



Office-Principal

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College Development Policy

Introduction:

Govt. J.M.C. Mahila Mahavidyalaya, Mandla, Madhya Pradesh recognizes policies and procedures as core organizational documents that ensure that the college's practices and processes align with the college's vision, mission and strategic plans. Effective policies and procedures promote sound decision-making and serve as a guide for taking action. As such, they enable an environment of teaching and learning excellence, a superior student experience, a healthy and safe working and learning environment, and the judicious stewardship of resources.

Purpose

The purpose of this policy is to establish the principles for the development, review, and approval of College policies and procedures. It also outlines the roles, responsibilities and levels of decision-making authority for policy development at the College.

Scope

This policy applies to all employees of the College.

Definitions

- Accountability means the obligation to take responsibility for and demonstrate performance in light of agreed expectations.
- College Policy means any policy or procedure that relates to the day-to-day administration of Govt. J.M.C. Mahila Mahavidyalaya, Mandla, Madhya Pradesh policies are operations-oriented and cover matters that are the responsibility of the Principal and Executive Committees. College policies and procedures set out the requirements for the College, its management, staff, and faculty to administer operations in accordance with policy established by the college administration and commonly accepted professional ethics.

- Policy means a statement(s) of general intent that indicates a course of action that is permitted or expected to guide decision-making and determine resource allocation. Policies generally change infrequently.
- Procedure means a course of action, generally linked to a policy that provides a clear and concise sequence of instructions that are to be followed in undertaking a job, activity or task. Procedures change more frequently to ensure that the implementation of the policy is consistent with and takes appropriate advantage of changes in the environment, improvement in technology, and other factors that could contribute to effective processes and practices.
- Guideline means suggested best practices for implementing policies and procedures.

Policy

- Institutional policies and procedures shall articulate the college's position on issues that have college-wide application.
- All policies and procedures shall embody the college's mission, vision and values and support the college's strategic direction.
- Every effort shall be made to develop policies and procedures that are pre-emptive and proactive in nature and for one or more of the following reasons:
 - TO comply with legal or regulatory requirements; to implement policy and directives from the Board;
 - To inform students and potential students of institutional rules and the College's;
 - Expectations of them, both in and out of class;
 - To inform employees of institutional rules, responsibilities, and the College's expectations of them;
 - To provide decision-making guidance to all employees;
 - To promote the achievement of institutional objectives in a consistent manner.
- All College policies and procedures shall be developed according to a collaborative process outlined in the College Policy Development Process.
- Policy development shall be based on the priority needs of the organization.
- All College policies shall be approved by the College's Executive Team.
- As per the Governance Policy Development Policy, the Board shall approve College policies that:

- Address decision-making areas identified in legislation under the authority of the College.
- Address high-risk impact issues that could have significant consequences either legally, financially or on the reputation of the College;
- Any other policies as determined by the Board.
- To ensure relevancy and currency, policies and procedures shall be reviewed every five (05) years or when there is a change to relevant legislation or at the purview of the Principal responsible for the policy.

