अभिसंस्कृति

(HANDBOOK OF GUIDELINES FOR STUDENTS)

2025–26

SHRI VAISHNAV INSTITUTE OF MANAGEMENT & SCIENCE, INDORE

Formerly known as Shri Vaishnav Institute of Management, Indore • Estd.-1987

Approved by AICTE, New Delhi and Affiliated to DAVV, Indore & RGPV, Bhopal, Madhya Pradesh, India

UGC-NAAC Accredited 'A' Grade Institute

About SVIMS

Shri Vaishnav Institute of Management & Science, Indore is a non-profit, multi-disciplinary and research oriented institute founded in 1987. The Institute was established as a philanthropic initiative by Shri Vaishnav Shaikshanik Avam Parmarthik Nyas, Indore. The Institute proudly announces the UGC-NAAC Accreditation with 'A' Grade in three consecutive cycles indicating its highest commitment of quality in all aspects. Institute has conferred with the award of being the 'Oldest Self Finance Institute' of M.P. by CMAI, Asia. During past 38 years journey, it has been serving the society by providing excellent environment for education in area of Management and Computer Science with a new flavor of Bioscience in its canvas.

The Institute aims to provide students with an enriching exposure to research, entrepreneurship and innovation, and placements by organizing International and national conferences and signing MoUs with eminent foundations and companies.

With 3000+ students and full time faculty members, the institute focuses at creating efficient managers and leaders. We strive to ensure that our students develop the right skills required to sustain and grow in this scenario of global competition. At the same time, we also take efforts in preparing the students for future by cultivating a winning spirit, which help them to participate on all platforms. With a lush green campus spread over an area of seven acres located in the heart of the Indore city, the institute is well connected through all means of transport.

As a significant contributor to society, the Institute offers Management, Computer Science and Biosciences programmes both as per National Education Policy at Under Graduate and Post Graduate Levels. The Institute is approved by AICTE, New Delhi and affiliated to Devi Ahilya Vishwavidyalaya, Indore and Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal. Also, it is a recognized research centre of Devi Ahilya Vishwavidyalaya, Indore for Doctoral Degree in Management.

The institute has to its credit 8000+ placement offers for its students from MNCs, and National level large companies such as Deloitte, TCS, WIPRO, Amazon, Flipkart, Zaro Education, Impetus, Capgemini, and Banks such as ICICI Bank, HDFC Bank, Mahindra Finance, and many more.

अभिसंस्कृति

(HANDBOOK OF GUIDELINES FOR STUDENTS)

2025-26

CONTENTS

प्रतिज्ञा

➤ मैं, अपनी कक्षाओं में नियमित रूप से उपस्थित रहूँगा/रहूँगी।

➤ मैं, शिक्षा के माध्यम से नैतिक मूल्यों और सामाजिक उत्तरदायित्वों का पालन करूँगा/करूँगी ।

➤ मैं, संस्थान की आचार संहिता का पालन करूँगा/करूँगी ।

➤ मैं, किसी भी प्रकार की रैगिंग में शामिल नहीं होऊँगा/होऊँगी।

➤ मैं, धूम्रपान या शराब का सेवन नहीं करूँगा/करूँगी ।

➤ मैं, संस्थान परिसर के अंदर और बाहर तंबाकू या कोई अन्य नशीली दवा का सेवन नही करूँगा/करूँगी ।

➤ मैं, परिसर को साफ रखूंगा/रखूंगी और वाहन को चिन्हित स्थान पर पार्क करूँगा/करूँगी ।

➤ मैं, हमेशा अपने माता-पिता, शिक्षकों, गैर शिक्षणिक स्टाफ के सदस्य, साथी छात्र और बुजुर्गों का सम्मान करूँगा/करूँगी ।

➤ मैं, अकादमिक उत्कृष्टता के लिए प्रयास करूँगा/करूँगी ।

➤ मैं, व्यावसायिक ज्ञान का व्यावहारिक जीवन में नैतिकता के साथ उपयोग करूँगा/करूँगी ।

➤ मैं, दृढ़ता, असीम ऊर्जा और निरंतर प्रतिबद्धता के साथ काम करूँगा/करूँगी।

➤ मैं, संस्थान के साथ-साथ, अपने राष्ट्र के प्रति कृतज्ञ एवं निष्ठावान रहूँगा/रहूँगी।

➤ मैं, समाज में शिक्षा एवं मूलभूत आवश्यकताओं से वंचित लोगों की सेवा करूँगा/करूँगी ।

➤ मैं, इस प्रतिज्ञा के साथ, एक उत्कृष्ट और जिम्मेदार नागरिक के रूप में आगे बढ़ने के लिए समर्पित रहूँगा/ रहूँगी ।

कुलगीत

जय जय वैष्णव हो जयगान
सकल विश्व में हो सम्मान,
जय कर्मभूमि श्री वैष्णव संस्थान
मिलकर करें सभी गुणगान।

सर्वप्रथम अमर राष्ट्र हो
वसुधैव कुटुम्बकम् धर्म हो,
सर्वशिक्षा का है यह आलय
संस्कारों को करें प्रदान
मिलकर करें सभी गुणगान।

नवीन शोध और नवाचार युत
गुणवत्ता शिक्षा का पोषण,
विज्ञान प्रबंधन विषय का
देता यह असिमित ज्ञान
मिलकर करें सभी गुणगान।

बहुआयामी विषय ज्ञान से
नीति मूल्यों के सहज संधान से,
सर्वांगीण विकास से
राष्ट्र निर्माण में दे योगदान
मिलकर करें सभी गुणगान।

सतत समग्र, विकास, लक्ष्य और
पर्यावरण मित्रता से,
हो भविष्य निर्माण,
चढ़े यश साफल्य के सोपान
मिलकर करें सभी गुणगान।

दे प्रभु! दे प्रभु! दे प्रभु हमको ये वरदान!
दे प्रभु हमको ये वरदान!
दे प्रभु हमको ये वरदान!

I. Introduction

Vision

To be the center of excellence in multidisciplinary education by instilling lifelong learning and skill development, by transforming individuals to be globally competent, and to be ethically and socially responsible professionals.

Mission

- To impart quality education with endeavours and initiatives that will lead to the advancement of knowledge and a sustainable career.
- To strive and remain committed towards the holistic development of students, and to make them employable in order to serve the corporate and the society as a whole with utmost dedication and professionalism.
- To maintain excellent standards of pedagogy by inculcating adaptability and flexibility in students with firm emphasis on experiential and process oriented learning to develop global competency.
- To develop students with entrepreneurial orientation while nurturing strong moral and ethical values.

II. Academic Structure

Constituent Departments of SVIMS
1. Department of Computer & BioScience
2. Department of Management (PG)
3. Department of Management (UG)

A. Academic Calendar of the Session 2025-26

S.N.	Proposed Dates	Particulars
1	14/07/2025	Commencement of Classes- MBA (FT/FA/MM) III Semester
2	15/07/2025	Commencement of Classes-BBA,BCA , B.Sc. III Year
3	21/07/2025	Commencement of Classes- B.Sc. II Year
4	04/08/2025	Commencement of Classes-BBA,BCA II Year
5	15/08/2025	Independence Day Celebration
6	18/08/2025	Commencement of Classes- MCA III Semester
7	22/08/2025	Abhisanskaran-Induction Program for UG Courses
8	22/08/2025	Commencement of Classes-BBA,BCA , B.Sc. I Year
9	23/08/2025	Abhisanskaran-Induction Program for PG Courses
10	26/08/2025 to 30/08/2025	Internal Test I - MBA (FT/FA/MM) III Semester
11	28/08/2025	Nav Udyami -2025 Entrepreneur Meet
12	01/09/2025	Commencement of Classes- MBA(FT/FA/MM) & MCA I Semester
13	15/09/2025 to 18/09/2025	Internal Test I - MCA III Semester
14	23/09/2025 to 27/09/2025	Internal Test II - MBA (FT/FA/MM) III Semester
15	08/10/2025 to 11/10/2025	Internal Test I - MBA (FT/FA/MM) I Semester
16	28/10/2025	Comprehensive Viva- MBA (FT, FA & MM) III Semester
17	28/10/2025 to 29/10/2025	Srijan 2025

18	30/10/2025 to 31/10/2025	Synergy 2025
19	03/11/2025 to 10/11/2025	Quarterly Exam - BBA,BCA and B. Sc I,II III Year
20	10/11/2025 to 13/11/2025	Internal Test I & II - MCA I & III Semester
21	26/11/2025 to 29/11/2025	Internal Test II - MBA (FT/FA/MM) I Semester
22	As per RGPV Schedule	University Examination of MCA III Semester
23	07/12/2025	Confluence -2025 (Alumni Meet)
24	08/12/2025 to 11/12/2025	Pre University Test for MCA III Semester
25	13/12/2025	Comprehensive Viva- MBA (FT, FA & MM) I Semester
26	22/12/2025 to 26/12/2025	Internal Test II - MCA I Semester
27	As per RGPV Schedule	University Examination of MCA I Semester
28	As per DAVV Schedule	University Examination of MBA(FT/FA/MM) I Semester
29	05/01/2026	Commencement of Classes MCA IV Semester
30	05/01/2026 to 08/01/2026	Pre University Test for MCA I Semester
31	26/01/2026	Republic Day Celebration
32	01/02/2026	Commencement of Classes MBA (FT/FA/MM) II & IV Semester
33	02/02/2026 to 07/02/2026	Half Yearly Exam- BBA, BCA and B. Sc I,II III Year
34	09/02/2026 to 14/02/2026	Khelotsav-2026
35	16/02/2026	Commencement of Classes MCA II Semester
36	16/02/2026 to 20/02/2026	Internal Test I -MBA(FT/FA/MM) II & IV Semester
37	16/02/2026 to 19/02/2026	Internal Test I - MCA IV Semester
38	As per DAVV Schedule (March 2026)	University Examination of BBA,BCA,B.Sc. III Year

39	08/03/2026	International Women's Day Celebration
40	12/03/2026 to 14/03/2026	Prabandhotsav (Intercollegiate Competitions)
41	23/03/2026 to 28/03/2026	Pre University Test for BBA,BCA and B. Sc I,II III Year
42	30/03/2026 to 02/04/2026	Internal Test II -MCA IV Semester
43	As per DAVV Schedule (April 2026)	University Examination of BBA,BCA,B.Sc. II Year
44	06/04/2026 to 09/04/2026	Internal Test I - MCA II Semester
45	20/04/2026 to 23/04/2026	Pre University Test for MCA IV Semester
46	21/04/2026 to 25/04/2026	Internal Test II -MBA(FT/FA/MM) II & IV Semester
47	As per RGPV Schedule	University Examination of MCA IV Semester
48	As per DAVV Schedule (May 2026)	University Examination of BBA,BCA,B.Sc. I Year
49	09/05/2026	Prabandhotsav (Celebrity Night)
50	16/05/2026	Comprehensive Viva- MBA (FT, FA & MM) II & IV Semester
51	25/05/2026 to 28/05/2026	Internal Test II - MCA II Semester
52	10/06/2026 to 13/06/2026	Pre University Test for MCA II Semester
53	21/06/2026	International Day of Yoga
54	As per RGPV Schedule	University Examination of MCA II Semester
55	As per DAVV Schedule	University Examination of MBA(FT/FA/MM) II & IV Semester
56	As per DAVV Schedule	University Examination of MBA(FT/FA/MM) III Semester

List of Approved Holidays (2025 -2026)

Sr. No.	Date	Day	Description
1	09/08/2025	Saturday	Rakshabandhan
2	15/08/0025	Friday	Independence Day
3	16/08/2025	Saturday	Janamashtami
4	05/09/2025	Friday	Milad Un Nabi
5	02/10/2025	Thursday	Gandhi Jayanti and Dussehra
6	03/10/2025	Friday	Next Day of Dussehra (Local Holiday)
7	07/10/2025	Tuesday	Maharshi Valmiki Jayanti
8	18/10/2025 to 25/10/2025	Saturday to Saturday	Deepawali Vacations
9	05/11/2025	Wednesday	Guru Nanak Jayanti
10	15/11/2025	Saturday	National Janjatiy Gaurav Diwas (Birsa Munda Jayanti)
11	25/12/2025	Thursday	Christmas
12	26/01/2026	Monday	Republic Day
13	01/02/2026	Sunday	Sant Ravidas Jayanti
14	15/02/2026	Sunday	Maha Shivratri
15	04/03/2026	Wednesday	Dhulendi
16	21/03/2026	Saturday	Id ul Fitar
17	26/03/2026	Thursday	Ram Navami
18	31/03/2026	Tuesday	Mahavir Jayanti
19	03/04/2026	Friday	Good Friday
20	14/04/2026	Tuesday	Dr. Ambedkar Jayanti
21	19/04/2026	Sunday	Parashuram Jayanti
22	01/05/2026	Friday	Buddha Purnima
23	27/05/2026	Wednesday	Eid al Adha / Bakrid
24	26/06/2026	Friday	Muharram

* Local holidays of 2026 will be subject to declaration of Collector of Indore.

B. Scheme of Examination for All Programmes

1. General Instructions

Scheme and Syllabus is available on the website of the Institute www.svimi.org. Scheme, Syllabus and Ordinance of Examinations of all programmes is available on Affiliating University website www.dauniv.ac.in. and www.rgpv.ac.in.

2. Attendance

Candidates appearing as regular students for any semester/ yearly examination are required to attend 75% of the lectures delivered and the practical classes held separately in each course of the programme of study. To avail SVIMS Meritorious Scholarship, 75% class attendance is mandatory.

3. Medium of Instructions and Examination

- The medium of instructions and examination shall be English and Hindi throughout the program of study.
- The courses to be studied in various semesters / years of any programme shall be as per the Scheme approved by affiliating Universities.

C. Important Institutional Committees for 2025-26

I. Core Committee/ Advisory Committee

• Dr. George Thomas	-	**Chairman**
• Dr. Kshama Paithankar	-	**Member**
• Dr. Deepa Katiyal	-	**Member**
• Dr. Mandip Gill	-	**Member**
• Administrative Officer	-	**Member**

II. (A) Anti Ragging Committee

- Dr. Jayesh Tiwari
- Dr. Sandeep Malu
- Dr. Uttam Rao Jagtap
- Dr. Kshama Ganjiwale
- Dr. Ekta Agrawal
- Dr. Prachi Nikam
- Dr. Prashant Kushwaha
- Dr. Bhawna Kabra
- Dr. Sakshi Yadav

Ragging is a CRIME

STOP Ragging

Also don't be a mute witness to Ragging

Anti Ragging & Student Safety

II. (B) Anti Ragging Squad
- T.I., Thana Dwarkapuri
- Dr. Rekha Melwani
- Dr. Jagdish Sharma
- Ms. Deepti Verma
- Mr. Ram Bhavesh Sharan
- Dr. Mohini Thattey
- Mr. Subodh Puntambekar
- Dr. Raghav Jaiswal
- Mr. Ashish Gupta

II. (C) Monitoring Cell
- Dr. George Thomas
- Dr. Kshama Paithankar   - 94068-03431
- Dr. Deepa Katiyal   - 93995-76967
- Dr. Mandip Gill   -99816-12347
- Dr. Sandeep Malu   - 93299-12585
- Administrative Officer   - 93015-27178

III Internal Committee Under POSH (Prevention of Sexual Harassment) act
- Dr. Rekha Melwani   - Presiding Officer
- Dr. Jayesh Tiwari   - Member
- Mr. Ram Bhavesh Sharan   - Member
- Ms. Shruti Pustake   - Member
- Dr. Sakshi Yadav   - Member
- Ms. Dipti Talreja   - Member
- Dr. Sudha Upadhyay   - Member
- Ms. Deepti Soni   - Member (Warden, Girls Hostel)
- Dr. Mala Singh Thakur   - External Member, Committed to
                             the cause of Women
- Ms. Vanshika Rai   - Student Member, MCA III Semester
- Ms. Molisha Satpal   - Student Member, MBA (FT) III Semester
- Ms. Janhavi Hirani   - Student Member, BCA III Year
- Ms. Riddhi Rathore   - Student Member, BBA II Year

IV Students' Grievance Redressal Committee
- Dr. Kshama Ganjiwale - Coordinator
- Dr. Namrata Soni- Co-coordinator
- Dr. Sapna Parihar - Member
- Dr. Prashant Kushwaha - Member

V Internal Complaint Redressal Cell / Lokpal Committee
- Dr. George Thomas, Director and Convener
- Dr. Kshama Paithankar, Professor and Head, DoCS
- Dr. Deepa Katiyal, Professor & Head, DoM (UG)
- Dr. Mandip Gill, Professor and Head, DoM (PG)
- Dr. Jayesh Tiwari, Professor
- Administrative Officer

VI SC/ST/OBC Committee
(As per the Statutory Norms)

- Dr. George Thomas, Director and Convener
- Dr. Prashant Kushwah, Associate Professor, DoM
- Ms. Deepti Verma, Assistant Professor, DoCS
- Mr. Jaiprakash Raikwar, Counselor - Member
- Mr. Devendra Joshi, Liasoning officer, Scholarship - Member
- Mr. Sachin Tawde - Student Representative
- Mr. Kushal Matkar, Advocate - Legal advisor

D. Institutional Clubs
- HR Club
- Marketing Club
- Finance Club
- Literary Club
- IT Club
- Science Club

E. Attendance Policy for Students (w.e.f. October 26, 2023)

Scope: This policy is applicable to students who are registered in undergraduate and postgraduate programmes at Shri Vaishnav Institute of Management & Science, Indore.

Purpose: The Institute recognizes that regular attendance by students for teaching and learning activities is a critical factor for ensuring student academic progression and achievement. Monitoring student attendance is a supportive measure aimed at helping students succeed academically and achieve their academic goals by taking full advantage of the educational opportunities available to them. This policy outlines the Institute's expectations for students attendance, as well as the mechanisms for the management of attendance records. The aim is to ensure transparency and fairness for all students regarding the interventions that may be implemented when their attendance on their enrolled programme of study becomes a cause for concern.

Objectives:

- To provide the students a clear statement of the University's expectations with regards to attendance, and to ensure that all staff understand their responsibilities with respect to monitoring student attendance and engagement.
- To reflect the regulations set out in the taught Courses Regulatory Framework and the Admissions Terms and Conditions with respect to attendance, providing a concise statement of expectations with regards to attendance for students, and for monitoring of attendance by staff.
- To provide high quality learning opportunities for students supported by learning opportunities and resources applicable to all courses.
- To ensure that appropriate action is taken in instances where attendance falls below acceptable levels.
- To support the developmernt and implementation of a transparent and fair attendance monitoring policy, associated interventions/procedures and enabling strategies.

Policy:

1. It is compulsory for all students to maintain cent percent attendance during the course of the Academic Session including Theory/Practical classes.

2. More than 75% attendance is the minimum requirement for appearing in Internal Examination or any other Curricular/ Co-curricular/ Extra-curricular activities. Students will be solely responsible in case ofconsequences resulting due to non compliance

3. A Student is eligible to appear in the semester/annual examination only when he/she has a minimum of 75% attendance in each subject and in aggregate ofall the subjects.

4. In case of any kind of absence, students are required to inform to the Class Coordinator/Programme Coordinator with a written application.

5. Submission of leave application does not entitle the student to earn attendance for the days of absence.

6. Students can check their attendance regularly on ERP. ERP attendance will be final for eligibility to appear in examination/placement drive or to get benefit of meritorious scholarship or Government scholarship.

7. In case of medical exigencies, students are required to inform class coordinator and submit the medical prescription of doctor along with the medical certificate of fitness duly signed by the doctor while rejoining within 7 days else the medical leaves will not be considered.

8. Medical Certificate along with all relevant documents are to be submitted to the Class/ Programme Coordinators for availing the weightage of attendance due to medical reasons within the stipulated time.

9. The verification of medical certificate and its supporting documents will be done by separate departmental committee constituted in consultation with the Head of the Institute.

10. Maximum 10% attendance weightage will be given to student for medical reasons as per the UGC guidelines.

11. It is mandatory for all the students to attend all the Workshops/ Seminars/ Training programs/ Crash Courses/ Industrial Visits which will be organized for them during the academic session, attendance of which will be provided as per duration and rule.

12. Whenever the students have to leave the Institute campus during the classes, they will fill the exit pass duly signed by Class Coordinator, Programme Coordinator, Head of Department and Director.

13. Extra/ Library classes or any type of assignments or presentations submission will not be considered to compensate for the shortage in attendance.

14. If student is doing Internship with permission, then weightage of attendance will be given as per the requirement of respective curriculum.

15. Students with less than 75% attendance will not be entitled for SVIM Meritorious Scholarship or any other Government Scholarship. SVIM Meritorious scholarship will be given to students purely on the basis of class attendance during the academic session.

16. Attendance is one of the eligibility criteria to participate in campus placement also. It is mandatory to maintain minimum 75% class attendance including soft skill sessions at the time of placement drive otherwise the student will not be allowed to appear in any Campus Placement Drive.

17. Leave of absence from College must be applied prior to availing leave.

18. The leave application should be duly signed only by the parents.

19. Absence from class up to 5 days needs to be justified with the Class coordinator. The programme coordinator's clearance is required in addition to the Class coordinator if absence ranges from 5 to 6 days.

21. Astudent, who is continuously absent for more than 15 days without intimation, is liable to have his/her name removed from the attendance register.

22. Each semester/term shall be taken into consideration for the purpose of calculating attendance. The term shall be counted from commencement of session till the end ofteaching as declared by the department.

F. Code of Conduct

CODE OF CONDUCT	LINE OF ACTION
Alcohol and Other Drugs SVIMS campus is earmarked as non-smoking zone. Smoking, chewing tobacco, the unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.	Suspension from attending class and entry into the Institute. or Expulsion from the Institute. [Depending on gravity of Act]
Assault, Endangerment or Infliction of Physical Harm Physical restraint, assault or any other act of violence or use of physical force against any member on the campus or any act that threatens the safety of members by useof physical force.	Suspension from attending classes and entry into the Institute.
Banners, Chalking and Posters Defacing of Campus property by means of Banners, Chalking and Posters.	Severe disciplinary action will be taken.
Bullying, Intimidation, and Stalking **Bullying.** Bullying includes any electronic, written, verbal or physical actor a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. **Intimidation**. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed towards another person group that reasonably leads the person(s) in the group to fear for their physical well-being.	Suspension from attending class and entry into the Institute. Or

Stalking- Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	Any person resorting to such act will amount to offense appropriate action will be taken.
Discrimination, Including Harassment, Based On a Protected Class Discrimination, including harassment based on an individual's sex(sexual harassment), race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.	Suspension from attending class and entry into the Institute. Or Expulsion from the Institute. [Depending on gravity of Act]
Disorderly Conduct Excessive noise, which interferes with classes, Institute offices or other activities; unauthorized entry into an area or a closed meeting; Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	Person will be abstained from attending the lecture or event/meeting.
False Representation Provide false information or misrepresentation in any office of Institute forgery, alteration, or unauthorized possession or use of Institute documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail). **Fire Safety** Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment	Suspension from attending class and entry into the ,Institute. Or Expulsion from the Institute. [Depending on gravity of Act] Severe disciplinary action will be taken.

Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or Institute property such as computer systems, smart boards, projectors, lab equipments, furniture, water coolers, electrical installations etc.	Suspension from attending class and entry into the Institute. Cost of damage will be recovered from the student or class as per the case. Or Expulsion from the Institute. [Depending on gravity of Act]
Unauthorized Entry or Access / Unauthorized Use of Institute Facilities or Services Unauthorized entry into or presence within enclosed Institute buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	Suspension from attending class and entry into the institute. Or Expulsion from the Institute. [Depending on gravity of Act]
Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, explosives.	Suspension from attending class and entry into the institute. Or Expulsion from the Institute. Or [Depending on gravity of Act]

Note : Please refer Discipline Policy available on website in detail.

G. Training and Development
Vision

To be a vital link between Industry and Institute with the twin objective of aligning the Curriculum and pedagogy with the industry needs and provision of professionals to the industry for mutual benefits.

Mission

To continuously contribute in making education more practical and meaningful for students to become employable, career oriented and satisfy Industry by providing competent professionals.

Objectives

- To promote Industry-Institute Interaction.
- To facilitate revision of curriculum and pedagogy by transmitting industry feedback to academic Institutes.
- To facilitate grooming of students in technical and soft skills by arranging training sessions, tests, and contests.
- To arrange student internship/project semester in a reputed industry.
- To ensure final placement of students in reputed industry.
- To provide career guidance to students.

Placements

The Training and Development Department will arrange campus placement by the Following procedure:

- Constitution of Placement Cell of students and further contact with companies through placement cell.
- Preparation of a list of the companies with complete contact details and identification of contact persons.
- Establishing contact with the company through email, letters, telephone talks.
- Visit to companies.
- Invitation to concerned officials of the companies to the institute.
- Preparation and regular updating of list of eligible students who are interested in campus placements.
- Organizing campus placements as per regulations, selection of students and their placement in various companies.

Internship
- Prior approval is mandatory for taking up any internship.
- The Institute will arrange internship in various companies. Students are allotted internship in the company based on merit or any other criteria laid down by the company.
- In some cases the students may be allowed to arrange internship at their own for which letter of request is provided by the institute. The confirmation letter from the company has to be submitted in the Placement Cell.
- In case the companies come to the Institute for selecting students for internship, all regulations of placement will be applicable for such internship too.

Memorandum of Understanding (MoUs)

INTERNATIONAL MoUs

University of Applied Sciences, Nyasa, Poland
Indo-European Education Foundation, Poland
Varna University, Bulgaria

- Shri Shakti Solar Energy Sysetm
- Accounting Champs
- Global Trade House & Training Centre
- Visual Media and Advertizing Company
- Vibha Vaani
- British Council of India
- Zeta Innovation Labs
- Indore Biotech Inputs and Research Pvt. Ltd.
- Ypsilon IT Solutions,
- Bajaj Finserv Limited
- Shark Certification Pvt. Ltd.
- Crush IT Techno Indore
- Healthcare Hospital
- Arihant Institute of Financial Education Pvt. Ltd.
- Medi Square Hospital Indore, CloudLIMS
- Empowering Labs, AGILE Capital Service
- HireMee-A Unit of KAAM Services Private Limited
- iTransform (Vishesh-Jupiter Hospital).

III. Student ID Card & Dress code

All students will be required to follow the dress code in the Institute campus as follows:

Uniform of MBA	
Unicode Shirting	Real B-4970 Butter Luster
Siyaram Unicode Trouser	P-Power Shade: 017
Siyaram Unicode Blazer	P-Power Shade: 017
Tie	Same as colour of Trouser

Uniform of MCA	
Siyaram Unicode Shirting	Kuzma 2051
Siyaram Unicode Trouser	Motovera 2146
Siyaram Unicode Blazer	Motovera 2146
Tie	Same as colour of Blazer

Uniform of UG Programmes (BBA/BCA/B.Sc.)
Sarafarosh Pc Shirting,
Siyaram Unicode Sh-1 Black Trouser,
Siyaram Unicode Sh-1 Blazer,
Science Lab Apron–white (for Only Bioscience Students)

** Important Instructions regarding Uniform

1. In accordance with the course, students must examine the uniform sample that provided in the verification room (Computer Lab # 3) & Student Section and have it stitched in the idem pattern as the picture.
2. The length of the trouser should be comfort feet touching shoes (should not be a length).
3. Student need to purchase two sets of uniform.
4. Only formal black leather Shoes / black bellies with plain white socks is allowed.

IV. Library as Learning Resource

Introduction

The library of Shri Vaishnav Institute of Management and Science, Indore was established in 1988. It is conferred with best Library Award in1999 by Indore Sambhag Pushtakalaya Sangha Indore.It has a collection of 54,166 books, more than 17000 e-books, 2907 CDs, 10,000 online journals, 88 print journals, 41 video cassettes, 18 encyclopedias etc that caters to the needs of students, faculty members and research scholars. The Library also has a fairly good collection of Indian Philosophy, Value Management, Harvard Business Publishing books, ICFAI Publishing books, IGNOU teaching materials, Project Reports, Case Studies, Biographies and Autobiographies.

Library holds a range of information services- Circulation, Reference, Reprography, Current Awareness and Internet Services to support the professional growth, encourage the process of teaching learning and to achieve the objective of quality in higher education.

Library Details

Total No. of Books	54,166	CD/DVD	2,907
Total No. of Titles	8,708	Print Journal	88
e-books	17,000+	Magazines	14
e-Journals	10,000+	Newspapers	17

Memberships

- Delnet (Developing Library Network, New Delhi)
- Computer Society of India (CSI)
- Association of Indian Management School (AIMS)
- Confederation of Indian Industry (CII)
- Indore Management Association (IMA)

e-Resources

S.No	Name of E-Sources	URL
1	Capitaline	https://awsone.capitaline.com/
2	CRISIL (10 Industry data)	https://www.crisilresearch.com
3	EBSCO Business Source Elite	https://search.ebscohost.com/
4	EBSCO e-Book Business Collection	https://search.ebscohost.com/
5	J-Gate: Management and Social Scs	https://jgateplus.com/home/
6	Indiastat.com	https://www.indiastat.com/
7	NDL (National Digital Library of India)	https://ndl.iitkgp.ac.in/
8	IEEE Xplore	https://ieeexplore.ieee.org/Xplore/home.jsp/
9	Current Science	http://www.currentscience.ac.in/
10	ICT Academy Journals	https://ictactjournals.in/
11	DELNET	https://delnet.in/

Library Rules

1. The Library will remain open from 09:00 am to 09:00 pm on all working days.

2. All registered members are permitted to use the library facilities and services.

3. The registered members shall be permitted to borrow books by producing valid Identity card of the Institute. The entitlement of books and loan period given below:

Category	Number of Books	Loan Period
Student (UG)	3	15 Days
Student (PG)	4	15 Days
Research Scholar	5	30 Days

4. All the members of the Library shall maintain pin drop silence.

5. When there is special demand for a book issued to student, the book will be recalled by Librarian for the use of other members.

6. Student members and research scholars are requested to return books before the due date failing which a fine of @ Rs 2/- per day per book shall be charged.

7. Reference books, journals, magazines and newspapers will not be issued to the members.

8. Neither Library nor Institute shall be responsible for the loss of any personal property in the library.

9. Members are requested to check books when issued. If they notice any defect, they should immediately bring it to the notice of the LRC staff on duty. The last borrower of the book shall be responsible for any damage found to the book.

10. Personal books and other personal belongings, such as hand bags, folders, rain-coats, etc, shall not be allowed inside LRC.

11. If an issued book has been misplaced, damaged or lost by the student, then the same must be replaced with latest edition. In case, the replacement is not done, the members will have to pay double the cost of the current edition price. In addition to the above, the members shall also have to pay the fine against the book issued.

12. Consumption of food and other beverages is strictly prohibited in the Library.

13. Mobile phone shall be in silent mode in the library.

14. Computers and Internet facilities will be used only for academic purposes.

15. A member who fails to comply with Library Rules shall not be permitted from making use of the Library.

16. Members are not supposed to lend their Readers Ticket to others to borrow books from the Library. Library facilities will be withdrawn for members in such cases.

17. In case a member loses his/ her Reader's Ticket, the member should report the loss of ticket immediately to the Librarian and apply for a Duplicate card in the prescribed form by paying Rs. 100/- per ticket. Members are responsible for books issued against their lost tickets.

V.   Fee Structure Academic Year 2025-26

MANAGEMENT

PROGRAMME	INTAKE	DURATION	FEE STRUCTURE
Master of Business Administration (MBA- Dual Specialization)	180	2 Years Full Time	₹ 43,000/- Per Semester + ₹ 1,500/- Caution Money
Master of Business Administration (MBA- Financial Administration)	60	2 Years Full Time	₹ 40,500/- Per Semester + ₹ 1,500/- Caution Money
Master of Business Administration (MBA- Marketing Management)	60	2 Years Full Time	₹ 30,000/- Per Semester + ₹ 1,500/- Caution Money
Bachelor of Business Administration # (BBA)	480	3 Years Full Time	₹ 60,000/- Per Year + ₹ 1,500/- Caution Money
Bachelor of Business Administration # (BBA- Foreign Trade)	60	3 Years Full Time	₹ 60,000/- Per Year + ₹ 1,500/- Caution Money
Bachelor of Business Administration # (BBA- Hospital Administration)	60	3 Years Full Time	₹ 60,000/- Per Year + ₹ 1,500/- Caution Money

COMPUTER SCIENCE & BIOSCIENCE

PROGRAMME	INTAKE	DURATION	FEE STRUCTURE
Master of Computer Applications (MCA)	120	2 Years Full Time	₹ 27,500/- Per Semester + ₹ 1,500/- Caution Money
Master of Science (M.Sc. Computer Science)	30	2 Years Full Time	₹ 40,000/- Per Year + ₹ 1,500/- Caution Money
Bachelor of Computer Applications # (BCA)	180	3 Years Full Time	₹ 40,000/- Per Year + ₹ 1,500/- Caution Money
Bachelor of Science # (B.Sc. Computer Science)	60	3 Years Full Time	₹ 40,000/- Per Year + ₹ 2,000/- Caution Money
Bachelor of Science # (B.Sc. Microbiology)	60	3 Years Full Time	₹ 40,000/- Per Year + ₹ 2,000/- Caution Money
Bachelor of Science # (B.Sc. Bioinformatics)	60	3 Years Full Time	₹ 40,000/- Per Year + ₹ 2,000/- Caution Money
Bachelor of Science # (B.Sc. Biotechnology)	60	3 Years Full Time	₹ 40,000/- Per Year + ₹ 2,000/- Caution Money

Fee subject to change as per the directives of competent authority and to be paid at the beginning of each semester/every six month.
The programme is under annual scheme

Fee should be paid as per the following dates:
First installment : between July 1 to July 15
Second installment : between January 1 to January 15

FOR P.G. COURSES

S. No.	Particulars	Amount
1.	Penalty (Per Day)	25/-
2.	Delay up to **One Month**	500/-
3.	Delay for more than **One Month** but not exceeding **Three Months**	1000/-
4.	Delay for more than **Three Months** till approval of university examination forms	2000/-

FOR U.G. COURSES
(FIRST INSTALLMENT)

S. No.	Particulars	Amount
1.	Penalty (Per Day)	25/-
2.	Delay up to **One Month**	500/-
3.	Delay for more than **One Month** but not exceeding **Three Mont hs**	1000/-
4.	Delay for more than **Three Mont hs** till **Half Yearly Examination**	2000/-

FOR U.G. COURSES
(SECOND INSTALLMENT)

S. No.	Particulars	Amount
1.	Penalty (Per Day)	25/-
2.	Delay up to **One Month**	500/-
3.	Delay for more than **One Month** but not exceeding **Three Mont hs**	1000/-
4.	Delay for more than **Three Mont hs** till **Yearly Examination Form Forward**	2000/-

Fee Refund Policy

(For all UG/PG Programs offered by the Institute)

The Management of the Institute has decided the fee refund policy applicable w.e.f. from July 1, 2025 as follows:

First Year (New Admissions)

• If the student withdraws the admission during the period of online counseling, the fee may be refunded as per the UGC/ AICTE/ State Govt. norms

For the Programmes in Annual Pattern

Second/ Third Year

• After completing one year and before commencement of the classes of next promoting year of an academic session, if the student wants to withdraw admission, student need not to pay any fee for the next promoting year, subject to the clearance of previous year's dues.

• If the student wants to withdraw after the commencement of the classes of second and third year, during first half of the session, first installment of the annual fee has to be paid by the student. The same rule applies to the first

year student if the prescribed date of fee refund by the competent authority is over prior to the commencement of classes.

- If the student withdraws in second half of the session, the remaining annual fee along with the applicable late fee fine has to be paid by the student. The same applies to the first year students also.

For the Programmes in Semester Pattern

- If the student withdraws during First Half/ Odd Semester of the academic session after commencement of classes, the first installment of annual fee has to be paid by the student. The same rule applies to the first semester student if the prescribed date of fee refund by the competent authority is over prior to the commencement of classes.

- If the student withdraws in Second Half/ Even Semester of the session, annual fee along with the applicable late fee fine has to be paid by the student. The same applies to the first year students also.

If any student deposits the fee of the next promoting year prior to declaration of the result by the affiliating university and does not clear the previous year's exam, the deposited fee will be refunded. In case if any such student (Ex-student) wishes to continue his/ her study as a regular student from the next academic session, the fee deposited may be carry forwarded.

Note: The institute reserves the right to amend the above Policy from time to time.

VI. Scholarships (First year onwards)
- Shri Vaishnav Trust Financial Assistance
- Shri Vaishnav Institute of Management Meritorious Scholarship

Shri Vaishnav Institute of Management Meritorious Scholarship Eligibility for Students from the institute of Shri Vaishnav Group

- 75% and above in qualifying exam - scholarship is 35% of annual tuition fee.
- 60% to below 75% in qualifying exam –scholarship is 25% of annual tuition fee.
- 75% (minimum) classroom attendance is compulsory to avail the scholarship.

Shri Vaishnav Institute of Management Meritorious Scholarship Eligibility for students from other institute

- 75% and above in qualifying exam - scholarship is 30% of annual tuition fee.
- 60% to below 75% in qualifying exam –scholarship is 20% of annual tuition fee.
- 75 % (minimum) classroom attendance is compulsory to avail the scholarship.
- For Subsequent years, scholarship will be based on previous year's result.
- Scholarship will be discontinued on ATKT and on non-compliance of provisions of scholarship. Once discontinued, student shall not be eligible for scholarship under respective scheme.

Total scholarship (Government and SVIM Meritorious) of a year should not exceed annual tuition fee.

VII. Hostel Accommodation
Contact Numbers for Hostel Information:-

1. Boys Hostel
Address: Shri Vaishnav Boys Hostel, Scheme No. 71, Gumasta Nagar, Indore, (M.P.) Pincode : 452009, Phone : 0731-2780021

Contact Persons

Sr. No.	Name	Contact Number	Email
1.	Mr. Jai Prakash Raikwar, Faculty Incharge	9329912587	studentcounsellor@svimi.org
2.	Mr. Vinod Sharma, Warden	9770907712	vinod.sharma@svgipsar.org

2. Girls Hostel
Address: Shri Vaishnav Girls Hostel, 177, Jawahar Marg, Rajmohalla South, Indore, (M.P.) Pincode : 452009, Phone : / 0731-2349311, 2340783

Contact Persons

Sr. No.	Name	Contact Number	Email
1.	Dr. Kshama Paithankar, Faculty Incharge	9406803431	kshama.paithankar@svimi.org
2.	Mrs. Deepti Soni, Warden	9770907703	dipti.soni@svgipsar.org

VIII. Sports Facilities
"Healthy Body has Healthy Mind" with this motto, Institute has huge sports complex providing indoor sports facilities such as badminton, volleyball, carom board and chess for Physio-Intellectual development of the students.

- Sports Club - Club with facilities of indoor games such as badminton, table tennis, chess, carom etc .
- Play ground – Huge size playground is available which is used for outdoor games such as volley ball, cricket, basket ball etc.
- Gymnasium – It is equipped with the required workout machines are available for physical development of Students.

IX. Facilities for Divyangjan

As per the United Nations Convention on the Rights of Persons with Disabilities (CRPD), for upholding the rights of persons with disabilities and for ensuring that children with disabilities have access to inclusive, quality education, the institute provides the special facility for differently abled students for their independent work and mobility. Students with disability or who are differently- abled are entitled to access to all schemes, facilities and services in the college. To suit the special needs of differently-abled persons, college has created special facilities such as lift, ramps, rails and washes room and made other necessary changes as per their requirements.

X. Contact Information

A. Officers of the Institute

Dr. George Thomas	Director
Dr. Kshama Paithankar	Professor and Head, Department of Computer Science
Dr. Deepa Katiyal	Professor and Head, Department of Management (UG)
Dr. Mandip Gill	Professor and Head, Department of Management (PG)
Administrative Officer	

B. Emergency Contact

Administrative Officer - 9301527178
The number is to be used only in case of an emergency. Call for any other issue on this number will be termed as indiscipline.

C. Address of Postal / Courier Services

Scheme No.71, Gumasta Nagar, Indore-452009 Madhya Pradesh, India
Phone: +91-731-2780011, 2382962
Toll Free: 18002332601
Email: svimi@svimi.org
Website : www.svimi.org

XI. Important Contact Numbers of Indore City

EMERGENCY SERVICES	
Police	2522111, 100
Ambulance	108, 2522500, 2529881
POLICE HELPLINE	
Mahila Thana	2547929
Dwarkapuri Thana	7049107815
Annpurna Thana	0731-2449343
We Care for You	2522111
HOSPITAL	
Arihant Hospital, Gumasta Nagar	0731-2785174
Unique Hospital, Annapurna Road	0731-2799882,83,84
Bombay Hospital	0731-4077000, 4001716, 4258127
Cloth Market Hospital	0731-2380872,2380845
M.Y.Hospital	0731-2528301,2527938
Apple Hospital	0731-4769999, 4769900
24×7 BLOOD BANKS	
Maharaja Yeshwantrao Hospital	9425347423,0731-2438100
Shubham Blood Bank	9827525070,0731-2563202
Nobel Path Lab & Blood Bank	0731-2522970
MPONLINE	URL:- https://www.mponline.gov.in
Customer Care	0755-6720200
MPONLINE Office	0755 6720222
KIOSK Related Queries	0755-6644830-832
Department of Higher Education M.P.	0755-6720201
Devi Ahilya Vishwavidyalaya	
Registrar	731-2527532
Help Line Information	0731-2524863, 2580135
Student Welfare	0731-2580137
Exam Enquiry	0731- 2523615
Enquiry	0731-2580157
Exam Controller	0731-2518030
RGPV, Bhopal	
Registrar	0755-2734913
Help Line Information	0755-4944401
Student Welfare	0755-2678870
Examination	0755-2678855

NOTES

NOTES

SHRI VAISHNAV SAHAYAK KAPADA MARKET COMMITTEE, INDORE EVAM OTHER INSTITUTIONS

• Shri Vaishnav Sahayak Trust	1939	• Shri Vaishnav Charity Trust	1970
• Shri Vaishnav Shaikshanik Evam Parmarthik Nyas	1981	• Shri Vaishnav Vidyapeeth Trust	2002

• Shri Vaishnav Sadavrat	1884	• Shri Cloth Market Vaishnav Higher Secondary School	1951
• Shri Ramkrishnabag	1925	• Shri Vaishnav Polytechnic	1962
• Shri Vaishnav Annakshetra	1927	• Shri Vaishnav College of Commerce	1967
• Shri Vaishnav Aushdhalaya	1934	• Shri Cloth Market Vaishnav Bal Mandir Girls H.S. School	1981
• Shri Vaishnav Vishranti Grah	1971	• Shri Vaishnav Institute of Management & Science	1987
• Shri Vaishnav Prasuti Grah	1982		
• Shri Vaishnav Mokshdham	1983	• Shri Vaishnav Girls Higher Secondary School	1992
• Shri Vaishnav Vivekanand Circle	1997	• Shri Vaishnav Academy	1993
• Shri Vaishnav Shav Vahini Nishulk Sewa	2005	• Shri Vaishnav Institute of Technology and Science	1995
• Shri Vaishnav Diagnostic and Kidney Centre, Khajrana	2015	• Shri Vaishnav Institute of Law	2005
• Shri Vaishnav Diagnostic and Kidney Centre, Ramkrishnabag	2015	• Shri Vaishnav College of Teachers Training	2005
• Shri Vaishnav Girls Hostel	2001	• Shri Vaishnav Vidyapeeth Vishwavidyalaya	2015
• Shri Vaishnav Boys Hostel	2002	• Shri Vaishnav Bal Vatika	2017
		• Shri Vaishnav Sports Academy	2019
		• Shri Vaishnav Mahila Prashikshan Kendra	2023

Scan QR for
Virtual Tour

SHRI VAISHNAV INSTITUTE OF
MANAGEMENT & SCIENCE, INDORE

Formerly known as Shri Vaishnav Institute of Management, Indore · Estd.-1987

Approved by AICTE, New Delhi and Affiliated to DAVV, Indore & RGPV, Bhopal, Madhya Pradesh, India

UGC-NAAC Accredited 'A' Grade Institute

Scheme No.71, Gumasta Nagar, Indore- 452009 Madhya Pradesh

Ph.: 0731-2780011, 2789925 | Toll Free No.: 1800 233 2601

Website: www.svimi.org | Email : svimi@svimi.org