

## **Business Policy**

Tamilnadu Christian Revival Mission Organization School of Nursing

Effective Date: 01.04.2025

The Business Policy of our institution outlines the principles, standards, and procedures that govern our financial and operational practices. This policy ensures transparency, accountability, and integrity in all school-related business affairs.

### **1. Financial Management**

**Fee Structure:** Tuition and other fees are determined by the school management and are subject to periodic review. All payments must be made through official channels.

**Receipts:** Official receipts will be issued for every financial transaction.

**Refund Policy:** Fee refunds (if any) will be handled as per the school's refund policy, which is communicated at the time of admission.

**Auditing:** Annual audits will be conducted by certified professionals to ensure transparency.

### **2. Procurement and Asset Management**

All purchases must follow approved procurement procedures with quotations and proper documentation.

School property and resources must be used responsibly and only for educational purposes.

### **3. Staff Employment and Conduct**

Recruitment follows a fair and transparent process based on qualifications and merit.

All staff must adhere to the school's code of conduct, including punctuality, ethical behavior, and confidentiality.

Salaries and benefits are paid on time, in accordance with employment contracts and labor regulations.

#### **4. Student Admissions and Records**

Admission is based on merit and as per government norms or management quota policies.

Student records are maintained securely and updated regularly.

#### **5. Communication and Public Relations**

Official communication with parents or the public is done through approved channels (notices, website, SMS, etc.).

School branding and promotion must reflect the institution's values.

#### **6. Compliance and Ethics**

The school complies with all applicable educational laws, labor laws, and government regulations.

Ethical practices are maintained in all dealings, including vendor and parent interactions.

Corruption, bribery, or unethical behavior by staff or management is strictly prohibited and subject to disciplinary action.

#### **7. Confidentiality**

Personal and academic information of students and staff is treated as confidential and will not be disclosed without consent, except as required by law.

#### **8. Review and Updates**

This policy will be reviewed periodically and updated as needed by the management.



Secretary

