



Sadhu Vaswani Institute of Management Studies for Girls, Pune

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

COMPENDIUM OF POLICIES

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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.

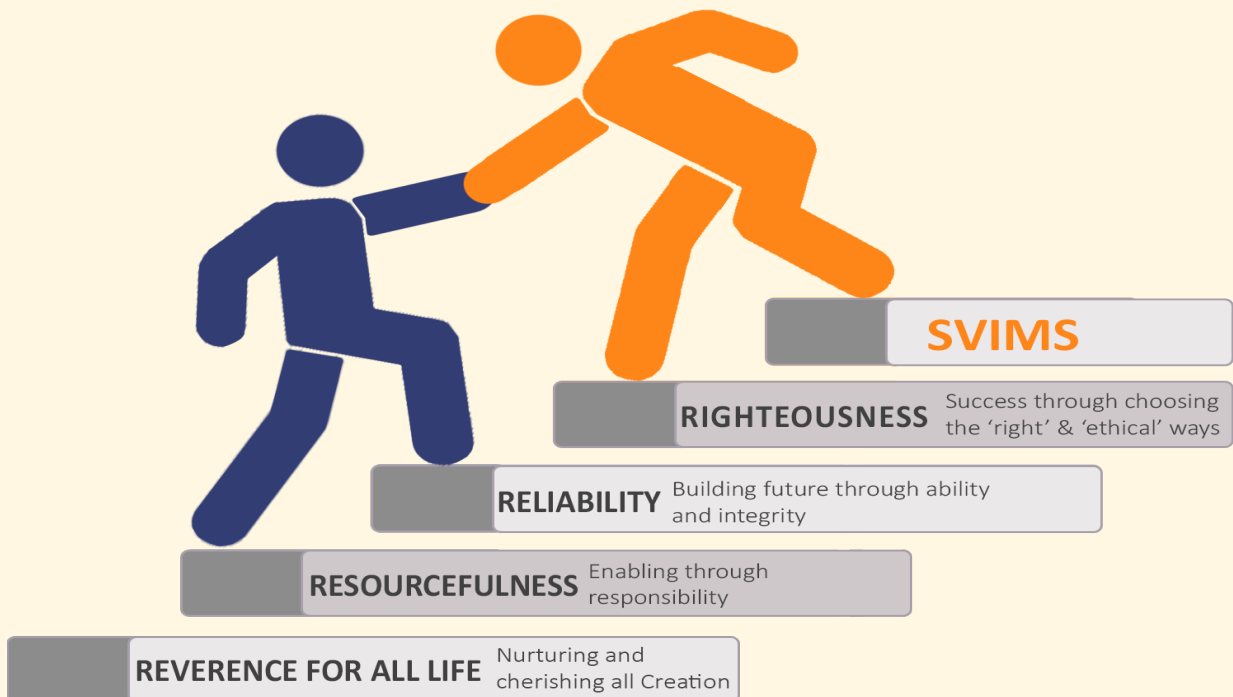
M2: To develop an eco-system for promoting knowledge creation and innovation and industry engagement to help students stay relevant.

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



Compendium of Policies

Policies, Processes and Procedures are intangible support systems that bind and directs resources in an organization to the achievement of set goals.

SVIMS strives to achieve efficiency and effectiveness. Policies have been set up to do the right things [effectiveness] in the right way [efficiency]. These Policies set out principles which guide thinking, decision making and action to help an organization achieve desired outcomes.

These policies establish communication between SVIMS as an organization and our stakeholders on expectations, values, and methodology of work in specific areas. They inform stakeholders about 'what to do and why' and set the limits or boundary within which one can take a decision and action.

Policies for Administration of SVIMS - Roadmap to Quality

Concerted efforts are required to develop institutional quality. One of the building blocks to develop quality is setting up Policies, Processes and Procedures in academic and administrative tasks. The policies made at SVIMS are need based and have been framed through a consultative approach and involvement of relevant stakeholders. Care has been taken to embed processes and procedures for executing the policies.

Mapping NAAC Criteria with Policies

Our policies are generally based on different criteria of NAAC and are mapped thus:

Sr. No.	NAAC Criterion	Policy Required
1.	Curricular Aspects	1. Certificate Courses- Policy and SOPs 2. Stakeholders' Feedback Mechanism Policy
2.	Teaching & Learning, Evaluation	1. Outcome Based Education Policy 2. Advanced and Slow Learner Policy 3. Grievance Redressal Mechanism

3.	Research, Consultancy, and Extension	1. Research Policy 2. Innovation, Incubation and Start Up (IISC) Policy
4.	Infrastructure and Learning Resources	1. Resource Mobilization and Utilization 2. Infrastructure and Maintenance
5.	Student Support and Progression	1. Scholarship Policy
6.	Governance, Leadership, and Management	1. e-Governance Policy
7.	Institutional Values & Best Practices	1. Gender Policy 2. Green and Sustainable Campus Policy 3. Policy for Ban on Plastic 4. Water Conservation Policy 5. Disabled-Friendly, Barrier Free Environment

Policy For Certificate Courses

	Policy Title: INTRODUCTION AND CONDUCT OF CERTIFICATE COURSES	
1.	Functional Area: Teaching – Learning and Student Support	
2.	Policy Applies to:	<ul style="list-style-type: none"> • Teaching Staff • Non-Teaching Staff • Students
3.	Effective from the Date:	Academic Year 2019-20
4.	Brief Description of the Policy	The policy outlines the decision and execution framework for introducing and conducting Certificate Courses.
5.	Reasons for the policy	<ol style="list-style-type: none"> 1. To supplement/complement SPPU curriculum and help students become corporate ready 2. To identify and tap multiple sources for introduction of certificate courses that help students to enhance their employability skills, soft skills/enhance domain knowledge. 3. To set up mechanisms for smooth conduct of certificate courses 4. To ensure that accountability and transparency are maintained in the process on introducing and conduct of certificate courses
6	Process	<p style="text-align: center;">Need Analysis</p> <p>Need and purpose of the certificate course to be established. The need may arise from request /feedback made by students, industry requirements as gauged from stakeholder meetings, new skill requirements from industry, sunrise areas promising employment, recommendation by alumnae etc. These would generally be discussed by the HOD in staff meetings and/or IQAC meetings when a feedback report is presented.</p>

Generally, the need analysis will be done on the completion of the academic year and before the commencement of the new academic year.

Ideally 5 to 7 courses may be considered per academic year.

Knowledge Partners

The options for introducing courses are:

- SVIMS Faculty [Designing in house courses if expertise is available. Such courses can then be put up to SPPU for approval]
- Courses available through Industry Sources [courses especially aligned with NSQF]
- Professional Agencies offering such courses [through Vendors]

SVIMS in general would prefer to offer Certificate Course free of charge to students. Where the same is absolutely not possible, SVIMS will choose Knowledge Partners who without compromising on quality and content, will substitute commercial interests for social welfare. In all such cases, SVIMS will work on zero profits for the course, including not charging for incidentals [like electricity bill, using premises] etc for delivery of the course. MOUs will be used for the introduction and conduct of courses offered through Knowledge Partners. Wherever possible, the MOU will cover the clause of offering the course at subsidized fees/fee waiver for a few absolutely deserving students who cannot afford to pay the fees.

Each such certificate course will not be less than 30 hours duration.

IQAC, Director, Governing Council

A proposal will be placed before the Director [initial proposal of introducing a course will be taken up in IQAC meeting] outlining-

- Need Analysis

		<ul style="list-style-type: none"> • Course Details – Certificate Course [zero/additional credits] or as part of Curriculum • Syllabus and Course Requirements • Details whether course will be designed in house/through Knowledge Partners • Knowledge Partner Details • Financials [Fees payable by students; Amount payable to Resource person; Minimum Number of Students Required] • Type of assessments/examination • Tentative Date of Commencement • Draft of MOU <p>The Director, will take an in- principal acceptance of such courses in the Governing Council</p> <p style="text-align: center;">Students’ Orientation</p> <p>After receiving approval, an orientation session will be conducted to apprise students of the opportunity and benefits of doing the Certificate Course.</p> <p>The course will be launched, If the required number of students evince interest and enroll for the course.</p> <p style="text-align: center;">Launch of the Course</p> <p>The Course Coordinator will request HOD for allotment of dates and time slots and submit list of Students who have evinced interest in this course and tentative exam schedule</p> <p style="text-align: center;">During the Course</p> <ul style="list-style-type: none"> • Taking few Geotagged photographs of classes conducted • Video Shots of some sessions, wherever possible • Attendance Sheets [Students’ Signatures] <p style="text-align: center;">Conclusion</p> <p>The Course Coordinator will ensure collection and preservation of records like:</p> <ul style="list-style-type: none"> • Assessments and Exam Result • Attendance Sheets
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		<ul style="list-style-type: none"> • Feedback Analysis • Photocopy of certificates • Website Report • Geotagged photographs of Certificate Award Ceremony, if conducted • University Records [if the course is to be shown as part of curriculum] • Recommendation about repeating the course or its discontinuance
7.	Documentation	Certificate Course Coordinator
8.	Approved by:	Dr. B H Nanwani, Director, SVIMS
9.	Responsible Authority	IQAC coordinator, Course Coordinator and Registrar
10.	1 Superseding Authority	Director
11.	Last Reviewed/ Updated:	
12.	References for the policy	SPPU

Annexures

Templates Proposal by Course Coordinator

The Director
SVIMS

Sub: Proposal to Start a New Certificate Course

Respected Madam,
I submit for your perusal a proposal for starting the following Certificate Course/s, details of which are provided below:

Course and Knowledge Partner Details

Name of Course	
Designed by	
Offered by	
Execution	
Course as Part of Curriculum or Under Criteria I [Provide Details]	

Course Requirements

Mode of Delivery	
Fees per Student	
Course Duration	
Tentative Start Dates	
Tentative End Dates	
Expected Benefits [Skills etc]	
Number of Students Mandatorily Required to Start the Course	
Number of Students Expected to Join	<ul style="list-style-type: none">• MBA I• MBA II

Financials for Paid Courses

Income Expected	
Fees to be collected by	
Expenditure to be incurred by Institute. [Resources, Hospitality, Certificates etc- Provide Details]	

Supporting Documents

[Attach a copy]

Syllabus	
MOU	

Others:

Need Analysis Conducted:	
Orientation Course Conducted on:	
Name of Resource Person:	
Proposed Course Timings:	

I look forward to receiving your sanction of the proposed course.

Grant of Approval by Director

Dear Ms. ,

With reference to your proposal for starting Certificate Course on, I am happy to grant permission for starting the course. You are required to comply with document maintenance and other formalities.

To Be Started on:

Fees per Student:

Payment to Resource Person:* 30 hours

Dr. B. Nanwani

Copy to Accounts Office for necessary action and records.

Copy to HOD for Necessary Action and Documents.

Information of Certificate Course to be given to HOD

Dear Sir/ Madam,

I have been permitted to start a Certificate Course onI write to request you to kindly allot time slots for conducting this course from...to [Starting and End Dates]

Please find necessary documents and details in this context:

- 1) List of Students who have evinced interest in this course [MBA Part I]
- 2) List of Students who have evinced interest in this course [MBA Part II]
- 3) **Exam Schedule**
 - Pattern of Exams:
 - Exam Paper:
- 4) Feedback Form:
- 5) Financials:
- 6) Cost of Certificates, if Any
- 7) Resource Payments:
- 8) Certificate Award Ceremony [Tentative]

I undertake to maintain Student Applications for the Certificate Course and Attendance Sheets.

Thanking You,
Sincerely,

Communication of Timeslot by HOD

Dear ...,

In response to your application dated..., you are requested to start the course on.....The course can be conducted from...to ...pm in Class Room No.....

You are requested to provide me the following:

1. Letter for Knowledge Partner [Before Starting the Course]
2. Geotagged photographs of classes conducted [every week]
3. Video Shots of some sessions
4. Application Forms of all enrolled Students
5. Students' Attendance Sheets
6. Feedback Form

Thanks and Regards,
HOD

Summer Internship Project (SIP)

Sr. No.	Key Point	Particulars
1	Policy Title	Summer Internship Project (SIP) Policy
2	APN Number and Functional Area	APN Number: Functional Area: Area of specialization or in any other functional area of management.
3	Brief Description	This policy is an outline for the purpose of Summer Internships that are undertaken by the students on conclusion of Second Semester for a period of 8 weeks .
4	Applies To	- Students - Faculty
5	Definition	Summer Internships are undertaken by the students as part of course curriculum which enables the students to get practical exposure of the industry/business practices.
6	Reasons for Policy	To offer students an opportunity to acquire on job, the Skills, Knowledge, Attitude and Perception along with the experience needed to constitute a professional identity. To provide a means to immerse students in actual supervised professional experiences. To give an insight into the working of real organizations. To gain deeper understanding in specific functional areas. To study and appreciate the linkages among different functions and departments. To develop perspective about business organizations in their totality. To help the students in exploring career opportunities in their areas of interest. To help students get a PPO.
7	Introduction	Each student shall undertake the Summer Internship Project (SIP) for a period of 8 weeks . Students are required to undertake the SIP immediately on conclusion of Second Semester

		<p>The SIP may or may not have a Functional Focus i.e., the student may take up a SIP in her intended area of specialization or in any other functional area of management.</p> <p>SIP can be carried out in Corporate Entity: NGO, SME, Government Undertaking and Cooperative Sector</p>
8	Policy Statement	<p>The students can approach companies on their own or through the Placement Cell of the Institute. If a group of minimum 3-4 students are going to the same company, then it is mandatory for you to inform the company to sign a Memorandum of Understanding (MOU) with the Institute.</p> <p>As far as possible, the internship should be with stipend. The stipend is normally routed through the Institute, so that the students' interests are protected. The Institute deposits such an amount in your Bank Account directly.</p> <p>SIP may be a research project -based on Primary and Secondary data.</p> <p>SIP may be an operational assignment. Ideally SIP should exhibit a cross functional orientation.</p> <p>SIP shall sensitize students to the demands of the workplace.</p> <p>It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.</p> <p>Each student must submit the joining report duly signed by the reporting authority in the organization she has joined within one week of joining internship.</p> <p>Students are required to submit the progress report duly signed by their guide after every 15 days. The progress report can be sent by mail to the respective guide. Students should meet the guide for discussions and understanding of the work every 15 days during the project work. Students who fail to do so will lose 5 marks each time.</p> <p>The learning outcome and the utility to the organizations must be specifically highlighted in the project report.</p> <p>Assigned work in the project report, if not completed will adversely affect scores.</p>

		<p>Downloading, cutting, copying, pasting of the content from internet should be strictly avoided.</p> <p>Students should display good work ethics that will consequently lead to receiving the Pre-Placement Offer (PPO) from the company.</p> <p>No student is allowed to extend her internship without prior written permission of the Director.</p>
9	Related Policies, Procedures, Guidelines, and Other Resources	<p>The students should submit two hard copies and one soft copy (CD) of their project report in PDF Format, hard bound (Black Cover with Golden Embossing) to the Institute on or before the prescribed date.</p> <p>The matter should be typed on A-4 size BOND PAPER with Times New Roman font of size 12 points, with a spacing of 1.5 pts. between the lines.</p> <p>In the interest of environmental considerations, students are encouraged to print their project reports on both sides of the paper.</p> <p>A margin of 1.5' on the left side and 1' on right side should be kept. A margin of 1.0' at the top and bottom should be kept.</p> <p>No headers and footers should be used. No borders should be used for regular test pages.</p> <p>The matter should be printed in black ink only. Colour ink for graphs and charts can be used.</p> <p>The report should be printed on the Executive Bond white paper. No company stationery should be used. Logo, water marks, brands of the company etc should not be displayed in the report.</p> <p>Each chapter should begin on a new page.</p> <p>No Page numbers for Title Page, Acknowledgement, Declaration by the Student, Certificate from the institute, Certificate from the organization, Index, List of Tables, List of Figures, Executive summary. These have to be numbered separately (Roman Numerals).</p> <p>The minimum number of pages for the project (excluding the above) should be 60.</p> <p>The pages should be centrally numbered at the bottom of the page.</p> <p>The index should contain the name of the chapter and the page number.</p>
10	List of Documents	As per Annexure

Annexures

1. Mba II - Allotment of Project Guide - (Month & Year)

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS			
MBA II - ALLOTMENT OF PROJECT GUIDE - (MONTH & YEAR)			
This is to inform the students of MBA II that for your Summer Internship Project (SIP), Project Guides have been allotted. All the students are required to meet their project guide for necessary guidance for executing their internship and completion of project report.			
Roll No.	Students Name	Specialisation	Project Guide

2. No Objection Certificate (NOC)

On Institute Letterhead
<p>To, The Manager/ HR Manager, Company Name:- XXXXX Company Address:- XXXXX</p> <p>Dear Sir/Mam,</p> <p>Sub: NOC to Ms. XXXX for pursuing Internship</p> <p>Greetings of the day from Sadhu Vaswani Institute of Management Studies.</p> <p>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. 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.</p> <p>The students of MBA program have to undertake a Summer Internship for a period of two months as a part of their curriculum. We hereby convey our No Objection to the undermentioned student pursuing her internship in your esteemed organization.</p> <p>Name of Student: Ms. XXXX Roll No: XXXX Batch: MBA 20XX-XX</p> <p>As part of our SIP requirements, we request you to provide the following:</p> <ul style="list-style-type: none">• Attendance Summary• Appraisal by the Reporting Manager• Geo Tag Photographs in office premises <p>In case of any query, you can reach Ms. XXXX on Mob. No.. XXXX (Email:- XXXX)</p> <p>Warm Regards,</p> <p>Dr. B H Nanwani Director</p>

3. Initial Pages of Project Report

A PROJECT REPORT
ON
A STUDY OF CUSTOMER PREFERENCE FOR XXXX IN PUNE CITY

AT
PRIME LIFE SPACE LTD

BY
MS. XXXXX XXXX
ROLL NO. XXXXX

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION

UNDER THE GUIDANCE OF
MR./MS./DR. XXXX XXXX

THROUGH
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS

6, KOREGAON ROAD, PUNE 411001

20XX - XX

ACKNOWLEDGEMENT

I am overwhelmed in all humbleness and gratefulness to acknowledge all those who have helped me to put the ideas, well above the level of simplicity and into something concrete.

I owe a great debt to my guide Mr./ Ms./ Dr. XXXX XXXX, who provided wholesome direction and support to me at every stage of this work. Her wisdom, knowledge and commitment to the highest standards inspired and motivated me. My gratitude is also due to our Director Dr. B. H. Nanwani, for her unconditional support and guidance.

*My sincere thanks to Mr./ Ms. XXXX XXXX, **occupation of name of the company**, for giving me an opportunity to work under his guidance.*

Name of the Student

DECLARATION

I hereby declare that the project titled “A Study of XXXX” is an original piece of research work carried out by me under the guidance of **Mr./ Ms./ Dr. XXXX XXXX**. The information has been collected from genuine & authentic sources.

The work has been submitted in partial fulfillment of the requirement of degree of **Master of Business Administration to Savitribai Phule Pune University**.

Date:

Place:

Name of the Student

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4. Chapter Scheme for Project Report

<p>Title Page Certificate from the Institute Certificate from the Company with name of External Supervisor and Seal Acknowledgement Declaration by the Student</p> <p>Index List of Tables List of Figures</p> <p>Executive summary (1 – 2 pages, summary of the entire project work)</p> <p>Chapter – I Introduction Theoretical background of the topic with relevant models</p> <p>Chapter- II: Organization Profile History of the organization, its founders, promoters, vision, mission, quality policy, products, competitors, SWOT Analysis, important financial /statistical data (sales, turnover, market share etc), organization chart, Departments, new projects, awards won etc.</p> <p>Chapter-III: Statement of Problem (Outline of Problem/Task undertaken)</p> <p>Chapter-IV: Research Methodology (Details of Research methodology pertaining to project should be mentioned. No theory about RM should be stated)</p> <ul style="list-style-type: none"> • Objectives of Study • Need / Significance of the Study. • Scope of the Study • Data Collection – Primary/Secondary and Sample Design • Tools of Analysis • Limitations of the Study. <p>Chapter-V: Analysis and Interpretation of Data (Presentation of the data collected in tabular and graphical form, its analysis using various statistical techniques/tools and the interpretation of the data. The tables, Figures, Graphs etc. should be numbered.)</p> <p>Chapter-VI: Conclusion</p> <ul style="list-style-type: none"> • Findings – related to your study • Recommendations - General suggestions and opinions should not be made. Suggestions should be based on the analysis of the data • Conclusion • Learning of the student through the project • Contribution to the host organization.

**Annexure – Questionnaire, Data Sheet etc.
References in APA style**

Bibliography

(Should contain the list of references used for the study, such as books, journals, magazines, newspapers, internet sites, company reports, intranet, manuals, Government publications, industry publications etc.)

• **Books**

Name of the Author;(Year of publication); Name of the book; Name of the publisher; Place of publication, page no. referred. e.g. Khan P.K (2006); Management Accounting, Tata McGraw Hill; New Delhi; pp 30-39.

• **Journals /Magazines**

Name of the author; Title of paper/article; Name of the journal/magazine; No. & Vol of publication; period of publication, page no. referred. e.g. Sharma J.S; HR in IT Industry in India: A empirical study; Indian Journal of Industrial Relations, No.2 Vol 23 July-October 2006; pp21-35

• **Internet sites**

Students should provide the complete link of the website referred and along with the date and time when assessed. Do not just mention the address of the search engine. <http://money.howstuffworks.com/customer-service.htm> assessed on Monday 7th August 2006, 6:30 p.m.

Appendix

(Should contain various formats and forms related to the study. It should also contain a copy of the blank and filled in questionnaire and other relevant documents)

NOTE: There has to be a co-relation between the objectives, research methodology, analysis and suggestions in the report.

5. Formats for Faculty

Sadhu Vaswani Institute of Management Studies for Girls, Pune		
Internship Evaluation during the Visit A.Y: 20XX - XX		
Instructions:		
1. This sheet is to be filled by the Faculty Mentor when she visits the organisation		
2. Please carry this sheet along with you and fill it in the organisation itself		
3. You can make a combined sheet as given below for number of students in the same organisation		
4. Please mark a tick or a cross for the fields of attendance, domain knowledge and instructions		
Name of the Organisation		Date of Visit
Name of the Supervisor		
Name of the Student		
Was she Present		
Understands and follows instructions		
Domain Knowledge to perform tasks		
Any special remarks by the employer	1	1
	2	2
Signature of the Faculty Mentor	Signature of the Supervisor	Signature of the Student

Sadhu Vaswani Institute of Management Studies for Girls, Pune			
Internship Report			
Instructions :			
1. This report is to be prepared by the Faculty Mentor and submitted to the TPO 2 days after the completion of Internship			
2. Please ensure that the signature of the student is duly taken			
Name of the student		Date of Evaluation	
Contact Number of the Student		Semester	
Duration of Training		Name of the Faculty Mentor	
Home Address			
Internship Address			
Name and Designation of the Supervisor		Email ID and Contact Number	
Nature of work			
Discussion on the 15th Day of Internship			
Discussion on 30th Day of Internship			
Discussion on 45th day of Internship			
Sign of Faculty Mentor			Signature of the Student

6. Format for Students

Sadhu Vaswani Institute of Management Studies for Girls, Pune			
Internship Application Form A.Y: 20XX - XX			
*Please note that, this application form has to be filled in full and submitted by the student after which, the faculty mentor shall check it and sign on it.			
Name of the Student			
Residential Address			
Email ID		Contact Number	
Tentative Specialisation		Internship Semester (Year)	
Overall GPA			
Internship Preferences			
Sr. No.	Location	Core Area	Company/Institution
1			
2			
Name and Sign of the Faculty Mentor			Sign of the Student
*Signature of the Faculty Mentor confirms that the student has attended the Internship Orientation Programme			

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Summer Internship Plan A.Y: 20XX - XX

Please note that

- This form has to be filled by the student with the help of her respective Faculty Mentor.
- This document entails a brief plan for your internship and hence, the Title of your project, Objectives and Learning outcomes of your internship have to be filled before you start with your internship
- While, contact details of Supervisor, job description and schedule can be filled after you join your internship. Both, Mail ID and Contact number are to be mentioned
- This form is to be duly filled and submitted to the SIP guide.

Name of the Student

Name and Address of the Organisation

Name of the Supervisor

Mail ID and Contact Number of the Supervisor

Date of commencement of Internship

Job description/Internship duties

1
2
3

Title of the Project

Internship Schedule

Internship Objectives

1
2
3

Expected Learning Outcomes

1
2
3

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Summer Internship Project Daily Log Sheet A.Y: 20XX - XX

Instructions for the Student:

1. Please make sure, you fill this Log Sheet daily. Your SIP marks will be based on this log sheet and the Evaluation sheet by your mentor/Company Supervisor/Manager.
2. Please submit 15 log sheets after every 15 days that you come and meet your faculty mentor for discussion, failing which, 5 marks will be deducted
3. Please ensure that, each log sheet is signed by your immediate reporting authority every single day

Name of the Student			
Name and Address of the Organisation			
Name of the Supervisor			
Mail ID and Contact Number of the Supervisor			
Date of commencement of Internship		Date of Completion of Training	
Time of Arrival		Time of Departure	
Department/Division		Name and E-mail ID of the Supervisor/Manager/Employer	
Primary Responsibilities of the Intern			
Supervisor's Signature			

DAILY WORK RECORD

Sr. No.	Date	Work Done in brief	Supervisor's Signature
1			
2			
3			
4			
5			

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Student Internship Feedback form A.Y: 20XX - XX

Instructions for the student:

1. Please make sure all the fields are duly filled and completed in all aspects
2. This form is to be submitted to the SIP guide after completion of internship duration

Student Name:	Date:				
Title of the Project:					
Internship is: [Tick the Appropriate Option]	Paid:	Unpaid:			
Organisation Name:					
Address:					
Internship Supervisor:					
Supervisor Mail ID and Contact No.:					
Name of the Faculty Coordinator:					
Internship Commencement date:	Internship End date:				
Give a brief description of your work at Internship:					
Was your Internship related to your major area of study?					
Yes, to a large extent	Yes, to some extent	No, not related at all			
Indicate the degree to which you agree or disagree with the following:					
The experience has	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge related to the corporate world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use my leadership skills					
Expanded my sensitivity to ethical implications of the work involved					
Made it possible for me to be more confident in work situations					
Given me a chance to improve my interpersonal skills					
Helped me to handle responsibility and use time wisely					
Helped me discover new aspects of myself that I did not know, existed earlier					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
In the institute internship program, faculty members are expected to be mentors. Do you feel your faculty coordinator served this function? Why or why not?					
How well were you able to accomplish the initial goals/tasks and new skills set down in your plan? In what ways were you able to take a new direction or expand beyond your job description? Why were some goals not accomplished adequately?					
In what areas did you most develop and improve?					
What did you like about your internship?					
What has been the most significant accomplishment/satisfying moment at your internship?					
What did you dislike about your internship?					
Considering your overall experience, how would you rate your internship?					
Satisfactory	Good	Excellent			
Please give suggestions as to how your internship experience could have been improved?					
Signature of the Student					

7. Formats for Employer

Sadhu Vaswani Institute of Management Studies for Girls, Pune					
Summer Internship Project Attendance Sheet A.Y: 20XX - XX					
To be Filled by Immediate Reporting Supervisor/Manager					
Name of the Student					
Name and Address of the Organisation					
Name of the Supervisor					
Mail ID and Contact Number of the Supervisor					
Date of Commencement of Internship		Date of Completion of Internship			
MAY/JUNE/JULY/AUGUST					
MONTH - 1		MONTH - 2		MONTH - 3	
Date	Signature	Date	Signature	Date	Signature
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
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22		22		22	
23		23		23	
24		24		24	
25		25		25	
26		26		26	
27		27		27	
28		28		28	
29		29		29	
30		30		30	
31		31		31	
Signature and Stamp of Company					

Sadhu Vaswani Institute of Management Studies for Girls, Pune

Intern's Appraisal by Reporting Supervisor/ Manager A.Y: 20XX - XX

Dear Sir/Madam, Ms.XXXX (Name of Student) has interned with you. We request you to provide an honest feedback of the work and behavior of the intern to help us groom her into a worthy Corporate Citizen.

Instructions for the student:

1. Please make sure all the fields are duly filled and completed in all aspects
2. The signature of your supervisor and stamp/seal of the organisation is mandatory
3. Your SIP is incomplete without this Evaluation Form

	DATE
--	-------------

Name of the Student	
Name of the Organisation	
Address of the Organisation	
Name of the Employer/Manager/Supervisor	
Designation	
Email ID and Contact No of the Employer/Manager/Supervisor	
Dates of Internship- From:	To:

Please evaluate our student by indicating the frequency with which you observed the following behaviours

Behaviour/Parameter	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Is dependable					
Cooperates with co-workers and supervisors					
Shows interest in work					
Learns quickly					
Takes initiatives					
Produces high quality work					
Accepts responsibility					
Accepts criticism					
Demonstrates organisational skills					
Uses technical knowledge and expertise					
Shows good judgement					
Demonstrates Creativity/Originality					
Analyses problems effectively					
Is self-reliant					
Communicates well					
Has a professional attitude					
Gives a professional appearance					
Is punctual					
Uses time effectively					
Overall Performance of the Student- Intern (tick one)	Satisfactory		Good	Excellent	

Would you consider her for a placement opportunity if there arises a vacancy in the organisation?	Yes/No
--	---------------

Additional Comments, if any

Supervisor's Signature and Company Seal/Stamp

8. Project Certificate

CERTIFICATE

This is to certify that **Ms. XXX XXXX**, student of Master of Business Administration (20XX - XX Batch) has completed her project titled **“A Study of XXXXX”**

The project is completed to our satisfaction and is submitted in partial fulfillment of requirement for Master of Business Administration Program as per the rules of the Savitribai Phule Pune University.

Mr./ Ms./ Dr. XXX XXXX
Project Guide

Dr. B H Nanwani
Director

Sign of External Examiner

Date: _____

Place: _____

9. Notice: Internal VIVA

Date: _____

NOTICE: 01

All the students of MBA II are herewith informed that the submission of Rough Draft of the Summer Projects is on **(Day & Date)**. They should consult their project guide with the rough print of their project.

The internal viva-voce of the projects is scheduled on **(Day, Date & Time)** onwards.

The schedule of External viva-voce will be announced as per the communication received from the University.

Non-submission of project and failure to appear for Viva-Voce will lead to student carrying a backlog in the University Examination and the Institute will not be responsible for the same.

Mr./ Ms./ Dr. XXX XXXX
CEO

Dr. B H Nanwani
Director

Date: _____

NOTICE: 02

All the students of MBA II are herewith informed that the Internal Viva-Voce of the Summer Projects will be held on **(Day, Date & Time)** onwards **as per the following schedule:**

Specialization	Roll No.	Faculty	Room No
Marketing			
Finance			
HR			
Others			

All the students should carry with them the Rough Print of their projects.

Attendance is Compulsory.

Mr./ Ms./ Dr. XXX XXXX
CEO

Dr. B H Nanwani
Director

Date: _____

NOTICE: 03

Project Report (Rough Draft) was to be submitted on **(Day & Date)**. Accordingly, based on hard copy of rough draft of project, the Internal Viva-Voce was conducted on **(Day & Date)**. However, only few students appeared for it. To avoid academic loss of students who have not yet submitted the project, Institute is giving last and final chance for submission of project. The Internal Viva-Voce will be held in two slots as per the following schedule:

Slot 1: (Day, Date & Time)

Slot 2: (Day, Date & Time)

Non-submission of project and failure to appear for Viva-Voce will lead to student carrying a backlog in the University Examination and the Institute will not be responsible for the same.

All the students should carry with them their finalized Projects.

Attendance is Compulsory.

Mr./ Ms./ Dr. XXX XXXX
CEO

Dr. B H Nanwani
Director

10.Attendance: Internal VIVA

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS		
INTERNAL VIVA - VOCE OF SUMMER INTERNSHIP PROJECT (SIP)		
(Day & Date)		
Roll No.	Name of Students	Signature
Industry Expert: Mr./ Ms. XXX XXXX (Occupation) (Name & Address of Company/ Firm)		Mr./ Ms./ Dr. XXX XXXX CEO
Mr./ Ms./ Dr. XXX XXXX HOD-MBA		Dr. B H Nanwani Director

Policy For Stakeholders' Feedback

1	Policy Title: STAKEHOLDERS' FEEDBACK	
2	Functional Area: Teaching – Learning and Student Satisfaction	
3	Policy Applies to:	<ul style="list-style-type: none"> • Teaching Staff • Non-Teaching Staff • Students
4	Effective from the Date:	With effect from Academic Year 2018-19
5	Brief Description of the Policy	The policy spells the importance and the framework for recording the voice and vote of stakeholders in teaching-learning- evaluation processes as also in matters such as infrastructure, and value education
6	Reasons for the Policy	<ol style="list-style-type: none"> 1) To systematically gather satisfaction ratings of stakeholders for different educational processes and services and amenities. 2) To effect improvements /refinements based on survey results, as required. 3) To stay relevant and important for stakeholders
7	Process	<p style="text-align: center;">Scope</p> <p>Feedback will be covered for</p> <ol style="list-style-type: none"> 1) Assessing Effectiveness of Faculty 2) Curriculum 3) Course and Programme Outcomes attainment 4) Value Education Imparted/Sanctuary 5) Infrastructure <p>Stakeholders</p> <p>Students Faculty Alumni Employers/Heads of Departments after SIP and wherever possible employers after recruitment of students</p> <p>Frequency</p> <p>Once after every semester for</p> <ul style="list-style-type: none"> • Effectiveness of Teachers

- Curriculum transacted; and introduction of new subjects/certificate courses.
- Course Outcome attainments

Once after every semester for

- Curriculum
- Faculty

Once every Year

Feedback is collected for Programme Outcome Attainment from:

- Students
- Alumnae
- Employers
- Infrastructure [Students]
- Sanctuary [Students]

Teachers' feedback is collected on curriculum to identify gaps in the syllabus.

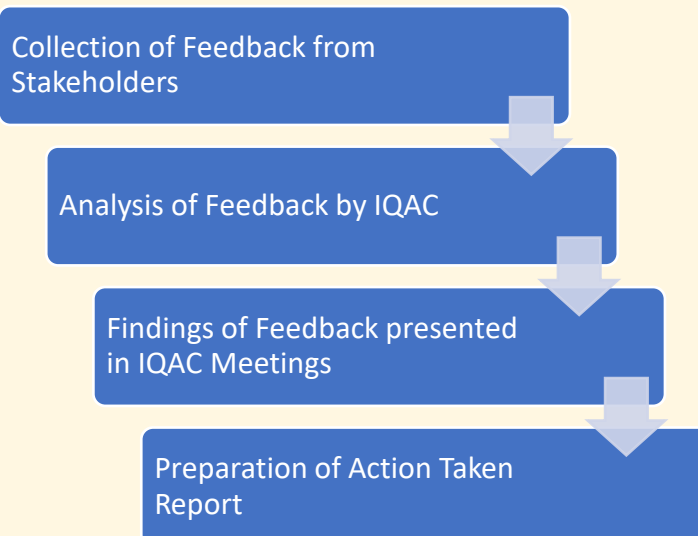
Employer Feedback is important for student's ongoing development, which helps to identify deficiency in skills that need improvement.

Alumna feedback helps to understand the current requirement of the industry that can help to make progressive changes in the curriculum.

Method of Collecting Feedback

Questionnaires are designed and administered physically or through an online link [GOOGLE Form] using Likert scale, multiple choice as well as a few subjective questions.

Process



Collecting Feedback

Release Link for Online Questionnaires [for effectiveness of teachers, satisfaction with curriculum and course outcome attainments] to students before the close of the semester [preferably 8 to 15 days prior to closure].

Release Link for Online Questionnaires [for satisfaction with infrastructure, relevance of Sanctuary and Programme Outcomes Attainment] before close of the Academic Year [preferably 8 to 15 days before closure] to students.

Online Questionnaire for Programme Outcomes Attainment to alumnae.

Physical Feedback Forms to Heads of Department/Employers at the end of Summer Internship Projects and wherever possible to Employers after 6 -12 months of recruitment of students.

Analysis

Tabulate data collected and present data in the form of figures and graphs and percentages for quantitative data.

The data is analysed using the percentage & average method and presented through tables, graphs, and charts.

Analyze and categorize responses as being favourable or otherwise.

The report is to be prepared and presented to IQAC and the Director.

The Director would subsequently present the evaluations before the Governing Council.

Presentation of Report and Action Plan

Report is presented in IQAC Meeting.

Based on the feedback analysis an action plan must be drawn.

For example:

- 1) For effecting improvements in pedagogy, upskilling, re skilling, training programmes, counselling etc may be undertaken and in extreme cases termination of a faculty members.
- 2) Course enrichment through introduction of certificate courses.
- 3) Comparing Course Outcome Attainment with Targets set and taking requisite action, where targets have not been achieved.
- 4) Making suggestions to university for improvements in curriculum.
- 5) Improvement in infrastructure, if any.
- 6) Improving industry connect, Organizing workshops etc. for improvement of skills.

8	Documentation	IQAC
9	Approved by:	IQAC
10	Responsible Authority	IQAC Coordinator
11	Superseding Authority	Director
12	Last Reviewed/ Updated:	
13	References for the policy	NAAC

Outcome Based Education Policy

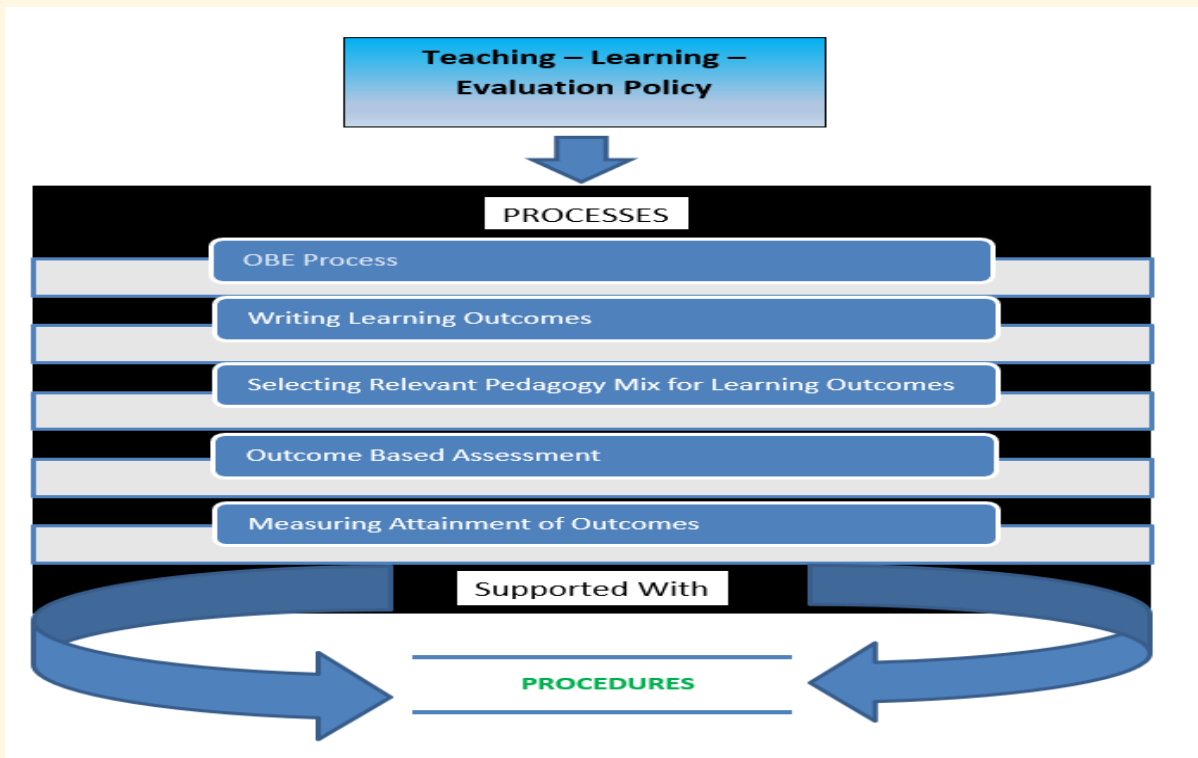
	Policy Title: OBE POLICY	
1. A	Administrative Policy Number (APN): (Suggested By IQAC)	
1. B	Functional Area: TEACHING AND LEARNING EVALUATION	
2.	Policy Applies to:	<ul style="list-style-type: none">• Students• Faculty
3.	Effective from the Date:	With effect from Academic Year 2019-20

1. Policy Purpose

- a. To ensure that the curriculum delivery reflects consistent teaching and learning expectations.
- b. To provide a clear reference for monitoring/ evaluating learning.
- c. To develop consistent, quality standards in the teaching – learning – evaluation processes so that students acquire required knowledge, skills, and attitudes.
- d. To guide teachers about the most appropriate way to teach and build accountability.
- e. To help SVIMS comply with the SPPU model of Outcome based pedagogy.
- f. To brand SVIMS as a centre of excellence.

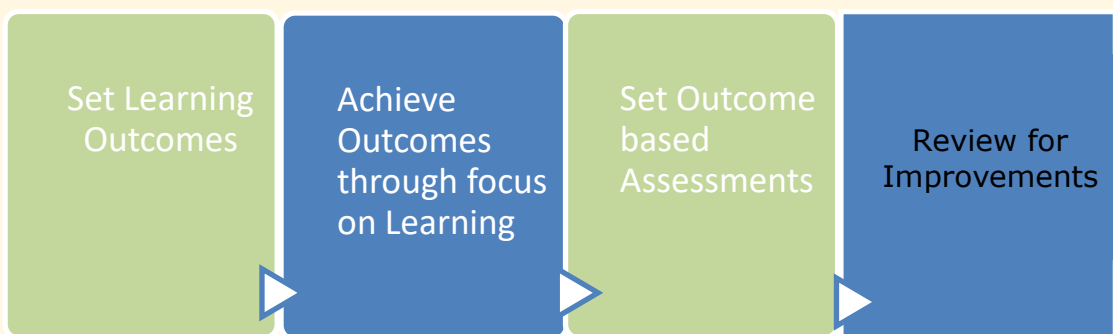
2. Policy Statement

Well qualified teachers will adopt the Outcome Based Education approach to transact SPPU designed curriculum and employ appropriate and relevant pedagogical and assessment tools and techniques to help students attain Bloom's learning outcomes in terms of knowledge, skills, attitudes, values and capabilities required for their successful personal and professional lives and fulfillment of our mission goals.

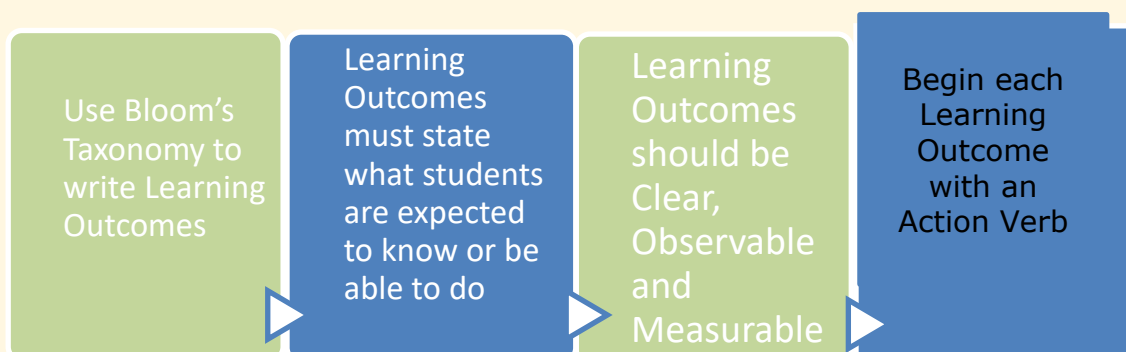


2. Processes under Teaching – Learning – Evaluation Policy

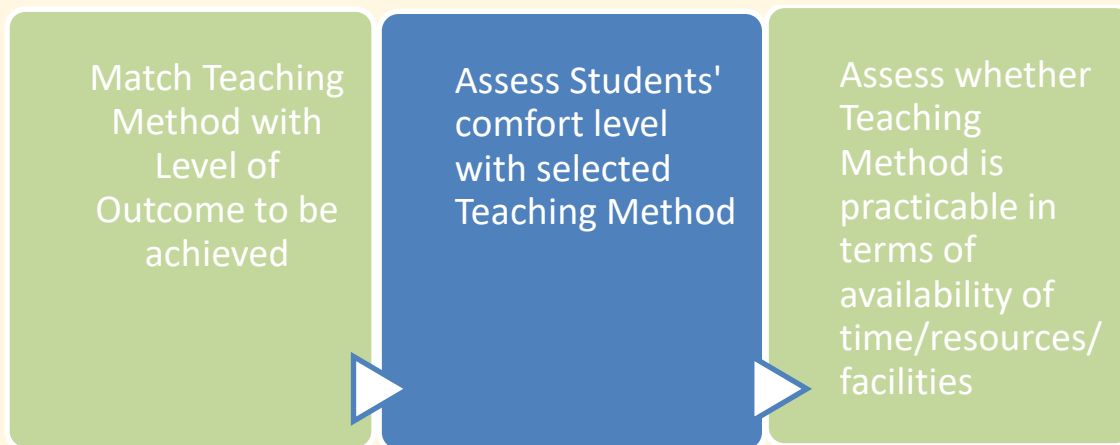
I. Process of OBE



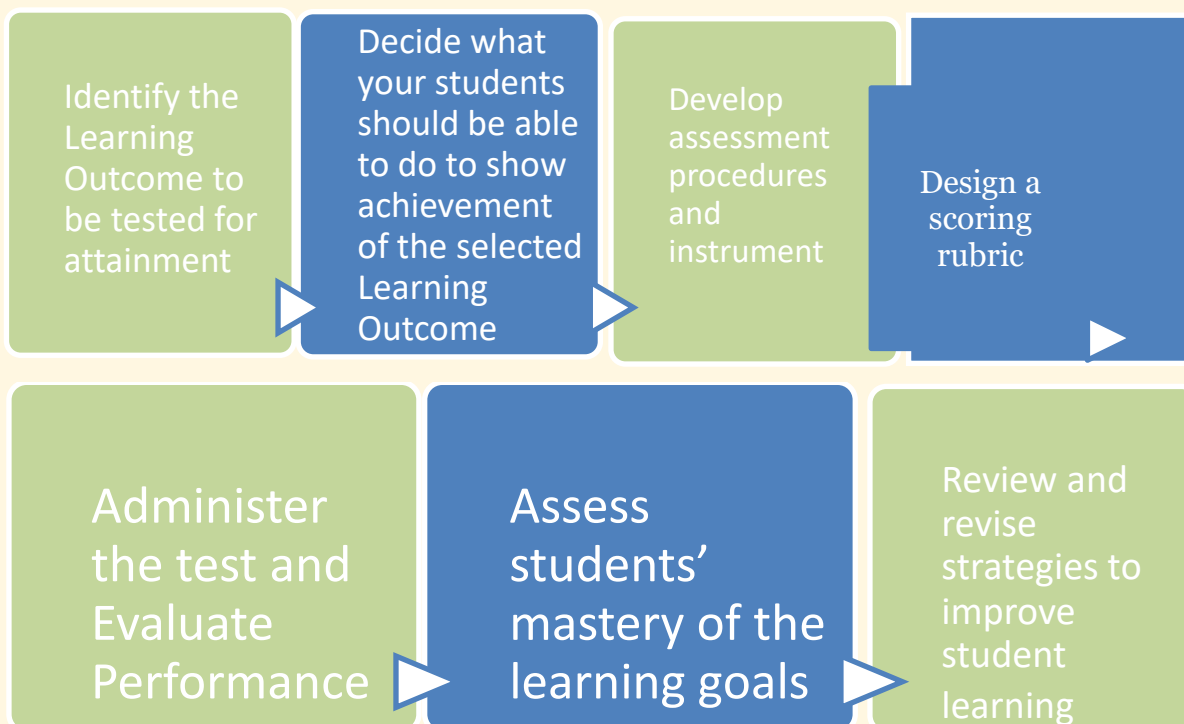
2. Writing Learning Outcomes



3. Selecting Teaching Methods under OBE [Refer Annexure A]



4. Designing Outcome Based Assignments [Continuous Concurrent Evaluation] [Refer Annexure B]



5. Responsibilities and Procedures

Persons Responsible and Procedures for the above Processes are given below:

A. Individual Teachers

Procedure for Writing Learning Outcomes

1. Develop a minimum of five, but not more than seven outcomes per course.
2. Write course outcomes in the format given below:

Course Outcome No. CO#	Cognitive Ability	Outcomes [Examples]
CO101.1	REMEMBERING	Define Various concepts & terms
CO101. 2	UNDERSTANDING	EXPLAIN the terms and concepts
CO101.3	APPLYING	MAKE USE OF scientific principles/theories for a business problem
CO104.4	ANALYSING	EXAMINE the various facets
CO101.5	EVALUATING	JUDGE the suitability of alternative
CO101.6	CREATING	FORMULATE alternative research designs, sampling designs

Write subject code, followed by a dot and then the number assigned to the CO under the column of COs. Write Cognitive Abilities starting from lower to higher cognitive learning outcomes. Support each learning Outcome with examples drawn from each unit in the course.

3. Exclude introductory text and phrases like “Students will...” while writing learning outcomes.
4. Restrict character size of each learning outcome to 300 to 400 characters.
5. Get the COs approved by the HOD.

Procedure for Pedagogy Mix

1. Prepare Session Plan for each course as given in the format highlighting pedagogy for each topic keeping in mind learning outcomes.
2. Get the session plan approved by HOD.

Procedure for Assignment Mix and Measurement of CO Attainment

1. Prepare Assignment Mix in format given.
2. Prepare 3 Assignments that are outcome based for every course carrying three credits and a minimum of 2 assignments /evaluations for every course carrying 2 credits.
3. Each assignment shall be of 25marks each.
4. For CCE only assignments having higher order outcomes that is application/analysis/evaluation/creation will be accepted.
5. Assignments in the same course should not repeatedly use the same assessment tool and /or test the same learning outcome. For example, all three

assignments in a course cannot be case studies to assess attainment of learning outcome namely analysis/application.

6. Map assignments to COs expected to be achieved.
7. Design a suitable rubric for each assignment [Follow the format given]
8. State scientifically and appropriately expected attainment levels for course outcomes [Threshold values]
9. Design Assignment schedule in the format given.
10. Get the assignment mix, assignment schedule, Rubric approved by HOD.
11. Display the assignments on LMS within the first week of starting the semester.
12. Conduct the assignment/evaluation on scheduled dates as given in Assignment Schedule.
13. Inform in writing reasons why assignments/evaluation needs to be postponed at least one week before scheduled date. If reasons are genuine the HOD will record such reasons under the report Lapses in Compliance of Assignment Schedule and suggest an alternative date
14. Assess the test/assignment strictly on the basis of the approved Rubric.
15. Put up results on the 4th day of conducting the assignment.
16. Students must sign Evaluation Sheets/Mark sheets. Similarly, the faculty member and HOD must sign such sheets.
17. The Evaluation /Mark sheets must be scanned [after signatures] and put up in PDF format on ERP system.
18. Measure attainment of course outcomes and present such analysis in given formats.
19. Reasons for poor attainment must be explained and recorded.
20. Record feedback of students on their perception of learning [in the format given]
21. Use assessments and attainment of outcomes and feedback for further improvements in pedagogy and assessments and to serve as a base for setting attainment outcomes for the next exam/assignment.
22. Assignment mix, assignment schedule, rubric for ensuing semester must be submitted 15 days prior to conclusion of the current semester.
23. Non submissions/ delays in submissions will be noted in Reports of Performance Appraisal and 3 lapses in a year can lead to reduction in 3 casual leaves in a year and/or loss of increment for the year

Procedure for Measurement of CO Attainment

1. Map every internal and external assessment with corresponding COs. For example, an open book test may be mapped with CO1, a quiz with CO2 and so on
2. Set the threshold level /value [Minimum pass percentage] for CO attainment based on Rubrics. For example,
 - a) 50% of students achieving above 50% marks will be considered as Low achievement of the particular CO attainment [assigned NO.1];
 - b) 60% of students achieving above 50% marks will be considered as medium achievement of CO attainment [assigned No.2] and
 - c) 70% of students achieving above 50% marks will be considered as High attainment [Assigned No.3]
3. Enter marks obtained by students for different components of exams - marks obtained by the students in their internal exams, university exams and internal assessments such as quiz, seminar, presentation, mini project, assignment etc.
4. Calculate Final CO attainment for the subject for internal and external exams.
5. Design a survey to seek students' assessment of attainment of learning outcomes.
6. The weightage given for direct assessments may be 90% and for indirect assessment through students' survey may be 10%. Suitably calculate attainment using weights to arrive at CO attainment levels.

B. Head of Department

1. Assign workloads.
2. Guide teachers on writing learning outcomes
3. Collect Learning Outcome Statements for each course before 15 days of conclusion of semester.
4. Collect Session Plans and approve them for each course.
5. Collect assignment Schedules, Assignment Mix and Rubrics for each course.
6. Make a final Assignment schedule for all courses and put it up on LMS.
7. Record Lapses in Compliance of Assignment Schedule.
8. Collect and check Outcome Attainments.
9. Present Outcome Attainment results to director.

10. Organize getting feedback from students.
11. Analyze feedback.
12. Random checking of assignments to check whether rubrics are being followed.
13. Ensure that results of assignments are put up on 5th day of conducting assignments.
14. Signing Evaluation sheets.

C. IT In charge

1. Generate reports of Course outcomes for each course
2. Generate Report of Assignments put up for each course on LMS
3. Calculation of CO attainment
4. Putting up evaluation Results on LMS/ERP

D. Director

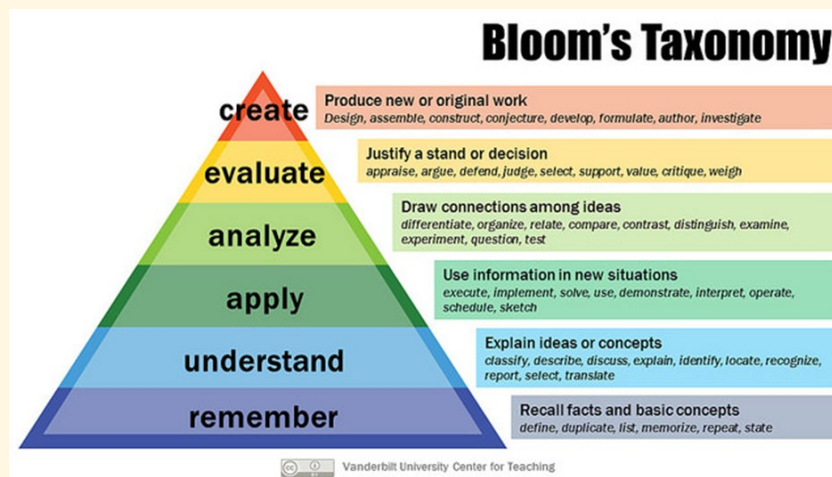
1. Organise training programmes for OBE
2. Monthly reports of assignments
3. Review attainments of outcomes
4. Suggest Improvements

5. Definitions

If applicable, define key terms used in policy.

1. Bloom's Taxonomy:

Bloom's Taxonomy refers to a hierarchical ordering of cognitive skills that can, help teachers teach and students learn.



2. Outcome based learning:

Outcome-based education is a model of education that rejects the traditional focus on what the school provides to students, in favor of making students demonstrate that they "know and are able to do" whatever the required outcomes are. OBE reforms emphasize setting clear standards for observable, measurable outcomes.

3. Session Plan

A session/ lesson plan is a teacher's detailed description of the course of instruction or "learning trajectory" for a lesson. A daily lesson plan is developed by a teacher to guide class learning. Details will vary depending on policies of each institution but will generally carry subject being covered, needs of the students references etc.

Forms

Include a hyperlink to any forms related to the policy.

1. Session Plan
2. List of Course Outcomes
3. Assignment schedule
4. Assignment Mix
5. Rubric
6. Evaluation Sheets
7. Result Analysis
8. Attainment of Course Outcomes
9. Feedback Forms
10. HODs Report on Assignment Compliances

Revision History :(Maintained by IQAC Office – Revision Dates: month, year.

Check List for Audit

1. Academic Calendar
2. Workload sheet
3. Session Plans for each course
4. Course Outcome sheets for every subject
5. Assignment Mix
6. Assignment Schedule
7. Rubric Sheet
8. Evaluation Sheet
9. LMS Report of uploading Assignments
10. Monthly report of assignment completion report
11. Analysis of Attainment of Course Outcome
12. Declaration of conducting Assignments as per Schedule
13. Evidence of Assignments
14. Random check of assignments as per rubric [by HOD]
15. Feedback forms of students
16. HOD's Compliance report
17. List of Slow and Advanced learners
18. Documentary evidence of using pedagogy relevant to learning outcomes.

Policy For Advanced and Slow Learners

	Policy Title: POLICY FOR ADVANCED AND SLOW LEARNERS	
1. A	Administrative Policy Number (APN): (Suggested By IQAC)	
B	Functional Area: TEACHING AND LEARNING EVALUATION	
2	Policy Applies to:	<ul style="list-style-type: none"> • Students • Faculty
3	Effective from the Date:	With effect from Academic Year 2019-20
4	Brief Description of the Policy	<p>Each type of student has different learning attitudes and learning habits. Within the classrooms faculty have to deal with different types of students; some are very intelligent who learn very fast and some are quite weak who are unable to grasp the concepts at first go.</p> <p>Hence, based on their graduation and entrance exam scores students are classified in three groups; advanced learners, average learners and slow learners.</p> <p>Teaching learning process and teaching pedagogy is then adapted in such a way that the teacher is able to hold the attention of the slow learners and at the same time challenges the advanced learners to high order thinking skills. Thus, it helps the faculty to identify which students need only guidance and which students need hard work and regular attention.</p>
5	Reasons for the policy	<p>This policy dwells on the learning capability of the students. It is framed with the following objectives in mind:</p> <ul style="list-style-type: none"> • To compute the weighted average of marks secured in graduation and the entrance examination. • To categorize the students in various categories as per the weighted average on pre-defined criteria • To identify the advanced and slow learners in the class • To ensure that the learning needs of slow learners is taken of • To ensure that the advanced learners are provided avenues for knowledge enhancement.

6	Process	<p>The institute bifurcates the students into advanced and slow learners by taking into consideration the score secured at the qualifying examination and the entrance test.</p> <p>Following process is adopted:</p> <ol style="list-style-type: none"> 1) Entrance Score – Average and SD for entire batch 2) Entrance Score – Coefficient of Variation for each student 3) Graduation Score – Average and SD for entire batch 4) Graduation Score – Coefficient of Variation for each student 5) Weighted average is computed by giving 25% weightage to entrance score and rest 75% to graduation score. 6) The students are categorized as: 7) a. Weighted Average $\geq +1$ Advanced Learners b. Weighted Average ≤ -1 Slow Learners
7	Initiatives for slow learners	<p>If the score of the learner is less than -1, extra emphasis is placed on them by the institute by undertaking a combination of undermentioned activities. The faculty may choose a technique other than that specified to address the learning needs of the students.</p> <ul style="list-style-type: none"> • Bridge course should be conducted, for example, it can be conducted in accountancy for students coming from non-commerce background. • Remedial Class to be conducted on the basis of score secured in internal assessment, this will help to improve the performance in end semester examination • Personal Attention should be provided by respective subject teacher in the class. • Solving University question papers • Study notes for each subject to be shared with students.
8	Initiatives for advanced	<p>The students who have weighted average of more than +1 are categorized as advanced learners. These students</p>

	learners	<p>are motivated to participate in high order thinking activities to provide them an exposure to planning, organizing, controlling and decision making. As a result, they will be better equipped to work in team environment. Some of the initiatives undertaken for advanced learners, but not restricted to, are:</p> <ul style="list-style-type: none"> • Membership of various institutional committees like SVIMS Global Connect Cell, Training and Placement Committee, Entrepreneurship Club, etc. • Encouragement to complete NPTEL courses • Platform provided through MOU's with reputed companies to explore internship and placement opportunities • Motivated to write research papers jointly with students • Participation in state level and national level competitions
9	Documentation	<ul style="list-style-type: none"> • Excel file listing the marks secured in graduation and entrance exam for all the students and computation of weighted average • Preparing a list of slow learners • Preparing a list of advanced learners • Listing out the activities undertaken for slow learners with attendance record • Listing out the activities undertaken for advanced learners with attendance record • Feedback from students
10.	Approved by:	Dr. B H Nanwani, Director, SVIMS
11	Responsible Authority	Head of Department, IQAC
12	Superseding Authority	Director
13	Last Reviewed/ Updated:	
14	References for the policy	NAAC Documents

Annexure 1:

Sr No	Roll No	Name of Student	Type of Entrance Test	Percentile	Enterence Test score	Qualifying Exam Name	Graduation %	Normalized CET score	Normalized Graduation score	Total	Remark
A	B	C	D	E	F	G	H	I	J	K	L

Formulas:

Normalized CET Score

- Cell I = $(E4 - \text{AVERAGE}(\$E\$4:\$E\$69)) / \text{STDEV.S}(\$E\$4:\$E\$69)$

Normalized Graduation Score

- Cell J = $(H4 - \text{AVERAGE}(\$H\$4:\$H\$69)) / \text{STDEV.S}(\$H\$4:\$H\$69)$

Weighted Average

- Cell K = $0.25 * I4 + 0.75 * J4$

Policy For Comprehensive Concurrent Exam Grievance Redressal

	Policy Title: COMPREHENSIVE CONCURRENT EXAM GRIEVANCE REDRESSAL	
1A	Administrative Policy Number (APN): (Suggested By IQAC)	
1B	Functional Area: TEACHING - EVALUATION	
2	Policy Applies to:	<ul style="list-style-type: none"> • Students • Faculty
3	Effective from the Date:	With effect from Academic Year 2019-20
4	Brief Description of the Policy	SVIMS, affiliated to the SPPU conducts CCE as per the mandates of the University. The Policy describes the Internal Grievance Redressal Mechanism
5	Reasons for the policy	This policy aims to make the Grievance Redressal Mechanism time bound, transparent and efficient.
6	Process	<p>Nature of Grievances</p> <ul style="list-style-type: none"> • Incorrect calculation of marks • Some questions left un assessed. • Rubrics not followed. • Unable to upload answers owing to technical glitches. • Late submission of assignment • Non submission of assignment <p>The Process covers:</p> <ol style="list-style-type: none"> 1. Reminding students to file online grievances, if any [on the link provided] within prescribed time limits after every assignment 2. Recording the grievance and informing CEO and concerned faculty to redress it within time lines set 3. Grievance Redressal in terms of change of marks or no change in marks [with reasons] 4. Closure of Complaint with acceptance of resolution by student <p>[Process and templates given after the policy document]</p>

		To ensure further transparency in the system, students are asked to sign on internal assessment marks and the process is explained in detail during the Induction programme as also before the start of assignments.
7	Documentation	IQAC and Administration
8	Approved by:	Dr. B H Nanwani, Director, SVIMS
9	Responsible Authority	Head of Department
10	Superseding Authority	Director
11	Last Reviewed/ Updated:	
12	References for the policy	NAAC Documents

Annexure

CCE Grievance Recording and Redressal 2019 Pattern SEMESTER- II

Step 1

Reminder about Filing a grievance upon declaration of Assignment Result

[Email and on Students' WhatsApp group by Administrative Office]

Sample

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
A.Y 2020-21
SEMESTER- II

RESULT DECLARATION

- Subject: Direct Taxation (CLASS TEST)
- Subject Code:
- Assignment No:
- Faculty:
- MBA Part-I
- Test Conducted on: / /2021
- **Result Declared on: / /2021**
- Total No. of Students who appeared for the test:
- No. of Students absent:

Please Check, Results sent on e-mail.

For Grievances Log on:

https://docs.google.com/forms/d/e/1FAIpQLSeeVveiMOAC4KIMtzEtrxFit7s5Zmd6Da4eEuB442VjDBbLEg/viewform?usp=sf_link

Important Note:

Students can raise grievance within 48 hrs. of result declaration, after which the same will not be accepted except where such delay is expressly condoned by the CEO

Step 2

Grievance received from student

Timestamp	Roll No & Name	Nature of the Complaint/Grievance
2021/02/03 8:41:46 PM GMT+5:30		

Step 3

Upon receiving a grievance, Administrative Office will record the grievance and inform CEO and the respective faculty member about the grievance raised by the students via email

Complaint No.

Subject Name and Code:

Received on (Date and Time)

Forwarded to CEO and Faculty on:

Sample

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS
A.Y 2020-21
SEMESTER- II**

Assignment Grievance

Complaint No.

Dear Madam/Sir,

Ms, [Student's Name and Roll No.] has filed a grievance in context of Assignment No. of [Subject] conducted on[Date]. You are requested to study the grievance and take suitable action to resolve it and report the matter to the CEO and HOD.

Important Note:

Grievance must be resolved within 48 hrs. of it being raised. It is in exceptional cases that the delay may be expressly condoned by the CEO

Step 4

Resolution of Grievance by Faculty

A. Change in Marks

Email for Grievance Redressal to HOD/Director and CEO

Sample

<p>SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS A.Y 2020-21 SEMESTER- II</p> <p>Grievance Resolution</p> <p>Complaint No.</p> <p>Dear[CEO] [HOD] [Admn]</p> <p>I am in receipt of Complaint Nomade by.....for..... (name of subject) on</p> <p>I have studied the grievance and have taken following action:</p> <p>Increased Marks from.....to.....</p> <p>I regret the error and assure you of being more vigilant.</p> <p>Name and Signature of Faculty</p>

(OR)

B. No change in marks

Email for Grievance Redressal to HOD/Director and CEO

Sample

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS
A.Y 2020-21
SEMESTER- II**

Grievance Resolution

Complaint No.

Dear[CEO]
[HOD]
[Admn]

I am in receipt of Complaint Nomade by.....for..... (name of subject) on
.....

I have studied the grievance and have taken following action:

No change in Marks has been made as Rubrics has been diligently followed.
The student has been explained the reasons for Marks that have been given.

Name and Signature of Faculty

Step 5

Closure of Grievance Redressal

A. Mail from HOD to CEO, Faculty and Administrative Office

Sample

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS
A.Y 2020-21
SEMESTER- II**

Grievance Closure

Complaint No.

Dear[CEO]
[Faculty]
[Admn]

The resolution of Complaint No.....as detailed by {name of Faculty}
for Assignment No..... in[Name of Subject] is just and fair. I
permit the grievance resolution as outlined by the faculty member.

HOD

B. Mail from Administrative Office to Student

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS
A.Y 2020-21
SEMESTER- II**

Grievance Closure

Complaint No.

Dear[Name of Student]

We received your Complaint No... for Assignment No.....in..... [Subject]. The faculty member has resolved the said complaint thus:

Increased Marks from.....to..... . Your marksheet will be modified suitably.

Please send us a written acceptance of this resolution.

Thanking You,

Sincerely
XXX

(OR)

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS
A.Y 2020-21
SEMESTER- II**

Grievance Closure

Complaint No.

Dear[Name of Student]

We received your complaint No...for Assignment No.....in [Subject]. The faculty member has resolved the said complaint thus:

No change in Marks as Rubrics has diligently been followed. The faculty member has explained the reasons for Marks that have been given.

Please send us a written acceptance of this resolution.

Thanking You,

Sincerely
XXX

C. Email from Student

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR
GIRLS
A.Y 2020-21
SEMESTER- II**

Grievance Closure

Complaint No.

Respected ..., [Name of Faculty Member]

....[CEO]

....[Admin.]

I had registered my CCE related grievance for.... (Subject)...Assignment No....on...(date)

Ms.....Name of faculty) has explained the Marks structure and I am satisfied with the same.

.

[Student to write only one of the following reasons]

1. The decision of my Marks being enhanced from....to.....is acceptable to me
2. No change in Marks is acceptable to me
3. I withdraw my complaint about unfair means used by students
4. I withdraw my complaint about questions being out of syllabus/ rubrics being ill designed etc.

Thanking You,

Yours faithfully,

XXX

Promotion of Research and Faculty Development Policy

	Policy Title: PROMOTION OF RESEARCH and FACULTY DEVELOPMENT	
1 A)	Administrative Policy Number (APN): (Suggested By IQAC)	
1 B)	Functional Area: RESEARCH AND INNOVATION and FACULTY DEVELOPMENT	
2	Policy Applies to:	Faculty
3	Effective from the Date:	
4	Brief Description of the Policy:	The Policy is about Institutional Support for Research and Professional Development of Faculty
5	Objectives	<p>Research and Faculty Development helps in building the intellectual and academic capital of an Institution. Our Research and Faculty Development Policy aims to achieve the following objectives:</p> <ul style="list-style-type: none"> • Enhancing Research Skills and Capabilities • Improvement in Teaching Methodologies • Helping faculty stay abreast of latest developments in chosen fields of study and thus maintain high standards in the teaching – learning process • To provide an opportunity to the teachers to present papers in academic conferences/ seminars and update their knowledge by taking up Massive Online Open Courses. • To facilitate research driven curriculum delivery and pedagogy. • To help faculty obtain funding for research projects. • To provide seed money for Research Projects/Patents; financially support Doctoral work, Patents and some Professional Development Courses /Programmes undertaken by faculty subject to fulfillment of eligibility criteria

<p style="text-align: center;">6</p>	<p style="text-align: center;">Process</p>	<p>The Faculty Development Policy outlines the following initiatives:</p> <ol style="list-style-type: none"> a) Annually at least one Faculty Development Programme/ Seminar/Conference will be conducted to help faculty improve their domain knowledge, improve knowledge of current trends and developments, develop/enhance pedagogy skills/use of ICT tools/improve behavioural aspects, enhance emotional intelligence etc b) The Institute will facilitate faculty learning and development through extending Institutional membership benefits with Maratha Chambers of Commerce, Deccan Chambers of Commerce, National Institute of Management, AIMA, and teachers would be encouraged to attend their programmes for free. c) The Institute has MOUs with educational institutes and faculty members would be able to attend seminars/conferences for free when organized by such institutions d) The Institute is registered as a Local NPTEL Chapter and Faculty would be encouraged to enroll for MOOCs [on SWAYAM] e) Faculty is encouraged to seek SPPU funding for international trips for attending conferences and presenting their research paper and funding for Patents under KAPILA Scheme [AICTE] <p>Institutional Support</p> <ol style="list-style-type: none"> a) Every Faculty member will be allowed duty leave every year to attend [7 days in a year] at least one development program (FDPs of 5 to 7 days); workshops, conferences, and seminars/ appear for MOOC exams [NPTEL/SWAYAM] organized by regulatory bodies [AICTE’s ATAL]/ other institutions and universities and when invited as resource persons for seminars/conferences etc. The days may be extended on a case-to-case basis.
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- b) Employees who have put in 3 years in the Institute are eligible for reimbursement of registration fees for a FDP of 5 to 7 days; provided the same is organised under the aegis of AICTE/MHRD.
- c) The Institute has the policy of awarding ₹ 2500 per faculty per year for having successfully published a research paper in SCOPUS listed journals [which is not a clone journal]; such a faculty member should have completed a minimum of one year of service at SVIMS.
- d) The Institute provides seed money for Patent Registration and Publication/Research Projects undertaken by the faculty members [Permanent Faculty having put in 3 years of service at SVIMS} in the name of SVIMS.
- e) The Institute grants paid leave up to three weeks to faculty members pursuing doctoral degree, if they have completed between three to five years of service at SVIMS and for end-stage completion of Ph. D thesis.
- f) Faculty members can seek a minimum of 25% concession in registration and other fees upon registering for Ph. D programme at SVIMS Research Centre.
- g) A minimum of two increments are granted on attainment of Ph. D degree while in service for at least one year.
- h) Faculty pursuing their research work can recommend purchase of books / subscription to journals as required.
- i) The Institute motivates faculty who have been awarded Ph D to register as Research Guides in the Institute's Research Centre.

Procedure

Participation Of Teachers in Academic Conferences /MOOCs

- 1) The faculty members will apply for Duty Leave after submitting FDP Brochure at least 15 days before date of FDP and seek funding as eligible. The Academic Leave will be sanctioned based on eligibility and other considerations.

The faculty member must apply for re imbursement as sanctioned after producing Certificate of Attendance; Registration Fee paid in the name of SVIMS

		<p>2) A Faculty member must apply for Duty Leave at least 7 days before Conference Dates [Only National/International Level]. Such leave will be sanctioned for only one Faculty Member at a time, if more than one person has applied in the same time band. Leave will be marked only after producing Certificate of Attendance and Certificate of Participation for the Conference.</p> <p>3) Faculty member will be awarded ₹ 2500 upon application and submission of Research Paper and Journal Details [Only SCOPUS Indexed Journals and which are not delisted/clone journals].</p> <p>4) Eligible faculty members can apply for paid leave for End Stage Doctoral Work and will need to submit adequate proof in this regard.</p> <p>The applications will be scrutinized and upon studying conditions of eligibility will be sanctioned by the Director</p>
7	Approved by:	IQAC, Dr. B H Nanwani, Director, SVIMS
8	Responsible Authority	Director
9	Superseding Authority	Management
10	Last Reviewed/ Updated:	
11	References for the policy	<ul style="list-style-type: none"> • SPPU Research guidelines: (http://www.unipune.ac.in/university_files/pdf/final-report-guidelines-for-research-publications-4may15.pdf) • Committee on Publication Ethics: (https://publicationethics.org/files/u7141/1999pdf13.pdf) • University Grant Commission: (https://www.ugc.ac.in/e-book/UGC_GARP_2020_Good%20Academic%20Research%20Practices.pdf) https://www.ugc.ac.in/oldpdf/xplanpdf/researchaward.pdf

SVIMS Innovation, Incubation and Start Up (IISC) Policy

	Policy Title	SVIMS Innovation, Incubation and Start Up Policy
1	APN Number and Functional Area	
2	Brief Description	The vision and mission of SVIMS states about nurturing women managers, leaders, innovators and entrepreneurs. With its vision and mission as its foundation, this policy defines the mechanism for the initiation of start-ups of the faculty and students under the guidance of the Institute. The main focus of the policy would be on innovation so as to safeguard academic integrity and research environment of the college.
3	Applies To	<ul style="list-style-type: none"> • Students • Faculty
4	Definitions	<ul style="list-style-type: none"> • Start-up is an entity that develops a business model based on either product innovation or service innovation and makes it scalable, replicable and self-reliant. Innovations have a strong linkage to the world of startup. Solutions to unsolved problems form the basis for thinkers to innovate. <p>The entrepreneurial ecosystem in the college plays key role in identifying, mentoring, nurturing innovative and entrepreneurial potential of faculty and students and transforming them into start-up entrepreneurs by providing avenues of funding, investment opportunities and networking support to make the innovation and venture successful.</p> <p>In the entrepreneurial context, <i>innovation</i> is any new idea, process, or product, or a change to an existing product or process that adds value to that existing product or service.</p>

		<p>The Incubation Cell nurtures ventures through start-up phase by providing all the support necessary to help entrepreneurs establish themselves on their entrepreneurial journey and endeavours. VIMS supports and guides its student entrepreneurs for making their products and services commercially viable</p>
5	Related Policies, Procedures, Forms, Guidelines, and Other Resources	<p>Guidelines</p> <ul style="list-style-type: none"> • MCED – Maharashtra Centre For Entrepreneurship Development • WiW, Mumbai – Women Inspired World • TiE – The Indus Entrepreneurs (TiE) <p>National Innovation and Start Up policy 2019 for Students and Faculty - https://mic.gov.in/assets/doc/startup_policy_2019.pdf</p>
6	Reasons for Policy	<ul style="list-style-type: none"> • To develop entrepreneurial skills among students and faculty. • To inculcate a culture of innovation-driven entrepreneurship. • To promote new technology/ knowledge/ innovation-based startups. <p>To build a vibrant startup ecosystem, by establishing a network between academia, financial institutions, industries, and other institutes.</p>
7	Introduction	<p>The SVIMS Innovation, Incubation and Start Up Cell was established in 2019. The cell with its industry and Faculty mentors and student coordinators nurture, encourage and shape the potential start-up ideas. In addition, IISC seeks to imbibe in students an intense entrepreneurial drive by fostering innovation with foundation in sustainable development goals, and being of social relevance.</p>

8	Policy Statement	SVIMS' Innovation, Incubation and Start Up policy shall aim at creating a holistic startup ecosystem by promoting & facilitating the innovative and entrepreneurial students and faculty to convert their innovative ideas into real time businesses. This shall be achieved through handholding, mentoring, building network through membership of professional bodies and raising funds for such entrepreneurs.
9	History	On January 16, 2016, the Honorable Prime Minister Shri. Narendra Modi launched the 'Start-up India' program to build a robust eco-system for nurturing innovation and start-ups which will in turn drive sustainable economic growth and generate large scale employment opportunities in India. Sadhu Vaswani Institute of Management Studies for Girls have created "Innovation, Incubation& Startup Cell", as per the guidelines of Centre of Innovation, Incubation and Linkages, SPPU and Ministry of Human Resource Development, Govt. of India's 'Innovation cell'.
10	Key Words	Innovation, incubation, start up, entrepreneurs.

IISC PROCESS

Stage 1 Submission of Business Plan	The student/faculty shall be required to submit her business plan to the IISC within the given timeline. The business plan submitted must adhere to the guidelines as follows: <ul style="list-style-type: none"> • Executive Summary. • Company Description • Products and Services • Market analysis • Strategy and Implementation • Organization and Management Team Financial plan and projections
Stage 2 Presentation to the IISCCell	The business plan shall be presented by the student / faculty to the IISC on a convenient day and date. The

	presentation shall take place only after the plan has been first submitted.
Stage 3 Evaluation of the Business Plan	The business plan submitted shall be evaluated to assess its strengths and address its weaknesses in order to achieve the desired viability in the market scenario. If the plan meets the standards, then approval shall be given. If the plan does not meet the standards, then the student / faculty shall be briefed about the changes to be made and re-work on the plan.
Stage 4 Facilities provided by the Institute	<ul style="list-style-type: none"> • Library: Management Books, Subscription to IT, e-books, Business, Management and Trade journals and newspapers. • Meeting/Conference room with projection equipment. • Tele or Video conferencing facilities • Mentoring and Advisory Services • Seed Funding Support • Angel and Venture Funding Support • Transfer of knowledge through Guest Sessions by ExpertSpeakers
Stage 5 Period of Incubation / Exit	<p>The student shall be permitted to stay with the Cell till the completion of the MBA program. They may be granted an extension of 6 months at the discretion of the Director.</p> <p>The student shall leave the IISC Cell under the following circumstances:</p> <ul style="list-style-type: none"> • Completion of two years • Underperformance / non viability of the business proposition • Irresolvable disputes • Violation of the Policy • Changes in the promoters' / Founders' Team

Selection Procedure for incubation

- 1) Incubatee would be required to submit business proposal in SVIMS Incubation Center format. This can be submitted in SVIMS Incubation Center Office or online.
- 2) The business proposal will be reviewed by a panel of experts [from TIE]
- 3) In case of a registered company/other legal formats of business, then such registration documents must be submitted along with incubation application
- 4) If incubatees are faculty members or a student of SVIMS then they need to seek formal permission from the SVIMS Director to be part of the venture.
- 5) The Terms, Conditions and other rules and regulations of SVIMS Incubation Centre shall be adhered to by the Incubatee or Company.
- 6) Companies will be permitted to use incubation Centre facilities, by paying Annual charges and Registration Fees.
- 7) Incubation Centre may permit companies to extend their stay for a maximum period of another 12 months with 10% additional Annual Fees.
- 8) Incubatee Company needs to sign necessary agreements on approval of admission in the SVIMS Incubation Centre.

Staff Welfare Policy

1	Policy Title	Staff Welfare
2	APN Number and Functional Area	APN: Functional Area: Staff Welfare
3	Brief Description	The Policy provides an outline for the provision of staff welfare measures.
4	Applies To	All employees
5	Reasons for Policy	SVIMS recognizes all their employees to be the most valuable resource and that their health and welfare is essential in achieving the Institute mission. The well-being of all employees is essential for ensuring efficiency and effectiveness of the operations.
6	Responsibilities	<p>The Institute & Management will</p> <ul style="list-style-type: none"> • Take all possible steps to instil a culture of trust, co-operation resulting in a cohesive environment • Ensure effective communication of roles and responsibilities to all the stakeholders. • Treat all employees equally with respect and dignity • Encourage staff members for professional growth <p>Employees will:</p> <ul style="list-style-type: none"> • Treat colleagues with respect and dignity. • Raise concerns with Director if they feel there are work issues that are causing them stress/illness and having a negative impact on their well-being and performance. • Perform assigned roles to the best of their ability. • Take responsibility for their own health and well-being by adopting healthy lifestyles
7	Dissemination of information	<ul style="list-style-type: none"> • The Employee Welfare Policy document will be available to all staff members. • The new employees will be given orientation of the policy during the recruitment process and the same

		will be reinforced during the first week of their joining.
8	Welfare Measures	<p>A. Staff - Teaching and Non-Teaching:</p> <ul style="list-style-type: none"> • Medica insurance cover for each employee fifty thousand. • Medica Leave & Maternity leave for eligible staff members • 7% Pay commission implementation, EPF, Pension Scheme, ESI • Timely payment of salaries • Advance payment of salary for festivals like Diwali • Diagnostics, surgery and consultations for free/subsidized rates during defined periods of the year. • Grant of Duty Leave/Duty Relaxation for pursuing higher studies/ examinations. • Birthday Celebrations • Celebration of some festivals with family members of staff. • Admission for wards in sister institutes • State of Art Gym facilities, indoor and outdoor games for physical and mental fitness. • Dedicated lunch area • Canteen facility for refreshments at reasonable rates. • Pantry facility with gas stove, RO plant for drinking water, microwave oven, crockery, refrigerator, etc. • Housekeeping to ensure cleanliness of the work area. • Internet with free WiFi facilities • Lift facility • CCTV camera installed in various nooks and corners of the campus to ensure gender sensitive environment. • ATM facility within the complex. • Accurate calculations of leave, Attendance and Salaries using biometric system. • Non-discriminatory treatment for promotions, benefits etc. • Participative decision making leading to learning of skills and personality development. • Motivation and counselling

		<p>B. Teaching Staff:</p> <ul style="list-style-type: none"> • Opportunities for attending programs by Professional Association Membership fees of which is paid by the Institute. • Provision of cabins for privacy and ease of work. • Faculty development programs conducted for professional growth. <p>C. Non-Teaching Staff:</p> <ul style="list-style-type: none"> • Instalment facility to buy computer a laptop for admin staff. • Rationing kits for employees of Class IV thrice in a year • Skill development courses organized to enhance skills
9	Review of Policy	The contents of this policy, introduction of new welfare measures and effectiveness of measures undertaken will be reviewed in informal meetings of staff with the Director.

Students Scholarship Policy

1	Policy Title	Student Scholarships
2	APN Number and Functional Area	APN: Functional Area: Admissions; Student Support and Welfare
3	Brief Description	The Policy is a welfare measure to help students avail of different Scholarships.
4	Applies To	<ul style="list-style-type: none"> • Admission team • Students • Administration Dept.
5	Introduction	<p>It came to the notice of the Admission team that the process of granting Scholarship and dissemination of information on the same was not very clear. A chunk of prospective students was either confused or did not know about all the Scholarship options available.</p> <p>It was thus decided by the Admissions team along with the Director that the entire Scholarship process will be streamlined by bringing in place, a Policy Document.</p> <p>The Admissions Team included:</p> <ol style="list-style-type: none"> a) Head of the Department b) Registrar c) Admission Coordinator d) Office Assistant
6	Policy Statement	SVIMS believes in women empowerment and gender equity. Scholarships for women are a good means of bringing about fairness, equity, access and empowerment. Efforts will therefore be made to disseminate information about different scholarships and help will be provided to avail these by all eligible students.
7	Reasons for Policy	Ours is a Girls institution and over the years we have seen dropouts after the first year of MBA is completed by certain students. One of the reasons for dropout has been that the students or their families are unable to

		<p>financially bear the cost of education further. Besides, a proportionate chunk of students who approach us for admission are keen on pursuing education, but the fees is a hindrance for them.</p> <p>Through provision of need-based scholarships, we aim to achieve one of our mission statements that enunciates: to afford opportunities for the unfolding of the highest potential of our students.</p> <p>Other objectives are:</p> <ol style="list-style-type: none"> a. Promotion of inclusive practices for social justice to the students b. Construction of a mechanism to facilitate holistic development and progression of students c. Creation of strong student relationships d. Provision of encouragement to students for development of various skills and competencies <p>It will be our endeavour to provide scholarship to at least 50% of the students.</p>
8	Definitions	<p>Scholarship and Free ship: Free ship would generally suggest that the total education fee is paid by the sponsoring or aiding authority for the period they have approved.</p> <p>Scholarship is a particular amount paid by the agency irrespective of the tuition fees. It may be even more or less than the total tuition fees. This amount varies for different categories of students and different authorities. It also varies for the period.</p> <p>Scholarships are mainly categorized as-</p> <ul style="list-style-type: none"> • Government • Institutional • Private Scholarships by Corporates • Regulatory Bodies such as AICTE announced under different schemes such as COVID Orphans <p>Government Scholarships are those where the financial</p>

		<p>aid is provided by Central/State Government or its agencies. These are primarily Economically Backward Class Scholarships, Reserved Category Scholarships and Scholarships for Minorities.</p> <p>Institutional Scholarships are those that are provide by SVIMS or by others/donors/philanthropists through SVIMS or by its Founding Body – Sadhu Vaswani Mission</p> <p>Economically Backward Class Subcategory of people belonging to the Economy Based Un-Reserved Category having an annual family income less than ₹ 8 lakh and who do not belong to any category such as SC/ST/OBC across India.</p> <p>Reserved Category Scholarships These are scholarships for students belonging to /born in certain caste based reserved categories such as Scheduled Castes, Scheduled Tribes, Other Backward Castes etc. and who are admitted through Centralized Admission Process.</p> <p>Minority Scholarships These are Need cum Merit Scholarship offered by Centra/State Govt to students born in notified Religious Communities which include Muslims, Sikhs, Christians, Buddhists, Zoroastrians (Parsis) and Jains.</p> <p>Institutional Scholarships are primarily given on need cum merit basis The Institute may approach Sadhu Vaswani Mission, philanthropists to support the educational expenses of meritorious students who are economically disadvantaged.</p>
9	Related Policies, Procedures, Forms, Guidelines, and Other Resources	Refer Annexure

Annexure:

Government Scholarships

<https://scholarships.gov.in/>

<https://mahadbt.maharashtra.gov.in/FindEligibleSchemes/FindEligibleSchemes>

In administering the following scholarships, our institution adheres to the rules and regulations laid down by the respective authorities:

- a) State and Central Govt [Ministry of Social Justice and Empowerment]
- b) Samaj Kalyan [Govt of Maharashtra]

Process:

- 1) The student is required to register on MahaDBT - <https://mahadbt.maharashtra.gov.in/login/login>
- 2) She is then required to upload the list of documents on the same portal after she logs in.
- 3) Under the next step, she is required to visit the institution and submit the documents physically.
- 4) The documents are then verified by the Principal checker.
- 5) After verification, all these documents are approved of by the Principal checker.

Process of Dissemination of Information on Scholarships:

- 1) It is the responsibility of the Admission Coordinator to inform the prospective students about all the avenues through which she can avail a scholarship
- 2) The Student Induction Coordinator along with the Office Assistant will be jointly responsible to share the information and the rules regarding scholarships with all the students
- 3) Every faculty member will be responsible to share this information with her mentee.

Following documents are required to be furnished by the student to avail the scholarship from Government:

**List Of Documents for Admission
Under EBC Scholarship**

Sr. No	Name of the Document	Document attachments to be named as (Eg. For Seema Shinde)
1	SSC / 10th Marksheet (If CBSE / ICSE Board, then School Passing Marksheet showing marks and grades issued on School letterhead with Principal's sign and stamp is mandatory)	Seema S – SSC Marksheet
2	SSC / 10th Certificate	Seema S – SSC Certificate
3	SSC / 10th L.C.	Seema S – SSC L.C.
4	HSC / 12th Marksheet (If CBSE / ICSE Board, then College Passing Marksheet showing marks and grades issued on College letterhead with Principal's sign and stamp is mandatory)	Seema S – HSC Marksheet
5	HSC / 12th Certificate	Seema S – HSC Certificate
6	T.Y / Final Year Marksheet (Min. 50% for Open category & 45% for Reserve category)	Seema S – T.Y.B.Com Marksheet (Specify stream – B.Com./ BSc/BBA etc.)
7	T.Y. / Final Year Passing Cert.	Seema S – T.Y.B.Com Certificate (Specify stream – B.Com./ BSc/BBA etc.)
8	T.Y. / Final Year T.C. / L.C.	Seema S – T.Y.B.Com. L.C. or T.C. (Specify stream – B.Com./ BSc/BBA etc.)
9	P.G Marksheet (If Applicable)	Seema S – M.Com Marksheet (Specify stream)
10	MH-CET / CAT / CMAT Entrance Exam Score Card	Seema S – CET Score Card (Specify Name CET / CAT / CMAT etc.)
11	Gap Certificate (If Applicable)	Seema S – GAP Certificate
12	Migration Certificate (Applicable if Graduation pass out is from any other University or Body other than Savitribai Phule Pune University)	Seema S – Migration Certificate

13	Age, Nationality & Domicile certificate	Seema S – Age and Nationality: Domicile Certificate
14	Valid Income Cert. (Father's or Mother's as applicable, issued by Tehsildar only)	Seema S – Income Certificate
15	Birth Certificate	Seema S – Birth Certificate
16	Proforma 'O' on ₹ 100/- stamp paper (Applicable for Sindhis & Other Open Minority students)	Seema S – Proforma O
17	Aadhaar Card (to be linked / seeded with students Bank account)	Seema S – Aadhaar
18	Ration Card copy (Mentioning students name)	Seema S – Ration Card
19	Passport Size Photograph 3 nos. & Email a clear coloured soft copy pic, with white background, 90% of face to be seen and to be signed below the pic. Size of pic with sign to be between 15KB to 25KB	Seema S – Picture & Signature
20	Online Anti ragging affidavit on: www.amanmovement.org	Seema S – Anti Ragging Affidavit
21	DTE Allotment letter	Seema S – DTE Allotment Letter
22	DTE – Freeze Confirmed Letter	Seema S – Freeze Confirmed Letter
23	Academic Bank of Credit ID (ABC ID)	Seema S – ABC ID

Notes:

- 1) All above documents in Originals + 1 set of photocopy to be submitted at SVIMS Office
- 2) Documents should be clear and fully scanned without cutting any edges, sign or stamp
- 3) Copy of Online Admission Form (website: svims.vriddhionline.com - <http://svims.vriddhionline.com>)

Additional Documents Required For Students of Reserved Category		
Sr. No	Name of the Document	Document attachments to be named as (Eg. For Seema Shinde)
1	Caste / Tribe Certificate (For SC / ST / VJ/DTNT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC)	Seema S – Caste Certificate
2	Caste / Tribe Validity Certificate (For SC / ST / VJ/DTNT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC)	Seema S – Caste Validity Certificate
3	Non-Creamy Layer Certificate VJ/DTNT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC)	Seema S – Non-Creamy Layer Certificate

1. RAJASHRI CHATRAPATI SHAHU MAHARAJ SCHOLARSHIP (EBC)

The benefits offered by the Rajarshi Chhatrapati Shahu Maharaj Scholarship Scheme are listed below:

Up to 100% tuition fees and exam fees.

Students pursuing Professional courses in Government-Aided/ Non-Government Aided with an annual income limit of INR 2,50,000- INR 8,00,000 get 50% Tuition Fee Coverage.

OVERVIEW

The objective of the Scheme is to provide financial assistance to the Economic Backward Class who are admitted to Diploma / Degree / Postgraduate Professional courses through Centralized Admission Process (CAP).

BENEFITS

50 % of Tuition Fees and 50 % of Exam Fee.

ELIGIBILITY

(As per the GR Dated 07th Oct 2017,01st March 2018, 31st March 2018, 11.07.2019)

- a) Applicant should have Nationality of India.
- b) Candidate should be Domicile of Maharashtra State.

- c) Applicant should be “Bonafide Student of Institute” and admitted for Professional and Technical course (Diploma / Graduation / Post Graduation Degree) as mentioned in GR
- d) Deemed University and Private university is not applicable e)
- e) Candidate should be admitted through Centralized Admission Process (CAP).
- f) Applicant should not avail any other scholarship/stipend.
- g) For current Academic Year, only 2 children from family are allowed for benefit of scheme.
- h) The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.
- i) Minimum 50 % attendance in previous semester (Exception for fresh admitted in college).
- j) During course duration, candidate should not have a gap of 2 or more than 2 years.
- k) Candidates are eligible those who have taken an admission under General category and SEBC Category.

2. DR. PANJABRAO DESHMUKH VASATIGRUH NIRVAH BHATTA YOJNA OVERVIEW

This is a plan for students of government, government funded and non-affiliated colleges / polytechnics entering the vocational courses set by the government, whose students are certified by the competent authority, as a marginal farmer or whose parents are registered laborers.

BENEFITS

- a) For child of Registered Labor / Alpabudharak (Marginal Land Holder).- For institute in MMRDA / PMRDA / Aurangabad City / Nagpur City- Rs.30,000/- for 10 months. - For institute in other area Rs.20,000/- for 10 months.
- b) For Annual Family income up to 8 Lakhs. - For institute in MMRDA / PMRDA/ Aurangabad City / Nagpur City- Rs.10,000/- for 10 months. - For Institute in other area Rs.8,000/- for 10 months.

ELIGIBILITY

Eligibility Criteria: (As per the GR Dated 07th Oct 2017, 22nd Feb 2018, 01st March 2018, 18th June 2018, 11th July 2019)

- a) Applicant should have Nationality of India.
- b) Candidate should be Domicile of Maharashtra State.
- c) Applicant should be “Bonafide Student of Institute” and admitted for Professional and Technical course (Diploma / Graduation / Post Graduation Degree) as mentioned in GR.
- d) Deemed University and Private university is not applicable.
- e) Candidate should be admitted through Centralized Admission Process (CAP).
- f) Applicant should not avail any other scholarship/stipend.

- g) For current Academic Year, only 2 children from family are allowed for benefit of scheme.
- h) The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.
- i) Minimum 50 % attendance in previous semester (Exception for fresh admitted in college).
- j) During course duration, candidate should not have a gap of 2 or more than 2 years.
- k) Candidates are eligible those who have taken an admission under General category and SEBC Category

RENEWAL - DOCUMENTS REQUIRED

- a) Mark sheet of 10th (S.S.C) & onwards.
- b) Domicile Certificate of Maharashtra State.
- c) Register Labor Certificate / Alfabudharak (Marginal Land Holder) Certificate (In case of not a child of Alfabudharak or Registered Labour then family Annual Income Certificate).
- d) Undertaking "In current year, not more than 2 beneficiaries from family".
- e) CAP Related document.
- f) Hosteller documents (In case of private hostel or Paying Guest, Agreement with owner will be required.

3. VJNT, OBC AND SBC WELFARE DEPARTMENT

(Tuition Fees and Examination Fees)

OVERVIEW

- Create interest in education among students.
- Making financial assistance available for higher education.
- Creating opportunities for financial growth through higher education.
- Scholarship scheme to avoid transparency, unity and delay.
- All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern OBC category student.

BENEFITS

- a) Tuition Fees and Exam Fees reimbursed to the concern Applicant vide Govt. Resolution dated 12/3/2007, since 2006-07 the Applicants who are admitted in professional courses through CAP round in the Govt., Govt. approved private non-aided and permanently non granted colleges are applicable to pay 50 % Tuition Fees & Exam Fees approved by Education Fee Committee.
- b) Tuition Fee and Exam Fee are paid 100% to applicants who's studying in government/aided institutions in professional courses.
- c) Tuition Fee and Exam Fee are paid 50% to applicants who's studying in non-government/unaided institutions in professional courses.

- d) Also, those applicants are taken admission in Deemed University for professional courses won't get benefit of scholarship / freeship.
- e) Start date of application is depending upon the applicant takes admission in college/Institute and End date of application is depend upon the last date of examination. (For 10 months - it will vary every academic year on admission date)
- f) For OBC Applicants studying in private un-aided institutions, fees structure of government aided institutions will be applicable only for Non – Professional courses (Tuition Fees, Exam Fees and other Fees)

ELIGIBILITY

- 1) Applicant must be taking post matric education.
- 2) Parent's annual income should be less than or equal to 8.00 Lacs.
- 3) Applicant should be belonging to OBC category.
- 4) Applicants must be pursuing the education course approved by the government from post-matric course
- 5) Applicants must be residents of Maharashtra.
- 6) Applicant must be taken admission in Government / Government Aided / Private Non-Aided / Private permanently non aided courses.
- 7) Degree Courses in Health Science(Medical, Dental, Homeopathy, Unani, Ayurveda, Physiotherapy, Business Aid, Nursing) : If Applicant is admitted through Association of Managements of Unaided Private Medical and Dental Colleges entrance examination or admitted through government common entrance examination then he/she will be eligible the for the freeship.
- 8) Higher and Technical Education Department: Freeship will be applicable to unaided colleges / government and aided colleges with technical education / Polytechnic and government unaided professional courses. Following are the applicable courses for this scheme: • Diploma – Engineering, Pharmacology, HMCT • Degree – Engineering, Pharmacology, HMCT • Post Graduate – MBA/MMS, MCA
- 9) Agriculture, Animal Husbandry and Dairy Development and Fisheries Department : The scholarship fees will be applicable to the Applicants who have been admitted through government quota in private un aided/permanently un aided institute. • Agricultural colleges (diploma) • Dairy Business Department (Diploma) • Colleges for Agricultural and Allied subjects (Degree and Post Graduate) • Agriculture and Bio-Technology Colleges (Degree and Post Graduate) • Agriculture and Food Technology Colleges (Graduate and Post Graduate)
- 10) For B.Ed and D.Ed courses : 100 % benefit (Tuition Fees, Exam Fees) is applicable for D.Ed, B.Ed courses. For students studying in Aided, UnAided for D.Ed, B.Ed courses then Fee structure is applicable as per Government rates for same course.

- 11) For professional courses Applicant should admitted through CAP round is must.
- 12) If Applicant fails in particular year then he will get the Tuition Fees and Exam Fees of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.
- 13) Applicant will be eligible for scholarship if he / she changes the course Non – Professional to Professional but he will not be eligible if he / she changes the course from Professional to Non – Professional.
- 14) If an applicant pursuing professional course admitted in private un aided/permanently un aided institute for year 2015-16 onwards fails in the examination two or more times in particular academic course duration then he / she not eligible for the freeship.
- 15) Applicant studying in particular professional/Non-Professional course, and availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.
- 16) Scholarships/freeship will continue until Applicant completes one course. Ex. - 11th, 12th Arts - B.A., M.A., M.Phil., P.H.D. If, Applicant completed B.A and B.Ed. course and later after taking admission for M.A., for M.A. course He/she will not be allowed for scholarship/freeship. But after admission to M.B.A. after B.Ed, it can be eligible for scholarship/freeship as it is a professional postgraduate course.

RENEWAL

- a) Applicant need to provide previous years marksheet.
- b) At a time Applicant can apply freeship for only one educational course and it will be applicable till he/she completes that educational course in specified time.
- c) Applicant need to pass each year of the specified educational year [In case of failure in a particular year he/she wont be provided reimbursement of tuition fees, Exam fees for that year].
- d) Applicant cannot take freeship for more than 2 professional courses.
- e) If due to any medical condition or due to any unforeseeable event the Applicant cannot appear in the annual examination, the head master of the college can approve or certify that if the Applicant would have appeared in the annual examination, he would have been able to pass the examination. This will be only allowed if the head of the institution is satisfied by the submission of medical proof or any other required sufficient proof that the Applicant presents to the college.

DOCUMENTS REQUIRED

- 1) Caste certificate- should be issued by competent authority
- 2) Income certificate- should be issued by competent authority Valid Period

- 3) HSC or SSC marksheet or last examination marksheet.
- 4) Gap certificate - Not mandatory but in case of gap it is mandatory.
- 5) Declaration certificate of parents/guardians about number of children beneficiaries.
- 6) If applicable father death certificate.
- 7) CAP Allotment Letter (For Professional Courses)
- 8) Caste Validity Certificate (For Professional Courses as Per GR Dated 31st July 2008) Exempted Professional courses to be identified
- 9) Leaving Certificate
- 10) Ration Card to identify number of children in family
- 11) Non-Creamier Certificate Valid Period

4. SOCIAL JUSTICE AND SPECIAL ASSISTANCE (FOR SC/ST):

OVERVIEW

- Create interest in education among students.
- Making financial assistance available for higher education.
- To reduce the drop in education leakage.
- Creating opportunities for financial growth through higher education.
- Scholarship scheme to avoid transparency, unity and delay.
- All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern SC category student.

BENEFITS

Tuition Fees, Exam Fees & other fees which are mandatory or compulsorily payable by the student to the institution are covered under the scheme.

ELIGIBILITY

- a) The parents / Guardian annual income above ₹ 250000.to unlimited.
- b) Student category should be Scheduled Caste or Neo Buddhist
- c) Student should be Resident of Maharashtra
- d) Student should be passes SSC/equivalent Matric.
- e) Institute should be located in Maharashtra & shall be Government Recognized.
- f) For Professional Courses student should be admitted through CAP round only
- g) Only 1 Failure is allowed in whole curriculum.

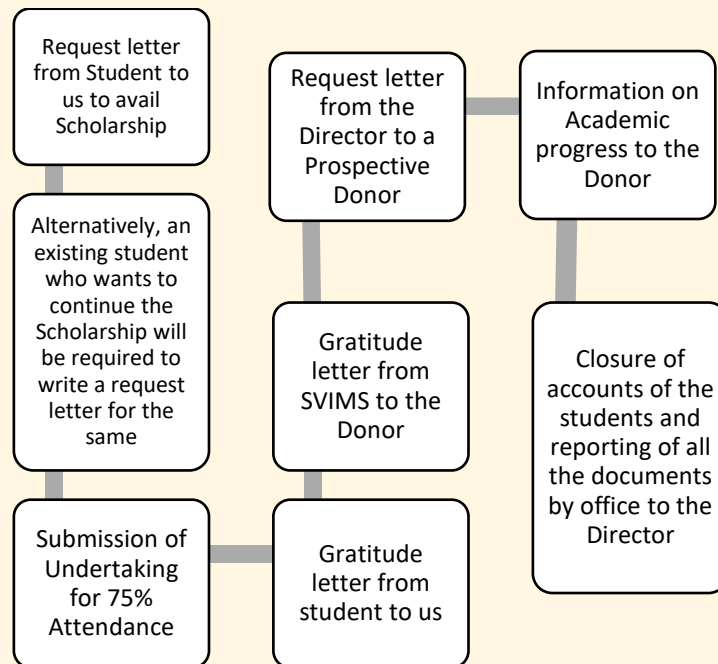
RENEWAL - DOCUMENTS REQUIRED

- a) Income Certificate (Provided by Tahesildar). Valid Period
- b) Caste Certificate.
- c) Caste Validity Certificate
- d) Mark sheet for last appeared examination
- e) Mark sheet for SSC or HSC
- f) Father date Certificate (if required)
- g) Hostel Certificate (if required)

h) CAP round allotment letter

Institutional Scholarships

A student desiring to avail of Institutional Scholarships can follow the flow of steps illustrated below:



Ownership of the Process:

1. Head of the Department
2. Office Assistant
3. Admission Coordinator
4. Registrar

Letter Formats:

Request for Scholarship

The Director,
Sadhu Vaswani Institute of Management Studies,
Pune- 411001.

Respected Madam,

Sub: Request for Scholarship

I write to request you to grant me scholarship for pursuing my MBA degree at

SVIMS. I submit to you, some important facts for your kind consideration:

Academic Record:

I have completed mydegree from in the year and secured% /Grade.

Financial Position:

My annual family income is Rs.....

Earning Members of my family are:

1. [Name of Family Member] Relationship Name and Address of Employment

Total family Members:

Scholarship Amount Requested for:

[Please justify this request]

If considered for this Scholarship, I assure you that I will put in my best efforts to achieve good academic results and also abide by attendance and other stipulated rules and norms.

Thanking You,

Yours faithfully,

Name of Student

Address:

Class:

Roll No.

Parent's Signature

Enclosures:

1. Two Passport Size Photographs
2. Income Certificate /Form 16 of immediate previous year
3. Graduation Mark sheet
4. Undertakings
5. PAN
6. Aadhar card

Office Notes:

Scholarship amount of Rs. _____sanctioned.

Donor: _____

Appeal Letter Sent to: _____ Donor: _____

Response Received on:

Scholarship Amount Sanctioned/Not sanctioned:

Request for Continuation of Scholarship

To,
The Director,
Sadhu Vaswani Institute of Management Studies,
Pune- 411001

Respected Madam,
Sub: Request for Continuation of Scholarship

I was granted Scholarship of Rs..... byto pursue my MBA – Part I. I write to request you to kindly continue my scholarship for the second year too.

My Academic Records:

Percentage of Marks Sem. I and II:

Backlogs, if any:

Attendance Record:

Sanctuary attendance:

Any Special Achievements during the last year:

Improvement in Financial Position over last year:

I will be grateful if you consider me for continuation of the scholarship and I promise that I will continue to do my best.

Thanking You,
Yours Faithfully,

Name of Student

Address:

Class:

Roll No:

Parent's Signature

Enclosures:

1. Income Certificate /Form 16 of immediate previous year
2. MBA – Part I Mark sheet
3. Undertakings

Office Notes

III. Scholarship amount of Rs.sanctioned
Donor:

IV. Appeal Letter Sent to:

Response Received on:

Undertaking

Date:

To,
The Director
Sadhu Vaswani Institute of Management Studies for Girls,
Pune

Respected Madam,

I, Ms. studying in MBA – Part I undertake to put in a minimum of 75% attendance in every semester, failing which my Scholarship may be withdrawn and I shall be called upon to reimburse the scholarship amount within three days of a demand being made by the Institute in this context

I also undertake to submit my academic progress by submitting photocopies of my mark sheet every semester. [within three days of results being declared]. I understand that my scholarship may be withdrawn owing to poor academic performance [Failing in more than one subject in a semester]

I also undertake to take up self-improvement sessions, courses, mentoring/coaching sessions suggested by the donor.

Student's Name

Signature

I, Mr./Mrsmother/father of Ms.....have read the above and confirm my ward's adherence to the above norms/rules.

Parent's Name and Signature

Director's Letter to Donor [Request for Sponsoring MBA education]

Date:

Dear Mr./Ms.....,
Greetings and good wishes from Sadhu Vaswani Institute of management Studies for Girls, Pune.

Ms. admitted in MBA Part I course at SVIMS, has applied to us for a

scholarship given that she belongs to an economically weak section. Please find attached her scholarship application for your perusal.

I am emboldened to approach you to sponsor Ms.....'s education, given your philanthropic bent of mind and your penchant for supporting women's empowerment through education.

Currently our annual fees are Rs..... You may choose to sponsor Ms.....education fully or partially as desired by you.

You may, if you choose, transfer the amount to the following account:

Name:

Bank:

IFSC Code:

Amount:

Please do inform us of the UTR number, upon making an online transfer.

Thanking You,

Letter of Gratitude from Student

In Student's own words

Letter of Gratitude from Student /Parent to Institute

POLICY DOCUMENT: EVENTS

SR. NO.	Key Point	Particulars
1	Policy Title	Organization and Execution of Events /Programmes/ Workshops
2	APN Number and Functional Area	APN Number: Functional Area: Capacity Building, Corporate Interface, and skilling the students
3	Brief Description	This policy is an outline for the purpose of organizing and executing workshops/programmes/events for skilling the students.
4	Applies To	<ul style="list-style-type: none"> • Training and Placement Committee • Organizing Committee • Students Council • Various student committeeStudents • Administration Department
5	Definition	<p>Event: A planned public or social occasion- Oxford languages.</p> <p>Programme: A plan of something to happen at a particular time- Oxford languages.</p> <p>Workshop: A workshop is a period of discussion or practical work on a particular subject in which a group of people share their knowledge or experience- Collins English Dictionary.</p>
6	Related Policies, Procedures, Guidelines, and Other Resources	<p>Procedures:</p> <ul style="list-style-type: none"> • Meetings are conducted to decide the nitty-gritties of the event/workshop/programme and minutes of the meetings are recorded for reference. • The event blueprint is then prepared. • Sponsors are sought depending on the need of the event/programme/workshop. Parallely, the resource person is too searched for and decided upon. • Rules, terms and conditions are laid out.

- Registration Form is made to collect information about the Participants with the Registration Fee mentioned alongside the Bank details of the college for the transfer of fees.
- Screenshot of the Payment of fee is collected from the Participants while registering themselves.
- Once the Registration form is closed, a WhatsApp group is created for updating information about the Event to the participants. The link for the platform of the Competition is shared.
- Each Participant receives a Certificate of Participation, and the Winners receive Certificate of winning.
- Once the competition is over, Payment details of the winners are requested, and the Cash prize amount is transferred within 3-4 working days.
- Feedback form of the event is circulated on the WhatsApp group.

***All documents thus submitted are required to be uploaded on the Event Management System**

***Each step mentioned above might be skipped or altered keeping in mind the need of the event/programme/workshop**

Ownership of the Event:

- Head of the Committee
- Student Member/s of committee (if any)
- Registrar Name
- Office Assistant Name
- Office Assistant Name

7	List of Documents	<p>A. Documents to be prepared Pre-Event:</p> <ul style="list-style-type: none"> • Registration Form for Participants • Form ABC is filled in in case of a guest lecture. • Rules Sheet (if any) • Rules Must contain details about the event alongside Registration Link, Event Fee (if any), Deadline dates in case of a competition beingheld, Prize money (if any), Criteria for • Selection of winner/s • Sponsorship Details - Details of the Sponsor -Aadhar / PAN Card, Address, Email ID. Thankyou letter for the sponsors. • Evaluation Sheets • Posters to be made for - Main Event, Rules, Judges Thank you, Welcome. • Invitation Mail to be sent to the respective Judges / Guests • Feedback Form for the Participants • Certificate Layouts <p>B. Documents required from the Participants upon registering for the Event.</p> <ul style="list-style-type: none"> • ID card • Receipts of Payment of the Registration Fees (if any) <p>C. Documents required Post Event:</p> <ul style="list-style-type: none"> • Participants List • Thank You mail to the Judges. • Thank You mail to the Sponsors. • Photographs • Winners Details in case of a competition • Winners' Payment details for the transfer of the prize money • Report of the Main Event <p>*The documents to be submitted will depend on event to event</p>
8	Reasons for Policy	To ensure the effective organization and execution of events/ workshops. programs
9	Introduction	Many events/programmes/workshops are organized in an academic year to meet various objectives. However, uniformity needs to be maintained in collection and collation of documental evidence for all of these. Hence, to lay down a standard operating procedure, this policy document has been created.

10	Policy Statement	This policy applies to Organizing committee of workshops/programmes/events held to build capacity and skill the students or for industry-academia interface or to provide industrial exposure to our students and cannot be used for any other purpose.
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Annexures:

**1. ABC Form
FORM A**

Name of Speakers	Organization	Designation	Topic	Duration	Remuneration	Faculty in Charge
Full Name, Contact Number	Name	Post of the Speaker	Topic of the Session	1 hour	<u>Probono</u>	Name of Faculty

FORM B

Academic Calendar (20XX – 20XX)					
Month	Topic and <u>Subject MBA I / II Year</u>	Name of the Speaker, Designation, and the Organization Name	Faculty Coordinator	FROM	TO
	Topic and Subject of the Session, MBA students from which <u>Year will be attending</u>	Full Name, Post of the Speaker, Organization Name			

Approved By
Director

FORM C

Amount: Amount / Probono

Name: Name of the Speaker

Mode of Payment: If none then N.A.

Date of the Session / Lecture:

Seminar Hall Preparation: Yes

Cleanliness: Yes

Sound System: Yes

Technical Arrangement (Online): Yes/ No

Date:

NOTICE

This is to Notify all the students of MBA I and II that an 'Event name' has been organized.

Event Details:

Event name:

Date & Time:

Registration Date:

Resource Person:

Venue:

DR. B.H. Nanwani

Director

2. Registration Form Format

Event Name:

Day & Date:

Registration Charges: If no charges, NA

Rules & Regulations:

Email ID:

Name of The Participant:

College Name:

Mobile Number:

List of Activities: Select the Activities you want to participate in:


- Activity 1
- Activity 2

Upload ID Proof:

Upload Registration Fee Payment Screen Shot:

Submit the form.

3.Rules



RULES FOR THE SUMMER INTERNSHIP PROJECT NATIONAL LEVEL HACKATHON

*The Hackathon will be conducted on MS Teams Platform. Please download and get to know the app. A trial session will be held a day before the National Level Hackathon.

1. ONLY Individual Registrations allowed.
2. Registration Link : Scan this Code to register
3. Registration Fees : Rs.50. You can also GooglePay the amount on the below mentioned details. The fees once paid will NOT BE refunded.
Account number: 98100100006722
Name of bank: Bank of Baroda
Branch: N Wadia
IFSC: BARB0WADCAM (5th character is Zero)
4. ONLY students from the following streams can participate : BCom, BBA, BBM, MCom, MBA, MMM, PGDM
5. Internships may have been completed in any year. However, you currently need to be a student of one of the above streams.
6. The Presentation should be in English.
7. The Presentation for the SIP can be made in any format such as Video, Powerpoint Presentation.
8. The duration of the Presentation should not exceed 7 minutes.
9. The Presentation should be easily readable. Avoid using Loud colour backgrounds.
10. Number of Slides in Powerpoint presentation : 6 (Excluding Title of the Slide, Certificate of Internship & Thank You Slide)
11. You need to present the Certificate of Internship in your presentation.
12. Submission Date of the Presentation is : 27th January 2022. No delay shall be entertained.
13. The Google Drive Link for uploading the Presentation will be shared in the WhatsApp group of the participants.
14. In case of a problem while uploading the Presentation, kindly Inform one of the organisers immediately.
15. The Hackathon will have 02 rounds:

Criteria for the 1st round basis the presentation you submit on or before 27th January 2022:—

- A. Creativity
- B. Organisation and Clarity of content
- C. Completeness of the Content

16. 10 participants will be shortlisted for the Final Round on the basis of the presentation shared and the above criteria
17. Criteria for Judgement in the Final Round of National Level Hackathon:
 1. Content
 2. Clarity of the Project
 3. Speech Delivery : Tone and Pitch
 4. Formal Approach - Dress Code
 5. Adherence to time limit
 6. Body Language
 7. Learnings from the Internship

- These are the criteria for judgement and any other criteria as deemed to be fit for judgement by the judges will be added too. You will be informed about any additional criteria in advance.
- *Decision of the Judges on selection of the winners will be Final

4. Sponsorship Details

SR. No.	Name of the Sponsor	Company Name	Address	Email ID	PAN / Aadhar Card No.	Account No.	Amount Paid	Transaction ID

5. Evaluation Sheet for Competitions / Criteria for the Competition

Sadhu Vaswani Institute of Management Studies for Girls, Pune A.Y (20XX – 20XX)						
Level of Competition: Name of the Competition						
Name of the Judge/s						
SR. No.	Names	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Total

6. Feedback Form

Feedback Form - Game of Talks : National Level Debate Competition.
26th & 27th July 2021

***Required**

1. Email *

2. Name *

3. Whats App Number *

4. College Name *

5. Rate the following aspects : (1 being the highest and 4 being the lowest) *
Mark only one oval per row.

	1	2	3	4
Technical Arrangements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizer's Behaviour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engagement level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Format of the Competition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Were the organizers helpful ? *
Mark only one oval.
 Yes
 No

7. Would you be interested to participate in other competitions organised by us in future or would you recommend the competitions organised by us to your friends? *
Mark only one oval.
 Yes
 No

8. What were your takeaways / learnings from this competition ?

9. Any other comment / suggestion ?

This content is neither created nor endorsed by Google
Google Forms

7. Invitation Mail Format

Dear Sir,

Greetings of the day to you.

I am, _____, Organizing Committee at Sadhu Vaswani Institute of Management Studies for Girls, Pune

I am writing to you in reference to the telephonic conversation we had. Please consider this as a formal invitation for "Name of the Event". This is scheduled to be held on "Date". Would the "date", "Time of the event" be doable for you?

Awaiting your response.

Thank You

Yours Sincerely,

Organizing Committee Member

8. Thank You Mail Format

Dear Sir,

I write to you to thank you for judging the "Name of the event". It has been wonderful event.

Hope to collaborate with you soon for other events as well.

Thank You

Yours Sincerely,

Organizing Committee

9. Certificates

a. Certificate of Participation

SVIMS LOGO ORGANISING COMMITTEE LOGO

CERTIFICATE OF PARTICIPATION

This is to certify that.

Has participated in "Name of the Event"

held on "Date"

Director, SVIMS

Head of the Organising Committee

b. Certification of Runner Up

SVIMS LOGO ORGANISING COMMITTEE LOGO

CERTIFICATE OF EXCELLENCE

This certifies that

Is the Runner - Up of "Name of the Event" held on "Date"

Head of the Organizing Committee

Director, SVIMS

c. Certification of Winner

SVIMS LOGO ORGANISING COMMITTEE LOGO

CERTIFICATE OF EXCELLENCE

This certifies that

Winner of "Name of the Event" held

on "Date"

Director, SVIMS

Head of the organizing Committee

Policy For Resource Mobilization and Utilization

	Policy Title: RESOURCE MOBILIZATION AND UTILIZATION	
1	Functional Area: ADMINISTRATION	
2	Policy Applies to:	<ul style="list-style-type: none"> •Teaching Staff •Non-Teaching Staff
3	Effective from the Date:	With effect from Academic Year 2020-21
4	Brief Description of the Policy	The Institute being private, unaided, it relies primarily on fees to meet its fund requirements. In the interest of sustainability and success, the Institute consciously increases revenue generation, explores avenues for fund mobilisation and ensure its optimum utilisation.
5	Reasons for the policy	<p>This policy dwells on the resource mobilization and its effective utilization to generate maximum benefits for the majority stakeholders, i.e. students. It is framed with the following objectives in mind:</p> <ul style="list-style-type: none"> • To ensure full admissions to ensure adequacy of resources through fees • To identify and tap sources for resource generation through research and consultancy, funding by regulatory bodies and corporate houses • To set up mechanisms for optimal utilisation of funds • To ensure compliance of procedural norms for mobilisation and utilisation of funds • To ensure that accountability and transparency are maintained in the efforts for mobilisation and utilisation of funds
6	Process	<p>Mobilization: Sources from which SVIMS generates the resources:</p> <ul style="list-style-type: none"> • Fees from students • Scholarship from Government of Maharashtra • Donations/grants from philanthropists/industry

- Management Funding for Infrastructure development and augmentation
- University for conducting examinations.
- Grants from affiliating University – Savitribai Phule Pune University
- Grants for Research Projects funded by UGC/AICTE
- Corporate sponsorship [CSR] for infrastructure and or scholarships
- Alumni contributions
- Registration fees for Seminars/Conferences/Faculty Development Program organized by the Institute
- Sponsorship of events
- Certificate Courses
- Income from Consultancy

Organizational Causes for Resource Mobilization:

- Operational Expenses/Meeting Deficits, if any
- Infrastructure development/augmentation
- Student scholarships
- Funding Seminars/Conferences
- Funding quality initiatives

The purpose and the cause as also the quantum required must be used as the base for deciding sources of funding.

Utilization:

To ensure that there is no wastage of resources, the institute prepared an annual budget under the guidance of Director.

Budgetary provision is made for following heads of expenses. The list is exhaustive, not inclusive.

- Salary
- Electricity Charges
- Internet Charges
- Water Charges
- Telephone Expenses
- Property Tax
- Printing and Stationery
- Repairs and Maintenance

7	Revenue Expenditure	<p>The checklist adopted for revenue expenses includes:</p> <ul style="list-style-type: none"> • For requirement of ₹ 10000 and above, three quotations need to be invited before finalizing the vendor. They are scrutinized and finalized by Purchase Committee based on parameters like Price, Quality, Terms of Service, etc. • Purchase order to be prepared • Supporting voucher • Payment Authorization by Director • Payment through Digital Method. • If the expenses are incurred with respect to grants from SPPU/UGC/AICTE, then adherence to norms for different heads as specified by the agency must be ensured.
8	Capital Expenditure	<p>The checklist adopted for capital expenditure is:</p> <ul style="list-style-type: none"> • Quotation from three vendors need to be invited before finalizing the vendor. They are scrutinized and finalized by Works Committee based on parameters like Price, Quality, Terms of Service, etc. • Purchase/Works Order • Invoice from Vendor • Installation/Completion Report • Payment Authorization by Director • Payment through Digital Method. • Entry in DEAD STOCK REGISTER
9	Documentation	
10.	Approved by:	Dr. B H Nanwani, Director, SVIMS
11	Responsible Authority	Registrar
12	Superseding Authority	Director
13	Last Reviewed/ Updated:	
14	References for the policy	NAAC Documents

Maintenance Policy and Procedures

Maintenance and upkeep of Physical Infrastructure [especially Building] is jointly looked after by an Internal Physical Resources Committee and Building Maintenance Committee of the parent body.

Building

- Building Security assigned to external agency.
- Green cover maintained by peon cum gardener.
- Sophisticated Firefighting system in place
- Adequate Insurance cover for building and infrastructure
- Qualified Electrician and Plumber appointed on retainership basis.
- UPS and generator for power break downs
- Water coolers, EPABX system, lifts, air conditioners and firefighting equipment covered under special Annual Maintenance Contracts
- Complaint registers maintained for recording and analysis of maintenance issues.
- Budgetary allocations for AMCs and maintenance issues
- Feedback is collected regarding infrastructure and its maintenance.
- Timetables/logbooks indicate utilization of classrooms, seminar hall, library, IT Lab etc.

Classrooms Policy

- Classes to be strictly used for teaching – learning purposes.
- Publicising Institute events in classrooms during regular classes will require prior permission of Director.
- No publicity material to be placed in classrooms.
- Classes to be conducted in classrooms mapped for the purpose.

Sports and Gym

Policy

- Break out spaces to be used for indoor sports.
- St. Mira's sports ground and facilities to be additionally used for outdoor games.
- Indoor sports facilities available for students and staff.
- Use of gym after registration and during specified time bands.

Procedure

Compulsory registration for using indoor sports facilities.

- For outdoor sports facilities a formal written approval to be sought at least 10 days prior to an event.

Library

Policy

- Library facilities available to students, teaching and non- teaching staff during regular office timings and through remote access
- All students to be given a library card.

Procedure

- Students can borrow three books at a time for 15 days.
- Delay in return will attract fines.
- Separate computers for students to access books, e-journals, videos and other e- resources.

IT Lab and Computers:

Policy

- IT laboratory to be used by students, teaching and nonteaching staff for academic purposes [research, assignments, MOOCS] and for alternative uses with prior permission.
- Phased Hardware upgradation every five years
- Hardware maintenance by IT Lab – in – charge and through contract with expert agencies for UPS, Generator etc.
- A pre- determined schedule of Preventive Maintenance to be strictly followed.
- Only licensed software products to be used.
- Antivirus and firewalls to be upgraded regularly.

Procedures

- Teaching and non- teaching staff members assigned individual computers.
- Separate login credentials for each user to access Intranet, Internet and wi- fi.
- Budgetary allocation is made for computer maintenance and purchase of consumables.
- Purchase committee to handle purchases of equipment and consumables.
- Regular cleaning of lab spaces, software updates and antivirus updates.
- A daily status check on hardware and software is undertaken and noted in maintenance register.
- Maintenance Card showing history of preventive and breakdown maintenance is maintained for each computer.

- Annual audit of computers and consumables.
- Equipment is discarded by a meticulous stock verification process by Registrar.

Housekeeping

- House-keeping team undertakes cleaning activities throughout the day on a planned hourly basis.
- Dedicated housekeeping staff for each floor.
- Reporting of breakage/damage/theft to Registrar on day of such a happening

E-Governance Policy

	Policy Title: E – Governance POLICY	
1. A	Administrative Policy Number (APN): (Suggested By IQAC)	
1. B	Functional Area: All aspects of SVIMS operations	
2.	Policy Applies to:	<ul style="list-style-type: none"> • Students • Faculty • Office Staff • External Stakeholders [Regulatory Bodies, Parents and Public at large]
3.	Effective from the Date:	With effect from Academic Year 2021-22
4.	Brief Description of the Policy	The governance brings about de bureaucratisation of administration, enhances accessibility to data and brings about quick decision making. The Policy details out areas of e – governance, reasons for adoption of e governance, safeguards in the use of ICT tools, safety and privacy issues and financial and other implications as also due diligence in identifying new areas of e governance. Application of IT in governance can help the Institute in expanding its reach and improving its visibility among stakeholders
5.	Reasons for the policy	<ol style="list-style-type: none"> 1. To enhance ‘good education’ – innovative ways of teaching-learning and monitoring of achievement of academic standards 2. To empower faculty, staff and students to participate in governance. 3. To enjoy benefits and advantages of e – governance in various areas of academics and administration such as: <ol style="list-style-type: none"> a. Convenience to stakeholders b. Enhancing effectiveness [speed and efficiency] whether in academic/administrative work c. Improving transparency in operations

		<p>d. Making the institute's functioning cost effective</p> <p>e. Introducing Sustainable and environment friendly measures of operations</p> <p>4. To broadly decide on which areas of administration [E administration] delivery of services/facilities [E services] and participation of stakeholders [E participation] in decision making that will be covered.</p> <p>5. To decide on training that will be required to implement these changes.</p> <p>6. Financial feasibility of introducing e governance.</p> <p>7. To lay down a decision-making structure for before, during and after introduction of e governance.</p>
6.	Process	Refer Annexure
7.	Documentation	
8	Approved by:	Dr. B H Nanwani, Director, SVIMS
9	Responsible Authority	Head of Department
10	Superseding Authority	Director
11	Last Reviewed/ Updated:	
12	References for the policy	NAAC Documents

ANNEXURE

Process of E-Governance

This Section is divided into 2 parts:

- A. Steps to Be Followed for Introduction of E – governance.
- B. Areas of academics and operations covered by E – governance.

Decisions about e-government typically revolve around **People, Process, Technology and Resources**.

While taking decisions, care must be taken to ensure that the **Process** is simple, efficient, user friendly, sustainable and cost – effective; **People**: the decisions must be aligned to vision and leadership values of commitment and competence; **Technology**: architecture, open standards, reliability, scalability, security must be ensured; **Resources**: holistic, efficient, service – oriented, sustainable and adequate.

Steps

1) Explore new areas of application of ICT in any of the following or related fields:

- Administration
- Academics
- Finance and Accounts
- Student Admission and Support
- Examination

Such exploration is the first step to gaining a competitive edge. This exploration/brainstorming can be done by any faculty member/student/staff.

2) Prepare a proposal outlining:

- Features of ICT tool
- Benefits and suitability for the Institute
- Cost Benefit analysis
- Training required.
- Competitors who are using it
- Period required for implementation.
- AMC
- Credibility of Vendors [Vendor Analysis]
- Address data security and privacy issues

3) Present the report to the Director and IQAC

4) If found suitable, it will be included in Budget for the ensuing year and management sanctions will be procured.

5) Get a buy in from stakeholders for introducing the change.

6) Study and present Impact Report

A. Areas of Academics and Operations covered by E-Governance

The institute applies E-Governance in the following broad areas:

- 1) Administration
- 2) Finance and Accounts
- 3) Student Admission and Support
- 4) Examination
- 5) Library

While identifying areas of governance, four factors are kept in mind:

- a) **Information:** helping to access information by putting information on web-sites.
- b) **Interaction:** allowing stakeholders to enquire about services, procedures etc., and filling up forms and submitting them online.
- c) **Transaction:** allowing payments online.
- d) **Transformation:** a mix of all the above and allowing the stakeholders to participate in governance

Typically, the areas of e governance covered include within its scope:

- Institute to Regulatory Bodies
- Institute to Internal Stakeholders [Staff, Students, Management]
- Institute to External Stakeholders

Specific Areas of E Governance:

The **Website** acts as an information center and is used to showcase the Institute, its programmes, activities, important notices etc. It is in effect a tool for branding and also serves as an instrument for disseminating information to stakeholders as per mandates of regulatory bodies.

Given its importance, the IT Lab in charge along with HOD work on the administration of the website. Important changes made in the architecture/design of Website are done only after the Director's permission. Training is given to the administrative and teaching staff to make important updates on the website.

1) Administration

SVIMS has implemented VRIDDHI ERP Software in the areas of administrative tasks like student enquiries, admissions, subject choices etc.

VRIDDHI offers some options for customisation – like incorporating logo, watermark etc.

Attendance Management Module under VRIDDHI is used by teaching faculty to record attendance and the administrative staff use it to track the attendance.

Monthly reports are generated. Semester End Internal Assessment of the marks is made according to the attendance.

Additionally, an open-source software - **DMS** (Document Maintenance System) system which has been configured and customised to meet institutional needs of storing and retrieving all documents related to institute property, NAAC data and academic and administrative work.

EMS (Event Management System) is designed and used to store and retrieve all the data related to events like – photos, videos, attendance, guest profile, reports, etc.

The administrative staff use Emails for internal communication.

Submission of lesson plans is done through e-mail.

Students are sent reminders about scholarships, fees etc on email and WhatsApp groups.

Time and Attendance Management is done through the biometric machine. This assists in recording absenteeism, and accurate payroll processing.

2) Finance and Accounts

TALLY is used to maintain accounts.

Financial Statements are generated through TALLY.

Financial Analysis and report generation is possible through TALLY.

All payments are made digitally through NEFT, RTGS, Bank Transfers, QR codes etc.

Form 16 for Income Tax are generated on

<https://www.tdscpc.gov.in/app/login.xhtml>

Provident Fund are paid through <https://unifiedportal-emp.epfindia.gov.in/epfo/>

Profession Tax are paid through <https://mahagst.gov.in/en/order-dues-payment>

3) Student Admission and Support

Admissions are done online through 'State Common Entrance Test Cell, Maharashtra State' Admission Portal

https://cetcell.mahacet.org/CAP_landing_page_2022/

Students are entitled to manage their admission including cancellation through this portal.

All documents to prove eligibility for admissions including caste certificates etc are done on this portal.

Eligibility processes are done online on Savitribai Phule Pune University Portal <https://bcud.unipune.ac.in/root/login.aspx>

The final admission at SVIMS is recorded through VRIDDHI.

Admissions are ratified by DTE and Admission Regulatory Authority and Pravesh Niyamtran https://cetcell.mahacet.org/CAP_landing_page_2022/

The Institute's Brochure is displayed on the website that has guidelines for the admission process.

Student Scholarships [Caste based and Economic status] are managed online through MAHADBT - 'Aaple Sarkar DBT Portal (Direct Benefit Transfer)' <https://mahadbt.maharashtra.gov.in/Login/Login>

4) Examination

The institute has developed an online system for conducting CCE where students can view their assessments, total internal assessment marks, lodge grievances etc.

Hall tickets are generated on VRIDDHI for Internal Examination, creation of batches, creation of students' seat numbers, allotment of exam duties etc.

The External Examination process is regulated by the University and thus e-governance policy of the University is adopted in this regard.

Exam related grievances, changes in marks, errors in hall tickets, revaluation etc are done through SPPU portal -

http://www.unipune.ac.in/university_files/Reval_Online_Results_online.htm

5) Library Management System

The library manages knowledge, both in print and digital formats.

The library is rich in e resources and databases.

We use KOHA – open source software – and has features of cataloguing, Customizable search, Online circulation, Bar code printing etc.

Gender Policy

	Policy Title: GENDER POLICY	
	Administrative Policy Number (APN):	
1	Functional Area: General Administration and Best Practices	
2.	Brief Description of the Policy:	Gender is a cross-cutting issue and the implementation of the Gender Policy requires the commitment, participation and contribution of every staff member. The Policy details out our commitment to integrating gender perspectives in our curriculum, extracurricular and co-curricular activities and our efforts/processes to promote gender equality through women empowerment.
3.	Policy Applies to:	All SVIMS stakeholders
4.	Effective from the Date:	8 th March 2021
5.	Approved by:	Dr. B H Nanwani, Director, SVIMS
6.	Responsible Authority	Dr. B H Nanwani, Director, SVIMS
7.	Superseding Authority	NA
8.	Last Reviewed/ Updated:	
9.	Reason for the policy	In the context of sustainable development, SVIMS consistently works towards mainstreaming gender issues in its implementation of curriculum frameworks. SVIMS believes that a Gender Policy will help us bring about gender equality through women empowerment and help us exercise and reflect the correlation between gender relations, roles and responsibilities and the influences on women's and men's access to and control over decisions, assets and resources, information and knowledge
10	References for the policy	<ul style="list-style-type: none"> VISHAKHA guidelines of Honorable Supreme Court of India in 1997(https://www.ungender.in/here-

	<p>is-everything-you-need-to-know-about-vishaka-guidelines/)</p> <ul style="list-style-type: none"> • SAKSHAM report - Measures for Ensuring the Safety of the Women and Programs for Gender Sensitization on Campus, University Grants Commission Guidelines December 2013 (https://saksham.ugc.ac.in) . • Amended as per the Ministry of Human Resource Development (University Grants Commission) Regulations – 2nd May 2016 (https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf) • Revised as per the University Grants Commission (Institution Deemed to be Universities) Regulations – 20th February 2019 • SVIMS Employee Handbook • SVIMS Students Handbook
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Key Elements of the Gender Policy

Sr. No.	Key Point	Description of Key Point
1	Definitions	<p>Gender: Gender refers to the social attributes and opportunities associated with being male and female and the relationships between women and men and girls and boys, as well as the relations between women and those between men. These attributes, opportunities and relationships are socially constructed and are learned through socialization processes. They are context/ time-specific and changeable. Gender determines what is expected, allowed and valued in a women or a man in a given context. In most societies there are differences and inequalities between women and men in responsibilities assigned, activities undertaken, access to and control over resources, as well as decision-making opportunities. Gender is part of the broader socio-cultural context. Other</p>

important criteria for socio-cultural analysis include class, race, poverty level, ethnic group and age – United Nations Entity for Gender Equality and the Empowerment of Women

<https://www.un.org/womenwatch/osagi>

Gender Equality:

The principle of gender equality is enshrined in the Indian Constitution in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. “Gender equality, equality between men and women...does not mean that women and men have to become the same, but that their rights, responsibilities and opportunities will not depend on whether they were born male or female. Gender equity means fairness of treatment for men and women according to their respective needs. This may include equal treatment or treatments that is different but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.” –United Nations Educational, Scientific and Cultural Organization (UNESCO)

Gender Equity:

Gender equity is the process of being fair to women and men. To ensure fairness, strategies and measures must often be available to compensate for women’s historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Equity leads to equality. – United Nations Population Fund(www.unfpa.org)

Gender Mainstreaming:

"Mainstreaming a gender perspective is the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in any area and at all levels. It is a strategy for making the concerns and experiences of women as well as of men an integral part of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres, so that women and men

		benefit equally, and inequality is not perpetuated. The ultimate goal of mainstreaming is to achieve gender equality." - United Nations Economic and Social Council (ECOSOC)
2.	Related Policies, Procedures, Forms, Guidelines, and Other Resources	<p>• Administrative Policy Statements (APS) and Other Policies</p> <ul style="list-style-type: none"> • SVIMS Employee Handbook • SVIMS Students Handbook • SVIMS Sexual Harassment Policy <p>Guidelines</p> <ul style="list-style-type: none"> • VISHAKHA guidelines of Honorable Supreme Court of India in 1997(https://www.ungender.in/here-is-everything-you-need-to-know-about-vishaka-guidelines/) • SAKSHAM report - Measures for Ensuring the Safety of the Women and Programs for Gender Sensitization on Campus, University Grants Commission Guidelines December 2013 (https://saksham.ugc.ac.in). • Amended as per the Ministry of Human Resource Development (University Grants Commission) Regulations – 2nd May 2016 (https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf) • Revised as per the University Grants Commission (Institution Deemed to be Universities) Regulations – 20th February 2019 • UNICEF(https://www.unicef.org/rosa/media/1761/file/Gender%20glossary%20of%20terms%20and%20concepts%20.pdf)
3	Introduction and History	<p>Introduction:</p> <ul style="list-style-type: none"> • SVIMS believes that a Gender Policy must exercise and reflect the correlation between gender relations, roles and responsibilities and the influences on women’s and men’s access to

		<p>and control over decisions, assets and resources, information and knowledge.</p> <ul style="list-style-type: none"> • Our Gender Policy finds its existence in our Founder, Sadhu Vaswani’s visionary commitment to and belief in upliftment and empowerment of women, hence bringing about equality in society. • SVIMS is committed to the United Nations Sustainable Development Goals (SDGs). The SVIMS Gender Policy is aligned with the UN SDGs, which make explicit commitments to gender equality, both as a stand-alone goal on gender equality and women’s empowerment (SDG5) and as a theme cutting across all the SDGs. • The Gender Policy will be consistent with and linked to the existing relevant frameworks, policies and standards of SVIMS as well as relevant policies that may be developed in the future. • The Gender Policy took its shape and existence under the leadership of Dr. BH Nanwani, Director, SVIMS, and with the contributions of - <ul style="list-style-type: none"> ○ Faculty ○ Administrative Staff ○ Stakeholders <p>History: When we empower women as leaders and decision-makers, the community and economy benefit. SVIMS completely lives this. The MIRA education society was started by our revered Sadhu Vaswani with the sole aim of empowering the women in our society and giving them the opportunity to learn, flourish and blossom.</p> <p>SVIMS has been growing under the leadership and guidance of its dynamic Director, Dr. BH Nanwani. Dr. Nanwani has been serving the Institute for the</p>
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		<p>past 11 years and has contributed immensely to the purpose and belief of SVIMS and its vision and mission. The principles of the policy are:</p> <ul style="list-style-type: none"> • All our efforts will be made to empower women through provision of quality education and the creation of an eco-system that nurtures women into developing as professionals /leaders • A gender sensitization plan will be made every year to direct and channel efforts towards bringing about women empowerment and gender equality. • There shall not be any kind of discrimination based on Gender in employment and other related aspects of administration • There must be an accessible, active, unbiased and confidential grievance redressal cell • The Institute shall arrange effective measures for the safety and security of the genders constituting its strength and resources. • Efforts shall be taken and addressed to enhance gender equality within its governing structure and day-to-day operations • This Gender Policy moves beyond a narrow understanding of gender to consider, respect and value the contribution of both women and men.
4	Policy Statement	<p>As an Educational Institute, SVIMS shall promote gender equality by providing an empowering ecosystem to help women students develop their personal abilities and make choices without limitation set by stereotypical views, rigid gender roles and prejudices.</p> <p>As an employer, SVIMS shall promote a gender sensitive and inclusive work environment to help employees realize their full potential. This will be reflected in policies, processes, decision making, recruitments, promotions, provision of facilities and</p>

		other areas of operations
5.	Key Words	Gender, Gender equality, Gender Equity, Values, SVIMS, Policy

The Way Ahead for Gender Equity at SVIMS

- To conduct Gender Audit every Five Years.
- Designing an Annual Gender Sensitization Plan.
- Conducting special programs for gender sensitization, empowerment and equality at Institute level and as outreach programs.
- Identifying and implementing innovative strategies to correct discrimination, if any.
- Periodic monitoring of the progress.
- Relevant committees such as Prevention of Sexual Harassment and Equal Opportunity for All are formed and their purpose are adhered to.
- The syllabus for the Curriculum on Gender Equity has been submitted to Savitribai Phule Pune University.

Green and Sustainable Campus Policy

SVIMS will undertake green acts and make efforts to bring about a paradigm shift in the mindset of students and staff to become conscious and caring in the use of resources, adopt sustainable practices; prevent environment degradation, preserve and protect the environment and keep the campus beautiful, green, clean and healthy. We are committed to improve air quality, reduce noise pollution and reduce carbon footprint in the campus.

Concept of Green Campus

“Going Green doesn’t start with doing green acts; it starts with a shift in the consciousness” – Ian Somerhalder.

Greening the campus is all about diminishing wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program aiming at developing an institutional culture of environmental sustainability. At SVIMS, environmentally responsible practices and education are interdependent, and this is imbibed in our students from the first day itself.

The Philosophy

- One of our Institutional values is ‘Reverence for Life’. ‘Creation is one family’ said our Holy Founder, Sadhu Vaswani. He believed in revering trees and natural resources and considered animals as our little brethren. Adopting sustainable practices, green acts, tree plantation and similar such practices therefore are a part of our DNA and culture.
- The seeds of environmental sustainability are sown as soon as the students walk in on the first day of the college and it is hoped that they disperse these values and practices wherever they go.
- SVIMS endeavors to reset the thought and action process with respect to the environmental culture and develop new paradigms for solving problems that are local, national, and global in nature, coercing positive changes.
- Changes that occur may be most minimal such as dry and wet wastebins to big investments like installation of solar panels.
- Changes will be undertaken in a systematized manner with an eye toward continually improving the Institute and its vicinity and implementing responsible recommendations.

- Students and faculty shall collaborate with government agencies and industries to undertake green initiatives, E.g. – collaboration with SYSKA for LED lighting fixtures and philanthropists such as Mr. Somani and Opulence for solar panels.

Composition of the SVIMS Green and Sustainable Campus Committee

	Chairperson	HOD; Faculty Representative
	Member	Admin Staff Representative
	Member	Student Representative

Scope:

- This policy shall apply to all students and staff of SVIMS.
- It shall cover all aspects of waste management, greening the campus, conservation of water resources, and adoption of sustainable practices.
- It will cover activities that raise awareness about protecting the environment and all practices of refuse, reuse, recycle.

SVIMS Green and Sustainable Campus

Title	Practice	Procedure
Prevention and Reuse	Prevent wastage of paper and re-prints after corrections.	<ul style="list-style-type: none"> • No printing of documents unless it has been vetted by the HOD/Director on email. • It is to be ensured that all paper prints that are inadvertently wasted are use on the reverse side. Even posters received from colleges or promotional material are used on the reverse side
	Eco Friendly Ganpati	Use of mud /shadu matti for Ganpati or chocolate Ganpati during Ganpati festival.
	Restricted Entry of Automobiles to promote good air quality and reduce noise pollution	• The use of thorough way between the two gates of SVIMS and Inlaks and Budrani Hospital is restricted to be

		<p>used by the employees of SVIMS and Inlaks and Budrani hospital.</p> <ul style="list-style-type: none"> • The security guards check the identity cards, and the office is called for any guest or person visiting the office. • Use of bicycles and battery powered vehicles is encouraged. • The pathways are pedestrian friendly with the first right of way to the pedestrians and then to the two / four wheelers
	<p>Academics: Encouraging E-resources / Study Material</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • The library is developed into a rich repository of e- books / articles / research papers. • E-SIPs are accepted in order to curtail wastage of paper
	<p>Office: Adopting E-Communication</p>	<ul style="list-style-type: none"> • E-Communication through emails, WhatsApp, data sharing through drives, Data Management Systems and Event Management Systems are encouraged. • Encouraging limited use of flex boards, with students encouraged to make posters on recycled chart papers.
<p>Generation and Source Separation (recyclables and organics)</p>	<p>Segregation of Dry and Wet Waste</p>	<ul style="list-style-type: none"> • The garbage is segregated into dry and wet waste with different bins for both. • The sanitary napkins are disposed through incinerators.

		<ul style="list-style-type: none"> The wet waste collected is sent to Inlaks & Budrani Hospital to be converted into biogas. The dry waste is collected at a designated area and sent to Pune Municipal Corporation for disposal.
Recovery, Collection and Recycling	Systematized disposal of E-waste, newspapers etc	<ul style="list-style-type: none"> E-waste collection is done centrally and is handed over to designated agency for proper disposal of wires, electronic cables etc. Newspapers, old SIP reports are collected and sent to SWACH. Newspapers are also given to Animal Shelter at Lila Parulekar Home for Animals Old clothes, books and toys are donated to MAHER for the underprivileged. BrownLeaf, a forum for eco-friendly management of dry leaves, for disposal of brown leaves rather than burning them.
Waste water Management/ Rainwater harvesting	Proper Management of Waste Water and adopting the practice of Rain water harvesting	<ul style="list-style-type: none"> Proper treatment, recycling and utilization of wastewater through STP plant, under the aegis of agreement with Inlaks and Budrani Hospital. The wastewater is used for gardening as well as cleaning of roads.

		<ul style="list-style-type: none"> • Rainwater Harvesting is adopted to maintain water tables. • Water flow restrictors on bathroom faucets. • Low water flow toilets were used to cut down campus water use. • Students and employees oriented to “Half Flush – full Flush concept”
<p>Ban on Single Use Plastic</p>	<p>The Class representatives and the Students’ Council ensure adherence to the policy. In addition to this, the students, faculty and staff members adopt various measures as an integral part of their responsibility and accountability.</p>	<ul style="list-style-type: none"> • Encouraging replacements / alternatives other than plastic food and beverages containers that students bring with them to the campus. • Ban on Single-use plastic bottles of 1 litre or less in volume for in-house meetings and events. • Reduction in usage of Single-use plastic banners • Segregation of Non-Biodegradable plastics by House Keeping staff & safe disposal of the same to Pune Municipal corporation through Inlaks and Budrani(MOU). • Reduce or no use of plastic materials for decorations during the events. • Creative use of plastic bottles / ware to be made such as

		<p>plant holders, table waste bins, etc.</p> <ul style="list-style-type: none"> • Cloth bags are used instead of polybags are discouraged.
<p>Effective Use of Energy Resources</p>	<ul style="list-style-type: none"> • Promoting Energy saving practices in the Institute. The Institute is located in Koregaon Park area, one of the greenest areas of Pune. As a practice, the community and the educational institutes maintain the green cover of the area, which also reduces noise pollution. 	<ul style="list-style-type: none"> • All ordinary lights replaced with LEDs. • Students and staff are encouraged to use the staircase instead of lifts. • Airy and spacious classrooms that reflect natural light through well placed windows, therefore minimizing the use of electricity. • Preventive maintenance of electric compliance, turning off the electricity points when not in use must be followed diligently. • Activate power management features on computers / laptops so that it goes into a “sleep” mode when not in use. • Activate power management features on printers. • Keep lights / fans off in conference rooms, classrooms, lecture halls, faculty rooms when not in use. • Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, printers, chargers etc.)

Audits		<ul style="list-style-type: none"> • Conducting green and environment audit every three/five years to help take corrective measures for greening the campus
Sustainability Accounting		<ul style="list-style-type: none"> • To scientifically measure saving of CO2 emissions through observance of Meatless Days and Vehicle Pooling
Seminars/Conferences		<ul style="list-style-type: none"> • Conducting seminars/Conferences on Sustainability, SDGs etc. in collaboration with UN/UNEDP etc.

Student and Faculty Driven Initiatives:

- Workshop on making of Eco-Friendly Ganapati idols, Bio Degradable toiletries and eco-friendly bags from newspapers are conducted.
- Swachh Bharat Abhiyan and poster competitions are organized every year and students participate with great zeal.
- Students and faculty are encouraged to use public transport to travel long distances and use bicycles to cover shorter distances.
- Car-pooling is encouraged. PUCs are checked for students and staff once every six months.
- At SVIMS, plant saplings are gifted as a token of gratitude to the invited guest speakers and /or other dignitaries invited.

The Institute promotes paperless academic and administrative functioning: -

- Vridhhi, RUSA and DMS software for academic, NAAC and documentation purposes.
- Document verification on newly registered NAD site.
- Online Students' feedback and Circulation of notices / information via e-mail and WhatsApp for teaching-learning process.
- A rich and well-structured e – resourceful library with KOHA software.
- Tally software is used for maintaining all financial transaction records.

SVIMS Policy for Ban on Single Use Plastic

Policy for Ban on Single Use Plastic



INTRODUCTION

UGC Guidelines for Ban of Plastic Use in Higher Education Institutions

The Indian Government has made a clarion call to the higher education regulatory bodies to ask universities and colleges to work on banning single-use plastics, ahead of a planned federal ban on these items in 2022. This move is an outcome of the COP26 meeting held in Glasgow on 31 October 2021, where the UN, country representatives, and experts attempted to build a consensus on mitigation, adaptation, and collaboration to tackle climate change. The University Grants Commission (UGC) also shared the guidelines for ban on plastic use in Higher Education Institutions (https://www.ugc.ac.in/pdfnews/8170476_UGC-Guidelines-for-Ban-of-Plastic-Use-in-Higher-Education-Institutions.pdf.)

Single-use plastics are a blatant example of convenience before sustainability, the followings of a throwaway culture - instead of investing in quality goods that will last. **The idea that imperishable plastic is a hazard to the environment and therefore to the human and animal life, is something we fail to understand.**

SVIMs, with its belief in Sustainable Development Goals and being a socially responsible institute, takes the aspect of controlling plastic pollution as a key responsibility of its faculty, staff and students to not just “Say No to Plastics” but also to create awareness among the community.

Strongly supporting the cause, SVIMS has been working towards a plastic free campus since 2019. Our aim is to stop/reduce the flow of single use plastic through:

- the elimination of unnecessary plastic products on campus;
- increasing reuse, recycling, and recovery;
- ensuring the remaining plastic is sourced responsibly.

For the purpose of better understanding, **the definitions** to be followed are:

Campus	Anywhere within the boundary of the Institute and the sister institutes
Event	Any activity, meeting, conference, seminar, workshop, performance, speech, or gathering that takes place in the Institute or on the Campus
Single use	Any item designed to be used once and then disposed off/ thrown away / destroyed
Single-use plastic food service ware	Any bags, straws, cups, containers, lids, cutlery, stirrers, or plates that are made of plastic and intended only for one-time use
Single-use plastic bottles	Any formed or moulded containers of plastic resin intended primarily as a single-use container containing liquids.
Single-use plastic banners	Any shape of banner made of plastic and intended only for onetime use.
Environmentally-responsible alternatives	Any item or system that can replace the items restricted by the policy that is completely free of disposable plastic

IMPLEMENTATION OF THE POLICY



Following the mantra of REDUCE, REUSE & RECYCLE, and with congruence to the Phase I of the Government to ban plastic use, SVIMS has undertaken the implementation of the policy as follows:

- Encouraging replacements / alternatives other than plastic food and beverages containers that students bring with them to the campus.
- Ban on Single-use plastic bottles of 1 litre or less in volume for in-house meetings and events
- Reduction in usage of Single-use plastic banners
- Segregation of Non-Biodegradable plastics by House Keeping staff & safe disposal of the same to Pune Municipal corporation through Inlaks and Budrani(MOU).
- Reduce or no use of plastic materials for decorations during the events.
- The Class representatives and the Students' Council to ensure adherence to the policy. In addition to this, the students, faculty and staff members to adopt these practices as an integral part of their responsibility and accountability.
- Creative use of plastic bottles / ware to be made such as plant holders, table waste bins, etc.

COMPLIANCE:

The faculty and students responsible for organizing or hosting events and activities in college premises shall be responsible for ensuring compliance with the policy.

The Administrative Staff, with the guidance of the Director, shall be responsible for ensuring that the necessary facilities and procedures are in place to enable implementation of the policy.

AWARENESS CAMPAIGNS AND PROGRAMS:

- Conduct awareness drives and sensitizing workshops on the harmful impacts of single use plastics among the Students and Staff
- Each one of us to strive to make our household plastic free or reduce the use of single use plastic.
- Students to be incentivized to carry out similar campaigns at community level
- Encourage carrying reusable bags and bottles at home and even in the institute premises rather than plastic bags.
- Conducting events and poster competitions etc. on minimizing the use of single use plastic.

Water Conservation Policy

	Policy Title: Water Conservation at Sadhu Vaswani Institute of Management Studies for Girls
1A	Administrative Policy Number (APN): Approved by : IQAC
1B	Functional Area: Best Practices

Sr. No.	Key Point	Description of the Key Points
1.	Policy Title	Water Conservation at Sadhu Vaswani Institute of Management Studies for Girls
2.	Applies To	All SVIMS Stakeholders
3.	Effective From	1.1.2022
4.	Last Reviewed/ Updated on	
5.	Related Policies, Procedures, Forms, Guidelines, and Other Resources	<p>National Water Policy – http://cwc.gov.in/sites/default/files/nwouser/nwplectn_ote6.pdf</p> <p>Niti – https://niti.gov.in/planningcommission.gov.in/docs/reports/genrep/bkpap2020/10_bg2020.pdf</p> <p>JalShakti Mission, Government of India https://nwm.gov.in/?q=schemes</p>
6.	Introduction	SVIMS believes in the sustainable development goals of the UN, wherein, of other factors of life, reduced inequalities, responsible consumption, life below water and on land and climate change drove the need for this policy to be structured and implemented. Water scarcity is a pertinent challenge, moreso in urban areas than rural areas. It is pre-empted that the future wars would be for water and fuel rather than power. Given this clarion call, SVIMS initiated to reduce water demands by adopting water recycling, rain water harvesting and other processes at institute and campus level.

7.	Policy Statement	SVIMS shall ensure provision of adequate, clean and safe water [quality water] for drinking purposes and become a water smart campus through sustainable initiatives adopted for recycling and conserving water
8.	Reasons for Policy	<p>The policy aims at monitoring the existing water management in the campus with participation and transparency and presenting guidelines for conserving water on the campus</p> <p>The policy is intended to support and enhance the Institute's commitment to environmental sustainability, create awareness and encourage change in individual behaviors, actions, and campus processes towards water management and conservation.</p> <p>Reducing water wastage and protecting this precious natural resource shall be the key objectives of water sustainability policy. The guiding principles are- Efficient conservation - Responsible consumption.</p> <p>The key components of the Water Policy are: Water Conservation Water Quantity and Quality Management and Wastewater Management</p>

SOPs/ Processes for Water Management and Conservation

- Adequacy of Water will be assured through provision of water from the Pune Municipal Corporation, borewells and underground and overhead tanks
- The principle of Best Quality Water for Best Use Viz., drinking, and cleaning will be used. Thus, water from Pune Municipal Corporation will be used for drinking and cleaning purposes. Borewell water will be used for Toilets.
- Adequate number of functional, good quality [rust proof] water taps and Sanitary fixtures will be available
- The area around the inlet and drinking water points will be kept clean by class iv employees.
- Water filters shall be regularly serviced through AMC.
- Clean water tumblers will be provided for drinking and Class IV employees will do the needful in this context.
- Advanced technology will be used to draw and store water in underground and overhead tanks. Sensors and other means to prevent water overflows will be used.

- Leaking taps and pipes, roofs, sidewalls and water wastage will be reported immediately by employees and members of the Student Smart Water Committee.
- Taps will be repaired or replaced upon advice of plumber.
- Manpower and Mechanism for Water Management and Monitoring
 - I. A plumber appointed on retainership shall-
 - a. periodically mend and repair leaks in taps and pipes.
 - b. monitor water storage and supply spaces.
 - c. test and maintain the water meter or suggest if maintenance needs to be done by a water meter expert.
 - d. periodically check water pumps.
 - II. The Registrar is specifically allotted the task of management and monitoring all water issues.
 - III. Class IV employees will monitor and report on storage levels of overhead tanks.
 - IV. A student committee of two members will be appointed to monitor and report on water management.
- Students and staff will be oriented towards using appropriate levels of flushing in all the toilets.
- One workshop/session on water conservation will be organized every year.
- We will offer half-filled glasses for drinking so as to avoid wastage of water.
- Sprinklers will be used in the lawn areas.
- Rainwater harvesting systems will be in place to recharge ground water levels.
- A conscious effort will be made to avoid plantation of ornamental roadside trees and other trees that consume more water.
- The Institute will fix conservation targets based on water units consumed [as available from water meter readings].
- Within a period of five years [2027] efforts will be made to get the ground water drawn metered and monitored.
- Within three years [2024] efforts will be made to undertake water audit to bolster efforts for water conservation.
- Wastewater will be re-treated and recycled for use in bathrooms [Through our sister association – Inlaks and Budhrani Hospital]

Disabled-Friendly, Barrier Free Environment

The main objectives of the “Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1996 enacted by the Government of India on January 1, 1996 are to create barrier free environment for persons with disabilities and to make special provisions for the integration of persons with disabilities into the social mainstream. The Institutions therefore need to ensure provision for installation of facilities for the benefit of persons with visual and / or physical disabilities.

Implementation of policies in the teaching and learning process at SVIMS

The policy is formulated to create an environment that provides equal opportunities, protection of rights and full participation of the differently abled people in the academic environment.

Objectives of the Policy

- 1) To create an inclusive environment avoiding discrimination, exploitation and exclusion of disabled students and employees from all spheres of work and education.
- 2) To create suitable regulatory mechanism for effective delivery of services to disabled students and employees.
- 3) To ensure implementation of all legislations with respect to persons with disabilities.
- 4) To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- 5) To provide necessary budget allocation to achieve the above objectives.

As SVIMS is a vertical structured building, slopes are made for easy access of wheelchair users along with an assistant (when required), displaying appropriate symbols of disability at appropriate places. In regard to non-discrimination in the built environment, provisions have been made for ramps in Academic buildings, adaptation of toilets for wheel chair users, proper signage and elevators.

The following are mandated at SVIMS in order to facilitate **Disabled-Friendly, Barrier Free Environment for all**

- Adequate space for person/s using mobility devices like wheelchairs, crutches and walkers, as well as those walking with the assistance of assistants;
- The range of reach (forward and side; with or without obstruction) of a person in a wheelchair is taken into consideration.

- Regular maintenance of Ramps with railing facility.
- provision of two lifts in the building.
- Accessibility to and in Restrooms.
- Provision and placement of necessary signage including tactile path, lights, display boards and signposts for the easy movement of the disabled persons.
- Providing scribe facility for the person who require human assistance during the course of examination and academic activities.
- Initiating and adopting braille facility for the person and other necessary facilities as per the guidelines of Govt. of India and/or affiliating University SPPU.
- Ensuring the accessibility of software tools and technology for the people with disabilities.

GOI

<https://disabilityaffairs.gov.in/upload/uploadfiles/files/National%20Policy.pdf>