



**SHIRDI SAI RURAL INSTITUTES,  
ARTS, SCIENCE AND COMMERCE  
COLLEGE, RAHATA**

NAAC POLICY DOCUMENTS AS PER SOP FOR DATA VALIDATION AND  
VERIFICATION

## Policy Documents

### 6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

Policy document of administrative setup, appointment and service rules, procedures etc.

#### Introduction:

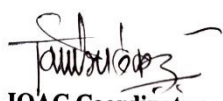
In view of achieving excellence, the institute always take efforts to enhance the effectiveness and efficiency of various bodies, which is seen from the policies, administrative setup, appointments, service rules and procedures.

#### Objectives:

1. To enhance the efficiency and functioning of the institutional bodies.
2. To smoothen the functioning of the institution.

#### Policy:

1. Shirdi Sai Rural Institutes, Pravaranagar a parent body of the institution is at the top of the administrative set up.
2. The society comprises of chairman, vice Chairman, trustee, secretary and board of directors.
3. The society looks after the overall functioning of the institution and is responsible for achieving the vision and mission of the institution.
4. The society fulfils the needs of academic and administrative staff and timely implementation of quality policy. Develop and update the infrastructure required for accomplishment of academic and administrative activities and provide an essential financial support.
5. IQAC, various academic, administrative and supporting committees should execute the plans and policies.
6. The institution should strictly follow the service rules and procedures laid by UGC, government of Maharashtra, affiliating university and Shirdi Sai Rural Institutes, Pravaranagar for the recruitment and promotion of the staff.
7. Considering the ability of faculty member, management should promote him/her to the position of head of the department, vice principal etc.

  
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