

Telephone: 26125679, 26123847
40064447, 40064448
Fax: 91-20-26127474
E-mail: svm.admin@sadhuvaswani.org

SADHU VASWANI MISSION

[Founded by Sadhu T. L. Vaswani]
(Regd. under Indian Societies Act XXI of 1860 and Bombay Public Trusts Act 1950)
10, Sadhu Vaswani Path, Pune 411 001 INDIA

LETTER OF APPOINTMENT

Ref. No:

Date: 01.07.2010

To,

Dr. Ms. B. H. Nanwani

SUB: APPOINTMENT TO THE POST OF 'DIRECTOR'

With reference to our advertisement and your application for the post of Director followed by the interview you had with us, we are pleased to appoint you as Director, in the proposed Sadhu Vaswani Institute of Management Studies, on regular basis w.e.f. 2nd July 2010 on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You will be entitled to applicable Sixth Pay Commission salary norms and admissible allowances.
- 1.2 You are appointed on full time regular basis initially on probation for a period of one academic year.

2. LEAVE RULES: You will be entitled to leave as per prevalent rules.

3. CONSULTANCY SERVICE / PRACTICE: You can accept the Consultancy Services / Practice as institutional consultancy only, as per the rules laid down by the Institute in this regard.

4. JOB PROFILE: Your job profile will be decided by the "Management -Sadhu Vaswani Mission" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

6.1. Your appointment is subject to approval by AICTE. You are bound by the norms and conditions laid down by AICTE, Rules of DTE (MS) and the policies and rules framed by the SVIMS from time to time.

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10, Sadhu Vaswani Path, Pune 411 001 INDIA

- 6.2 Your services may be terminated by either party giving notice in writing for three months or payment of salary in lieu thereof subject to the Management accepting salary in lieu of notice.
- 6.3 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / University / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
- 6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
- 6.5 You shall submit the certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay drawn certificate, etc., as the case may be, before joining the duties.
- 6.6 You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledged and duly signed by you.
- 6.7 If you are found absent continuously for more than thirty days without prior permission, your services will stand terminated automatically.
- 6.8 Continuation of the job shall be subject to satisfactory completion of probation period of ONE year from the date of joining.
7. This Appointment Order is being sent to you in duplicate. Kindly sign and return one copy in token of your acceptance of the above terms and conditions. You have to communicate your acceptance within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.

R. A. Vaswani

Mrs. R.A. Vaswani
Chairperson
Sadhu Vaswani Mission



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

[Approved by A.I.C.T.E., Affiliated to University of Pune]

Savitribai Phule Pune University Code : IMMP016030 D.T.E. - Institute Code: 6614

Certified by ISO 9001:2015

Dr. B. H. Nanwani
Director

SVIMS/ADMIN/2019/603

18.09.2019

APPOINTMENT ORDER

Dr. Abhijeet Jaiprakash Kaiwade

Q- 66.15 Queens Garden,
Camp, Pune-411001

'Sub.: Appointment to the post of full time 'Associate Professor'

With reference to your application followed by the interview you had with us, we are placed to appoint you as full time 'Associate Professor' in Sadhu Vaswani Institute of Management Studies For Girls, w.e.f.18th Sept. 2019, on the following terms and conditions :

1. NATURE OF APPOINTMENT:

1.1 You have been appointed on a Basic pay of Rs.37,400 with AGP of Rs.9,000 as per the 6th Pay Commission Scale per month, w.e.f. today, 18th Sept. 2019.

1.2 You are appointed on full time regular basis. You will be on probation for a period of Two years.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

6.1 You will be required to attend/ complete courses/programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of Associate Professor.

6.2 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by the SVIMS from time to time.

6.3 Your appointment and continuation of services is subject to availability of work load and completion/ fulfillment of Key Result Areas set out by the Institute.

6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

6, Koregaon Road, Pune – 411001, Ph. 020-26054471/91 Fax: 020-26054481.

Website: www.svims-pune.edu.in Email: management.svims@gmail.com



- 6.5 If you wish to resign from your service, you will have to give a three months working period notice. The Management, may, at its sole discretion, agree to reduce the notice period and accept payment in lieu, thereof, or may require you to serve your full notice period. During the notice period you are not entitled to any leave.
- 6.6 If the institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.
- 6.7 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
- 7 If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
- 8 The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
- 9 You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies and Institute's Human assets profile. The Institute at its discretion can check your work related documents, emails, writings etc.
- 10 You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
- 11 You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties.
- 12 Appointment Order is being sent to you in duplicate. Kindly sign and return one copy in token of your acceptance of the above terms and conditions. You have to communicate your acceptance within seven days from the date of receipt of this Appointment, failing which appointment is liable to be cancelled.
- 13 You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledge and duly signed by you.

B. H. Nanwani
DR. B. H. NANWANI
DIRECTOR
SADHU NARAYAN INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001



Received
OK

APPOINTMENT ORDER

Dr. Divya Yogesh Lakhani

3/A 703, Kalpataru Estate, Phase-1,
Jawalkar Nagar, Pimple Gurav,
Pune - 411061

Sub.: Order of Appointment to the post of full time 'Assistant Professor- Senior Grade'

With reference to your application followed by the interview you had with us, we are pleased to appoint you as full time 'Assistant Professor -Senior Grade' in Sadhu Vaswani Institute of Management Studies for Girls, w.e.f. 30th December 2021 , on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on Basic Salary of Rs. 87300/- at Cell No. 9 – Level 11 of Assistant Lecturer -Senior Grade of 7th Central Pay Commission per month, w.e.f. 30th Dec 2021
- 1.2 Your appointment is Adhoc and you will be required to appear before the Selection Committee for a regular appointment, as and when set up.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

6.1 You will be required to attend / complete courses / programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of an Assistant Professor.

6.2 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.

6.3 Your appointment and continuation of services is subject to availability of workload and completion/ fulfillment of Key Result Areas set out by the Institute.

6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

6.5 If you wish to resign from your service, you will be required to serve three months working period notice. The Management may at its sole discretion, agree to reduce the notice period and accept payment in lieu thereof , or may require you to serve your full notice period. During the



notice period you are not entitled to any leave. Resignation letters will only be accepted in writing (not on emails) handed over personally to the Director.

6.6 If the Institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.

6.7 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.

7 If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.

8 You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the Institute and the Sadhu Vaswani Mission.

9 Tee shirts and Jeans are not allowed in the premises of the Institute and the Sadhu Vaswani Mission.

10 You are also advised against bringing on premises or consuming therein non - vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.

11 You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.

12 The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.

13 You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies, and Institute's Human assets profile. The Institute at its discretion can check your work-related documents, emails, writings etc.

14 You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.

15 You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties.

16 This Offer of Appointment Order is being sent to you in duplicate. Kindly sign and return one copy in token of your acceptance of the above terms and conditions. You have to communicate your acceptance within seven days from the date of receipt of this Offer of Appointment, failing which appointment is liable to be cancelled.

17 You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledged and duly signed by you.

DR. B. H. NANWANI
DIRECTOR

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



Received
Platinum



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

[Approved by A.I.C.T.E., Affiliated to University of Pune]

Savitribai Phule Pune University Code : IMMP016030 D.T.E. - Institute Code: 6614

Certified by ISO 9001:2008

Dr. B. H. Nanwani
Director

SVIMS/ADMIN/LETTER/2016-17/08

27/07/2016

ORDER OF APPOINTMENT

To,

Ms. Patil Vaishali Rajendra

"Greewoods" Flat no 2, Opp. Bharati Hospital,
Pune Satara Road, Katraj,
Pune-411046

**SUB: ORDER OF APPOINTMENT TO THE POST OF 'FULL TIME 'ASSISTANT PROFESSOR'
FOR SHIFT-II**

With reference to your application followed by the interview you had with us, we are pleased to appoint you as Full Time 'ASSISTANT PROFESSOR', in Sadhu Vaswani Institute of Management Studies for Girls, on the following terms and conditions:

1. **NATURE OF APPOINTMENT:**

- 1.1 You have been appointed on a pay-in-pay band of Rs. 15,600 - Rs. 39,100, with AGP of Rs. 6000 as per the 6th Pay Commission Scale, w.e.f. 1st Aug. 2016 or from the date you join the institute thereafter.
- 1.2 You are appointed on full time regular basis till you are formally interviewed by the Selection committee.

2. **LEAVE RULES:** You will be entitled to leave as per Institute rules.

3. **CONSULTANCY SERVICES/PRACTICE:** You are expected to undertake Management Development Programmes and Consultancy Services/Practices. These will form part of your KRAs. The service can be undertaken only under the Institutional name.

4. **JOB PROFILE:** Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. **CONDUCT AND DISCIPLINE:** You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. **OTHER CONDITIONS:**

- 6.1 Your appointment is subject to approval by AICTE, DTE, and University of Pune. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of University of Pune and the policies and rules formed by the SVIMS from time to time.
- 6.2 Your appointment and continuation of services is subject to availability of work load.
- 6.3 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
- 6.4 If you wish to resign from your service, you will have to give a three months working period notice. The Management, may, at its sole discretion, agree to reduce the notice period and accept payment in lieu, thereof, or may require you to serve your full notice period. During the notice period you are not entitled to any leave.

6, Koregaon Road, Pune -- 411001, Ph. 020-26054471/91 Fax: 020-26054481.

Website: www.svims-pune.edu.in Email: management.svims@gmail.com



MANAGEMENT STUDIES FOR GIRLS

- 6.5 If the institute wishes to terminate your services you will be given a one month notice period. Your breach of code of conduct shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.
- 6.6 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
- 7 If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
 - 8 You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the institute and the Sadhu Vaswani Mission.
 - 9 You are not allowed to eat or consume any product containing tobacco. Smoking is strictly prohibited in institute premises.
 - 10 You are also advised against bringing on premises or consuming therein non - vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.
 - 11 The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
 - 12 You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies and Institute's Human assets profile. The Institute at its discretion can check your work related documents, emails, writings etc.
 - 13 You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
 - 14 You shall submit the original mark sheets and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties. The same shall be returned to you at the end of service.
 - 15 You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledge and duly signed by you.
 - 16 You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
 - 17 This Offer of Appointment Order is being sent to you in duplicate. Kindly sign and return one copy in token of your acceptance of the above terms and conditions. You have to communicate your acceptance within seven days from the date of receipt of this Offer of Appointment, failing which your appointment is liable to be cancelled.
 - 18 Your Salary will be processed and paid only after you submit all your original documents to the institute for custody, if you fail to do so your salary will be forfeited.



B. H. Nanwani

Dr. B.H Nanwani
Director

DR. B. H. NANWANI
DIRECTOR

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

6, Koregaon Road. Pune – 411001. Ph. 020-26054471/91 Fax: 020-26054481.

Website: www.svims-pune.edu.in Email: management_svims@gmail.com



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Unaided- Private, Linguistic Minority (Sindhi) Institute
Approved by A.I.C.T.E. Certified under ISO 9001:2015

Dr. B. H. Nanwani Affiliated to Savitribai Phule Pune University, NAAC Accredited with "B+" Grade
Director Institute Codes: SPPU: IMMP016030, D.T.E.: 6614, AISHE: C-44578, AICTE: 1-21641511

Ref. No.: SVIMS/2021/1046

20/08/2021

APPOINTMENT ORDER

Ms. Sonali Joshi

B2025, Sobha Carnations,
Next to Mansukhbhai Kothari National School,
Kondhwa Budruk, Pune - 411048

Sub.: Order of Appointment to the post of full time 'Assistant Professor'

With reference to your application followed by the interview you had with us, we are pleased to appoint you as full time 'Assistant Professor' in Sadhu Vaswani Institute of Management Studies For Girls, w.e.f. 20th August 2021, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on Basic Salary of Rs. 57,700/- per month applicable to Level 10 (Cell 1) of 7th Central Pay Commission.
- 1.2 You are appointed on full time regular basis. You will be on probation for a period of One year.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

6.1 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.

6.2 Your appointment and continuation of services is subject to availability of work load and completion/ fulfillment of Key Result Areas set out by the Institute. Non fulfilment of KRAs will attract deductions in salaries as laid out by the Institute.

6.3 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

6.4 If you wish to resign from your service, you will be required to serve three months working period notice or pay gross monthly salary in lieu of notice period. In essence notice period cannot include non - teaching months from 15th November to 31st December and 15th April



till 15th July. During the notice period you are not entitled to any leave. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.

- 6.5 If the Institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.
- 6.6 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
- 7 If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
- 8 You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the institute and the Sadhu Vaswani Mission.
- 9 Tee shirts and Jeans are not allowed in the premises of the institute and the Sadhu Vaswani Mission.
- 10 You are also advised against bringing on premises or consuming therein non - vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.
- 11 You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
- 12 The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
- 13 You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies and Institute's Human assets profile. The Institute at its discretion can check your work related documents, emails, writings etc.
- 14 You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
- 15 You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties. The same shall be returned to you at the end of service. Your salary will be processed and paid only after you submit all your original documents.
- 16 This Offer of Appointment Order is being sent to you in duplicate. Kindly sign and return one copy in token of your acceptance of the above terms and conditions. You have to communicate your acceptance within seven days from the date of receipt of this Offer of Appointment, failing which appointment is liable to be cancelled.
- 17 You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledge and duly signed by you.

B. H. Nanwani

DR. B. H. NANWANI

DIRECTOR, Koregaon Road, Pune - 411001. Ph: 020-26054491 Fax: 020-26054481

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES & RESEARCH
1, KOREGAON ROAD, PUNE-411001 Website: www.svims-pune.edu.in, Email: director@svims-pune.edu.in

*Accepted & Returned
Sushil Tosh*



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Unaided- Private, Linguistic Minority (Sindhi) Institute

Approved by A.I.C.T.E. Certified under ISO 9001:2015

Dr. B. H. Nanwani Affiliated to Savitribai Phule Pune University, NAAC Accredited with "B+" Grade
Director Institute Codes: SPPU: IMMP016030, D.T.E.: 6614, AISHE: C-44578, AICTE: 1-21641511

Ref. No.: SVIMS/2022/2153A

25/04/2022

APPOINTMENT ORDER

Ms. Harshali Rahul Bhalerao

1, Prajakta, 29, Swastishree Society,
Karve Nagar
Pune - 411052

Sub.: Order of Appointment to the post of full time 'Assistant Professor'

With reference to your discussion with us, we are pleased to appoint you as full time 'Assistant Professor' in Sadhu Vaswani Institute of Management Studies For Girls, w.e.f. 25th April 2022, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

1.1 You have been appointed on Basic Salary of Rs. 57,700/- at Cell No. One - Level 10 of 7th Central Pay Commission per month, w.e.f. 25th April 2022.

1.2 Your appointment is Adhoc and you will be required to appear before the Selection Committee for a regular appointment, as and when set up.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

6.1 You will be required to attend / complete courses / programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of an Assistant Professor.

6.2 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.

6.3 Your appointment and continuation of services is subject to availability of work load and completion/ fulfillment of Key Result Areas set out by the Institute.

6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

- 6.5 If you wish to resign from your service, you will be required to serve three months working period notice. The Management may at its sole discretion, agree to reduce the notice period and accept payment in lieu thereof, or may require you to serve your full notice period. During the notice period you are not entitled to any leave. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.
- 6.6 If the Institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.
- 6.7 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
7. If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
 8. You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the institute and the Sadhu Vaswani Mission.
 9. Tee shirts and Jeans are not allowed in the premises of the institute and the Sadhu Vaswani Mission.
 10. You are also advised against bringing on premises or consuming therein non - vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.
 11. You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
 12. The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
 13. You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies and Institute's Human assets profile. The Institute at its discretion can check your work related documents, emails, writings etc.
 14. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
 15. You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties.
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 17. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledged and duly signed by you.



[Signature]
DR. B. H. NANWANI



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
Website: www.svims-pune.edu.in Email: director@svims-pune.edu.in

Dr. B. H. Nanwani
Director

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

Ref. No.: SVIMS/2022/1286

Dt.-31/10/2022

APPOINTMENT ORDER

Dr. Kalpana Babaso Salunkhe

1b2, Vastushilp soc. Near suryaganga soc.
Dhayari Pune 411041

Sub.: Order of Appointment to the post of full time 'Assistant Professor'

With reference to your application followed by the interview you had with us, we are pleased to appoint you as full time 'Assistant Professor' in Sadhu Vaswani Institute of Management Studies for Girls, in Master in Computer Application Programme w.e.f. 5th November 2022 or date you join, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on Basic Salary of Rs. 68800/- at Cell No. 7 – Level 1 of Assistant Professor of 7th Central Pay Commission per month, w.e.f. 5th November 2022.
- 1.2 You are appointed on full time regular basis. You will be on probation for a period of One year.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

- 6.1 You will be required to attend / complete courses / programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of an Assistant Professor.
- 6.2 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.
- 6.3 Your appointment and continuation of services is subject to availability of work load and completion/ fulfillment of Key Result Areas set out by the Institute. Non fulfilment of KRAs will attract deductions in salaries as laid out by the Institute.
- 6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
- 6.5 If you wish to resign from your service, you will be required to serve three months working period notice. In a rare case the Management may at its sole discretion, agree to reduce the notice period and accept salary payment in lieu thereof and the amount shall be deposited and credited in our bank account on the last day of your notice period. Under no circumstance however, will you be allowed to leave the job in between the semester and without completing syllabus and assignments.

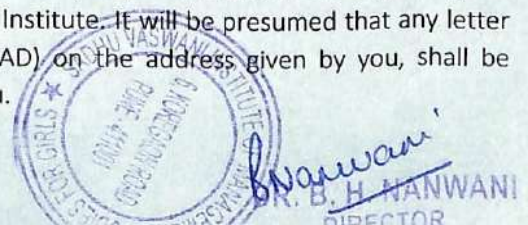


Thus, student interest will be considered paramount before accepting your resignation. During the notice period you are not entitled to any leave. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.

6.6 If the Institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.

6.7 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.

- 7 If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
- 8 You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the Institute and the Sadhu Vaswani Mission.
- 9 Tee shirts and Jeans are not allowed in the premises of the Institute and the Sadhu Vaswani Mission.
- 10 You are also advised against bringing on premises or consuming therein non – vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.
- 11 You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
- 12 The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
- 13 You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies and Institute's Human assets profile. The Institute at its discretion can check your work related documents, emails, writings etc.
- 14 You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
- 15 You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties.
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APPOINTMENT ORDER

Dr. Reshma Pramod Kadam

K-704, Sai Mysique soc. Near Sinhgad College,
Ambegaon Bk., Pune 411046

Sub.: Appointment Order to the post of full time 'Assistant Professor'

With reference to your application followed by the interview you had with us, we are pleased to appoint you as full time 'Assistant Professor – Senior Grade' in Sadhu Vaswani Institute of Management Studies for Girls, in Master of Computer Applications Programme w.e.f. 01st December 2022 or date you join, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on Basic Salary of Rs. 63,000/- at Cell No. 4 – Level 10 of Assistant Professor of 7th Central Pay Commission per month.
- 1.2 You are appointed on Adhoc basis and you will be required to appear before the Selection Committee for a Regular appointment, as and when set up.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

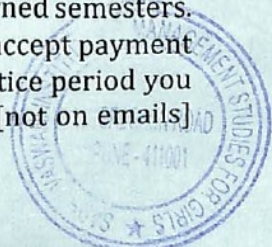
3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

- 6.1 You will be required to attend / complete courses / programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of an Assistant Professor.
- 6.2 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.
- 6.3 Your appointment and continuation of services is subject to availability of workload and completion/ fulfillment of Key Result Areas set out by the Institute.
- 6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
- 6.5 If you wish to resign from your service, you will be required to serve three months working period notice and ensure the completion of syllabus of subjects allotted to you of the concerned semesters. The Management may at its sole discretion, agree to reduce the notice period and accept payment in lieu thereof, or may require you to serve your full notice period. During the notice period you are not entitled to any leave. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.



- 6.6 If the Institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.
- 6.7 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust/ Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
7. If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
 8. You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the Institute and the Sadhu Vaswani Mission.
 9. Tee shirts and Jeans are not allowed in the premises of the Institute and the Sadhu Vaswani Mission.
 10. You are also advised against bringing on premises or consuming therein non – vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.
 11. You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
 12. The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
 13. You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies, and Institute's Human assets profile. The Institute at its discretion can check your work-related documents, emails, writings etc.
 14. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
 15. You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties.
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Terms & Condition
accepted
[Signature]
01/12/2022



[Signature]
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001

APPOINTMENT ORDER

Dr. Ashish Jaswal

Ashoka Park, Building No A4,
Flat no 2, Ward No 7, Labde Vasti,
Shrirampur, Dist : Ahmednagar 413709

Sub.: Order of Appointment to the post of full time 'Assistant Professor'

With reference to your application followed by the interview you had with us, we are pleased to appoint you as full time 'Assistant Professor' in Sadhu Vaswani Institute of Management Studies for Girls, in Master of Business Administration Programme w.e.f. 15th February 2023 or date you join, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on Monthly Basic Salary of Rs. 87300/- at Cell No. 9 – Level 11 of Assistant Professor of 7th Central Pay Commission.
- 1.2 You are appointed on full time regular basis. You will be on probation for a period of One year.

2. LEAVE RULES: You will be entitled to leave as per Institute rules.

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

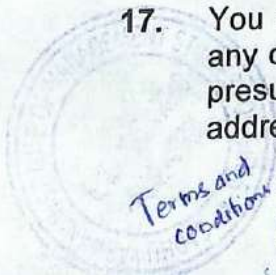
4. JOB PROFILE: Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. CONDUCT AND DISCIPLINE: You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. OTHER CONDITIONS:

- 6.1 You will be required to attend / complete courses / programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of an Assistant Professor.
- 6.2 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.
- 6.3 Your appointment and continuation of services is subject to availability of workload and completion/ fulfillment of Key Result Areas set out by the Institute.
- 6.4 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

- 6.5 If you wish to resign from your service, you will be required to serve three months working period notice and ensure the completion of syllabus of subjects allotted to you of the concerned semesters. The Management may at its sole discretion, agree to reduce the notice period and accept payment in lieu thereof, or may require you to serve your full notice period. During the notice period you are not entitled to any leave. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.
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Terms and conditions accepted
3/10/2023

I joined on 16/12/23
Post lunch

DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GLOBAL LEADERSHIP & EXCELLENCE

B. Nanwan