coerce the students to raise their understanding of a concept or a subject in order to attain achievement. Rather than just memorizing, the retention of the lesson is given more importance.

SVIMS nurtures its students to be socially responsible citizens. Societal service is done through activities such donations to the needy, celebrating rakhi with the frontline warriors, tree plantations, swachhta drives. The cultural heritage too is kept vibrant when the students celebrate various festivals, and national days. All these activities help them to understand the value and ethos of SVIMS better and mould themselves to be better citizens.

Through its student driven activities, SVIMS inculcates a positive attitude to life, studies and work, developing qualities of discipline, dedication and commitment and better decision-making abilities.

Code Of Conduct, Procedures & Responsibilities of Stakeholders

Preamble

SVIMS believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs. All stakeholders must consistently display these values in the course of their interactions. The Code of Conduct and Ethics, articulated in this handbook, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines for its stakeholders to imbibe these in their in letter and spirit so as to maintain the highest standards of values and achieve the Institute's objectives. The enumerated Code of Conduct and Ethics intend to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the Institute believes in and stands by them.

The guidelines presented in this document are based on the guidelines provided by:

- University Grant Commission (UGC), New Delhi
- All India Technical Education (AICTE), New Delhi
- Directorate of Technical Education (DTE), Mumbai
- Savitribai Phule Pune University (SPPU), Pune

In our endeavor to adhere to principles of good governance, keeping our human values as the axis, this document has been prepared to ensure effective and efficient functioning of the Institute at all levels resulting in the satisfaction of the stakeholders. This document shall help to create an environment of clarity, transparency, proper understanding of roles and responsibilities and accountability.

SVIMS believes its values aim to enable its students to understand and imbibe the moral / human values that shall guide them in their professional and personal spaces to take the right decisions and follow the path of enlightenment and growth.

SVIMS aspires to give an education in an environment that will exceed stakeholders' expectations. This is achieved by providing excellent learning facilities, infrastructure, dedicated faculty and professionals. All these towards helping its future professionals single-mindedly pursue their dreams while

adding to their strengths, competencies and enhancing their character.

It is of utmost importance for any organization to have well defined roles and responsibilities that give its employees and other stakeholders the insight into the systems and processes of the organization. The Handbook of Code of Conduct becomes such a comprehensive document that covers all its stakeholders and helps them to define their role, position and accountability towards their tasks. It helps to create a mutual respect and adherence for the organizational policies and procedures.

This handbook has been designed to provide the stakeholders with all the information necessary to be a smart, satisfied and productive member of the SVIMS family. At SVIMS, we strive to create a work culture that allows our employees to express themselves and feel empowered to contribute to a larger cause. This handbook acts as a guiding beacon and not only a set of rules. We believe in a value system that promotes kingly confidence and includes personal integrity and a deep respect for colleagues, students, our management and other stakeholders.

Presently, SVIMS offers the MCA programme and specialization in Finance, HR, Marketing and Business Analytics in its MBA Program. Much emphasis is laid on industry – academia interface. Guest lectures, internship projects, entrepreneurial and skill development sessions, certification courses etc are conducted for the students to be ready for the business world. Faculty members are expected to work towards building a strong industry connect for the benefit of students.

At SVIMS, value education focuses on character building which is achieved through a special session everyday called the Sanctuary, which is largely student-centric and participation oriented. Students take turns to organize the sessions, in which they devote time to discussing ethical issues and dilemmas related to workaday life in the corporate and academic world, and spirituality in daily life and the organization. In the words of Rev. Dada J.P. Vaswani, we emphasise the idea that "Reverence is the root of education and Service is the fruit of Education". Our aim is to instill in the students the spirit of 'sewa' or

service to the community.

Code of Conduct for the Stakeholders

This handbook enumerates the Code of Conduct desirous of its different stakeholders – Students, Faculty, Administrative Staff, Director and the Governing Body.

Code of Conduct for Students

General Discipline

- Carry Identity cards with you all the time.
- Mobile phones have to be switched off during the class and in silent/vibrate mode while the student is inside the college campus.
- No eatables shall be allowed to be carried / consumed within the college campus except in the cafeteria
- Non vegetarian food is prohibited in the campus.
- The consumption of tobacco products such as cigarettes, bidis, pan-masalas, gutkhas etc is strictly prohibited inside the premises and will attract heavy fines.
- Avoid writing/scribbling on the walls, benches of the classroom.
- Keep the campus neat and clean.
- Switch off lights, fans and ACs while not in use.
- Not to indulge in rude and indecent behavior with the faculty, staff and other students.
- Formal dress/college uniform as and when desired by the Institute.

In the Classroom

- Every student shall fulfill at least 75% attendance in the classrooms, failing which he/she will be debarred from appearing in examinations/ internal assessments and participating, in activities organized/sponsored by the institute.
- No Laptops shall be used in the classroom unless specifically permitted by the concerned faculty.

- All assignments/activities given to the students by the faculty have to be completed on time.
- Absence due to serious medical conditions or death in the family can be excused at the discretion of the Director. In such cases, the student needs to inform the course coordinator / faculty / HOD of such absence on phone in emergency, followed by the written application subsequently in next 48 hours.
- In other cases, the student must get sanctioned single day/ more days leave by the Director, at least 3 days (excluding Saturdays and Sundays and public holidays) before proceeding on the leave through the respective course coordinator / faculty / HOD. If any student does not comply with this procedure, she may be penalized at the discretion of the Director.
- Students are encouraged to express their opinions and engage each other in healthy debate. However, they should always be courteous of their instructors and fellow students and respect the decorum of the (online / offline) classroom sessions.
- Students are required to be seated / logged in the class at least five minutes prior to the commencement of class. Students who are late will not be allowed to attend after a class has commenced.
- No student shall be allowed to go out in between the lecture session, unless summoned by the Director's office.
- If the lecture is unattended by a faculty for any reason, the class representative shall communicate the same to Course-coordinator and wait for further instructions. No students shall be allowed to leave the classroom without permission.

Examination
- The students are expected to report atleast 30 minutes prior to scheduled examination time. Institute has the discretion to deny entry to the examination in case of late arrival of the student.
- Students are not allowed to leave the examination hall (for any reason what so ever) before she submits her answer sheets. Students are not allowed to submit the answer sheet half an hour before the concluding time of the exam.

- Students must carry Hall tickets during examination or other relevant document as specified by the Institute.
- Students shall not write anything on the question paper or be in possession of any written chits. Any student fond with scribblings / writing on hand, body or clothing shall be liable for punishment.
- The students shall not be allowed to exchange any stationery/ calculators or discuss anything once they enter the examination hall. Neither will they bring any of their bags, study material or mobile phones.
- Students are required to strictly observe the uniform code prescribed and carry their Identity cards and Hall tickets. Students may not be allowed to appear for the exam if this is not adhered to.
- Students are required to show utmost respect towards their invigilators and not indulge in any verbal/non-verbal conflict with them.

Library
- Every student entering the Library must present her own Identity Card as well as Library card, the absence of which may result in denial of entry into the library.
- The Librarian is authorized to examine each and every book, magazine or even bags that move in and out of the library.
- Library cards are non-transferable. The books shall be issued only to the correct card holder.
- Readers shall be deemed responsible for any damage to the reading materials or any other property of the Library. In such a case, the person shall be required to replace such books/property as has been damaged and / or be required to pay the full value thereof as determined by the Library authorities.
- Readers shall not write or mark (by underlining, putting brackets, etc.) in any ink or pencil on the reading materials. The Library property is to be handled with utmost care.
- The silence and decorum of the Library must be maintained.
- The books shall be issued only against Reader's ticket for a week, or as per the timeline decided by the Director.

- On failure of returning home reading books by due dates, the defaulter may be penalized with a fine.
- If a book is lost by a student, she should replace it with a new copy of the same book to the library.
- The loss of Tickets / Book Cards should be reported immediately to the Librarian. Eatables and beverages are not allowed in the library premises.
- Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near the Library.
- All library books must be returned before the course / semester is completed. The Institute may NOT issue the passing certificates and / or mark sheets with the clearance and / or No Dues certificate from the Librarian, as the case may be.
- All students must adhere to the library timings and other rules and regulations.

Interaction with Media
- The students are ethically bound and prohibited from interacting with media persons, whether from the print, radio, television or online industry, and share any kind of information about the Institute, WITHOUT the prior knowledge and permission of the Director.
- The students must make proper, legal and ethical use of internet facility as provided by the Institute. The facility is provided essentially for educational purposes and should not be misused.
- Each student is responsible for ensuring that she does not violate the cyber laws of the Institute.

Extra- Curricular Activities
- Students are encouraged to actively participate in games, debates, dramatics and other co-curricular activities, as organized by the Institute. Such participations help to build confidence and contribute to the overall development of the student. The Institute strikes the required balance between participation of the students in extra-curricular activities and the academic performance. The following are

the points students must adhere to in case they organize / arrange for any event / festivals/ activities:

- The students must take permission of the Director well in advance (atleast three days before the event) for any event / activity they plan to conduct. A faculty member must be approached or appointed to be the Supervisor / Guide during the whole process.

- The students must ensure that a detailed financial statement with all financial transactions, receipts and expenditure, are duly accounted for and submitted within two days of the completion of the event / activity along with all supporting vouchers to the Faculty In-charge who shall then submit it to the accounts after being approved by the Director.

- The students must ascertain that all expenditure is incurred within the budget approved before the event to avoid any difficulty in settling of the bills at a later stage.

- When / if funding is sought from outside agencies or individuals as sponsorship of festival events, then all such funding should be available before the start of the festival.

- No student is authorized to sign any written agreement with any sponsor of any event on behalf of the Institute.

- No student shall be allowed to undertake any action or activity that shall negatively affect the reputation of the Institute.

- No student shall collect any money or contribution for picnic, trip, and Educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD and / or Director.

Administrative Procedures
- Students applying for certificates, testimonials, etc. that requires the Director's signature / approval should approach the Institute's office rather than directly approaching the Director.

- Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance, satisfactory progress and good results / academic records in the Institute as well as SPPU assessments.

- The students are required to read the notice boards regularly for important announcements made by the Institute office from time to time. Given the pandemic, the pertinent information is shared through emails and WhatsApp.
- It is the responsibility of the students to keep abreast of the information shared. No excuse / reason shall be entertained for the failure to do so.

Disciplinary Action
- The misuse/mis-handling of Institute's resources such as library books, computer lab, furniture etc. will attract heavy fines – individual and/or collective- besides disciplinary action.
- Any misconduct/misbehavior reported shall be liable for strict action.
- Any malpractice during examination would be viewed seriously and punished as decided by the Institute / SPPU authorities. One who copies and one who helps the other are equally guilty and shall be punished equally; as per the Maharashtra Prevention of Malpractices at the Examination Act.
- Cheating or copying during midterm/ End term examination and / or class test will have serious implications. The Director would have the discretion to levy the punishment in such cases.
- A student shall invite disciplinary action from the Institute, if she violates the Code of conduct of the Institute.
- The punishment, as a consequence of the disciplinary action may be any one or a combination of:-
  - Warning
  - Fine
  - Suspension
  - Cancellation of admission
- A student, who feels aggrieved with the punishment awarded, may appeal to the Director stating clearly the case and explaining her/his position, and seeking reconsideration of the decision.

Ragging
Ragging is an evil for the educational institutes and society as a whole. The University Grants Commission has made regulations to prohibit, prevent and

eliminate the scourge of ragging in Higher Educational Institutions. SVIMS in compliance with these regulations has adopted a zero-tolerance policy towards ragging and has constituted Anti- Ragging Committee, Anti- Ragging squads and Mentoring Cell to prevent and deal with ragging among the students.

Refer:

1) University Grants Commission (UGC) regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 under Section 26 (1) (g) of the University Grants Commission Act, 1956 Gazette of India, Part III, Section- 4, Dated 4th July 2009, F.1-16/2007(CPP-II)
2) All India Council for Technical Education New Delhi Notification regarding curbing the menace of ragging in Higher Educational Institutions, Dated 1st July 2009
3) F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987

What constitutes Ragging?

According to Regulation 4 of AICTE Act, 1987, ragging constitutes one or more of any of the following acts:

1) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
   a) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
   b) Asking any student to do any act which such student will not in the ordinary course do and which has effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
   c) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

d) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

e) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

f) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

g) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

h) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

Monitoring Mechanism for Ragging

As per the Regulation 6 of AICTE Act, 1987, every institute shall constitute Anti-ragging Committee, Anti- Ragging squads and Mentoring Cell as monitoring mechanism for ragging.

- **Anti- Ragging Committee**

The Anti-ragging Committee is nominated and headed by the Head of the Institution, and consist of representatives of civil and police administration, local media, Non- Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff.

- **Anti- Ragging Squad**

The Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary. The Anti-Ragging Squad will have no outside representation.

- **Mentoring Cell**

At the end of each academic year, a Mentoring Cell will be constituted consisting of students volunteering to be Mentors for fresher, in the succeeding academic year; and there shall be as many levels or tiers of

Mentors as the number of batches in the institution, at the rate of one Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

Administrative Action in the event of Ragging

According to Regulation 8 of AICTE Act, 1987 following actions to be taken against students for indulging and abetting ragging in technical institutions, Universities including Deemed to be University imparting technical education

1. The Anti-Ragging Committee will take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

2. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
   a) Suspension from attending classes and academic privileges.
   b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
   c) Debarring from appearing in any test/ examination or other evaluation process.
   d) Withholding results.
   e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
   f) Suspension/ expulsion from the hostel.
   g) Cancellation of admission.
   h) Rustication from the institution for period ranging from one to four semesters.
   i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
   j) Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Monitoring Mechanism for Ragging at SVIMS

To prevent and prohibit ragging in the institute and encourage healthy interaction between the seniors and juniors, SVIMS has established Anti-

Ragging Committee, Anti- Ragging Squad and Mentoring Committee in compliance with Regulation 6 of AICTE Act, 1987. Senior Students are appointed as Buddies to the new batch of students.

Frequency of Meetings

The Anti-Ragging committee and the Anti- Ragging Squads meet twice in a year i.e. in the month of April and August. They meet in the month of April to constitute the Mentoring Cell. The Mentoring Cell consists of senior students who are mentors for their juniors.

SVIMS Anti-Ragging Committee

- Dr. B.H. Nanwani (Director)
- Mr. Vinayak Phule (Registrar)
- Faculty Member
- Faculty Member
- Students Representative-Second Year
- Students Representative-First Year

Helpline:

Online Complaints at:

1800-180-5522

011-416190059818044577

Email id: helpline@atiragging.in

antiragging@c4yindia.org

Sexual Harassment

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts, sexual harassment is illegal. Sexual harassment is gross violation of women's right to equality and dignity.

Few Provisions of the Indian Penal Code:

Whoever assaults or uses criminal force to any woman, intending to outrage or knowing it to be likely that he will thereby outrage her modesty, shall be punished with imprisonment of either description for a term which may extend to two years, or with fine, or with both.

❖ **Sexual Harassment under Sec 354 A of the Indian Penal Code:**

Physical contact and advances involving unwelcome and explicit sexual overtures or

A demand of request for sexual favors or

- Showing pornography against the will of a woman or
- Making sexual remarks
- Imprisonment for up to 5 years or fine or both.

❖ **Section 294 – Obscene acts and songs:**

Whoever, to the annoyance of others-

- Does any obscene act in any public place, or
- Sings recites or utters any obscene song, ballad or words, in or near any public place, shall be punished with imprisonment of either description for a term which may extend to three months, or with fine, or with both.

❖ **IPC 354B: Section 354B of the Indian Penal Code: Assault or use of criminal force to woman with intent to disrobe:**

Any man who assaults or uses criminal force to any woman or abets such act with the intention of disrobing or compelling her to be naked

Shall be punished with imprisonment of either description for a term which shall not be less than three years but which may extend to seven years, and shall also be liable to fine.

Who can make the complaint?

In case of Physical incapacity

- Her relative
- Friend
- Co-worker
- Officer of the National / State commission for women
- Any person who has information about incident with the written consent of woman
- In case of death any person who has information about incident with the written consent of legal heir

- In any other case, by any person any person who has information about incident with the written consent of the woman.

Terms of Reference

The Grievance Committee shall consider all grievances submitted in writing by an individual regarding employment, working conditions, eve teasing and any other alleged injustice done to female employee/girl students while discharging their duties/attending sessions at the Institute. The Grievance Committee shall have access to all files confidential or otherwise relevant to the individual's grievance.

Objectives of the Anti-Sexual Harassment Committee:

- To consider the complaints of Sexual Harassment from female teaching staff, non- teaching staff & girl students.
- To investigate all the complaints / charges thoroughly and professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints & build confidence about impartially.
- To undertake motivational & developmental activities for female staff & girl students.
- To conduct self-defense classes like "Taekwondo" to sensitize girl students.
- To sensitize girl students about the demand of corporate life & work culture.

Procedure for Redressal of Sexual Harassment Grievances:

- The aggrieved member/ complainant shall submit a written and signed petition/ complaint to the Secretary of the Anti –Sexual Harassment Committee with copy to the Chairman within 7 days after the commitment of grievance.
- The chairman through Secretary shall call the complainant for a meeting of Anti –Sexual Harassment Committee within 10 working days.
- •The Committee shall study the petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the Director as expeditiously as

possible, but in any case within 45 working days after the receipt of petition.

- In case of any difficulties, the Grievance Committee shall have discussion with the Director before a decision is taken.
- The Director, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institute.

Procedure, Periodicity and Attendance at Meetings:
- The Anti-Sexual Harassment Committee shall meet twice per AY i.e.1st week of Oct & 1st week of March generally. However, if necessary, it may meet frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- Committee shall organize at least two developmental activities per AY.
- At least four members of the Grievance Committee shall be present in a meeting.
- If a member of the Sexual Harassment Committee is connected with the grievance of the aggrieved individual, the concerned member of the Committee shall not participate in the deliberations regarding that individual's case.

SVIMS "Anti -Sexual Harassment Committee"
- Dr. B.H. Nanwani (Director)
- Mr. Vinayak Phule (Registrar)
- Faculty Member
- Faculty Member
- Faculty Member
- Students' Representative-Second Year
- Students Representative-First Year

Actions taken at SVIMS
We are committing to Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

the penal consequences of sexual harassments: and the order constituting, the Internal Committee under this law are prominently displayed;

Workshops and awareness Programmes are organized at regular intervals for sensitizing the employees with the provisions of the POSH Act and orientation Programmes for the members of the Internal Committee in the manner as may be prescribed;

Necessary facilities are provided/will be provided to the Internal Compliance Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

SVIMS will assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be.

Make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under this law

Provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force.

Cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.

Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct.

Monitor the timely submission of reports by the Internal Committee.

Code of Conduct for Faculty Members

The SVIMS Employee Handbook describes the Recruitment, Training, Salary

and Benefits and the Leave Policy for the employees at all levels. The points enumerated below emphasize more on the faculty conduct at the Institute in different capacities.

General Discipline
- Be punctual and adhere to class timings. Please adhere to both the 'in and out time' of sessions as per time table
- Do not carry mobile phone to class
- Change/ exchange in lecture has to be communicated to HOD
- Do not use unparliamentary words/ remarks in class which may hurt the sensitivities/ sensibilities of the students.
- Comments on caste, customs and personal comments on dressing is strictly prohibited
- Do not speak anything against the management, college, administration, director and colleagues in class
- Please switch off the projector and system before leaving the classroom
- Non vegetarian food (including eggs), smoking, tobacco is strictly prohibited and their use within the premises or during office timing may lead to termination of service
- We function under the aegis of the rules for prevention of sexual harassment at work place. Adherence to the same is expected. Please read up provisions of the Prevention of Sexual Harassment at Workplace Act

Faculty Member and Students
A Faculty member is a guru, a friend, a mentor and a guide to the students. As such, the faculty is responsible for the intellectual growth and mental wellness of the students. To achieve this, a Faculty member, must be:
- Unbiased and unprejudiced – treat and respect all students as one. This is also a revered value of SVIMS. There should be no favourism in respect of assessments. The slow learners must be guided to overcome the academic difficulties.
- In the role of a mentor, the faculty member must make valuable contributions in the personal development of students guiding them in

the academics and professional lives and also providing emotional support during testing times.

- The faculty should take care to not disclose confidential information about students to anyone except to the Director for pre-emptive measures.
- No faculty can accept fees or honorarium, gift, etc., without the knowledge or permission of the Director, other than those permissible under the rules for providing guidance or coaching to the students.

Faculty member with Management / Governing Board

- A faculty member must maintain proper respect, regard and decorum towards the Governing Body.
- All professional activities must be performed in a systemic way. It is unethical to discuss any information about the Institute or its members with unauthorized individuals.
- A faculty must ensure constructive performance and growing competence which in turn is evaluated by the Governing Body, rather than only aiming for promotions / incentives.
- The faculty must not expect appointment or promotion out of turn, based on favouritism or against professional ethics.
- It is a personal accountability of every faculty member to honour the provisions of the appointment letter which the faculty member at the time of joining the Institute.
- The faculty members co-operate and support the authorities of the Institute in order to meet the academic and administrative goals and milestones of the Institute.
- It is a punishable offence if any faculty condemns or badmouths the Institute and / or its Governing Body through anonymous communication to outsiders/media and/ or encourages conversational conflicts which harm the institutional interests.
- Every faculty is responsible for maintaining complete financial transparency and undertake any such transactions with utmost honesty, accuracy and fairness.

- The faculty must inform and seek approval from appropriate authority for undertaking any sponsored funded projects or any financial assistance from an external source.

Faculty Member with Colleagues
- Every faculty member must work towards developing fraternal relations with his/her colleagues and build a productive work environment with healthy interpersonal relationships and team spirit.
- A faculty must treat all the members of teaching and non-teaching staff with respect and appreciation personally and professionally
- The Faculty must work together as a team. They must extend co-operation and assistance to each other in academic, co –curricular activities organized in the Institute. They must also guide each other for their professional development.
- The faculty must refrain from belittling or discrediting their colleagues by complaining or writing anonymous letters to the authorities. Similarly, spreading rumours or wrong news about his/her colleagues to express his/her displeasure is completely unacceptable at SVIMS.

Code of Conduct for Administrative Staff

General Discipline
- Should obey the rules and regulations of the Institute
- Should maintain honesty, integrity, and fairness in every activity.
- Should respect the statutory rights of staff and students.
- Should not engage in or be a member of any secret cult.
- Should not divulge official secrets, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.
- Should not aid/abet examination malpractice engage in dubious transactions.
- Must respect and maintain the hierarchy in the Administration.
- Should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Should not use official time for private business or engage in practices such as trading and enrolment in full-time studies.
- Should not use unauthorized persons to perform official duties.

- Should exercise self-discipline and deal politely with staff, students, and the general public.
- Should not get/eat Non vegetarian food (including eggs). smoking, tobacco is strictly prohibited and their use within the premises or during office timing may lead to termination of service
- Should not do anything that will taint the image of the Institute.

Administrative Staff with Management / Governing Board
- The Administrative Staff is the first support system for any organization. They help to implement and sustain the systems that are set and followed in the Institute; the Staff must therefore ensure proper implementation of any changes in policy documents as directed by the Management / Governing Body.
- Display the highest possible standards of professional behaviour that is required in an educational establishment
- Co-operate with colleagues, providing support, help and guidance as required by them and enable effective communication throughout the Institute.
- Diligently attend professional development and support facilities provided for personal and professional growth
- Maintain appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They must take care not to discuss issues of particularly sensitive matters within the Institute that may cause distress or infame to the Institute and its members.

Code of Conduct for Director

General

The Director as the Academic and Administrative Head of the Institute shall be a mentor and
- Support the aims and objectives of the Institute, showing it the highest loyalty, and act in good faith in its interests.
- Maintains high ethical values, honesty and transparency in carrying out duties that are assigned by the board of management.
- Perform and discharges duties with the highest degree of professionalism and dedication

- Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain discipline and Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- Use IT infrastructure and facilities responsibly both as an individual and governor to ensure that neither personal/professional reputations nor the institute's reputation is compromised by inappropriate postings.
- Provide leadership to the students, faculties, teaching and non-teaching staff and be responsible for the creation of supportive learning environment among all the stakeholders.
- Not make statements to the press or media or at any public meeting relating to the proceedings of the Governing Body of the Institute or its Committees without first having obtained the approval of the Chairman or, in his/her absence, the Vice Chairman.

Institute and Academics
- The Director must ensure that all the guidelines as per rules and regulations stated by Savitribai Phule Pune University, AICTE, UGC, State Government and other respective authorities are followed and implemented in timely manner and that appropriate and regular communication is maintained with all competent authorities to meet the timelines.
- The policies are strategized, discussed and implemented in accordance with the Governing Body of the Institute.
- Oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Convenes meetings of committees and other pertinent bodies professionally; involving the faculty members at various levels for institutional activities.
- Impartially conducts periodic academic reviews with faculty and class coordinators to draft and finalize, to review the implementation and progress of academic plans and make suggestions for betterment.
- Diligently promotes industry – institute interaction to ensure better employability for students.

- Adopts a participatory approach to decision making by involving different stakeholders to ensure smooth conduct of academic and administrative processes in the Institute.

Research and Development
- Encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences/FDPs.
- Works to increase their visibility in the academia by motivating faculty to author books and publish research papers in reputed International / National Journals/Magazines and Periodicals.
- Sincerely mentors the faculty members for research and development activities and also get sponsored research projects from various funding agencies.
- To diligently strive towards the qualitative development of the Institute.

Finance

To show integrity and diligence in handling of financial matters while:
- Approving monthly salary bills of the employees
- For scholarship bills in respect of students, stationery, library bills, etc.

Code of Conduct for Governing Council
- Support the aims and objectives of the Institute, showing it the highest loyalty, and act in good faith in its interests.
- Each member should also act honestly and diligently in promoting the interests of the Institute and its students in the wider community;
- Work co-operatively with other Governors for the benefit of the Institute as a whole and not for any improper purpose, or for personal motive.
- A decision of the Governing Council, even when it is not unanimous, is a decision taken by the Governing Council collectively and each individual Governor has a duty to stand by it, whether or not he/she was present at the meeting when the decision was taken.

- Use social networking sites responsibly both as an individual and governor to ensure that neither personal/professional reputations nor the institute's reputation is compromised by inappropriate postings.
- It is unethical for Governors publicly to criticize, canvass or reveal the views of other Governors which have been expressed at meetings of the Governing Council or its Committees.
- Not make statements to the press or media or at any public meeting relating to the proceedings of the Governing Council or its Committees without first having obtained the approval of the Chairman or, in his/her absence, the Vice Chairman.

Professional Ethics

All employees must avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute. Staff must respect the person, the diversity of students and other staff members of the Institute and treat each other with courtesy and sensitivity to rights, duties and aspirations. Respect of dignity, rights and opinions is of utmost importance. This should never be compromised on.

It seeks to inspire its faculty, staff and students to be effective leaders and managers of ethical grounding scripting a new destiny for a resurgent India.

Professional Ethics are expected in terms of:
  1) **Academic Integrity**
Academic integrity is at the heart of SVIMS that combines teaching, learning and research. All the members of the SVIMS family are expected to imbibe and demonstrate academic integrity in their work. Being a management Institute, SVIMS constantly works towards providing knowledge and experience to its students at par with the global standards.