

## Strategy Development and Deployment

### Metric 6.2.1

The efficacy and efficiency of institutional bodies are evidenced by their policies, administrative structures, appointment and service guidelines, procedures, and implementation of strategic and developmental plans.

## LIST OF SUPPORTING DOCUMENTS

Sr. No.	Document
01	Strategic Plan 2018-2023
02	Perspective Plan / Deployment Plan
03	Appointment, Service rules, Procedures
04	Policy Documents



**STRATEGIC PLAN**  
**ACADEMIC YEAR 2022-23 TO 2027-28**

**1. INDEX**

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## 2. ACKNOWLEDGEMENT

We, the Strategic Management and Planning Department of SBIIMS (Saibalaji International Institute of Management Sciences), would like to express our sincere gratitude to all the individuals and teams who have contributed to the strategic management and planning process of our institute. It is through their dedication, expertise, and collaborative efforts that we have been able to develop a robust strategic framework for the future.

We extend our heartfelt appreciation to:

Hon'ble Prof. Manish R. Mundada - Founder President, Saibalaji Education Society, Pune, for his visionary leadership and unwavering commitment to the institute's growth and success.

The Members of Governing Body and Management for their guidance, support, and commitment to the strategic direction of SBIIMS.

The faculty members for their valuable insights, expertise, and active participation in shaping the strategic goals and means of achievement. The administrative staff for their support in data collection, analysis, and coordination throughout the planning process.

The students for their feedback, ideas, and involvement in providing valuable perspectives on the strategic goals and initiatives.

The industry partners and alumni for their valuable inputs, industry collaborations, and continuous engagement in strengthening our institute's industry interface. The Strategic Planning Committee and other relevant stakeholders contributed to the strategic discussions, workshops, and review sessions.

We would also like to acknowledge the efforts of external consultants and experts who provided their valuable inputs and recommendations during the strategic planning process. Lastly, we would like to thank the entire SBIIMS community for their commitment, enthusiasm, and belief in the vision and mission of the institute. With the collective efforts of all stakeholders, including Prof. Manish R. Mundada, we can translate our strategic goals into reality. We remain committed to the successful implementation and continuous improvement of the strategic initiatives to ensure the holistic development of students, the academic excellence of MBA programs, and the contribution of SBIIMS toward society and the business world.



### 3. SAIBALAJI INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCES, PUNE PROFILE:

Saibalaji International Institute of Management Sciences (SBIIMS) is an esteemed educational institution located in Pune, Maharashtra, India. As part of the Saibalaji Education Society, SBIIMS offers comprehensive management education and prepares students for successful careers in the business world. Here is an overview of the profile of Saibalaji International Institute of Management Sciences:

**Vision-**To mould students into physically fit, mentally robust, and professionally competent individuals, who are capable of assuming their rightful place as leaders in the industry and in the society of tomorrow.

**Mission-**To impart holistic and industry-oriented management training to students thereby ensuring their evolution into industry professionals at the end of their selected management program.

#### **Affiliation and Accreditation:**

SBIIMS is affiliated with a recognized university or accreditation body that ensures the quality and credibility of its programs. The Institute is accredited by NAAC.

#### **Academic Programs:**

SBIIMS offers MBA programme affiliated to Savitribai Phule Pune University. The programs cover various specializations, such as Marketing, Finance, Human Resources, Operations, and Business Analytics.

#### **Curriculum and Pedagogy:**

The Institute follows a well-designed curriculum that combines theoretical knowledge with practical application.

The pedagogy includes lectures, case studies, group discussions, industry interactions, seminars, workshops, and experiential learning opportunities.

#### **Faculty:**

SBIIMS has a distinguished faculty comprising experienced professors, industry experts, and guest lecturers.

The faculty members bring a wealth of knowledge and practical insights into the classroom, enriching the learning experience of the students.

### **Infrastructure:**

SBIIMS offers state-of-the-art infrastructure, including well-equipped classrooms, seminar halls, a library, computer labs, and other necessary facilities.

The campus is designed to provide a conducive environment for learning, research, and overall development of the students.

### **Industry Interface:**

SBIIMS emphasizes bridging the gap between academia and industry by fostering strong industry connections and collaborations.

The institute has a dedicated Corporate Relations Cell, which supports in organizes guest lectures, industry visits, internships, and placement activities to provide students with practical exposure and industry insights.

### **Placement and Alumni Network:**

SBIIMS has a dedicated placement cell that assists students in securing internships and placement opportunities.

The Institute maintains an active alumni network, providing a platform for networking, mentorship, and career guidance for current students.

### **Research and Conferences:**

SBIIMS encourages research and scholarly activities among faculty and students.

The Institute organizes research conferences, its faculty members publish research papers, and engage in collaborations with industry and academia for knowledge dissemination.

SBIIMS also publishes a bi annual international research journal viz.Saibalaji International Journal of Management Studies

### **Social Initiatives:**

SBIIMS, as part of the Saibalaji Education Society, actively participates in social initiatives and community development programs.

The Institute undertakes activities such as awareness campaigns, community service, and social responsibility projects to contribute to society.

Saibalaji International Institute of Management Sciences, Pune, with its focus on academic excellence, industry relevance, and holistic development, aims to groom future leaders and professionals in the field of management.

## 4. STRATEGIC FRAMEWORK

### **Strategic Framework for SBIIMS Pune:**

**Vision:** To mould students into physically fit, mentally robust, and professionally competent individuals, who are capable of assuming their rightful place as leaders in the industry and in the society of tomorrow.

**Mission:** To impart holistic and industry-oriented management training to students thereby ensuring their evolution into industry professionals at the end of their selected management program.

### **Core Values:**

**Excellence:** Striving for academic and professional excellence in all endeavors.

**Integrity:** Upholding the highest standards of integrity, ethics, and transparency.

**Innovation:** Encouraging innovative thinking, research, and problem-solving skills.

**Collaboration:** Fostering collaboration and partnerships with industry, academia, and the community. **Social Responsibility:** Instilling a sense of social responsibility and promoting sustainable practices.

### **Goals and Objectives:**

#### **a. Academic Excellence:**

Enhance the quality of academic programs through curriculum development, industry-relevant content, and continuous evaluation.

Foster a conducive learning environment that promotes critical thinking, creativity, and practical application of knowledge. Strengthen faculty expertise through.

#### **b. Industry Interface and Placements:**

Strengthen ties with the co professional development programs and research activities corporate sector through collaborations, internships, and industry visits. Develop industry-relevant skill sets through guest lectures, workshops, and live projects. Ensure high placement rates and successful career outcomes for students through effective placement services and career guidance.

#### **c. Research and Innovation:**

Promote research culture among faculty and students by providing necessary resources and incentives. Encourage interdisciplinary research collaborations and industry.

sponsored projects. Promote the publication of research papers, participation in conferences, and intellectual property creation.

**d. Infrastructure and Technology:**

Continuously upgrade and maintain state-of-the-art infrastructure, including classrooms, labs, libraries, and computing facilities.

Harness technology to enhance teaching, learning, research, and administrative processes.

Provide students with access to industry-standard software and tools relevant to their disciplines.

**e. Internationalization:**

Foster international collaborations and exchange programs with reputed universities and institutions.

Facilitate global exposure and multicultural learning experiences for students and faculty.

Encourage international research collaborations and participation in global conferences and competitions.

**f. Alumni Engagement:**

Strengthen the alumni network and foster lifelong connections with the institute.

Engage alumni in mentoring programs, guest lectures, and industry interactions.

Leverage the expertise and networks of alumni for the benefit of current students and overall institutional development.

**Implementation Strategies:**

Develop a strategic plan with specific action steps, timelines, and responsible stakeholders for each objective. Allocate necessary resources, including faculty, staff, infrastructure, and funding, to support the strategic initiatives. Regularly monitor and evaluate the progress of the strategic plan through performance indicators and feedback mechanisms. Encourage a participatory and inclusive approach by involving faculty, students, staff, alumni, and industry partners in decision-making processes. By adopting this strategic framework, SBIIMS Pune can position itself as a leading management institute that not only imparts quality education but also produces graduates who are well-equipped to tackle real-world challenges, contribute to the industry, and make a positive impact on society.

#### 4.1 MAPPING THE VISION OF SBIIMS WITH THE VISION OF SPPU (SAVITRIBAI PHULE PUNE UNIVERSITY):

SPPU (Savitribai Phule Pune University) is a renowned university in Pune, India. Let's compare and map the vision statement of SBIIMS with the vision statement of SPPU:

##### **SBIIMS:**

**Vision:** To mould students into physically fit, mentally robust, and professionally competent individuals, who are capable of assuming their rightful place as leaders in the industry and in the society of tomorrow.

##### **SPPU:**

**Vision:** To be a vibrant knowledge center and a preferred destination for students, faculty, and industry, recognized globally for excellence in teaching, research, and innovation.

When comparing the visions of SBIIMS and SPPU, we can identify the following similarities and differences:

##### **Excellence in Teaching, Research, and Innovation:**

**SPPU:** The vision emphasizes excellence in teaching, research, and innovation.

**SBIIMS:** Although not explicitly stated, SBIIMS's vision indirectly implies the importance of quality education and professional competence.

Both SPPU and SBIIMS recognize the significance of high-quality education and the pursuit of excellence. SPPU's vision explicitly mentions excellence in teaching, research, and innovation, while SBIIMS's vision focuses on molding students into professionally competent individuals, implying a commitment to providing quality education and preparing students for industry leadership.

##### **Industry Relevance and Leadership:**

**SPPU:** The vision aims to be recognized globally as a preferred destination for students, faculty, and industry.

**SBIIMS:** The vision emphasizes molding students into leaders in the industry and society.

Both SPPU and SBIIMS acknowledge the importance of industry relevance and leadership. SPPU's vision strives to be a preferred destination for the industry, indicating a focus on industry-academia collaboration and meeting industry requirements. SBIIMS's vision explicitly mentions molding students into leaders in the industry and society, indicating a commitment to developing future industry professionals and leaders. In summary, while the vision statements of SBIIMS and SPPU



differ in their specific wording, they share common elements related to excellence in education, industry relevance, and leadership development. Both institutions aspire to provide quality education, foster innovation, and prepare students for leadership roles in their chosen fields.

#### 4.2 MAPPING THE VISION OF SBIIMS TO THE MISSION OF SBIIMS:

The vision and Mission statements of SBIIMS can be mapped as follows:

##### **Vision:**

**SBIIMS:** The vision is to mold students into physically fit, mentally robust, and professionally competent individuals, who are capable of assuming their rightful place as leaders in the industry and in society tomorrow.

The vision statement focuses on developing individuals who possess physical fitness, mental resilience, professional competence, and leadership capabilities. It sets a long-term goal of producing well-rounded individuals who can contribute as leaders in both the industry and society.

##### **Mission:**

**SBIIMS:** The mission is to impart holistic and industry-oriented management training to students, thereby ensuring their evolution into industry professionals at the end of their selected management program.

The mission statement outlines the specific approach that SBIIMS follows to achieve its vision. It highlights the importance of imparting holistic education, which includes a well-rounded development of students. Additionally, the mission emphasizes providing industry-oriented management training to prepare students for their future professional careers. The ultimate aim is to ensure that students evolve into industry professionals by the end of their management program.

In summary, the mission of SBIIMS aligns with its vision by detailing the approach and strategies it employs to mold students into physically fit, mentally robust, and professionally competent individuals. The mission statement emphasizes the importance of holistic education and industry-oriented management training, thereby supporting the vision's objective of nurturing future leaders in the industry and society.

## THRUST AREA ANALYSIS

### 5.1 STAKEHOLDERS FEEDBACK

SBIIMS utilizes stakeholders' feedback in the following ways to satisfy their needs and enhance stakeholder engagement:

#### 1. Student Feedback:

SBIIMS conducts regular student satisfaction surveys to collect feedback on various aspects of their academic experience.

The feedback is analyzed to identify areas for improvement, such as curriculum enhancements, teaching methodologies, and student support services.

Action plans are developed based on the feedback, and appropriate measures are taken to address the concerns and suggestions raised by the students.

The institute ensures open channels of communication with student representatives to address their specific needs and concerns.

#### 2. Faculty and Staff Feedback:

SBIIMS values the feedback provided by faculty and staff through surveys, focus groups, and open forums.

The feedback is carefully analyzed to identify areas for faculty development, resource allocation, and process improvement.

The institute takes proactive measures to address faculty and staff concerns, providing them with opportunities for professional growth and work-life balance.

Regular communication channels, such as faculty meetings and feedback sessions, are established to foster a collaborative environment and address issues effectively.

#### 3. Alumni Feedback:

SBIIMS maintains strong connections with its alumni network and actively seeks their feedback through surveys, alumni events, and dedicated alumni engagement platforms.

The feedback received from alumni regarding the relevance of their education, career outcomes, and suggestions for improvement is carefully evaluated.

The institute incorporates alumni feedback into program review processes, curriculum updates, and industry engagement initiatives.

Alumni are encouraged to participate in mentoring programs, guest lectures, and recruitment activities, fostering a mutually beneficial relationship between the institute and its graduates.



#### **4. Industry Partners and Recruiters Feedback:**

SBIIMS values feedback from industry partners and recruiters regarding the knowledge, skills, and competencies of graduates.

The institute actively engages with industry partners through regular meetings, advisory boards, and feedback sessions to understand their evolving needs.

Feedback from industry partners is incorporated into curriculum design, internship programs, and placement activities.

SBIIMS strives to maintain strong industry connections and adapt its programs to meet industry requirements, ensuring the employability of its graduates.

#### **5. Regulatory Bodies and Accreditation Agencies Feedback:**

SBIIMS actively seeks feedback from regulatory bodies and accreditation agencies regarding compliance and quality standards.

The institute ensures that recommendations and feedback received are incorporated into its processes, policies, and curriculum design.

Regular assessments and internal audits are conducted to align with the expectations of regulatory bodies and maintain accreditation status.

SBIIMS actively participates in accreditation reviews and engages in continuous improvement initiatives to meet or exceed standards.

By actively listening to stakeholders' feedback and taking appropriate actions, SBIIMS demonstrates its commitment to stakeholder satisfaction and engagement. This approach helps the institute to continuously improve its programs, services, and overall educational experience, ensuring the needs and expectations of stakeholders are met effectively.

## 6.0 STRATEGIC GOALS OF SBIIMS FROM 2023-2028

S.N.	Goal	Means of Achievement	Measurement Criteria
1.	Academic Excellence and Quality Education	<ol style="list-style-type: none"> <li>1. Continuously review and update the curriculum to align with industry trends and global standards.</li> <li>2. Recruit and retain experienced faculty members with strong academic and industry backgrounds.</li> <li>3. Enhance teaching methodologies, promote interactive learning, and use technology effectively.</li> </ol>	<ul style="list-style-type: none"> <li>• Accreditation and recognition by relevant professional bodies.</li> <li>• Student feedback on teaching quality and program relevance.</li> <li>• Performance of students in external exams, placements, and further studies.</li> </ul>
2.	Industry Engagement and Partnerships	<ol style="list-style-type: none"> <li>1. Strengthen ties with the industry through collaborations, MoUs, and advisory boards.</li> <li>2. Facilitate internships, industry projects, and guest lectures to provide practical exposure.</li> <li>3. Organize industry conclaves, seminars, and workshops to foster networking opportunities.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of industry collaborations and partnerships established.</li> <li>• Feedback from industry partners on the relevance and preparedness of students.</li> <li>• Placement rates and feedback from recruiters.</li> </ul>
3.	Research and Innovation	<ol style="list-style-type: none"> <li>1. Encourage faculty and students to engage in research activities and publish papers.</li> <li>2. Provide research grants and resources for conducting impactful research projects.</li> <li>3. Promote interdisciplinary research collaborations and participation in conferences.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of research papers published in reputable journals.</li> <li>• Amount of research grants secured.</li> <li>• Recognition and awards received for research contributions.</li> </ul>



4.	Entrepreneurship and Innovation	<ol style="list-style-type: none"> <li>1. Establish an incubation center to support and mentor student startups.</li> <li>2. Conduct entrepreneurship development programs and workshops on innovation.</li> <li>3. Encourage students to participate in entrepreneurship competitions and business plan competitions.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of student startups incubated and their success rate.</li> <li>• Participation and performance in entrepreneurship competitions.</li> <li>• Success stories and revenue generation from student-led ventures.</li> </ul>
5.	Global Exposure and International Collaborations	<ol style="list-style-type: none"> <li>1. Foster collaborations with international universities for student and faculty exchange programs.</li> <li>2. Organize international study tours, immersion programs, and joint research projects.</li> <li>3. Encourage participation in international conferences and seminars.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of international collaborations established.</li> <li>• Participation and feedback from students in international exchange programs.</li> <li>• Research collaborations with international institutions.</li> </ul>
6.	Ethical Leadership and Social Responsibility	<ol style="list-style-type: none"> <li>4. Integrate ethics education throughout the curriculum and promote ethical decision-making.</li> <li>5. Engage students in community service and social projects to develop a sense of responsibility.</li> <li>6. Organize seminars and workshops on ethical business practices and sustainability</li> </ol>	<ul style="list-style-type: none"> <li>• Student involvement in community service and social projects.</li> <li>• Feedback from students and alumni on the ethical values instilled.</li> <li>• Recognition and awards for social responsibility initiatives.</li> </ul>

  
**Director**  
**Sai Balaji Education Society's**  
**Sai Balaji International Institute**  
**of Management Sciences**  
**Pune**

**Dr. L.K. Tripathy**  
**Director**



## 2. Perspective/ Deployment Plan

<b>Goals</b>	<b>Objectives</b>	<b>Standards</b>
<b>Goal 1 - Curriculum Development</b>	Objective	Standard/Target
Ensure adherence to university-prescribed syllabus for MBA Program.	Revamp syllabus as per university revisions.	Actively engage faculty in curriculum development through participation in Faculty Development Programs (FDPs) and paper-setting tasks.
<b>Goal 2- Teaching &amp; Learning</b>	Objective	Standard/Target
Enhance teaching and learning quality through digitalization and modern pedagogical approaches	Improve faculty competency in Outcome Based Education, Choice Based Credit System, and instructional design	Encourage faculty to participate in specialized FDPs and integrate Case Studies into teaching methodologies
<b>Goal 3- Examination &amp; Evaluation</b>	Objective	Standard/Target
Enhance teaching and learning quality through digitalization and modern pedagogical approaches	Improve faculty competency in Outcome Based Education, Choice Based Credit System, and instructional design.	Segmented evaluation components including assignments, tests, presentations, participation in extracurricular activities, and discipline adherence
<b>Goal 4 Research &amp; Development</b>	Objective	Standard/Target
Foster research culture and scholarly contributions	Support Ph.D. research and facilitate publication in esteemed journals	Host Ph.D. Research Centre, publish research journal, and organize International Research Conference.
<b>Goal 5 Library and ICT Infrastructure</b>	Objective	Standard/Target
Enhance access to resources for academic enrichment.	Increase quality subscriptions and utilize ICT for teaching-learning	Expand library subscriptions, implement Delnet software, and utilize laboratory for hands-on training
<b>Goal 6 Industry Institute Interaction</b>	Objective	Standard/Target
Facilitate industry	Engage experts, organize	Establish Corporate Relations



exposure and placements for students	internships, and facilitate final placements	Department, invite experts, and achieve high placement rates
<b>Goal 7- Admission of Students</b>	<b>Objective</b>	<b>Standard/Target</b>
Ensure transparent and efficient admission process.	Adhere to DTE guidelines and provide counselling support	Follow DTE guidelines, establish admission counselling cell, and address prospective student queries

  
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## Service Rule Book

### INTRODUCTION

The rules delineated in the Service Rules and Regulations Manual are effective from July 1, 2009, and apply to all employees of SBIIMS. Any uncertainties regarding the applicability of these rules are to be referred to the management, whose decision is final.

Sr No	Title
1	EXTENT OF APPLICATION
2	EXTENT OF APPLICATION
3	GENERAL CONDITIONS OF SERVICE
4	SERVICE BOOK
5	LEAVE POLICIES FOR STAFF MEMBERS
6	EMPLOYEE WELFARE AND BENEFITS
7	CODE OF CONDUCT





## CHAPTER I EXTENT OF APPLICATION

**Name:** These rules are titled "Saibalaji International Institute of Management Sciences," governing the service conditions of teaching and non-teaching staff.

**Application:**

- a) These rules pertain to all employees of SBIIMS, Marunji, Pune.
- b) Matters not explicitly addressed in these rules empower the Governing Body to issue relevant directions or orders.
- c) Any points requiring interpretation or clarification are subject to referral to the Governing Body, whose decision is conclusive.



## CHAPTER – II: DEFINITIONS

1. 'SBIIMS': Saibalaji International Institute of Management.
2. 'Management': Refers to the Board of Trustees recognized by relevant authorities.
3. 'Employee': Encompasses all staff members of SBIIMS.
4. 'Faculty', 'Teacher', 'Teaching Staff': Encompasses various academic positions within SBIIMS.
5. 'Non teaching staff': Includes all employees not falling under the academic positions.
6. 'Probation': Refers to a trial period for assessing suitability for substantive appointment.
7. 'Continuous service': Denotes uninterrupted service under the same authority.



## CHAPTER – III GENERAL CONDITIONS OF SERVICE

### 1. **Medical Fitness:**

- Each & Every appointee must declare and maintain medical fitness, certified by a nominated medical authority.
- Exceptions to medical requirements may be granted by the Governing Body under specific conditions.

### 2. **Full-Time Employee:**

- Employees are designated as full-time & are expected to fulfill duties assigned by the Director.
- Engagement in external trade or business requires prior permission, except for approved academic or consultative activities.

### 3. **Working Hours:**

- Standard working hours are from 9:00 a.m. to 6:00 p.m. Monday to Saturday, with alternate Saturdays off.
- Overtime is not compensated, but compensatory off is granted with prior permission.

### 4. **Probation:**

- Probation periods vary based on qualifications, with termination subject to assessment by the Director.
- Assessment criteria include personal qualities, academic performance, and involvement in extracurricular activities.

### 5. **Confirmation:**

- Probation completion and subsequent confirmation or termination are decided by the appointing authority.

### 6. **Termination of Service:**

- Termination grounds include misconduct, unsuitability, or medical reasons, subject to notice or payment in lieu.

### 7. **Resignation:**

- Resignation requires one month's notice or payment in place, subject to approval by the appointing authority.

### 8. **Retirement:**

- Retirement age aligns with AICTE and UGC norms.

### 9. **Handing Over Charge:**

- Exiting employees must hand over duties, return institute property, and settle outstanding dues.



**10. Seniority:**

- Determined by probation commencement date, with selection committee order considered in cases of simultaneous appointments.

**11. Conduct and Discipline:**

- Disciplinary actions may be taken for misconduct, moral turpitude, negligence, or incompetence.

**12. Penalties:**

- Penalties range from reprimand to termination, depending on the severity of the offense.

**13. Identity Cards:**

- All employees receive identity cards, mandatory during working hours.
- Smoking is prohibited within institute premises.

These rules and regulations govern the conduct and obligations of SBIIMS employees, ensuring adherence to professional standards and fostering a conducive learning environment.



## CHAPTER – IV

### SERVICE BOOK

#### **EMPLOYEE RECORDS:**

At SBIIMS, an employee record shall be meticulously maintained by the Registrar or any designated officer, under the authority of the Director. This record will encompass essential details including date of birth, date of appointment, qualifications, salary scale, increments, probationary details, leave particulars, and any other pertinent information as stipulated by the Competent Authority. Each employee shall have their record reviewed annually, with entries brought to their attention for verification and signature.

#### **TEACHER PERFORMANCE EVALUATION:**

To assess the performance of teachers, they are required to develop an academic plan in consultation with the Academic Dean at the commencement of each academic session. At the conclusion of the academic year, a comprehensive report detailing their accomplishments must be compiled and submitted to the Academic Dean, who in turn presents it to the Director for review. Additionally, ongoing assessments are maintained for purposes such as probationary evaluation and confirmation of service.

## CHAPTER – V

### LEAVE POLICIES FOR STAFF MEMBERS

#### Leave Policy

Leave entitlement at SBIIMS is subject to the exigencies of the institute's operations. The authority to grant, refuse, postpone, or revoke leave rests with the sanctioning authority based on operational requirements.

#### Applicability:

This leave policy applies to all permanent employees of SBIIMS.

#### Carrying over Previous Leave Balances:

1. As of 31st May each year, accrued Earned Leave (EL) will be carried forward, subject to a maximum accumulation limit of 240 days.
2. Additionally, 15 days of leave credit will be advanced on 1st January and 1st July annually.
3. Only Half Pay Leave (HPL) or Commuted Leave is available on medical grounds, with no provision for unearned medical leave.
4. EL accumulated prior to joining SBIIMS (under state government service) is eligible for encashment upon retirement, subject to prescribed limits.

#### Leave Administration:

The Administrative Section, under the Registrar's control, maintains individual leave accounts for staff. Leave account statements are provided to employees annually.

#### General Principles:

1. Leave is not an entitlement and may be refused or revoked by the sanctioning authority.
2. The type of leave requested cannot be altered by the sanctioning authority.
3. Staff under suspension are eligible for leave.
4. Leave applications are addressed to the Board by the Director and to the Director/Registrar by other staff members.
5. Leave may be sanctioned by the Director or delegated staff members.
6. Board approval is required for leave other than Casual Leave for the Director.
7. Leave begins on the day availed and ends the day before returning to duty.
8. Leave can be combined with holidays, subject to prescribed limits.
9. No leave is granted beyond the retirement date.
10. Leave is not granted before or after resignation, except under exceptional circumstances determined by the Director.
11. Conversion of leave types is allowed with approval within 30 days of returning to duty.



12. Special provision exists for converting Earned Leave to HPL/Commutated Leave for medical reasons.

**Returning from Medical Leave:**

1. Medical certificate of fitness is required before resuming duty.
2. Second medical opinion may be sought by the sanctioning authority if necessary.

**Returning to Duty Early:**

Returning before the leave expiry requires permission from the sanctioning authority.

**Maximum Absence Period:**

1. Continuous leave exceeding five years results in resignation, unless otherwise determined by the Board.
2. No leave exceeding five years is granted, except on foreign service.

**General:**

1. Leave must be applied for and sanctioned before availing, except in emergencies.
2. Absence beyond leave expiry leads to disciplinary action.
3. Unauthorized absence constitutes service interruption.
4. Secondary employment during leave requires prior approval.
5. Staff on leave should not engage in other employment without authorization.

**Types of Leave:**

1. Casual Leave (CL)
2. Special Casual Leave (SCL)
3. Special Leave
4. Earned Leave (EL)
5. Half Pay Leave (HPL)
6. Commuted Leave
7. Leave Not Due (LND)
8. Extraordinary Leave (EOL)
9. Medical Leave
10. Maternity Leave
11. Adoption Leave
12. Paternity Leave
13. Sabbatical Leave
14. Study Leave



**Casual Leave (CL):**

1. Not earned by duty, subject to a maximum of 12 days annually.
2. Granted on full pay for up to three days, except under special circumstances.
3. Can be combined with Special Casual Leave/Vacation but not with other leave types.
4. Lapses if not availed during the calendar year.
5. Limited to five consecutive days.
6. Can be taken for half a day.
7. LTC permissible during CL.
8. Cannot be combined with joining time.
9. Proportionate CL granted for mid-year joiners.
10. Combination with EL permissible under exceptional circumstances.
11. CL application and sanctioning should occur before or within two working days after availing.

**Special Casual Leave (SCL):**

1. Granted for specific purposes approved by the Board.
2. Limited to 15 days annually, extendable subject to Board approval.
3. Director empowered to approve additional purposes for SCL.
4. Admissible for academic, sports, and consultancy-related activities.
5. Family planning-related leave provisions for both male and female employees.
6. LTC permissible during SCL.

**Earned Leave (EL):**

1. Confirmed members of SBIIMS are entitled to 12 days of Earned Leave (EL) annually.
2. EL credit is reduced by 1/10th for Extraordinary Leave (EOL) or dies non periods, with a maximum reduction of 15 days.
3. New hires receive an advance credit of 2½ days for each completed calendar month.
4. EL credit upon retirement, resignation, removal, or death is prorated up to the preceding calendar month's end.
5. EL accumulation is capped at 90 days.
6. If EL accumulation reaches the maximum of 270 days, excess EL for the half-year is set aside separately and can be used within the half-year.
7. EL can be granted for up to 60 days at a time, with a maximum of 270 days as preparatory leave to retirement.





8. EL encashment is based on gross monthly income, excluding certain benefits, up to a maximum of 90 days.
9. Director approval is required for granting EL.

**Vacation:**

1. Teachers, Librarians, and Physical Directors are entitled to 21 days of vacation annually, usable in winter or summer or entirely in summer.
2. New faculty joining during summer vacation are ineligible for that year's vacation.
3. Mid-year joiners are eligible for a prorated vacation.
4. Duration of vacation periods is notified by the Registrar.
5. Vacation can be combined with other leave types, not exceeding 30 days total.
6. Half of any vacation taken is debited from EL.

**Half Pay Leave (HPL):**

1. Staff receive 20 days of Half Pay Leave (HPL) per completed year of service.
2. HPL is credited in advance at 10 days each on 1st January and 1st July.
3. New hires receive a prorated advance credit.
4. HPL credit upon retirement, resignation, removal, or death is prorated.
5. HPL can be availed for medical or personal reasons.
6. HPL encashment details are explained under retirement benefits.

**Commutated Leave:**

1. Commuted Leave can be taken up to half the HPL due, with or without a medical certificate.
2. Additional conditions apply for approved study courses, maternity leave continuation, and adoption.
3. The leave sanctioning authority must be satisfied about the return to duty prospects.
4. Excess commuted leave taken is treated as HPL.
5. Voluntary resignation without returning to duty converts commuted leave to HPL.

**Leave Not Due (LND):**

1. LND is granted on medical grounds to permanent staff without HPL.
2. Temporary staff with at least one year of service and specific medical conditions may also receive LND.
3. Approval is subject to the likelihood of the staff returning to duty.
4. LND is limited to the subsequent HPL that the staff is expected to earn.
5. LND granted during service interruption or resignation is treated accordingly.



**Extraordinary Leave (EOL):**

1. EOL is without salary and granted when no other leave is admissible or upon request.
2. Periods of EOL do not count for increment, except for specified cases.
3. Limits exist for duration, with extensions for specific medical conditions.
4. EOL may be granted for research, higher studies, or other approved purposes.
5. Certain periods of EOL can count towards annual increments and qualifying service.
6. Staff members are eligible for a maximum of 5 years of EOL during their service.
7. EOL must be separated by a minimum interval of 3 years.

**Medical Leave:**

1. Medical leave with full pay is granted at a rate of 6 days per year, up to 90 days.
2. Medical certificate is required for leave beyond 2 days, to be intimated promptly.
3. Director approval is necessary for medical leave.

**Maternity Leave:**

1. Permanent female employees are entitled to 180 days of maternity leave at full pay.
2. Maternity leave also covers miscarriage or abortion with specified conditions.
3. Maternity leave can be combined with other medical leave but not casual leave.
4. No debiting occurs to the leave account during maternity leave.
5. Extended leave without medical certificate is permissible up to one year.
6. Leave salary during maternity leave is based on the last drawn pay.

**Adoption Leave:**

1. Female employees are granted leave upon adopting a child, subject to specific conditions.
2. The duration of leave varies based on the child's age at adoption.
3. Leave types available without a medical certificate can be taken for adoption purposes.

**Paternity Leave:**

1. Male staff at SBIIMS with fewer than two children are eligible for 15 days of Paternity Leave during their wife's childbirth.
2. Paternity Leave can be taken up to 15 days before or within six months after the child's birth.



3. Paternity Leave does not affect the leave account.
4. During Paternity Leave, staff receive leave salary equivalent to their last pay drawn.

**Sabbatical Leave:**

1. Sabbatical Leave is provided to academic staff at SBIIMS to enhance their knowledge and skills.
2. Eligible after six years of continuous service, or upon return from Special Leave.
3. Sabbatical Leave can be granted for research, writing, industrial visits, or other approved purposes.
4. The duration cannot exceed one year, including any vacations.
5. Staff receive full salary and allowances during Sabbatical Leave but not travel allowances.
6. No substitutes are appointed, and work is shared among other staff members.
7. Staff must serve the Institute for a minimum of 3 years upon returning from Sabbatical Leave.
8. Sabbatical Leave is not granted for less than six months, and splitting is not allowed.
9. Staff must provide details of their proposed activities and obtain departmental certification.
10. A maximum of 15% of academic staff per department can avail of Sabbatical Leave.
11. No other leave types except Earned Leave and Half Pay Leave up to 120 days can extend Sabbatical Leave.

**Study Leave:**

1. Staff with over five years of service at SBIIMS can apply for Study Leave for specialized training or higher studies.
2. The course must be certified as beneficial to the Institute.
3. Approval is required from the competent authority.
4. A full report on the study's outcomes must be submitted upon return.
5. Study Leave is not granted if similar studies are available in India, or if the staff member is due to retire within three years.
6. The maximum period for Study Leave is 24 months, which may be taken continuously or in intervals.
7. Leave salary during Study Leave depends on whether it's undertaken in India or abroad.
8. Bonds must be executed before proceeding on Study Leave.



9. Foreign exchange approval is necessary for Study Leave outside India.
10. If the course ends before the Study Leave period, the staff member must return to duty or seek prior approval for excess leave.



## CHAPTER VI EMPLOYEE WELFARE AND BENEFITS

SBIIMS offers various welfare measures and benefits to its employees:

1. **Provident Fund Contribution:** All employees are covered under the Employees Provident Fund Act 1952.
2. **Group Insurance Policy:** A group insurance policy is provided for staff members.
3. **Special Short Leave Provision:** Employees can avail short leave for 1 to 2 hours in special cases like nursing mothers or attending parent-teacher meetings.
4. **Flexible Timing:** Flexibility in office timing may be granted in certain cases by the Director's approval.
5. **Time Relaxation for Public Transport Users:** Employees traveling by public transport can leave the campus 15 minutes prior to office closing time.
6. **Women's Day Celebration & Felicitation:** Annual celebration of International Women's Day includes felicitation of deserving female employees.
7. **Birthday Celebrations:** The Institute Recreational Committee organizes birthday celebrations for all staff members.
8. **Short Leave on Birthdays:** Employees are entitled to 2 hours of short leave on their birthdays.
9. **Festival Celebrations:** All festivals are celebrated with harmony and peace.
10. **Welcome and Farewell Celebrations:** New employees are welcomed, and retiring/separating employees are bid farewell.
11. **Canteen and Mess Facility:** Hygienic food facilities are available on campus.
12. **Maternity Leave:** Female employees are entitled to 180 days of maternity leave for their first two living children.
13. **Uniform for Non-teaching Staff:** Uniform provision is made for non-teaching staff.
14. **Recognition for Special Achievements:** Employees are recognized for their special achievements through a structured process.

These welfare measures aim to enhance employee satisfaction and create a conducive work environment at SBIIMS.

## CHAPTER VII RECORDS MANAGEMENT

SBIIMS adheres to meticulous record-keeping practices as prescribed by the Governing Body:

1. Official Correspondence Records: Maintenance of records, common seals, and other property related to official correspondence are paramount.
2. Financial Documents: Comprehensive records including income & expenditure details, bank statements, fixed deposit receipts, audited balance sheets, etc., are meticulously maintained.
3. Meeting Records: Agendas, notices, and minutes of meetings of college authorities and committees are documented.
4. Legal Documents: Records related to legal proceedings involving the college, including suits and power of attorney documents, are meticulously managed.
5. Personnel Files and Contracts: All personal files, service books, agreements, and contracts made on behalf of the college are diligently maintained.
6. Affiliation Documents: Copies of affiliation letters received from AICTE, DTE, and Savitribai Phule Pune University are kept on record.
7. Submissions to Regulatory Bodies: Information, reports, and documents submitted to AICTE, DTE, and Savitribai Phule Pune University are systematically recorded.
8. Property Papers: Documents related to property ownership and management are securely maintained.
9. Confidential Records: All confidential records are handled with utmost care and confidentiality.
10. Academic Records: Records pertaining to student examinations, results, mark lists, and other academic documentation are diligently managed.
11. Library and Establishment Records: Records related to the library, student database, and establishment are meticulously maintained.
12. Procurement Records: Dead stock registers, purchase orders, and other procurement-related documents are diligently managed.

These records are maintained by the Registrar or designated personnel under the guidance of the Management.



## CHAPTER VIII

### CODE OF CONDUCT

#### 1. SBIIMS CAMPUS STUDENT CODE OF CONDUCT

1. Academic Integrity: a. Students must adhere to high academic honesty and integrity standards. b. Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited. c. Students should properly cite and acknowledge all sources used in their academic work.
2. Attendance and Punctuality: a. Students are expected to attend all classes, examinations, and academic activities regularly. b. Punctuality is essential; students should arrive on time for classes and other scheduled activities.
3. Respectful Behaviour: a. Students must treat all campus community members, including faculty, staff, and fellow students, with respect and courtesy. b. Discrimination, harassment, bullying, or any form of disrespectful behaviour will not be tolerated.
4. Dress Code: a. Students should adhere to the dress code policy established by SBIIMS Campus. b. The dress code should be followed during academic activities, events, and other formal occasions.
5. Use of Campus Facilities and Resources: a. Students should use campus facilities, equipment, and resources responsibly and for their intended purposes. b. Vandalism, theft, or unauthorized use of campus property is strictly prohibited.
6. Digital Etiquette: a. Students should follow responsible and ethical practices when using digital technology and online platforms. b. Cyberbullying, unauthorized access to systems, or any illegal online activities are strictly prohibited.
7. Health and Safety: a. Students should prioritize their own health and safety as well as that of others. b. Compliance with health and safety guidelines, including COVID-19 protocols, is mandatory.
8. Student Organizations and Events: a. Participation in student organizations and events should align with the values and guidelines of the SBIIMS Campus. b. Any activities that violate the code of conduct or compromise the reputation of the institution are not allowed.
9. Disciplinary Measures: a. Violations of the code of conduct may result in disciplinary actions, including warnings, probation, suspension, or expulsion, as determined by the institution's policies.



## 2. STUDENTS CODE OF CONDUCT IN THE CLASSROOM

1. Respect for Others: a. Treat the teacher, fellow students, and staff with respect and courtesy. b. Listen attentively when others are speaking and avoid interrupting or disrupting the class. c. Value and appreciate diverse perspectives and opinions.
2. Punctuality and Attendance: a. Arrive on time for classes and avoid unnecessary absences. b. Notify the teacher or appropriate authority in case of unavoidable absence or tardiness.
3. Active Participation: a. Actively engage in classroom discussions, group activities, and learning exercises. b. Contribute constructively to the learning environment by asking questions and sharing relevant ideas.
4. Academic Integrity: a. Complete all assignments and assessments honestly and without cheating or plagiarism. b. Respect intellectual property rights by properly citing and acknowledging sources used in academic work.
5. Preparedness: a. Come to class prepared with required materials, such as textbooks, notebooks, and assignments. b. Review and complete assigned readings or tasks before the class.
6. Technology Usage: a. Follow any technology policies or guidelines established by the institution or the teacher. b. Use electronic devices responsibly and only for educational purposes as directed by the teacher.
7. Classroom Etiquette: a. Maintain a quiet and focused environment conducive to learning. b. Avoid disruptive behaviours, such as excessive talking, using inappropriate language, or causing distractions.
8. Compliance with Rules and Instructions: a. Follow all classroom rules and instructions provided by the teacher. b. Seek clarification if any instructions or expectations are unclear.
9. Personal Hygiene and Presentation: a. Maintain personal hygiene and cleanliness to ensure a comfortable environment for everyone. b. Dress appropriately and adhere to any dress code policies established by the institution.
10. Conflict Resolution: a. Resolve conflicts or disagreements with peers or teachers in a respectful and constructive manner. b. Seek guidance from the teacher or appropriate authority if needed.





### 3. STUDENTS CODE OF CONDUCT IN EXAMINATION HALL

1. Arrival and Entry: a. Arrive at the examination hall on time and be prepared with necessary materials (e.g., identification, writing utensils). b. Follow the instructions provided by the invigilator regarding the entry process.
2. Examination Materials: a. Bring only the authorized materials required for the examination, such as pens, pencils, erasers, calculators (if allowed), and any specified resources. b. Prohibited items, including unauthorized notes, electronic devices, and communication devices, must not be brought into the examination hall.
3. Seating and Seating Arrangement: a. Follow the seating arrangement designated by the invigilator. b. Sit quietly in the assigned seat and avoid communicating with other students during the examination.
4. Academic Integrity: a. Maintain honesty and integrity throughout the examination. b. Do not engage in any form of cheating, plagiarism, or unauthorized collaboration with other students. c. Refrain from copying, communicating with other students, or accessing unauthorized materials during the examination.
5. Compliance with Instructions: a. Listen carefully to the instructions provided by the invigilator before and during the examination. b. Seek clarification from the invigilator if any instructions are unclear or confusing.
6. Silence and Minimizing Disturbances: a. Maintain silence during the examination to minimize distractions for yourself and other students. b. Refrain from creating disturbances, such as talking, making noise, or causing disruptions.
7. Focus and Time Management: a. Stay focused on your own examination and avoid distracting behaviors. b. Manage your time effectively to complete the examination within the allocated timeframe.
8. Submission of Answer Sheets: a. Stop writing immediately when instructed by the invigilator at the end of the examination. b. Submit your answer sheet and any other required materials as instructed by the invigilator.
9. Professional Conduct: a. Show respect and courtesy towards invigilators and follow their instructions. b. Refrain from any behavior that may disturb or inconvenience others.
10. Penalties for Violations: a. Understand that violations of the code of conduct may result in disciplinary action, including cancellation of the examination, academic penalties, or other consequences, as per the institution's policies.



## 4. STUDENTS' CODE OF CONDUCT IN USING COMPUTER LABORATORY & LIBRARY

### 1. Respectful and Responsible Use:

- Use computer laboratory and library facilities for academic purposes only.
- Respect the rights and privacy of other users.
- Adhere to the policies and guidelines set by the institution regarding computer and internet usage.

### 2. Equipment and Property:

- Handle computer equipment and library resources with care and avoid causing damage.
- Return borrowed materials promptly and in the same condition as received.
- Report any equipment or software malfunctions to the appropriate authorities.

### 3. Noise and Disturbances:

- Maintain a quiet and conducive environment for other users in both computer laboratories and library spaces.
- Refrain from disruptive behavior, including loud conversations, playing multimedia without headphones, or engaging in any activity that may disturb others.

## 5. STUDENTS' CODE OF CONDUCT FOR PLACEMENT

1. Professionalism and Integrity:
  - a. Professional Appearance: Dress appropriately and present yourself professionally during placement activities, including interviews, group discussions, and networking events.
  - b. Honest Representation: Provide accurate and truthful information about your qualifications, skills, experiences, and achievements to potential employers.
  - c. Ethical Behavior: Uphold ethical standards and avoid engaging in any form of dishonesty, cheating, or misrepresentation during the placement process.
2. Attendance and Punctuality:
  - a. Timely Arrival: Arrive on time for all placement-related activities, including pre-placement talks, company presentations, and interviews.
  - b. Prioritization: Make attendance at placement events a priority, ensuring that you do not miss any important opportunities.
3. Preparation and Readiness:
  - a. Self-Assessment: Assess and identify your strengths, weaknesses, and career goals to effectively target and pursue suitable placement opportunities.
  - b. Research and Company Knowledge: Thoroughly research companies participating in the placement process, including their industry, culture, values, and recruitment procedures.
  - c. Resume and Portfolio: Develop a well-crafted resume and portfolio that highlight your relevant skills, academic achievements, projects, internships, and extracurricular activities.
4. Professional Communication:
  - a. Written Communication: Use professional language, grammar, and formatting when writing emails, cover letters, and other forms of written communication.
  - b. Verbal Communication: Communicate clearly, confidently, and respectfully during interviews, group discussions, and other interactive sessions.
  - c. Active Listening: Pay attention and listen actively to understand and respond appropriately to questions and instructions from interviewers or recruiters.
5. Confidentiality and Data Privacy:
  - a. Respect for Confidentiality: Maintain confidentiality of any sensitive information provided by companies during the placement process, such as salary details or trade secrets.
  - b. Data Privacy: Adhere to data privacy regulations and guidelines when handling any personal or company-related data during the placement process.



6. Professional Networking:

- a. Engage in Networking: Actively participate in networking events, industry interactions, and alumni connect sessions to build professional relationships and expand your network.
- b. Professional Etiquette: Follow professional etiquette and maintain a respectful and courteous attitude when interacting with recruiters, company representatives, and fellow students.

7. Compliance with Placement Guidelines:

- a. Follow Institutional Guidelines: Adhere to the placement policies, procedures, and guidelines established by SBIIMS for the placement process.
- b. Compliance with Company Policies: Familiarize yourself with and adhere to the specific rules, policies, and regulations of each company you engage with during the placement process.

8. Positive Attitude and Adaptability:

- a. Flexibility and Adaptability: Demonstrate a willingness to learn, adapt, and handle unexpected situations or changes during the placement process.
- b. Positive Attitude: Maintain a positive and optimistic approach, even in the face of challenges or rejections, and learn from each experience to improve for future opportunities.

9. Post-Placement Etiquette:

- a. Acceptance and Rejection: Respond promptly and professionally to placement offers and communicate your decision respectfully to the concerned parties.
- b. Gratitude and Feedback: Express gratitude to companies that extend placement offers and provide feedback, if requested, to help enhance the recruitment process for future students.



## 6. GOVERNING BODY: CODE OF CONDUCT FOR CHAIRMAN & MEMBERS

### a. Ethical Conduct:

- Act in the best interests of the institution and uphold its mission and values.
- Avoid conflicts of interest or any actions that may compromise the integrity of the governing body.

### b. Compliance with Policies and Laws:

- Familiarize themselves with the policies, laws, and regulations governing the institution.
- Ensure that decisions and actions align with legal and regulatory requirements.

### c. Confidentiality and Transparency:

- Maintain confidentiality regarding sensitive information discussed within the governing body.
- Promote transparency and accountability in decision-making processes.



## 7. CODE OF CONDUCT FOR ACADEMIC ADVISORY BODY

### a. Expertise and Guidance:

- Provide expert advice and guidance to academic programs and departments.
- Act in the best interests of students, faculty, and the institution's academic goals.

### b. Respect and Collaboration:

- Respect diverse opinions and engage in constructive discussions and deliberations.
- Collaborate effectively with faculty, administrators, and other advisory body members.

### c. Academic Integrity:

- Support and promote academic integrity initiatives and ensure compliance with ethical standards.



## **8. CODE OF CONDUCT FOR LOCAL MANAGEMENT COMMITTEE**

### **a. Governance and Leadership:**

- Govern the institution in line with its mission, vision, and strategic objectives.
- Provide effective leadership and decision-making to support the institution's growth and development.

### **b. Accountability and Transparency:**

- Ensure accountability in financial matters and resource management.
- Promote transparency in decision-making processes and institutional governance.



## 9. CODE OF CONDUCT FOR ACADEMIC COMMITTEE

### a. Curriculum and Academic Standards:

- Review and approve academic programs, courses, and curriculum to maintain quality standards.
- Ensure alignment with industry needs and accreditation requirements, if applicable.

### b. Academic Policies and Procedures:

- Develop and revise academic policies and procedures to enhance the educational experience.
- Uphold academic integrity and fairness in assessment and evaluation processes.





## 10. CODE OF CONDUCT FOR DIRECTOR

a. Vision and Leadership:

- Provide strategic vision and leadership to advance the institution's mission and goals.
- Foster an inclusive and supportive environment for students, faculty, and staff.

b. Ethical and Professional Conduct:

- Act with integrity, honesty, and professionalism in all aspects of the role.
- Uphold the institution's policies and regulations and ensure compliance.



## **11. CODE OF CONDUCT FOR PROGRAMME COORDINATOR**

- a. Academic Program Management:
- Oversee the development, implementation, and evaluation of academic programs.
  - Ensure program quality, relevance, and continuous improvement.
- b. Student Support and Guidance:
- Provide guidance and support to students in academic matters.
  - Address student concerns and promote a positive learning environment.



## 12. CODE OF CONDUCT FOR CLASS COORDINATOR

a. Coordination and Communication:

- Facilitate communication between faculty, students, and program coordinators.
- Coordinate class schedules, assignments, and examinations effectively.

b. Conflict Resolution:

- Address conflicts or issues within the class promptly and in a fair manner.
- Promote a collaborative and respectful classroom environment.



### 13. CODE OF CONDUCT FOR MENTOR

a. Support and Guidance:

- Provide guidance and support to assigned mentees in academic and personal matters.
- Foster a supportive and confidential relationship with mentees.

b. Professionalism:

- Act as a role model for mentees, demonstrating professionalism and ethical conduct.
- Maintain confidentiality and respect boundaries in the mentor-mentee relationship.



## 14. CODE OF CONDUCT FOR COURSE COORDINATOR

### a. Course Management:

- Develop course syllabi, instructional materials, and assessments.
- Ensure alignment with program objectives, academic standards, and institutional policies.

### b. Learning Environment:

- Create a positive and inclusive learning environment for students.
- Encourage active engagement and participation in the course.

## 15. CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

a. Originality and Attribution:

- Conduct research with integrity, ensuring the originality of ideas and work.
- Appropriately attribute and cite the works of others.

b. Plagiarism Prevention:

- Avoid plagiarism by properly paraphrasing, quoting, and referencing sources.
- Use plagiarism detection tools when necessary to verify originality.

c. Responsible Collaboration:

- Engage in collaborative research with honesty, integrity, and respect for all contributors.
- Follow ethical guidelines and protocols set by the institution and relevant research bodies.

  
Director  
Sai Balaji Education Society's  
Sai Balaji International Institute  
of Management Sciences  
Pune

Dr. L.K. Tripathy  
Director





## SaiBalaji International Institute of Management Sciences (SBIIMS)

### MBA Admission Policy

#### Introduction

SaiBalaji International Institute of Management Sciences (SBIIMS), established by SaiBalaji Education Society, offers a rigorous two-year, full-time MBA program. With an intake of 180 students, the program is affiliated with Savitribai Phule Pune University and adheres to the guidelines set forth by the Directorate of Technical Education (DTE), Government of Maharashtra.

#### Eligibility Criteria

To be considered for admission to the SBIIMS MBA program, applicants must meet the following criteria as mandated by the DTE:

- **Academic Background:** Possess a Bachelor's degree (minimum three years) from a University Grants Commission (UGC) or Association of Indian Universities (AIU) recognized university in any discipline. A minimum aggregate score of 50% is required (45% for candidates belonging to backward classes and persons with disabilities domiciled in Maharashtra).
- **Entrance Exam:** Secure a valid score in an entrance exam authorized by the competent authority for the current academic year. Examples include MHCET-MBA/MMS, CAT (conducted by IIMs), or CMAT (conducted by AICTE).

#### Admission Process

SBIIMS publishes a comprehensive "Admission Brochure" annually, outlining details about the institute and the admission process for the MBA program. This brochure is readily available on the SBIIMS website for easy access.

#### Commitment to Regulatory Compliance

SBIIMS adheres to the regulations established by all relevant governing bodies while conducting admissions for its MBA program. This policy ensures a fair and transparent admissions process for all qualified applicants.

Prof. Manish R Mundada  
Founder President  
SaiBalaji Education Society



Dr. L. K. Kripathy  
Director  
SBIIMS





## SaiBalaji International Institute of Management Sciences (SBIIMS)

### Placement Policy

#### Introduction

SBIIMS is committed to providing its MBA students with comprehensive support in securing employment opportunities after graduation. This policy outlines the procedures and guidelines governing the campus placement process for both students and participating organizations.

#### Placement Cell Structure

The Corporate Relations Cell (CRC) spearheads placement activities at SBIIMS. Led by a dedicated Head, the CRC is supported by a Deputy, a faculty representative, and student placement committee members.

#### Cell Responsibilities

- **Industry Engagement:** Organize guest lectures and talks by industry professionals to bridge the gap between academia and real-world practices.
- **Placement Activities:** Plan, execute, and oversee the entire spectrum of training and placement initiatives for summer internships and final placements.
- **Student Development:**
  - Assist students in clarifying their career goals.
  - Equip students with job-seeking skills through tailored training programs.
  - Foster all-round development of student skills and knowledge.

#### Campus Placement Procedure for Organizations

- **Invitation:** The CRC invites potential employers during a designated period (typically April-May) to participate in campus recruitment. Companies can also initiate contact with the CRC.
- **Student Information:** The CRC provides details of eligible final year students, aligned with company requirements, along with a proposed interview date.
- **Confirmation & Scheduling:** Companies confirm or propose an alternate date for campus interviews.
- **Pre-Placement Talk:** On the agreed date, the company conducts a presentation for students about their organization and career opportunities.
- **Selection Process:** Companies may administer assessments or group discussions to shortlist candidates. Final interviews are held on campus, with offer letters issued on the same day.



### Campus Placement Policy for Students

- **Career Guidance:** At the start of the academic year, students undergo aptitude tests or receive career counselling to define their career path (employment or higher education).
- **Job Applications:** Students interested in specific companies must register with the Training and Placement Office by a set deadline. Late entries are strictly not accepted. Attending interviews for registered companies is mandatory.
- **One-Job Policy:** The CRC prioritizes ensuring all registered students secure at least one job offer. This policy promotes fairness and maximizes placement opportunities.
- **Job Offer Acceptance:** Students who accept a job offer must inform the company through the Training and Placement Office if they wish to withdraw their acceptance.
- **Post-Selection:** Selected students must complete necessary formalities (e.g., medical tests) and join the company within the stipulated timeframe. They are expected to keep the CRC informed about their progress, and the CRC will obtain feedback from the employer regarding performance.

### Effective Date

This Placement Policy is in effect from July 1st, 2019.



**Prof. Manish R. Mundada**  
Founder President  
SaiBalaji Education Society





**INSTITUTIONAL SCHOLARSHIP POLICY**  
**OF**  
**SAIBALAJI INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCES**  
**(SBIIMS)**

SaiBalaji International Institute of Management Sciences, established by SaiBalaji Education Society, a charitable trust, is one of the premiere Business Management Institutes in Pune imparting two years full time MBA Programme with an intake of 180 Seats. The Institute is recognized by All India Council for Technical Education and the offered MBA programme is affiliated to Savitribai Phule Pune University. As envisaged by its mission statement, the Institute has the only objective of creating robust business professionals who will serve the corporates and the nation at large.

SaiBalaji Education Society has been highly student centric and hence for the benefits of those students, due to various reasons, who find it difficult to afford to continue their MBA programmes in SaiBalaji International Institute of Management Sciences, it has enacted a policy of covering either a portion or the full tuition fees of the needy students either for a year or for the full MBA programme.

**Objectives :**

As per this policy, the management of SaiBalaji Education Society bestows the International Institute of Management Sciences to enact the following :

1. The Institute may provide the scholarship to the following :
  - i. Meritorious students coming from socially and economically disadvantaged backgrounds
  - ii. Girl students
  - iii. Students who find it difficult to pursue the study due to any unforeseen events
  - iv. Students being victims of natural calamity
  - v. University rank holders

**Eligibility Criteria :**

- i. Economic condition of the Parents
- ii. Performance of the students in qualifying / previous examination

**Procedure :**

Applications will be invited by the Institute at the beginning of every academic year by proper notification in the Institute ( Notice Board/ Institute's Website). Students fulfilling the eligibility criteria will apply in the prescribed format with the following supporting documents :

1. Income Certificate of parents
2. Aadhar Card
3. PAN Card
4. Mark List and passing certificate of qualifying /previous examination
5. Proof of admission to the Institute ( Fees Receipt)

**Scholarship Sanctioning Authority :**

All received applications will be reviewed by the faculty committee headed by the Director and the Director will recommend to the Founder President the list of the suitable students and the Founder President is the sole sanctioning authority of offering scholarship and he also reserves the right to discontinue the scholarship on the basis of periodical review.

**General Rules governing the Scholarship :**

1. The scholarship awarded to him/her will be discontinued if a student discontinues his/ her MBA studies.
2. In case of misconduct /misbehaviour , a student who is awarded a scholarship , will forfeit it.
3. The Scholarship amount is limited to the maximum amount of tuition fees only.
4. This policy will come into force from 1<sup>st</sup> April 2024.
5. The management of SaiBalaji Education Society reserves the right to change /modify this policy at any time of the academic year.



**Prof. Manish R. Mundada**  
Founder President  
SaiBalaji Education Society




**Dr. L. K. Tripathy**  
Director  
SBIIMS





**Green Campus Policy**  
of  
**SaiBalaji International Institute of Management Sciences(SBIIMS) ,Pune**

This Green Campus Policy document outlines the Institute's commitment to sustainability and details the steps it will take to achieve its environmental goals.

The purpose of a Green Campus Policy at SaiBalaji International Institute of Management Sciences is multifaceted, encompassing both operational and educational aspects. Following are the key purposes of implementing such a policy:

1. **Environmental Stewardship:** The primary purpose is to demonstrate and practice environmental responsibility. By adopting sustainable practices, the institution commits to minimizing its ecological footprint through efficient use of resources, reduced waste, and conservation of biodiversity.
2. **Education and Leadership:** A Green Campus Policy also serves an educational purpose by integrating sustainability into the curriculum and daily life on campus. It prepares students to become future leaders in sustainability, equipping them with the knowledge and ethics to make environmentally sound decisions in their professional and personal lives.
3. **Operational Efficiency:** The policy aims to improve operational efficiency by reducing energy consumption, minimizing waste, and lowering overall costs associated with campus operations. Sustainable practices often lead to cost savings in the long term, for example through energy-efficient buildings and reduced waste management expenses.
4. **Community Engagement and Reputation:** Implementing a Green Campus Policy enhances SBIIMS's reputation as a responsible and forward-thinking community member. It also fosters stronger connections with local and global communities by positioning the institution as a leader in sustainability, which can attract partnerships, funding opportunities, and top talent.
5. **Compliance and Risk Management:** The policy helps ensure compliance with environmental laws and regulations. It also addresses broader risk management concerns by preparing SBIIMS to adapt to potential future regulations and to mitigate risks associated with environmental impacts and resource scarcity.



6. **Health and Wellbeing:** By promoting a greener campus environment, the policy contributes to the health and wellbeing of students, faculty, staff, and visitors. This includes improved air and water quality, reduced exposure to harmful chemicals, and increased green spaces, which are known to enhance mental and physical health.

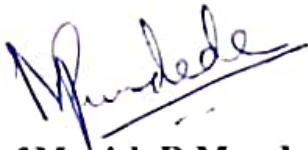
### 7. Composition of Green Campus Committee of SBIIMS

1	Director of SBIIMS	Dr.L.K.Tripathy
2	IQAC Coordinator	Dr.Rishikaysh Kaakandikar
3	Faculty Representative nominated by the Director	Dr.Dhananjay Salunke
4	Non Teaching Staff Representative	Dr.Shivraj Magre
5	Students Representative	Rahul Dhaygude
6	Parents Representative	Sanjay Bankhele
7	Industry Representative	Anirudh Patil

### 8. Role of the Green Campus Committee of SBIIMS

1. The basic role of the Committee is to undertake various green initiatives in the campus and make them successful by the participation of all the stakeholders of the Institute .In view of this, the Committee will execute the following :
  - a. Make green initiatives functional through out the year.
  - b. Conduct Green Campus awareness programmes.
  - c. Link Green Campus activities to the academics of the Institute
  - d. Organise Green Awareness programme for the students and the society.
  - e. Conduct annual Green ,Environment and Energy Audit.
  - f. Evaluate daily operations in terms of pollution prevention ,water management, and energy efficiency reducing, reusing , recycling and repairing wherever possible.

This comprehensive and achievable Policy is adapted on 5<sup>th</sup> June 2023 .World Environment Day ,to reflect the green campus aspirations of SaiBalaji International Institute of Management Sciences, involving all stakeholders from all across the institute.



**Prof. Manish R. Mundada**  
Founder President  
SaiBalaji Education Society



**Dr. L.K. Tripathy**  
Director  
SBIIMS Education Society





## SaiBalaji International Institute of Management Sciences (SBIIMS) Environmental Consciousness and Energy Usage

### Introduction

SaiBalaji International Institute of Management Sciences (SBIIMS) recognizes its responsibility as a leading educational institution to promote environmental stewardship and contribute to a sustainable future. We believe that fostering environmental consciousness and adopting responsible energy practices are crucial for the well-being of our planet and the communities we serve. This policy outlines SBIIMS' commitment and strategies towards achieving these goals.

### Environmental Consciousness

- **Curriculum Integration:** Embedding sustainability principles, resource management, and environmental ethics throughout the MBA curriculum.
- **Educational Initiatives:** Organizing workshops, seminars, and awareness campaigns to educate students, faculty, and staff on environmental issues and best practices.
- **Waste Reduction:** Implementing a comprehensive waste management system that minimizes waste generation, prioritizes recycling and composting, and discourages single-use plastics through readily available alternatives and educational programs.

### Green Procurement

- **Sustainable Practices:** Prioritizing environmentally friendly products and services during procurement. This includes considering factors such as recyclability, energy efficiency, and eco-certifications.
- **Supplier Partnerships:** Collaborating with suppliers who demonstrate a commitment to sustainability and environmental responsibility.

### Biodiversity Conservation

- **Green Campus Development:** Preserving and enhancing existing green spaces on campus to foster biodiversity, provide opportunities for environmental education, and promote recreation.
- **Local Ecosystem Support:** Actively supporting initiatives aimed at the conservation of local ecosystems and wildlife.

### Energy Management

- **Efficiency Measures:** Implementing energy-efficient technologies and practices throughout campus facilities. This includes conducting regular energy audits to identify areas for improvement and implement targeted measures.

- **Renewable Energy Integration:** Exploring and investing in renewable energy sources like solar, wind, or hydroelectric power to supplement campus energy needs. This policy encourages partnerships with renewable energy providers and investigates on-site generation possibilities.

### Behavioral Change

- **Awareness Campaigns:** Promoting energy conservation behaviors among students, faculty, and staff through targeted campaigns and incentive programs.
- **Resource Optimization:** Encouraging the use of energy-efficient appliances and equipment within campus buildings and residences.

### Monitoring and Reporting

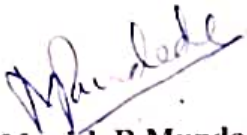
- **Performance Tracking:** Establishing a robust monitoring system to track energy usage and key environmental performance indicators (KPIs) regularly.
- **Transparency and Accountability:** Publishing annual reports on energy consumption, greenhouse gas emissions, and progress towards established sustainability goals.

### Implementation and Review

This policy comes into effect on June 5th, 2022, coinciding with World Environment Day. SBIIMS will conduct periodic reviews and evaluations to assess the effectiveness of the implemented initiatives under this policy.

### Conclusion

SBIIMS is firmly committed to fostering a culture of environmental consciousness and responsible energy usage within its community. Through unwavering adherence to the principles outlined in this policy, collaboration with stakeholders, and continuous improvement efforts, SBIIMS aspires to make a significant contribution to a sustainable future for all.

  
Prof. Manish R Mundada  
Founder President  
SaiBalaji Education Society







## RESEARCH POLICY

### Preamble

SaiBalaji International Institute of Management Sciences (SBIIMS) is committed to fostering a vibrant research culture that promotes intellectual inquiry, knowledge creation, and dissemination. This policy outlines the Institute's principles and guidelines for conducting high-quality research with integrity and ethical responsibility.

### Objectives

- Encourage faculty and students to engage in original and impactful research.
- Maintain the highest ethical standards in research conduct.
- Facilitate knowledge creation and dissemination for the benefit of academia and society.
- Promote collaboration between faculty, students, and external partners.

### Scope

This policy applies to all research activities undertaken by SBIIMS faculty, students, researchers, and collaborators affiliated with the Institute.

### Research Integrity

- **Honesty and Objectivity:** All research activities must be conducted with honesty, integrity, and objectivity. Falsification, fabrication, or plagiarism will not be tolerated.
- **Authorship:** Authorship will be credited based on substantial contributions to the research concept, design, execution, analysis, and interpretation.
- **Data Management:** Research data must be collected, stored, and managed responsibly, ensuring data security and compliance with ethical regulations.
- **Conflict of Interest:** Researchers must disclose any potential conflicts of interest that could influence their research findings.
- **Ethical Approval:** Research involving human subjects or animals must obtain ethical approval from relevant committees.

### Research Support

SBIIMS will provide various forms of support to facilitate research activities:

- **Research Grants:** The Institute will offer internal grants to support faculty and student research projects.
- **Research Infrastructure:** SBIIMS will provide access to necessary research facilities, libraries, and technology resources.

- Impact factor paper: Variable Points based on Impact Factor. Only published articles with volume/issue/page numbers are considered.

## 2. Bonus Points:

(i) High-impact journal papers: 5 bonus points for papers published in journals with an Impact Factor of 3 or more.

(ii) Collaborative research publications: - National collaboration: 2 Bonus points per paper and International collaboration: 3 Bonus points per paper.

(iii) Collaborative/non-collaborative research Publication: - Publication in top-tier ABDC journals: Bonus points and monetary incentives based on categories.

Note : Researcher will be paid the incentive after getting the approval from the Director and within a year of the research publication .

**Reimbursement of Article Processing Charges** : 50% will be reimbursed with a maximum cap of Rs.20,000 within a year of the research publication with the approval from the Director.

## 4. Copyright Material (Awarded)

- Indian | 5 Points and Cash Award of Rs.3000
- International| 10 Points and Cash Award of Rs.5000

## Category II: Funded Project

### Funded Project:

- Principal Investigators (PI) and Co-PI will receive 30% of the funds received from the funding body as decided by the institute level committee.

### Seed Money for Faculty Members:

- Full-time faculty members are eligible for a research seed grant of ₹200,000 upon submission of research proposals.
- Proposal evaluation will be conducted by a committee chaired by the Director of Research.
- Eligibility for reimbursement is restricted to presenters, first authors, invited speakers, and orators who have not received prior financial aid from other sources.
- Each faculty member is allowed to apply for one national and one international conference/workshop/seminar/FDP per year.
- Expenses for FDPs/Workshops/Training must be endorsed by the Director of Research, and faculty members must seek approval before submitting papers to open-access journals. Required documents must be submitted for financial support post-publication.

- **Research Development Programs:** Workshops and training programs will be offered to enhance research skills and expertise.
- **Publication Support:** The Institute may offer assistance with manuscript preparation and publication in peer-reviewed journals.

### Dissemination

SBIIMS encourages the dissemination of research findings through various channels:

- **Publications:** Faculty and students are encouraged to publish their research in high-quality peer-reviewed journals and conference proceedings.
- **Presentations:** Presenting research at academic conferences and seminars is encouraged for knowledge sharing and scholarly exchange.
- **Outreach Activities:** Researchers are encouraged to engage in outreach activities to disseminate research findings to industry, policymakers, and the public.

### Intellectual Property

The ownership and management of intellectual property generated through research activities at SBIIMS will be governed by a separate Intellectual Property Policy.

### Review and Revision

This Research Policy will be reviewed periodically to ensure its effectiveness and adapt to evolving research practices and regulations.

### Additional Considerations

- Specific guidelines and procedures for research involving human subjects, animals, or sensitive data may be outlined in separate documents.
- Performance evaluation of faculty and students may consider their research contributions aligned with this policy.
- An Assistant Professor must publish 3 research papers, an Associate Professor 6 and Professor 9 papers in a calendar year.

### SBIIMS – Research Promotion Support Schemes

#### Publication Category:

##### 1. Journal Publications:

- **Scopus indexed:**
  - Non-paid & Refereed Journal: 2 Points
  - Paid: 0 Points

Affiliated to Savitribai Phule Pune University  
Approved by AICTE, Ministry of HRD, Govt. of India

- Quarterly progress reports and a final report submission are mandatory.
- No extensions will be granted for the project period.

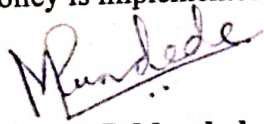
#### Financial Support for Research Paper Presentation:

- Financial assistance is available for conference/seminar/workshop registration and travel expenses.
- Reimbursement is capped at ₹40,000 per year for attending conferences abroad.
- Eligibility for reimbursement is restricted to presenters, first authors, invited speakers, and orators who have not received prior financial aid from other sources.
- Each faculty member is allowed to apply for one national and one international conference/workshop/seminar/FDP per year.
- Expenses for FDPs/Workshops/Training must be endorsed by the Director of Research, and faculty members must seek approval before submitting papers to open-access journals. Required documents must be submitted for financial support post-publication.

#### Conclusion

SBIIMS recognizes the importance of research in advancing knowledge and contributing to positive change. By adhering to this policy and the associated Research Promotion Support Schemes, the Institute strives to create a supportive and ethical environment for conducting high-quality research that benefits the academic community and society at large.

This Policy is implemented with effect from 1<sup>st</sup> January 2023.



**Prof. Manish R Mundada**  
Founder President-SBES

