



# SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, Koregaon Road, Pune – 411001. Ph. 020-26054471/91 Fax: 020-26054481  
Approved by A.I.C.T.E. (Unaided- Private), Affiliated to S. P. Pune University  
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Dr. B. H. Nanwani  
Director

Certified by ISO 9001:2015, SPPU Code: IMMP016030 D.T.E. Institute Code: 6614

## Grants Received from Government and Non-Government Agencies during F. Y. 2020-21

Name of the Research Project/ Endowment	Name of the Principal Investigator/ Co-investigator	Department of Principal Investigator	Amount Sanctioned (INR in Lakhs)	Duration of the Project	Name of the Funding Agency	Type (Government/ non-Government)
Purchase and Sales Order System for Jaya Herbals Pvt Ltd	Dr. Abhijeet Kaiwade	MBA	0.15	24 Months	Jaya Herbals Pvt Ltd	Non - Government
Online International Conference	Dr. Abhijeet Kaiwade	MBA	0.25	1 day	All India Council for Technical Education	Government
Industry Project	Dr. Smita Iyer Ms. Sayali Chaudhari	MBA	0.05	24 Months	Idream Avisory Service Pvt Ltd	Non - Government
Total			0.45			

Dr. B H Nanwani  
Director

**DR. B. H. NANWANI**  
DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS  
6, KOREGAON ROAD, PUNE-411 001



## Research Project – Jaya Herbals Pvt Ltd



प्रो. प्रा. पियुष त्रिवेदी

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# जया हर्बल्स

आयुर्वेदिक कोष्टी ओषधी व केमिकल्स

३ भवानी पेठ, डावरे चौक, बुरडीपूल जवळ, पुणे - २

Date: 25/03/2021

To,  
Dr. Abhijeet Kaiwade,  
SVIMS,  
Pune-411001

**Subject: To provide Technical and Management Consultancy for designing a Business Model and for setting up new branch at Pune**

Respected Sir/Madam,

This is regarding our telephonic discussion and subsequent brief meeting for providing assistance in the development of our business by providing one or more of the consulting assistance services set forth for setting up of computerization of retail branch. We would like to offer you to provide us Consultancy Services for designing Business Model

### Scope of Consulting Services

The Consulting Services may cover, but are not limited to, technology, property, operations consulting and talent introduction, and may comprise, but are not limited to, the following:

- Identifying and introducing you to vendors and service providers in computer supplies.
- liaising with and arranging meetings with such vendors and service providers.
- assisting with project management in relation to procurement of infrastructure and technology for Purchase and sales Order and inventory management projects.
- sharing market knowledge with you in these areas and providing updates
- Assisting in recruitment of staff for handling computer system.
- Charges as per our telecon will be paid to your given details (Rs 15,000/-)

Kindly accept our offer and communicate your acceptance for the same.

Note: This consultancy does not mean a full-time employment of the student and/or Staff deployed by your Institute

  
प्रो. प्रा. पियुष त्रिवेदी  
जया हर्बल्स करित

## AICTE GRANT SANCTION LETTER

Dated- 25<sup>th</sup> February, 2021

F. No.67- 77/IDC/GOC/POLICY-1/2020-21

All India Council for Technical Education  
(A Statutory body under Ministry of HRD, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte.india.org](http://www.aicte.india.org)



### Grant for Organizing Conference - Sanction Letter

To  
The Drawing and Disbursing Officer  
All India Council for Technical Education  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi-110070

**Subject:** Release of a sum of Rs. 25,000/- (Rupees Twenty five thousand only) as Grant-in-Aid to conduct Conference under the scheme Grant for Organizing Conference (GOC) for the year 2020-21 payable during the current financial year 2020-21-reg.

Sir,  
With reference to the proposal submitted by the institute, this is to convey the sanction of the Council for payment of Rs. 25,000/- (Rupees Twenty five thousand only) to conduct Conference under the scheme Grant for Organizing Conference (GOC), as per details given below:

1	Name and address of the Beneficiary Institute:	Sadhu Vaswani Institute of Management Studies for Girls, 6, Koregaon Road, Pune, Maharashtra-411001
2	Permanent ID of Institute:	1-21641511
3	Title of Conference:	SVIMS
4	Mode of Conference:	Online Conference
5	Level of Conference:	International Level
6	Name of Coordinator:	Dr. Abhijeet Kaiwade
	Name of Co-Coordinator:	Smita Iyer
7	Grant-in-aid Sanctioned:	Rs. 50,000/- (Rupees Fifty thousand only)
8	Amount to be released during the year 2020-21 as 1 <sup>st</sup> instalment (50% of grant sanctioned):	Rs. 25,000/- (Rupees Twenty five thousand only)
9	Sanctioned grant-in-aid is debitabile to:	Major Head 601. 17 (a) Gen (GOC) Plan Head

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education, New Delhi on the Grant-in-aid bill and shall be disbursed to and credited to the account of Registrar/Director/Principal of the Institute through RTGS.
- This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated and also being communicated in this letter.

The instructions/guidelines to be followed by college/ institution

#### 1. Release of funds

- The Principal/Director of the institute and the Coordinator of the Conference are hereby requested to verify the correctness of the undermentioned bank account/RTGS details submitted by them along with the Proposal, against which the grant is being released:

AQIS ID: 1-9250966551

Dated- 25<sup>th</sup> February, 2021

F. No.67-77/IDC/GOC/POLICY-1/2020-21

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AARTS2708Q	BANK OF BARODA	N. WADIA College	N-WADIA CAMPUS, BUND GARDEN ROAD, PUNE	SADHU YASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS	Saving Account	98100100006722	BARBOWAD CAM

In case of any omission the same should be reported to AICTE immediately

- First instalment i.e. 50% of the grant sanctioned is being released as advance to the institute.
- 2<sup>nd</sup> instalment will be released on receipt of requisite documents after successful conduct of conference.
- This sanction is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

## II. Limit of Funding

- The grant from AICTE will be one-third (limited to Rs. 50,000/-) of the total expenditure incurred for organizing the Conference and rest amount i.e. two-third of total expenditure will be managed by institute itself.

## III. Utilization of funds

- Funds once released/sanctioned for organizing the particular Conference cannot be utilized for any other programme/ conference.
- 10% of the funds sanctioned by AICTE should be utilized for registration fee of participants belonging to SC/ST category.
- At least 15% and 25% participation from other states is must for onsite conference and online conference respectively.
- Papers from host institution should not be more than 10% of the total papers.
- Coordinator will maintain an electronic record of papers, participants, their institution & its location, to ensure that norm of Pan-India participation, overseas participants in International Conferences and papers from local faculty, are adhered to and also shared with AICTE.

## IV. Maintenance of accounts

- The institute shall strictly follow the provisions laid down in the scheme document and this sanction letter. All correspondence related to the conference must contain the number of this letter along with year of sanction of the conference failing which correspondence will not be entertained.
- The institute shall maintain proper accounts of the expenditure out of the grant and the Council or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.

## V. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)

- In case the event is cancelled, the fund released should be immediately refunded to AICTE with interest accrued thereon.
- The grant shall be refunded to AICTE if the Letter of Approval (LOA) or Extension of Approval is not issued by AICTE to the institute for the academic year 2020-21.
- The proposed/approved Conference shall be conducted within 06 months from the date of receipt of grant. If conference is not conducted within stipulated time period, the released amount, along with interest

AQIS ID: 1-9250966551

Dated- 25<sup>th</sup> February, 2021

F.No.67- 77/IDC/GOC/POLICY-1/2020-21

- accrued thereon, has to be necessarily returned to AICTE within one month, failing which penalty @ 18% will be levied.
- d. Interest accrued on the grant released, shall be refunded to AICTE
  - e. No payment is permissible against the conference **already conducted**. Institutions are liable to refund the grant if received after the conduct of conference and have no plan of conducting the conference ahead.
  - f. As AICTE needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

#### VI. Documents to be uploaded on AICTE Dashboard/ Portal

##### On receipt of grant:

The Acceptance Letter with dates of Conference, within 7 days from the date of receipt of the Sanction Letter duly signed and seal affixed by Coordinator and Head of the Institutions along with permission/clearance of Govt. of India for Organizing Conference.

##### After conduct of the Conference:

Institute has to fill up Report on AICTE dashboard/ portal and upload following documents:

- a. Copy of proceedings of conference
- b. Feedback of the participants.
- c. Geotagged photographs (maximum 15) of the conference.

#### VII. Submission of documents by institute after conduct of conference

The following documents must be submitted to AICTE within a period of one month, from the date of conduct of Conference.

- a. Utilization Certificate and Statement of Accounts in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government- aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on portal as mentioned above (In section VI).

#### VIII. General instructions

- a. Any change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected only after prior approval of the Council, failing which the sanction for the grant already issued would be treated as automatically withdrawn.
- b. The assets acquired wholly or substantially of the All India Council for Technical Education's grants shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the All India Council for Technical Education
- c. The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship support from AICTE, carrying the Logo of AICTE in conference and other means.
- d. The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular-general-financial-rules2017-0>) should be followed during utilization of grant
- e. In respect of international conference, additional guidelines at Annexure-I have to be followed.

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Dated-25<sup>th</sup> February, 2021

F.No.67-77/IDC/GOC/POLICY-1/2020-21

- f. In respect of Online/ e-Conference, additional guidelines at Annexure-II have to be followed.
- g. This Sanction Letter may be treated as Offer Letter for all purposes.

Yours sincerely,

*Neeraj Saxena*  
Dr. Neeraj Saxena  
Advisor (IDC)

Copy forwarded for information and necessary action to:

1. **Name and Address of the Coordinator**  
**Dr. Abhijeet Kaiwade**  
Sadhu Vaswani Institute of Management Studies  
for Girls, 6, Koregaon Road, Pune,  
Maharashtra-411001
2. **The Registrar / Director / Principal**  
Sadhu Vaswani Institute of Management Studies  
for Girls, 6, Koregaon Road, Pune,  
Maharashtra-411001
3. **Guard File**

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS 6, KOREGAON ROAD PUNE-411001	
Inward No.	246
Date	18/06/21
File	
Clerk in-Charge	
Inward Entry by	Adarsh
Director	
Registrar	

AQIS ID: 1-9250966551

Date: 20th January 2022

Dear Sayali Choudhari

**SUBJECT: OFFER CUM EMPLOYMENT LETTER**

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at H&B HR Solutions Pvt Ltd ("**Company**") on the following terms:

**61. DESIGNATION**

You will be designated as **Recruitment Executive**

**62. PERIOD OF EMPLOYMENT**

Your employment will commence on or before **17<sup>th</sup> of January 2022**, and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per termination and resignation clause of this letter together with all its annexures and as mutually amended by the parties from time to time ("**Employment Letter**").

**63. HOURS AND PLACE OF WORK**

You shall be based in our **Pune Office** but may be required to serve the Company in any place within or outside India, as required. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.

**64. SALARY**

M. The gross salary will be **Rs.1,87,200 PA**. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.

N. You hereby authorize the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding advances.

**65. TERMINATION OR RESIGNATION FROM SERVICE**

S. The employment can, subject to the policies of the Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **30 days** of written notice to the other party.

T. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services, at any time, without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.

U. The Company reserves the right, at its discretion and at any time during the notice period to announce to its employees, clients, suppliers and customers of the Company of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.

**66. INCENTIVE/ BONUS**

You will be eligible to participate in the Company's incentive/ Bonus program. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide, from time to time. Please note that there is no minimum payment under this program. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.

SUB



## 67. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not be an employee of, or be engaged in any other capacity by, any other company or organization other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;

## 68. NON-COMPETE AND NON-SOLICITATION

G. You hereby agree and undertake that during the period of employment with the Company including any notice period even though the Company may have paid salary to you in lieu of the notice period and 12 months post separation with the company you shall not;

- (i) Attempt to directly, indirectly or in any other manner whatsoever, whether for profit or otherwise, solicit or persuade any Person who is a client/ customer of the Company to cease doing business with the Company, or to reduce the amount of business which any such client/ customer has customarily done or might propose doing with the Company, whether or not the relationship between the Company and such client/ customer was originally established in whole or in part through your efforts;
- (ii) Recruit, solicit, train or assist any other Person to engage in soliciting, selling or providing services in competition with business of the Company;
- (iii) Solicit business, be employed, provide consultancy, offer services or induce other employees of the Company to be employed with any other entity carrying out any business similar to and/ or in competition with that of the Company
- (iv) Employ or attempt to employ or assist anyone else to employ any Person who is in the employment of the Company at the time of the alleged prohibited conduct, or was in the employment of the Company at any time in the preceding twelve (12) months

## 69. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

## 70. FALSE RECORDS

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, you will be liable for termination without notice.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

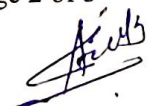
Welcome to H&B HR solutions Pvt Ltd and wish you a very successful career with us.

For H&B HR solutions Pvt Ltd



For Authorized Signatory

Page 2 of 3



**H&B HR SOLUTIONS PVT LTD.**

Arjun Building, 1st Floor, 5 Koregaon Park, Pune 411001

Tel.: 020 - 26054131 | www.huntsmenbarons.com CIN No U74999PN2017PTC171457



Detailed Salary StructureDate: 17<sup>th</sup> January 2022Name : Sayali Choudhari  
Designation: Recruitment Executive

Name of Employee	Sayali Choudhari	
	Monthly	Yearly
BASIC	6,240	74,880
House Rental Allowance	3,120	37,440
Other Allowance	3,253	39,036
Statutory Bonus	1,248	14,976
<b>Monthly Fixed Salary (Gross)</b>	<b>13,861</b>	<b>1,66,332</b>
Employer PF Contribution	1,289	15,467
Employer ESIC Contribution	450	5,406
<b>Monthly Cost to Company</b>	<b>15,600</b>	<b>1,87,205</b>

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time. The Company will pay this amount to the employee only if not resigned or cessation of employment has not taken place as on the date of payment.

\*The exact sum of all elements may mismatch up to Rs.10/-.

**Other Details / Benefits:**

19. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952
20. ESIC will be provided as per the provisions of the employee's state insurance corporation Act, 1948.
21. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed. I agree to abide by the rules and regulation of the company and will be joining on **17<sup>th</sup> January 2022.**

Name and Signature, confirming acceptance of the above terms and conditions

Signature: \_\_\_\_\_

Name :

Date :

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