



Gokhale Education Society's

**R. N. Chandak Arts, J. D. Bytco Commerce &**

**N. S. Chandak Science College**

Nashik Pune Road, Opp. Sujata Birla Hospital, Nr. Ashirwad Stop, Nashik-422101

Email: [cbccollegenashikroad@gmail.com](mailto:cbccollegenashikroad@gmail.com) ☎ : 0253-2461548 Fax : 0253-2469372



▶ Affiliated to Savitribai Phule University ▶ ID No: PU/NS/ASC/005/ 1963 ▶ ISO 9001-2015 Certified ▶ NAAC Accredited B College

## Policy documents in our Institute

Policy documents for an educational institution serve as a framework that outlines guidelines, procedures, and principles governing various aspects of its operation. These documents ensure consistency, transparency, and fairness in decision-making and provide a reference point for administrators, faculty, students, and stakeholders. Here's a detailed outline of what such policy documents include in our institute RNC Arts, JDB Commerce and NSC Science College, Nashik Road.

### 1. Mission Statement and Vision:

- Defines the institution's core values, goals, and aspirations.
- Provides a strategic direction for all policies and practices.

### 2. Admission Policy:

- Criteria and procedures for admission to different programs and levels.
- Requirements for other state students, transfers, and special admissions.

### 3. Academic Policies:

- Curriculum design and development guidelines.
- Standards for course offerings, credits, and grading.
- Policies on academic integrity, plagiarism, and disciplinary actions.
- Procedures for course registration, add/drop, and withdrawal.

**Prof. Dr. Manjusha Kulkarni**

**VC PRINCIPAL**

**R.N.C.Arts,J.D.B. Commerce and  
N.S.C. Science College, Nasik Road**





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#### 4. Faculty and Staff Policies:

- Recruitment, appointment, and promotion criteria.
- Employment conditions, including benefits and responsibilities.
- Professional development opportunities and requirements.
- Grievance procedures and conflict resolution mechanisms.

#### 5. Student Affairs:

- Code of conduct, rights, and responsibilities of students.
- Policies on student housing, health services, and counselling.
- Guidelines for student organizations, clubs, and activities.
- Policies related to student safety, harassment, and discrimination.

#### 6. Financial Policies:

- Tuition fees, payment schedules, and refund policies.
- Financial aid programs, scholarships, and grants.
- Budgeting and financial reporting guidelines.

#### 7. Facilities and Infrastructure:

- Guidelines for the use of campus facilities, including libraries, labs, and recreational areas.
- Maintenance and safety protocols for buildings and equipment.
- Policies on environmental sustainability and campus development.

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## 8. Information Technology Policies:

- Acceptable use policies for computers, networks, and digital resources.
- Data protection and privacy policies.
- Guidelines for cyber security and measures against unauthorized access.

## 9. Community Engagement and Partnerships:

- Policies on community outreach programs and partnerships.
- Collaboration guidelines with industry, government, and non-profit organizations.

## 10. Governance and Administration:

- Organizational structure and roles of governing bodies (board of trustees, administration, etc.).
- Decision-making processes and communication channels.
- Policies on institutional risk management and compliance with legal and regulatory requirements.

## 11. Emergency and Crisis Management:

- Procedures for handling emergencies, natural disasters, and crises.
- Communication protocols and contingency plans.

## 12. Review and Revision:

- Mechanisms for periodic review and updating of policies.
- Stakeholder involvement in policy development and revision processes.

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**Additional Considerations:**

- **Accessibility:** Ensuring policies are accessible to all stakeholders through clear language and multiple formats.
- **Alignment:** Ensuring policies align with the institution's mission, legal requirements, and best practices in education.
- **Communication:** Strategies for effectively communicating policies to all stakeholders and ensuring understanding and compliance.

Each policy document within an educational institution is tailored to its specific needs and context while aiming to foster a conducive learning and working environment. Regular updates and adherence to these policies are crucial for maintaining operational efficiency, promoting fairness, and achieving institutional goals.

**Prof. Dr. Manjusha Kulkarni**

**I/C Principal**

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