Sadhu Vaswani Institute of Management Studies for Girls
6, Koregaon Road, Next to St. Mira's College for Girls
Pune 411001

EMPLOYEE HANDBOOK

Sr. No.	HR Issue	Pg. No.
1.0	WELCOME NOTE	3
2.0	SADHU VASWANI MISSION - OUR PARENT BODY	4
3.0	SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS	5
4.0	WORK ENVIRONMENT	6
4.1	ORGANOGRAM	7
4.2	HUMAN RESOURCE GUIDELINES	8
4.2.1	FACULTY RESOURCE PLANNING & WORK LOAD INTEGRATION	8
4.2.2	RECRUITMENT POLICY	10
4.2.3	INDUCTION POLICY	14
4.2.4	PROBATION POLICY	15
4.2.5	EMPLOYEE SALARY	16
4.2.6	EMPLOYE BENEFITS	17
4.2.7	LEAVE POLCY FOR EMPLOYEES ON REGULAR ROLLS	18
4.2.8	TRAINING & DEVELOPMENT POLICY	24
4.2.9	TIME & ATTENDANCE MANAGEMENT POLICY	27
4.2.10	PERFORMANCE APPRAISAL POLICY	29
4.2.11	INTERNAL PROMOTION POLICY FOR FACULTY	33
4.2.12	MEETINGS	35
4.2.13	TERMINATION POLICY	35
4.2.14	REIMBURSEMENTS	37
4.2.15	ADVANCES	38
4.2.16	LOANS & ADVANCES	38
4.2.17	HOUSING	38
4.2.18	CODE OF CONDUCT	39
4.2.19	GENERAL POLICIES	45
	DESIGNATIONS	50
Annexures	FORMS	51

1.0 WELCOME NOTE

We take great pleasure in welcoming you to the Sadhu Vaswani Institute of Management Studies [SVIMS]!

This handbook has been designed to provide you with all the information necessary for you to be a *smart*, *satisfied* and *productive* member of the SVIMS family. At SVIMS, we strive to create a work culture that allows our employees to express themselves and feel empowered to contribute to a larger cause. We suggest that you view this handbook as a guiding beacon and not purely as a set of rules. We believe in a value system that promotes kingly continence and includes personal integrity and a deep respect for colleagues, students, our management and other stakeholders. We hope that our value system, work environment and culture will make this an enjoyable journey for you.

Welcome Aboard!

Dr. B Nanwani
Director

2.0 SADHU VASWANI MISSION - OUR PARENT BODY

The Sadhu Vaswani Mission is a humanitarian, not-for-profit international service organisation which endeavours to bring about spiritual awakening and also reach out to society through its services in the fields of education, medical care, relief and rehabilitation and social welfare. The Mission has over 16 educational institutions within the country offering primary, secondary and higher education. These educational institutions are chartered to provide 'man – making' or character and competence building education.

The Mission bears the Holy Founder – Sadhu Vaswani's name. Rev. Sadhu Vaswani was a shining luminary on the spiritual firmament. He was a saint, seer, philosopher, poet and a visionary educationist.

The Mission till 2018 was headed by Rev. Dada J. P. Vaswani [1966 -2018] – a saint in a league of his own. A practical philosopher and a modern day saint, he influenced thousands all over the world. A gifted writer, an internationally acclaimed thinker and a brilliant orator, Rev. Dada, addressed distinguished audiences worldwide. He was an eminent speaker at venues including the UNO, the World Parliament of Religions - Chicago, South Africa and Melbourne, the House of Commons, London, the Global Forum Of Spiritual and Parliamentary Leaders on Human Survival, Oxford and Kyoto, Japan, The World Vision 2000, Washington, the World Hindu Conference, Sri Lanka and USA, the first World Parliament of Spirituality in Hyderabad and a number of other Global Forums.

An educationist par excellence, he believed that the frontiers of knowledge must be saturated with true values and ideals. The byproduct of acquiring knowledge must be the creation of strong, courageous individuals who will live lives of unselfish simplicity, service and sacrifice. He believed that a new humanity, a new race, thereby a new world order can only be built by investing in a value based education.

Among the many awards that Dada received are: the U Thant Peace Award, Sant Shree Dnyaneshwara World Peace Prize and the World United's Lifetime Achievement Award et al.

3. 0 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.

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.

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. Today, SVIMS has flowered into a Management Institute with a distinct identity and brand value, which are beginning to be appreciated in academic circles and the student community alike. Rev. Dada J. P. Vaswani gave SVIMS the motto, **BELIEVE AND ACHIEVE!**

SVIMS is approved by the AICTE and affiliated to the Savitribai Phule Pune University, and has been offering the MBA programme of Savitribai Phule Pune University to its women students from the Academic Year 2010-11. The Institute received approval and affiliation from Savitribai Phule Pune University to start its Ph. D Research Centre offering Doctoral Programmes in Human Resources, Organisational Management, Financial Management and Computer Management in 2018. Further from November 2022, the Institute is offering the Master of Computer Applications Programme.

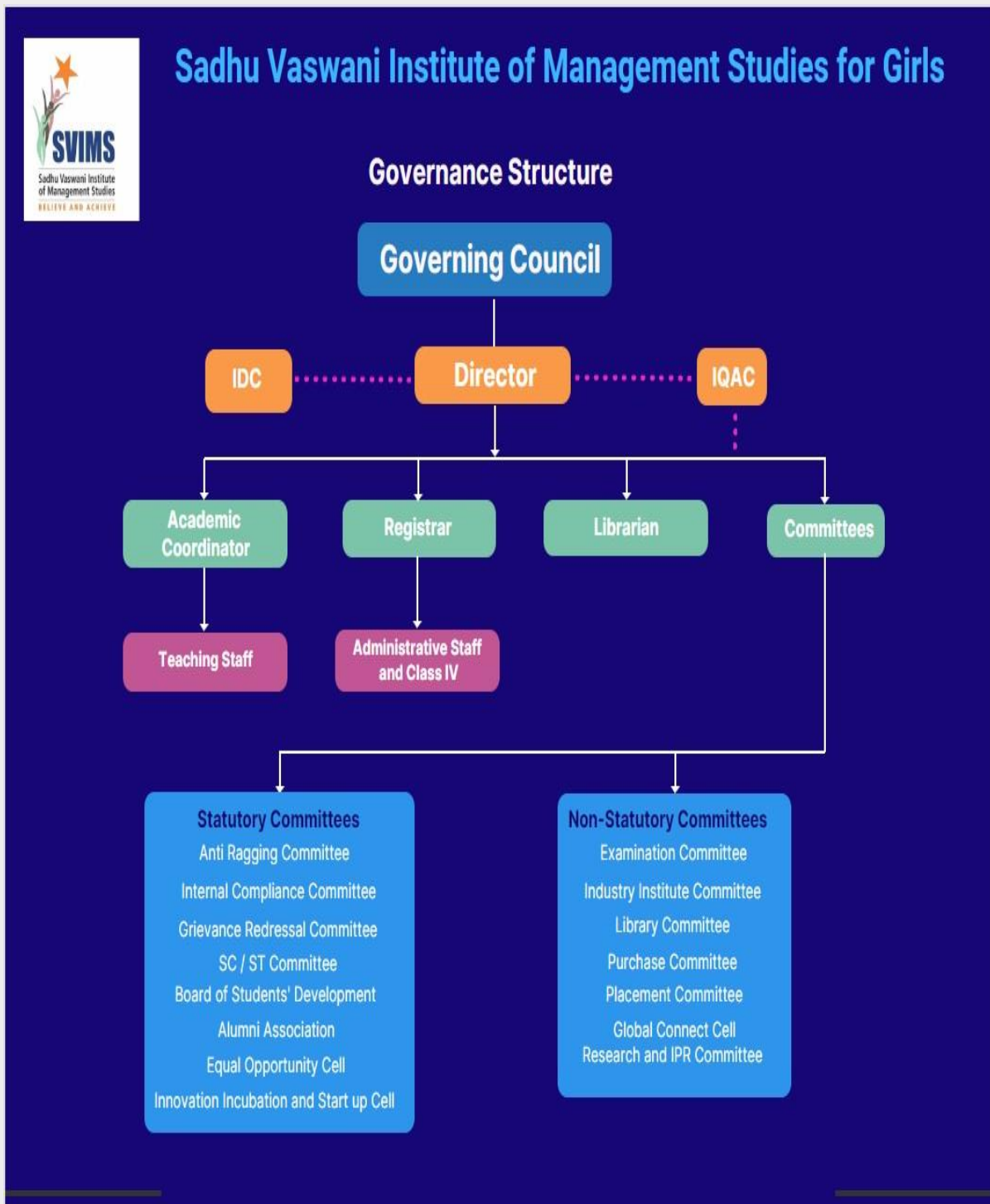The Institute is ISO 9001:2015 certified and was accredited by NAAC with B+ Grade in 2018.

4. 0 WORK ENVIRONMENT

We wish to create and maintain a work environment that is friendly, goal oriented and productive. We would like our employees to feel empowered to innovate and develop themselves as individuals and become effective educational leaders. We respect creativity, strong work ethics and expect our employees to respect each other, and uphold the core values of Sadhu Vaswani Mission. Personal integrity is non-negotiable and expected in spirit and actions.

The impact of SVIMS'S work can be immense, but will probably be measurable only over many years. But, even the greatest dreams and ideas in the world will be worthless if the team cannot execute on them ethically and efficiently. Supported by its team, efficient processes within the institute, SVIMS expects to be in a league of its own.

The Institute believes in promoting camaraderie however as an organization we do not tolerate behavior that may seem detrimental to our core values outlined in the section titled Our Value System in this handbook.

4.1 ORGANOGRAM

Sadhu Vaswani Institute of Management Studies for Girls

Governance Structure

Governing Council

IDC · · · · · · · Director · · · · · · · IQAC

Academic Coordinator — Registrar — Librarian — Committees

Teaching Staff

Administrative Staff and Class IV

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

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

4. 2 HUMAN RESOURCE GUIDELINES

The remaining sections in this handbook are intended to provide you information that will help you better understand what is expected from you during your tenure at SVIMS.

EMPLOYEE RESOURCE PLANNING, RECRUITMENT AND SELECTION POLICY

Preamble

All Employees including Faculty and Administrative staff will be recruited based on their competency, specifications mentioned by the All-India Council of Technical Education (AICTE) and Savitribai Phule Pune University. The Institute will ensure a transparent recruitment process.

4.2.1 Faculty Resource Planning and Work Load Integration

A formal manpower planning process is required for SVIMS to cope with sudden external changes in the market or internal demands due to turnover, promotions and or changes in AICTE/Pune University norms for recruitment.

A. Manpower Inventory

1) A manpower inventory depicting existing staff in terms of numbers, strengths, skill levels, and positions will be carried out.
2) Vacancies arising out of terminations, resignations will be assessed by the Director with inputs from Registrar and HOD.
3) Manpower requirements must be calculated after considering both the Administered and Actual workloads. A faculty member's administered workload assignment may fall short of his/her actual research and scholarly contributions leading the Director to increase the teaching or service components of that faculty member's workload.
4) Both permanent and temporary positions will be calculated while assessing manpower requirements

The following shall have a bearing on the process of Manpower Planning:
1) AICTE mandated Faculty – Student ratio

2) AICTE mandated faculty cadre ratio of 1:2:6 while recruiting Professors, Associate Professors and Assistant Professors.

3) AICTE stipulation of recruiting Regular and Adjunct Faculty.

4) Teaching Workload of Faculty:

Direct teaching- learning process hours are:

- Assistant Professor   20 hours
- Associate Professor   16 hours

5) To promote research, every teacher must earmark a minimum of 6 hours per week for research activities.

6) University courses offered in terms of Specializations and other courses for students every year. The Institute may add new courses offered by the University after considering available skill sets.

7) Maintaining a healthy blend of Faculty with expertise in Academics and Industry experience to ensure that students have the best learning experience.

B. Budgeting

Budgeting for additional staff is done on the basis of the gap between current manpower available [number and quality of staff] and the numbers required to effectively implement the academic objectives for the Academic Year.

The approved Manpower Plan will be reviewed twice a year by the Director.

Manpower Planning for Administrative Posts

This will be a simple exercise of assessing needs [especially after resignations/terminations] and available resources. The gap thus identified will form basis for recruitment and selection.

4.2.2. Recruitment Policy

A. Objectives

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring the best qualified candidates for all given positions.

B. Applicability

All new recruits in all grades [Faculty and Librarian]

C. Policy and Procedure

1) Compliance of Provisions by AICTE and SPPU [in context of recruitments] will be a pre-requisite for all recruitments in the institute.

2) The HOD/Faculty-in-charge is to get in touch with Director with the details of the manpower required and upon approval, proceed with the process of recruitment.

3) HOD/Faculty shall source the profiles for the required position, through various sources viz., data bank, (newspapers, portals), internal references etc. for adhoc posts.

4) Recruitment for Regular – full time posts –shall be on the basis of merit through an advertisement [norms set by SPPU] and selection by the duly constituted Selection Committee [as per the provisions made in this connection by the Savitribai Phule Pune University].

5) As per UGC Guidelines, a minimum of 60% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the relevant Master's level for those recruited as Assistant Professors. In case of candidates from reserved category the marks at Post Graduation level will be reduced to 55%.

6) HOD/Faculty shall screen and shortlist the profiles depending on their eligibility for the position. The list of shortlisted profiles will be communicated to the Director

7) HOD/Faculty and administrative staff will coordinate the entire process of conducting he interviews.

8) The Candidates shortlisted through the Selection Committee shall be given a formal Appointment Order.

9) Documents of all candidates appointed by the Selection Committee will be sent to SPPU for seeking University approval

Recruitment for Administrative and other posts may or may not be advertised. Referrals by existing staff will be given preference over the other sources.

Selection will be done by the Director on the basis of Interview.

D. Basic Criteria for Selection of Faculty [AICTE norms] [Please refer to AICTE Seventh Pay Commission Norms]

1) Professor

Professor should have

a) Ph D degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant field and

b) at least 6 Research Publications in SCI/UGC/AICTE approved list of journals, published at Associate Professor Level and at least 2 successful Ph D guides as Supervisor/Co- Supervisor

or

a) at least 10 research publications at the level of Associate Professor and

b) a minimum of 10 years in teaching/research/industry out of which at least 3 years should be Post Ph. D Experience

2) Associate Professor

Associate Professor should have

a) Ph D degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant field and

b) at least 6 Research Publications in SCI/UGC/AICTE approved list of journals and

c) a minimum of 8 years in teaching/research/industry[Managerial Level not below the position of Head of Department handling a team of 20 persons] out of which at least 2 years should be Post Ph. D Experience

3) Assistant Professor

a) For MBA: Bachelor's degree in any discipline and Master's Degree in Business Administration/PGDM/CA/ICWA/M.Com with First Class or equivalent and two years of professional experience after acquiring the degree of Master's Degree.

b) For MCA: BE/B.Tech/B.S and M. E/M. Tech/M.S or Integrated M. Tech in relevant branch with First Class or equivalent in any one of the degrees or B.E. BTech and MCA with First Class or equivalent in any one of the two degrees

   or

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

E. Selection Committee and Guidelines on Selection Procedures

The UGC has evolved the following guidelines on:

1) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Librarian, and

2) Specified selection procedures for direct recruitment for teachers and other academic staff in colleges.

F. Selection Committee Specifications:

Assistant Professor/Associate Professor/Professor

SVIMS is a Linguistic Minority Institute. As such the Selection Committee shall consist of:

1) Chairperson of the Governing Body of the Institute or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee. Additionally, there will be other members of the Management Board based on their availability

2) The Principal/Director of the Institute

3) Head of the Department of the concerned subject in the Institute

4) **Subject Experts**: Two subject experts selected by the Institute. The selected experts shall normally be Directors serving other Management Institutions.

 The quorum for the meeting is five of which at least two must be subject-experts.

G. Performance Indicators for Interviews

The selection committee shall assess the following dimensions of candidates:

1) Assessment of aptitude for teaching, research and administration

2) Knowledge of online pedagogy tools and techniques

3) Ability to communicate clearly and effectively.

4) Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration.

5) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture and

6) Analysis of the merits and credentials of the candidates [participation in extra /co-curricular activities, seminars attended etc. and ethical orientation]

SVIMS will prefer to recruit candidates having

1) Candidates who have a Ph D degree

2) Proven research record

3) 5 years of teaching experience

4) Contribution in extra curricular activities, NAAC/NBA

5) Character of the person, positive attitudes and high emotional quotient will be assessed and become a key factor in selection.

6) Where the skillset of a female applicant matches that of a male applicant, preference will be given to the woman applicant.

7) Other things remaining equal, on merit basis, a Sindhi candidate would be given preference over the others.

4.2.3 Induction Policy

A. Objective

To facilitate smooth assimilation of new employees into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

B. Applicability

All new employees of the institute

C. Policy

1) The HOD shall ensure that every employee goes through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.

2) The duration and scope of COP may vary with the grade of the employee and the width and depth of information that needs to be shared during induction

3) The COP shall include the following:

Welcome Address and Handing over the Welcome Letter	Director
Introduction to SVIMS-Various Departments like Library, Accounts, IT	HOD
Introduction to Sadhu Vaswani Mission	Director
Plan a Visit to Mission for Darshan	HOD
Policies of SVIMS	Director/HOD
Account Opening formalities, Bio Metric, Joining Formalities	Registrar
Reporting Authorities	HOD

4) **Joining Formalities**

   a) All new employees at SVIMS are required to fill in an Employee Data Form that needs to be returned to Administration on or before the first day of employment.

   b) Employees are required to promptly notify Administration about any changes/updates about their personal information.

   c) All employees are also required to sign the Non-Disclosure Agreement upon joining SVIMS

   d) All employees at SVIMS are deemed full-time employees and as such cannot hold posts, jobs or consulting assignments in any capacity outside of SVIMS under any circumstance.

4.2.4 Probation Policy

A. Objective

To provide a policy framework for confirmation of regular employees after completion of the probation period.

B. Eligibility and Coverage

All new recruits of the institute on regular rolls

C. Policy and Procedural Formalities for Completion of Probation

1) All new employees [faculty and Librarian] selected by the Selection Committee will be on probation for a period of one year from the date of joining.
2) The Director will review the performance of the probationer at the end of each semester. Emphasis will be placed on students' feedback.
3) The Director will discuss the performance of the probationer and counsel the employee on required areas of improvement wherever applicable.
4) Satisfactory performance will lead to confirmation of services.
5) The services of the employee will be terminated [after due process of serving notice or summary termination wherever warranted] during the probation period where the performance of the employee does not meet set standards, or the role and the skills of the probationer are not aligned, or the Probationer's values are not aligned with the institute's values.

For administrative positions, the probation period will be decided on a case-to-case basis.

4.2.5 Employee Salary

1. The Management along with the Director finalizes the structuring of an employee's salary based on Savitribai Phule Pune University and AICTE rules. Salary issues will be discussed with the employee when he/she joins SVIMS. The cost-to-institute is fixed by the Director prior to join-date.

2. Salary is revised yearly subject to eligibility.

3. All employee salaries will generally be paid within the first 7 working days of the following month.

4. Employees are required to maintain Bank of Baroda Bank accounts into which all salaries will be directly deposited.

5. All employees must ensure 100% compliance with personal income tax and other regulations. The Registrar will assist within reasonable limits in this context.

6. All employees must submit their investment plans [Section 80 C of Income Tax Act] by April 15th /15th August whichever is earlier to help administrative department calculate and provide for tax liability.]

4.2.6 Employee Benefits

A. Mediclaim Insurance: (Sum Insured Two Lakhs)

The Institute shall pay premium for group insurance and the employee is entitled to benefits as stipulated in the policy.

Please read policy document in this connection.

B. All employees can avail of concessional medical facilities/consultation at Inlaks and Budhrani Hospital and Shanti Clinic during designated days and hours.

4.2.7 Leave Policy for Employees on Regular Rolls

A. Objective

To communicate the leave entitlements and provide guidelines for availing this leave.

B. Eligibility and Applicability

All employees on regular rolls of the Institute.

C. Policy & Procedure

1) Categories of leave available to the employees are: Casual Leave, Vacation Leave, Maternity Leave, Compensatory Off, and Leave without Pay or Extraordinary Leave.

2) For the purpose of leave, "Year" shall mean the Academic Year commencing 15th July and ending 14th July.

3) All leaves shall accrue effective 15th July of every year.

4) Employees shall apply for leave on prescribed formats.

5) Holidays and weekly-offs between the leaves will be treated as a part of leave only.

6) Leave will not be allowed on Saturdays/Mondays [Exceptional cases will be decided on a case-to-case basis]

D. Types Of Leave

Sadhu Vaswani Institute of Management Studies has classified leaves in the following categories, with guidelines to support and provide information on eligibility and redemption:

1) Casual Leave (CL)

a) All teaching and non- teaching employees are eligible for 8 days of CL in an academic year [these cannot be availed of when vacation leave is announced]; which shall be credited to permanent employees every year.

b) New recruits will enjoy CL on a pro rata basis based on their date of joining work. In general, such employees will enjoy one Casual Leave for every 45 days worked.

c) Employee on CL cannot be absent from duty continuously for more than 2 days including intervening holidays.

d) Employees may avail CL for half-day also.

e) CL cannot be prefixed or suffixed to intervening holidays or weekends.

f) Un-availed CL will automatically lapse at the end of the academic year.

g) Any time taken off during office hours for unavoidable personal reasons may be charged to Casual Leave.

h) Except in case of emergencies, Casual Leave must be availed of by applying for it at least two days prior to enjoying such leave. [Please see CL Application Format]

Leave Calculation:

8 casual leaves are granted to every employee from the period l5th July to 14th July of the ensuing year. The number of leaves will be proportionately reduced for employees whose joining date is after l5th July. For example, a person who has joined on 1st September will be entitled to only 7 casual leaves. (320* 8/365). A half day will be granted in case such a calculation ends in a fraction equal to or more than .5. For example, if it is 6.7 then the employee will be entitled to 7 casual leaves. For a lower than .5 decimal, number of leaves will be restricted to the former integer. For example, if the calculation yields a 4.33 figure, then the employee will be allowed only 4 leaves.

Half day will be granted after completion of a minimum of 25 days of work and one casual leave will be granted after every 45 days of work.

2) Medical Leave [ML]

a) All permanent, full-time confirmed employees will be granted Medical Leave of 10 days for every academic year

b) Such leave cannot be combined with other leaves

c) Such leave will be granted only on producing a Medical Certificate from a recognized medical practitioner [Minimum Qualification: MBBS]

d) This leave cannot be carried forward [Faculty and Administration Staff]

e) If an employee takes Medical Leave on Saturday, then Sunday (weekly off) as also subsequent days announced as public holidays will be counted as M.L.

3) Maternity Leave (ML)

a) The Institute permits ML as per prevailing rules, and can be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. A woman who has worked for at least 80 days in the 12 months immediately preceding her expected date of delivery will continue to be eligible.

b) Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage).

c) The employee shall inform the Director at least 4 weeks prior to proceeding on such leave with appropriate Medical Certificate.

d) ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

e) Such paid ML leave will be calculated on Basic Pay.

f) Any further leave shall be decided on a case-to-case basis and will be considered Leave without Pay.

4) Academic Leave (AL)

a) All teaching faculty is eligible for 7 days of AL/Duty leave in an academic year.

b) AL for all days of the Faculty Development Programme [ATAL, National Initiative for Technical Teachers Training (NITTT), SPPU etc], national/international conference may be availed only for listed/approved conferences which are of repute and organized under the aegis of AICTE/UGC/SPPU and where the employee will present his/her research paper (subject to condition of having an advanced schedule) and/or appearing for MOOCs exams.

c) AL may also be considered for Delivering invited talks

d) Teaching faculty wishing to avail Academic Leave should get their leave approved by the Director at least 7 days in advance and send the approved leave application along with the invitation letter sent by the concerned institute or of Conference/Workshop to Registrar.

e) Faculty member availing of such leave must produce and submit evidence of attendance [Fee receipt and Certificate] to the Registrar for records.

f) Academic leave may neither be accumulated nor combined with any other type of leave.

5) Leave Without Pay (LWP) or Extraordinary Leave

a) If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay up to a maximum of 3 days in a year, subject to approval of the Director.

b) Three days of LWP in an academic year shall not be treated as break in service.

6) Duty Leave

Such leave will be sanctioned when a staff member travels out of the premises for official work. He/ She should take prior written permission of the Director for availing such leave.

7) Compensatory Off (C/O)

a) Compensatory Offs are provided to administration staff and faculty for work done on public holidays or weekends owing to tight AICTE/SPPU schedules or work requirements as pre-approved by the Director.

b) Such leaves will be restricted to 2 in a year and must be availed of within 60 days of taking such leave. [This Rule shall not be applicable to the Director's Post]

c) Such leave may also be granted to all staff members en masse on a mutually decided basis for work done on a public holiday/Sunday.

8) Working Days

a) The Institute shall operate on a six-day week pattern.

9) Summer And Winter Vacation (VL)

a) All eligible teaching staff shall be granted Vacation, as and when announced and sanctioned by the Management. Teachers will be allowed seven days' vacation leave and the period when this leave can be enjoyed will be mutually decided upon by the faculty member and the Director. Those on probation are not eligible for vacation and shall work on research projects, papers or academic/administrative assignments during such period.

b) All eligible faculty members must give a written application for such leave and get the same sanctioned by the Director. The approved leave application must be forwarded to the Registrar for records.

c) No other leave can be prefixed/suffixed with vacation leave. The Leave cannot be split unless so requested by the Director.

d) Faculty availing the vacation shall keep the institution informed of their address of stay and contact details during vacation period for emergency needs.

e) Faculty on vacation may at their discretion and on approval from the Director, attend external examination related works/FDPs/Seminars/Conferences. However, such activities shall not count for any set-off against the vacation.

Administrative staff is not eligible for such leave.

10) Special Leave for Pursuing Research

a) The Institute grants paid leave up to three weeks to faculty members pursuing doctoral degree, if they have completed a minimum of three years of service at SVIMS and for end -stage completion of Ph. D thesis.

b) The leave needs to be approved by the Director and the Management.

c) The unutilized Special Leaves can neither be carried forward nor uncashed.

Leave Rules for Half day

a) Unless under exceptional circumstances and decided by the Director, No half day leave will be granted when prefixed to any holiday (i.e. no leave will be granted on Monday or additional weekly off]

b) Employees availing half day leave will report to the Institute by 12.30 pm.

Earn Leave

The Director will be entitled to Earn Leave in accordance with Savitribai Phule Pune University Rules.

General Leave Guidelines:

1. All leaves have to be pre-approved by the Director. In case if an employee is unable to get the leave pre-approved, then the employee in such rare cases has to inform the Director about the leave over phone /via SMS/ e-mail within six hours of reporting time. In the event of non- availability of the Director, the Registrar must be informed.

2. All written leave applications have to be submitted to the Director through the Registrar. The leave is formally approved after the Director concedes such leave.

3. In the event of an employee's termination or exit, SVIMS has all the rights to adjust the leaves with the notice period accordingly, subject to availability and Director's approval.

4. Leave beyond 2 days without necessary notice will be dealt with seriously and the employee may need to forego pay for the same duration. An employee may be terminated for taking extended leave without permission at the discretion of the Management.

5. Administration/Payroll will be calculated on the basis of leave taken as on the last date of every month.

6. Compensatory Offs are not to be clubbed with other leaves with the exception of weekends or Public Holidays.

7. HOD/Registrar will inform the team and/or other relevant team members in SVIMS when a team member is on leave.

8. No leave will be granted during examination period of Pune University

9. No leave will be granted during the notice period after the Resignation is submitted.

4.2.8 Training /Development Policy

As part of its Human Resources initiatives – individual and organizational development, Sadhu Vaswani Institute of Management Studies has a Training Policy for the benefit of all team members. This policy will govern all training efforts initiated by team members seeking to upgrade their skills sets by enrolling for a course/training/certification with an external vendor.

A. Objective:

To encourage and assist faculty to develop their professional capabilities by enhancing their knowledge / skills in various /work related areas, which can be of mutual benefit to the employee and the organization

Policy Guidelines:

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]

Others

a) 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

b) The Institute has the policy of awarding Rs. 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.

c) The Institute funds Patent Registration and Publication undertaken by the faculty members taken in the name of SVIMS.

d) Faculty members can seek a minimum of 25% concession in registration and other fees upon registering for Ph. D programme at SVIMS Research Centre.

e) A minimum of two increments are granted on attainment of Ph. D degree while in service for at least one year at SVIMS.

f) Faculty pursuing their research work can recommend purchase of books / subscription to journals as required.

g) The Institute motivates faculty who have been awarded Ph D to register as Research Guides in the Institute's Research Centre.

The employee will take full responsibility in completing the training/FDP course successfully, with best efforts and with highest conduct reflecting the culture of the organization

Faculty members attending a program of more than three days duration shall preferably plan their participation in the semester break/summer and winter vacation for students so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD are also encouraged to attend summer and winter training programs organized by various premier management institutes.

B. Procedure:

For FDPs

1) Faculty who wishes to seek Academic Leave of 5 to 7 days for attending an FDP under this policy, will be required to put in the necessary leave application detailing out the programme [along with FDP Brochure] at least 15 days in advance so as to allow suitable planning of academic activities and get it duly approved by the Director.

2) The decision to accept, approve/reject the application will reside with the Director.

3) The Director is committed to inform the decision to the applicant within 1 working week with specific reasons for rejection or deferment, if any.

4) Upon approval, the employee will fill in the AL/duty leave form and get the same sanctioned and approved.

5) Upon completion of the FDP course the employee will submit receipt of fees paid [in the name of SVIMS] and a copy of the Certificate, Attendance Certificate for records and apply for re imbursement, if eligible.

6) On attending the seminar/course, the employee will in a faculty get together highlight employee learning, benefits to the organization, etc.

For Seminars/MOOCs

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.

Re- imbursement for Research Publication

1. 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]

For Doctoral Research Leave

Eligible faculty members can apply for paid leave for End Stage Doctoral Work and will need to submit adequate proof in this regard. The applications will be scrutinized and upon studying conditions of eligibility will be sanctioned by the Director.

4.2.9 Time and Attendance Management Policy

A. Objective

1) To communicate the general office / institute timings
2) To lay down the general guidelines to record every employee's attendance as per the applicable timings.

B. Applicability

All employees on regular rolls and on contract are covered under this policy.

C. Attendance and Working Hours

1) Staff [except Class IV] is expected to report at 8.45 am and end their day at 5 pm on all working days. We understand that there are exceptions and a personal errand or doctor's appointment may require you to leave a bit early and this is acceptable within reasonable limits. A short leave may be granted at the discretion of the Director. In the same fashion, a specific task or process may require you to work late or on weekends on the odd occasion.

2) In the event you have to leave before 5 pm please let the Director know in advance as far as possible. We would like to reiterate that this is an exception and should not become a work habit.

3) All employees are required to mark attendance in the manual attendance register and in biometrics [In the Administration Department] while entering and leaving the premises. This is a legal requirement considering our institute is regulated by the All India Council for Technical Education [AICTE], Department of Technical Education [DTE] and Pune University and also forms the basis for salary calculations.

4) Peons /Class IV may be assigned specific time bands by the Registrar, which must be adhered to at all times. They would generally require to report at 8.15 am and leave after completing shutting down procedures at 5.15 pm.

5) **Grace Period**: A total of 15 minutes late reporting is allowed from 1st to the last date of every month. It follows thereafter that a staff member may report 15 minutes late on one particular day and have the same condoned or report One minute late on 15 days in a month. After 15 minutes, Half day casual leave will be deducted for each late coming thereafter [even if it is by one minute].

6) All employees are required to keep the Director informed their whereabouts when they leave the institution premises during work hours.

7) Sundays are holidays (except for Security that will also function on weekends). It is highly recommended that employees notify the Director and the Registrar in advance if they are planning to work on the weekends or holidays. Such notifications must be in writing. Please note that working on weekends and holidays should be viewed as an exception. There will be no compensation given for work executed on such days, except in such cases where a full eight hours work has been put in at institutional/Director's request.

4.2.10 Performance Appraisal Policy

Introduction

SVIMS is committed to move on the path of excellence with a clear vision for quality of education and research. Image of any academic institution is determined by the quality of its faculty, their research and academic achievements. SVIMS shall provide full freedom to the faculty members in performing academic work of their choice. We believe that the performance of employees and its appraisal is a cornerstone for achieving excellence.

Employee's appraisal is based on pre decided performance parameters that revolve around the role and responsibility of the position.

Policy Statement

SVIMS shall undertake formal, annual performance appraisal of teaching and the non-teaching staff to ensure quality work, benchmark good work, reward merit; take corrective action for enhancing staff capabilities and guide performance towards achieving excellence.

A. Objectives

It is necessary to periodically review the performance:

1) To ensure that the work done by staff is in tune with the Institute's requirements.
2) Make teaching staff and non-teaching staff accountable and responsible for effective execution of work assigned to them.
3) Serve as a motivational tool for enhancing effectiveness and efficiency and for disciplinary action, when required for ineffective work.
4) Create documentary evidence for smooth and unhindered career advancement.
5) Serve as a base to gauge the strengths of the staff and their weaknesses.
6) Provide direction to the training programmes to be conducted for enhancing work quality.
7) Ensure stakeholder satisfaction.

B. Teacher Appraisal

Faculty Appraisal and Development System (FADS) system is based on the Key Result Areas set in the beginning of the Academic Calendar and define the evaluation areas. These being:

1) Teaching and Instruction
2) Research
3) Contribution to corporate life
4) Work attributes and Personal Development

Faculty at the Institute is expected:

1) To teach and guide students in the Postgraduate Programmes

2) To carry out research, publish papers in scholarly journals.

3) To organize national / international workshops / seminars / conferences / conventions /conclaves / summit.

4) To undertake consultancy assignments and Management Development Programmes and organize Guest Lectures [Academicians of repute and Senior Executives from Industry].

5) Contributions in admissions, quality initiatives, Journal Publication, organizing seminars etc, committees, Rotaract, CSR, NBA and NAAC and similar such activities

6) To undertake institution building activities

C. Procedure

1) At the start of the Academic Year, the Director will discuss changes in KRAs, if any, [Based on Institute's Strategic Plans] and remind faculty about achieving the same during the academic year.

2) The achievement of KRAs will be checked every six months [end of semester].

3) Faculty members are required to mention their achievements with supporting documents on the Faculty Appraisal Form.

4) Requisite action [Including debarring the employee from annual Increment in Basic and other allowances/components of salary] will be initiated for lapses, if any

5) Formal appraisal will be done at the end of academic year in April/May.

The process of appraisal comprises of three parts:

1) Self-Appraisal Form (Form 1) to be filled by every faculty member: Here the faculty member details out the fulfilment of set KRAs (Form 2) in respect of Teaching – Learning activities, Research, Industry interface, contribution to corporate life, extension activities, professional development etc.

2) Student Feedback of teachers: Student feedback is invited to gauge the effectiveness of a teacher. The assessment is done in terms of teacher's ability to communicate well, complete syllabus on time, design meaningful assignments, being abreast about latest trends and development, punctuality etc.

This feedback is collected at the end of each semester.

3) Appraisal by Director (Form 3): A review of the self-appraisal documents submitted by the faculty as also the student feedback is used to review the performance of the teacher. The teacher is commended for achievements and motivated to take up higher responsibility tasks and is guided for higher professional development as required.

Teachers are counselled for improvements where performance is below expected standards or where students have given lower than acceptable ratings on any parameter. Reasons for low ratings are explored and an analysis is undertaken whether such ratings are owing to incompetence, incorrect attitudes towards work, lack of motivation etc. and then ways and means of improving these are suggested. Such teachers are closely monitored for performance improvement. Where poor performance is repeated, a teacher may be called upon to resign.

Appraisal of Non-Teaching Staff: The Registrar will fill a simple Staff Rating Form for staff (Form 4) in administrative department directly reporting to him/her. The form lists various parameters of appraisal such as Job Knowledge, Cooperation with Co-workers, Delivery of student services, adherence to Deadlines. Courtesy, being proactive etc. The Director shall review these evaluations by the Registrar and countersign the document with comments/observations and suggestions, if any.

The Director will fill a similar Performance Appraisal Form (Form 5) for the Registrar.

Appraisal of Librarian:

A Self Appraisal Form will be filled by the Librarian (Form 6) and the Director will put in remarks /observations/suggestions.

General Guidelines:

Performance Appraisal guidelines are discussed with prospective employees before firming up the employment. The evaluation system shall be applied to all regular faculty members. However, visiting faculty members may be subject to the system if they can potentially be considered for full time positions. This process is conducted twice a year w.e.f. 2016 [July] [end of semester] wherein completion of KRAs is viewed. The outcome of the evaluation is confidential and is by no means a way to compare one faculty member against another. Based on reviews there will be annual salary revisions.

The Performance Evaluation Document is filled by both the faculty member and the Director. Besides work attributes, employees will be evaluated on interaction with fellow team members, inter-personal skills, teamwork, attendance, ability to go beyond the call of duty and ability to help the success of other team members.

Responsibility and Evaluation:

Conducting the evaluation is the sole responsibility of the Director and shall not be delegated to any other member of the department. However, the Director can seek help from other faculty members to conduct specific tasks in the evaluation process. After the evaluation, the Director will review it and send a copy with recommendations and action to the Registrar for records.

Conclusion

Appraisal of faculty is essential to maintaining continuous development of academic staff in the areas of teaching, scholarship, and community service. While the faculty member is expected to use his/her existing knowledge and skills, this is insufficient. It is expected that the faculty member will motivate and inspire his/her students and colleagues, actively seek to improve in any area of weakness, mentor other colleagues such as new and junior faculty, and -generally speaking- show an attitude of cooperation and collegiality. The evaluation system is intended to be a tool to help the faculty improve and progress along these lines and prevent him/her from failing. It is also a tool for the college administration to reward such progress and preserve the interest of students and the community.

Therefore, the evaluation report must be professionally prepared to reflect its importance and be well structured to aid the evaluator read it without having to dig here and there looking for supporting documentation.

4.2.11 Internal Promotion Policy for Faculty

A. Preamble

This policy governs the promotions of faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

B. Eligibility

From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines [Based on AICTE eligibility and qualification norms]

1) Ph.D. Qualification
2) Years in the current position (from the date of joining/attaining previous promotion/completing PhD)
3) Prescribed research output
4) Acceptable student feedback
5) Demonstrated academic administration.
6) Contribution to consultancy revenue and conduct of Management Development Programmes
7) Positive evaluation /feedback of the Director based on contribution to corporate life and adherence to SVM norms.
8) It may however be noted that the promotion will be granted only if there are vacancies in the higher cadre.

The Eligibility shall stand modified in the following cases:

The 5-year period will commence only after confirmation.

The Eligibility conditions may be extended at the discretion of the Management, in the following cases

1) Faculty whose annual increments are on hold/delayed/deferred for want of fulfilment of academic commitments.
2) Faculty with track record of misconduct.

C. Policy and Procedure:

1) When Ph. D is just completed, completion shall mean possessing certificate of completion of Ph.D. from the degree awarding Institution (or provisional degree certificate)

2) Indicated Outputs (Assistant Professor to Associate Professor and from Associate Professor to Professor – Criteria decided from time to time by SPPU/UGC/AICTE)

3) Teaching feedback from the students above 4 on a 6 -point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.

4) Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

5) Availability of vacancies in the higher cadre

6) Successfully clearing interview procedures of Selection Committee

4.2.12 Meetings

A Staff meeting will be held at the beginning and end of each semester. Review of work done, new initiatives, examination schedules, seminars, work assignment etc will be part of this meeting Other than these meetings, the DIRECTOR can call for a meeting of all members at any time

Other Requirements

All faculty members will be required to comply with Session Plan, Evaluations and Attendance maintenance norms of SVIMS. These will be a part of KRAs and will be discussed in detail by your HOD.

4.2.13 Termination Policy

A. Preamble

The purpose of this policy is to set policies pertaining to termination of employee's employment contract with SVIMS.

B. Policy

The employee's service may be terminated without notice and by way of simple discharge. The following illustrates general circumstances which could be suitable grounds for termination:

1) After an offence of theft, destroying personal property belonging to others or SVIMS property being charged with sexual abuse, an immoral act, misconduct and absence without notice, smoking, consumption of drugs, alcohol, non-vegetarian food etc. and similar such instances can lead to summary termination.

2) Breach of SVIMS standards with respect to integrity, ethics, honesty, behavior and sincerity.

    a) For gross misconduct or negligence.

    b) Viewing or downloading pornographic content can also lead to termination.

    c) If the employee divulges confidential information belonging to SVIMS.

    d) Any employee who is arrested and/or convicted on any criminal charges or other misdemeanors is also liable for immediate termination of employment.

    e) In the event of Unsatisfactory performance evaluation and failure to achieve and adhere to the required performance standards despite verbal/written warnings in this regard.

On termination/resignation of employment with SVIMS, employees are required to return all property /resources belonging to the Institute.

C. Termination of Contract

1) Either SVIMS or the employee may terminate the contract between him/her and the Institute by giving notice in accordance with the terms of the employment contract.

2) During the probation period, the employee can resign by giving notice to SVIMS in accordance to the employment contract.

3) In case the employee does not serve the notice period in full, the equivalent amount shall be deducted from their settlement salary.

D. Termination on Incapacity to work

The employment contract shall be terminated owing to Illness or injury resulting in a total incapacity to work, as diagnosed by the medical authority.

E. Termination by the Employee "Resignation"

1) An employee has to give a resignation notice in writing. [No emails will be accepted in this regard] They will obtain an acknowledged copy of the resignation letter from the Director. On resignation the employee has to serve a notice period in accordance to their Contract of Employment.

2) A decision on acceptance of resignation or otherwise has to be made within 30 working days from the date the resignation notice was given, otherwise the resignation would be considered as approved.

3) Employee is not entitled to any leave during the notice period and in case any emergency leave is availed of (due to medical reasons or anything else), the Notice period gets extended by the number of days the employee has stayed absent.

4) Unless specified in the appointment order, a person who seeks to resign and not serve notice period would require to surrender three months gross salary. In all other cases it would mean Basic Salary of three months to be paid when choosing not to serve notice period.

5) Salary arrears will generally not be adjusted against notice period dues and this amount in lieu of notice period will be required to be paid upon resignation.

4.2.14 Reimbursements

1) **Vehicle Reimbursement:** Employees using their own vehicles for official work can claim vehicle reimbursement, subject to Director's approval.   As per norms, the vehicle-reimbursement rates are fixed as shown below:

Two-Wheeler	₹ 2.00 / Km

2) **Local Travel:** Use of auto-rickshaws and taxis for official purpose can be claimed on actual official travel costs as approved by the Director.

3) **Outstation Travel:** All outstation travel must be approved by the DIRECTOR Employees must submit the Travel Request Form with necessary approvals to the DIRECTOR.

   The details regarding allowances for travel, qualified hotels, travel bookings, and all associated travel expenses must be discussed and sanctioned by the Director before undertaking such travel.

   Upon return from their travel [on the very next day], all employees are required to fill in the Expense Report Form to claim for all expenses incurred.

4) **Books:** With prior approval, cost of books bought for skills enhancement/research will be reimbursed. However, all these books need to be cataloged by Library personnel before individual use and will remain as SVIMS property.

4.2.15 Advances

1) Team members can request for cash advances for work-related purchases with prior approval from Director. All transactions for purchases need to be routed through the Director.

2) Cash advances require at least 24 hours advance notice.

3) Advances must be cleared within 48 hours of such disbursement. Failure to do so will result in bills not being cleared by auditor and result in non-payment.

4.2.16 Loans and Advances

1) The Institute shall not provide loans/advances against salary only in the event of medical emergencies.

2) SVIMS may assist an employee to get a loan or advance from an external agency by providing supporting documentation. However, SVIMS will not co-sign or stand guarantee for any loan

4.2.17 Housing

SVIMS will not provide any housing loans or deposits. It may assist an employee by providing supporting documentation, which will help them secure a housing loan or lease agreement. The Institute will not co-sign or stand guarantee in any situation

4.2.18 Code of Conduct

A. Preamble

SVIMS believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs. All employees must consistently display these values in the course of their interactions.

The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines for employees to imbibe these in their day-to-day work life.

All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit so as to maintain the highest standards of values and achieve the institute's objectives.

The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

B. Objective

1) The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day to day activities.

2) The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

C. Applicability

1) All employees on regular rolls of the Institute including employees on contract are governed by this Policy.

2) Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

3) Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the best interest of the Institute and its Values.

D. Policy Guidelines of Conduct

1) **National Interest:** SVIMS is committed in all its actions, to promote quality education and shall not engage in any activity or project that would adversely affect such objective or be detrimental to national interests.

2) **Use of the SVIMS Brand:** The use of SVIMS name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the SVIMS Brand for any purpose without specific authorization.

3) **Group Social Responsibility:** SVIMS Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health and Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities designed by the parent body [Sadhu Vaswani Mission] as also the Institute.

4) **Competition**: SVIMS shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.

5) **Quality of Services:** SVIMS is committed to deliver services of world class quality based on the requirement of its students and built to National and International standards.

6) **Equal Opportunities:** SVIMS shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit.

7) **Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.

8) **Using equipment and consumable resources:** Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

9) **Using the Internet, Intranet, and Electronic mail:** Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material. Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The Institute monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

10) Protecting Institute's assets:

    a) **Misuse of Resources**- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

    b) **Theft-** Employees shall not indulge in acts of unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institute for personal use.

11) Public Representation: No employee shall, without the express consent of the Director/Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

12) Sexual Harassment and other harassment policy: SVIMS follows a zero-tolerance policy towards sexual harassment and has in place an Internal Committee to handle issues in this connection.

SVIMS recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective the Institute has in place measures to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment.

Sexual harassment has been defined as a form of sex discrimination consisting of unwanted sexual advances. Prohibited sexual harassment includes:

a) Employees explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision.

b) Verbal or written sexually suggestive or obscene comments, jokes or propositions.

c) Unwanted physical contact, such as touching, grabbing and pinching.

d) Displaying sexually suggestive objects, pictures or magazines.

e) Continual expression of sexual or social interest after an indication that such interest is not desired.

f) Conduct with sexual implications when such conduct interferes with the members/students' work performance or creates an intimidating work/learning environment.

g) Suggesting/implying that failure to accept a request for a date or sex would adversely affect the employee /student in respect of performance evaluation/ promotion.

E. Other Harassment:

The Institute prohibits harassment of one employee by another employee including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

F. Ethical Conduct

1) SVIMS expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities.
2) No gifts/favours shall be taken from students.
3) No favouritism is to be shown to students in evaluations or affording placement and other opportunities.

G. Dress Code:

1) SVIMS expects its employees to follow a formal dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our students, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintains proper dress code and general appearance during office hours. Employees are expected to dress neatly and, in a manner, consistent with the nature of the work performed.
2) The staff and students are prohibited from wearing sleeveless dresses, shorts, T shirts etc.
3) Women must wear saris on all days except non-teaching days which will be notified by the Director.
4) Men should be formally dressed in shirts and pants. Jeans and T-shirts will not be allowed.

H. Environment, Health and Safety

Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of SVIMS Employees, Students and at the Community at large.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.
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No Smoking - Smoking, consumption of tobacco products and drinking alcoholic beverages is not permitted in the office including the pantry, washroom and any part of the premises. Any employee found defaulting would be liable for disciplinary action including termination.

Non-Vegetarian Food -Staff and students are prohibited from bringing, keeping, consuming food of non- violence/non vegetarian food including products having eggs in the campuses of SVIMS, Sadhu Vaswani Mission and all associated institutes.

Participation in Mission related activities -Sadhu Vaswani Mission activities being secular and humanitarian in nature, all employees are encouraged to whole heartedly participate and promote these activities.

Institute Letter Head and Seal– You are strictly prohibited from using Institute Letter Head [soft and hard copies] and Seal without the explicit permission of the Director.

Internet Usage: In general, team members must not use the Internet for conducting business not related to official work. Team members using the Internet for any pornographic or related content will be subject to immediate termination. Use of personal web sites and social media sites including Facebook and Twitter must be maintained within reasonable limits (indicative limit – total of 15 minutes/work day). This policy applies in spirit even to personal mobile phones and other devices during working hours. An employee can use the company's electronic resources for personal email, social media etc. outside of working hours within reasonable limits. Under no circumstance will an employee use company's resources for commercial benefits or personal gains.

E-mail Etiquette: E-mail communication with abusive language will not be tolerated within the organization. Team members are advised not to send out chain mails or use the intranet for personal promotions. Blind copying (BCC) is strongly discouraged.

Phone Usage: The numbers of calls on all phones are tracked for accounting purposes. The use of SVIMS phones are for official purposes only. Team members are advised to keep personal calls to a minimum. All STD calls will have to be routed through the switchboard. Unless there is an emergency, all personal STD calls will be charge to team members. Team members will not be permitted to make an ISD calls.

Interpersonal Communication: To create a healthy work environment, team members are encouraged to have open, direct, and honest communication with each other. Sarcasm, gossip, and passive-aggressive behavior have no place in this organization.

Conflict-Resolution: If there is a situation where an employee cannot resolve an issue with another employee, they are encouraged to immediately contact the Director. All communication with the Director regarding conflict resolution will be treated in total confidence.

4.2.19 General Policies

Workplace

1) Every employee is responsible for keeping their immediate work area neat and clean

2) Employees are encouraged to keep their desk free of clutter. This will help housekeeping in their cleaning duties.

3) Employees must not leave open food containers or stale food in their work area. This will help eliminate odors and bugs. It is recommended that the Lunch area be used to eat in all situations.

4) Employees must not leave sensitive documents (requirements, design documents etc.) in plain view on their desk. As far as possible such documents must be returned to Office immediately. In the rare cases where you need to temporarily keep documents with you, ensure that the documents are put away in desk drawers and lock them at the end of each workday.

5) Employees must lock their desktop screens if they are going away from their desk for extended periods of time.

6) Shut off/ power off monitors at the end of the workday.

7) No offensive or abusive language is allowed in the workplace.

8) Public areas such as pantry, toilets and conference room are meant to be shared. Employees must assist to keep these areas as clean as possible.

9) Distributing food (cake, biscuits etc..) to the rest of the team members is not permitted in areas other than the lunch hall.

10) We want to maintain hygienic conditions at the workplace. Please ensure that all toilets are kept clean and dry. DO NOT FORGET to flush the toilet after use. Please wipe the toilet seat after use if you have wet it. If you find anything amiss in the toilet (water leakage, flush broken etc.), please bring to notice of Registrar immediately. Messy and stinky toilets are a complete put-off!

11) All employees must ensure that 'wet garbage' such as leftover food waste, used tea bags, fruit etc. are disposed in the garbage cans in the pantry area. Such wet garbage MUST NOT be disposed off in the garbage cans in other rooms as they will attract flies and other insects. Garbage cans in workstations are for dry waste such as paper waste.

Silence

1) Silence must be maintained in all work areas to ensure that others are not disturbed. Loud talking, shouting and discussion are not permitted in the work areas.

2) Music is allowed with use of headphones only. Use of desktop speakers is not permitted.

Telephones

1) Telephones are provided at each work station to facilitate institute wide communication. Personal calls must be avoided as much as possible during the working hours.

2) If you are on the telephone, keep your conversation to a minimum and speak in low tones to avoid disturbing neighbors.

3) Avoid the use of mobile phones in the work areas. If you are leaving your work area for any reason, carry your mobile phone with you. If not, ensure that the mobile phone is switched off or in silent mode while you are away from your desk. In all situations, do not allow mobiles to become a nuisance to others.

Pantry

1) Please keep the pantry area clean

2) Use the microwave, gas and other facilities in the pantry area responsibly.

3) If you notice something amiss in the pantry area, bring it to the notice of housekeeping and/or Registrar immediately.

Communication

1) Use the intranet for all Institutes -wide communication.

2) Use email for other forms of communication, whenever possible. Avoid calling colleagues on telephone. Also avoid yelling across your floor to someone. This disturbs coworkers.

3) While at their workstations, employees are encouraged to stay online on GTalk Instant Messenger. This facilitates continuous communication at the workplace without creating the necessity to walk over to another work area. Newly joined members can create a new ID on Google Talk or use their email account to come online. Employees must share their IM IDs with other team members.

E-Mail Policy

All employees who use SVIMS email system are required to comply with this policy statement.

Business Use: The email system is meant to be used for business purposes of SVIMS. Limited personal use of emails is allowed if:

1) In compliance with this policy and

2) Is reasonable in amount and does not interfere with work performance or business needs.

Ownership: All email accounts and all messages that are created, sent, received or stored in SVIMs email system is the sole property of SVIMS and not the property of the employee or other personnel.

Email Review: SVIMS reserves the right to monitor access, read, delete, copy, disclose and use such email without prior notice to the originators and recipients of such email. Email may be monitored and read by authorized personnel for the Institute for any violations of law, breaches of official policies, communications harmful to the Institute or any other reason.

Prohibited Acts: Provided below is a list of prohibited acts associated with the use of SVIMS's email system:

1) Using any words images in references that could be viewed as libelous, offensive, harassing, illegal, derogatory, discriminatory or otherwise offensive.

2) Creating or transmitting email or images that might be considered inappropriate in the workplace including but not limited to messages or images that are lewd, obscene, sexually explicit or pornographic.

Institute Resources

1) Make judicious use of Institute resources. Help SVIMS keep its costs to a minimal

2) Do not use SVIMS resources (Internet, email, FAX, copier, printer etc.) for your private use

3) Use Internet for business purposes as far as possible. We realize that it is necessary at times to use the Institute resources like Internet for personal email etc. However, using Internet to download large personal content (music, movies etc.) is not permitted during normal working hours.

4) Using Internet for viewing or downloading pornographic content is liable for immediate termination of employment

Being A Good Corporate Citizen

1) Every employee is expected to be a good corporate citizen. If you see anything amiss in the facility, you are expected to report it to Registrar immediately.

2) Turn your monitors off if you are going away from your work area for a long period of time. Ensure that you switch off your monitors at the end of a work day.

3) Turn unnecessary lights off in your work area. If you are the last person leaving your floor for the day, ensure that all lights and fans on the floor (including bathrooms) are turned off.

4) Ensure that faucets are closed tightly and there is no loss of water due to leakage.

5) Avoid wasting stationery. Use the printer judiciously. If possible, use double-side printing.

6) In general, SVIMS strives to work in a paper-free environment. Employees are encouraged to think "electronic before print".

Parking

1) Free parking is available for 2-wheelers and 4 wheelers on the premises. Employees must park their vehicles inside the premises in an orderly way. You can park your vehicles at your own risk. While the building security personnel will do their best to protect your vehicles from damage due to weather, riots etc., and from theft, SVIMS is not responsible for any losses.

2) If you are parking your vehicle overnight, you must inform the Registrar. Again, you will be parking your vehicle at your own risk and SVIMS is not liable in any way for theft or damage.

Administration, Housekeeping & Security Personnel

1) Please do not use administration, housekeeping or security personnel for personal errands or tasks. While these personnel might occasionally oblige you, they can refuse to assist you with personal errands and tasks.

2) Do not send the housekeeping or administration personnel on errands outside the office premises without the knowledge and consent of the Registrar.

3) Housekeeping personnel will do their best to keep drinking water at your desk. If you need these to be refilled during the work day, you can request housekeeping to do so.

4) Housekeeping will also do their best to keep tea and coffee ready in the pantry at appointed times. If you take a beverage to your desk, you are responsible to bring your (SVIMS-owned) mug back to the pantry.

Other Resources

1) **Stationery:** All requests for stationery material need to be addressed through the Administrative Department. No employee other than the Director will use the Institute's letterhead for any purpose.

Library:

A well - equipped library with books, e resources, journals and other data bases is maintained within the premises. Employees can avail of books and other material as per policies of the Library. Faculty members can recommend publications that they would like to add to the library.

First-Aid Kit:

A First-Aid Kit is available in the office. The kit only has those medicines, which meet less serious first-aid requirements (band-aids, Dettol, balm and medicines for backaches, headaches and minor injuries)

Visitors

1) Personal visitors are not permitted to enter the Institute beyond the reception area.
2) All visitors entering the Institute beyond reception area will be escorted by an employee.
3) Visitors and employees are expected to talk in low tones to ensure that the reception area does not become noisy.
4) Personal visitors are not permitted to use SVIMS resources such as telephones, stationery, Printers and Internet at all times.

Communication with External Agencies

1) Other than the Director, no employee is allowed to talk to the press or other media, represent SVIMS or comment on or about SVIMS or the parent body, SVM, in public under any circumstances.
2) If you are publishing an article, paper, book (or any other document) in print or electronic form, you must take permission from the DIRECTOR Leaking Institute sensitive information or any other form of communication that leads to damage of Foundation's reputation or business will lead to employee's termination.

Designations

Name	Designation
Dr. B Nanwani	Director
Mr. Vinayak Phule	Administration Registrar
Reporting Person	H.O.D./Director

Faculty Search Procedures

Advertising:

1) Placement of advertising for faculty positions is done by the Faculty Incharge for the Recruitment (Recruiter) and will be charged to the recruiting budget.

2) Ads for open positions may not be placed until the personnel requisition form has been returned to the Recruiter with all approved signatures.

3) Posting of the ad on the Institute website will be done by IT Faculty.

4) Please forward a copy of the advertisement via E-mail to the IT Faculty.

5) Referrals and Recommendations.

Post-Search Procedures:

CV of the new employee must be forwarded to the Director along with a copy of the certificates and experience for the Interview.

Form 1

Performance Appraisal Form [To be Filled by Faculty]

General Information

a)	**Name:**	
b)	**Designation:**	
c)	**Area of Specialization:**	
d)	**Honors Conferred:**	

I) Teaching

A.   Classes Taught

Class & Subject	Periods		
	Assigned per week **L T/P (1)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave (3)

** L=Lecture   T=Tutorial   P=Practical

Please attach

- i.   Session Plan to indicate your pedagogical methods.
- ii.   Details of synopses of lecturers and reading lists supplied to students

A.   Innovations/Contributions in Teaching:

B.   Efforts highlighting industry connect to help link subjects to the corporate world: [Please Attach separate sheet]

C.   Detail out ICT enabled teaching Initiatives/ LMS used/ E resources:

D. How would you rate your Regularity and Punctuality in your teaching – learning endeavours:

II) Improvement of Professional Competence:

A. Any new qualifications added during the Academic Year:

B. Research & Publications:

i. Research Projects carried out.

Title of the Project	Name of the Funding Agency	Duration	Remarks

ii. Number of students (M.Phil./ Ph.D.)

	At the beginning of the year	Registered during the year	Completed during the year
M. Phil	-	-	-
Ph.D.	-	-	-

iii. No. of Research Papers Published (please enclose list)

Sr. No.	Title & Total Pages Page Nos.	Journal	Whether peer Reviewed Impact Factor	Indexed with	No. Of co-authors	Whether you are the main author

iv. Articles/Chapters Published in Books
[Please attach separate sheet giving Title, ISSN Nos. Co – authors etc]

v.   Guiding Student Research Projects:

vi.   Besides, SIP/Dissertation/Projects mandated by SPPU, have you involve students in research-based projects: [Provide details, if any]

vii.   Special efforts to promote research in the Institute [Like organizing Research based competitions etc]

viii.   Details of Seminars, Conferences, Symposia organized.

ix.   Membership of Professional Bodies, Editorship of Journals etc.:

x.   Any other information which helps to establish your efforts at staying abreast of latest developments, striving for excellence:

xi.   Details regarding workshops, seminars, symposia etc. including open university courses attended:

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date

III) Examinations and Evaluations

Details of participation in the following:

i.   CAP:

ii.   Setting University Examination Papers:

iii.   Internal Evaluation: [Attach sheets to indicate type of assessments per subject]

*Have you conducted exams as per schedule given:
*Have you declared results within three days of conducting exam:

[*Answers must be supported by evidence]

iv.   Conduct of University Examinations at the Institute:

v.   Evaluation of Dissertation /Projects/SIP etc.:

IV)   Extension Work/Community Service

Please give a short account of your contribution to:

i.   Community work/CSR:

ii.   Please give a short account of your contribution to:
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc

iii.   Student Welfare o/NSS etc

V) Participation in Corporate Life

Please give an account of your contribution to:

i.   Institution:

ii.   Co-curricular Activities:

iii.   Enrichment of Campus Life:

iv.   Students' Welfare and Discipline:

v.   MDP conducted [Attach separate list]

vi.   Consultancy Programmes undertaken:

vii.   NAAC and other quality initiatives:

viii.   How do you assess gaps in students' learning and their developmental needs? Mention Short term courses introduced/special initiatives taken to help students develop their competencies/skills/knowledge:

ix.   Student guidance and counselling:

x.   Alumni connect initiatives:

VI) Give any five characteristics which you possess that qualify you as a 'good' teacher:

VII) Give a brief assessment of your performance indicating a) achievements, b) difficulties faced and c) suggestions for improvement:

a)   Achievements:

b)   Difficulties faced:

c)   Suggestions for improvement:

(Signature of the Teacher)

Director's Report

Verification of factual data

    A. General Information
    B. Teaching
    C. Improvement of Professional competence
    D. Research contributions
    E. Extension work/community service
    F. Participation in Corporate Life

(Signature of the Teacher)   **(Signature of the Director)**

Form 2

KRA: July 20XX to Dec 20XX (and Jan 20XX to June 20XX)

Name of the Faculty	Guest lectures Conducted	Research Papers Published	Conferences /FDPs/Workshops attended	Consultancy /MDP

(Signature of the Teacher)   **(Signature of the Director)**

Form 3

Performance Appraisal – Faculty [Regular / Probation] [To be Filled by Director]

Self-Assessment					Assessment by Director
Criterion	**Excellent**	**Good**	**Satisfactory**	**Needs to be worked upon**	
Job Performance: Teaching – Learning-Evaluation					
Other Key Result Areas: a) Research Papers b) Guest Lectures/ Industrial visits c) Conferences & Seminars d) MDP/ Consultancy e) Administrative Work f) Sanctuary					
Overall Assessment					

Comments:

Signed: --- Date: ------------------------------------
           Director

Signed: --- Date: ------------------------------------
           Faculty/Admin

Personal File Copy

Form 4

Performance Appraisal Form for Non-Teaching Staff

Academic Year July 20XX to June 20XX

[To be Filled by Registrar and Countersigned by Director]

1. Name of Staff Member:

2. Position:

3. Date of Joining:

4. Dept: Admin

Sr. No		Poor	Average	Good	Excellent
1	Job Knowledge				
2	Co-operation with Co-workers				
3	Delivery of student services				
4	Adheres to Deadlines				
5	Courtesy				
6	Discipline				
7	Punctuality				
8	Obedience				
9	Patience				
10	Proactive				
11	Self- Motivated				

Comments:

Registrar   Director

Form 5

Performance Appraisal Form for Registrar

Academic Year July 20XX to June 20XX

[To be Filled by Director]

1. Name of Registrar:

2. Position:

3. Date of Joining:

4. Dept: Admin

Sr. No		Poor	Average	Good	Excellent
1	Job Knowledge				
2	Co-operation with Co-workers				
3	Delivery of student services				
4	Adheres to Deadlines				
5	Courtesy				
6	Discipline				
7	Punctuality				
8	Obedience				
9	Patience				
10	Proactive				
11	Self- Motivated				
12	Drafting Letters/ Communication Skills				
13	Supervisory Skills				
14	Ability to Train Staff				
15	Organization of Documents/Records				

Comments:

Registrar   Director

Form 6

Performance Appraisal Form for Librarian

Academic Year July 20XX to June 20XX

1. Name of Librarian:

2. Position:

3. Date of Joining:

Category – I: Procurement, Organization, and Delivery of Knowledge and Information through Library Services

1) Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the faculty with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.

2) ICT and other New Technologies' Application for Upgradation of Library Services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security development of library management tools (software), Intranet management.

3) Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.

4) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.

5) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.

Category- II – Co-Curricular, Extension and Professional Development Related Activities

1) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,

2) Contribution to Corporate Life and Management of the Library Units and institution through participation in library and administrative committees and responsibilities.

3) Professional Development Activities (such as participation in seminars, conferences, short term, e library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)

Category – III – Research and Academic contributions

Research Publications

Sr. No.	Title & Total Pages Page Nos.	Journal	Whether peer Reviewed Impact Factor	Indexed with	No. Of co-authors	Whether you are the main author

Conference Proceedings

Sr. No.	Title & Total Pages Page Nos.	Name of Conference	Organized by	Date of Conference	No. Of co-authors	Whether you are the main author

Chapters in Books/Books Authored

Sr. No.	Title of Book	Name of Publisher	ISBN	Year of Publication	No. Of co-authors	Whether you are the main author

Sponsored Minor Research Projects

Title of the Project	Name of the Funding Agency	Duration	Remarks

Remarks by Director:

(Signature of the Librarian)   **(Signature of the Director)**

Exit Formalities

For Office Purposes
Check:
Resignation Notice
LWPs if any
Serving Notice period [Dates]

Submission of Documents
1) Self - Appraisal Forms
2) Attendance Sheets of all subjects taught [Completed in all respects…Name, Year, As and Ps etc]
3) Session Plans
4) Work load sheets
5) Assignment Schedule
6) Assignment Copies [All [Neatly tied with labels indicating subject name, code, your name AY and number of copies] plus 5 copies of best papers + Scanned Copies of Best Papers]
7) Assignment Test Papers
8) Screen shots of files on computer [Computer Number]
9) Assignment Marksheets [With Break up…signed by students]
10) Extra Curricular work assigned
11) Files submitted for extra curricular activities
12) Keys of Lockers
13) Passwords, If any
14) List of pending jobs that need to be attended to
15) List of achievements
16) Copies of Publications
17) Have the drawers and place occupied been left clean
18) Has the muster been signed properly/completed
19) No dues form
20) Website report on guest lectures conducted
21) Report of guest lectures/events
22) Assignments on MOODLE
23) Teachers' Diary/Log Book
24) Mentor Mentee Report
25) Dissertations handled
26) SIP reports
27) Reports of students on SIP
28) Advance cleared
29) Back up of Computer
30) Back up of above documents on computer
31) Handing over Institute property like stationery, pen drives etc.
32) Self- Declaration of having completed syllabus
33) NAAC suggestions & recommendations
34) Art of living certificate.
35) Minutes of Meetings of Committees where employee is in charge
36) Confirmation about holding all Statutory Meetings
37) Submission of details of external members on committees handled (names, address, invite letters, mobile numbers etc.)

Undertaking [Faculty]

I have handed over above documents and declare correctness of documented material submitted. I understand that incorrect information provided can lead to legal and other issues.

I also undertake not to use Institute information [such as NAAC etc] in other places of employment and shall treat it as confidential.

I shall be available for clarifications and submission of documents in case missed out and which the Institute may require on a future date without expectation of remuneration.

I have handed over physical documents to ………. & ………….

Format of Welcome Letter

Welcome to The SVIMS Family!!
Name of the Employee
Dear ……..
You have accepted our offer to join as faculty and on behalf of the academic community at Sadhu Vaswani Institute of Management Studies, we look forward to a robust, mutually advantageous partnership with you.

To begin this partnership, you will be required to attend our Faculty Orientation Programme which shall provide you an overview of the Institute's principled and philosophical approaches to the teaching- learning processes and policies that shall support you as a faculty member.
As you settle into your academic career at SVIMS, we are committed to creating the best possible environment for you to hone your teaching skills and to bring your ideas and expertise to serve your discipline.
Welcome to SVIMS!

Sincerely,

Director