



ST.MARY'S GROUP OF INSTITUTIONS GUNTUR

ACCREDITED BY "NAAC"

(Formerly St. Mary's Engineering College, St. Mary's P.G Centre & St. Mary's College of Pharmacy)

(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)

Courses Offered : B. Tech., M.Tech. B. Pharmacy, M.Pharmacy, MBA, MCA & 2nd Shift Polytechnic

Chebrolu (Village & Mandal), Guntur (Dt)-522 212, A.P., INDIA. Website: www.stmarysguntur.com

Phone : 08644-254477,88, Mobile : 81435 55999,96667 77091,99483 99402,9951428677

Procedures and Policies

(2020-21 A.Y.)

The college ensured optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities. Utilizing the grants released by the management for such purposes was as per the prioritized requirements in the interest of students.

Laboratory :

- Records of usage were maintained at all laboratories by lab technicians and supervised by respective HoDs.

Other lab maintenance measures :

- All labs are equipped with related charts and programme lists related to the courses.
- The calibration, repairing, and maintenance of sophisticated lab equipment were done by the technicians of related owner enterprises.
- The microscopes used for biological and geological experiments were biannually cleaned and maintained by the concerned departments.
- There is systematic procedure for disposal of waste of all types such as biodegradable chemicals and e_waste.

Library :

- Details of visitors (students and staff) are recorded in a register.
- Suggestions box was set up inside the reading room to receive readers' feedback for identifying readers' views and experiences.
- The list of books required was collected from the concerned departments. The finalized list is duly approved and signed by the Principal and was sent to the Library committee for procurement process.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. were chalked out / resolved by the Library Committee.
- For return of books, 'no dues' from the library is made mandatory for students before applying for their clearance and TC.

Sponsored by: **Joseph Sriharsha & Mary Indrajaa Educational Society**

Regd.Off. :Plot No.102, High Court Colony, Vanasthalipuram, Hyderabad-500 070, A.P., INDIA. Phone: 040-24028676

Corp. Off:3rd Floor, Rajanigandha Apts., Opp.Chaitanyapuri Bus Stop, Dilsukhnagar, Hyderabad-500 060. A.P., INDIA. Phones: 040-65799097, 98

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Sports :

- The college has two full time Physical Directors for training students in sports and games.
- The college practiced the philosophy of maintaining both academic and physical well being of students through regular physical activities such as sports and games.
- During the AY 2019_20, students have participated and won prizes in Chess, Boxing, Football, Basket Ball, Table Tennis, Running Races, Tennis Tournaments in State-level and University level sports competitions.

Computers :

- Centralized and distributed computer laboratories existed in the college. Computer maintenance through AMC is done regularly and non_repairable systems are disposed off.

Classrooms :

- The college constituted a separate committee for general maintenance. At the department level, HoDs submit proposals for classroom furniture and other requirements. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.
- With the help of two full time sweepers at each floor in each block, cleanliness of class rooms are very well maintained.
- A complaint register is maintained in office in which students as well as faculty can register problems which will be resolved within a set time frame.
- Students were sensitized regarding cleanliness and motivated for energy conservation by careful and conscious use of electricity in classrooms.

Support Staff :

- The college has employed various personnel such as technicians, masons, plumbers, and carpenters to ensure proper maintenance of infrastructure.

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