



St. Mary's Group of Institutions Guntur

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

Courses Offered: B.Tech., M.Tech., B.Pharmacy, M. Pharmacy, MBA, Polytechnic)

Chebrolu(Village&Mandal), Guntur(Dt.) – 522212, A.P., INDIA

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MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY:

Members of the college's governing body include professionals from industry, academic field experts, and affiliated universities. The college administration is overseen by the Governing Body. These are its duties and responsibilities:

1. Identify the institution's academic goals and objectives and direct the organization toward achieving them.
2. Review the College Academic Council's suggestions and create a plan for accomplishing the institution's objectives.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Create strategic plans for the areas of finances, infrastructure, and staff.
5. Take into account and accept the staff selection committee's suggestions.
6. Take into account any significant messages or policy decisions you have received from the university, the government, AICTE, UGC, etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
9. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
10. Consider the recommendations of the College Academic Committee of the college and direct them for implementation
11. Examine the budget proposals and accord approval
12. Pass the annual budget of the college.

Functions and Responsibilities of College Academic Committee:

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
2. Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of JNTUK.
3. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
4. Maintaining order among students.

5. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.
6. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.
7. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.
8. Motivating and guiding students in order to utilize the services of the College.

Responsibilities of Principal:

Reporting only to the top Management (Chairman, and Secretary) of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

Regulation / Monitoring:

Regulation of academic and general administration, as well as monitoring the systems, policies, and functioning of the institution, are some of the key duties of a principal. These duties include meeting the expectations of the top management, the students, and their parents, as well as those of governmental monitoring bodies like the All India Council for Technical Education, the Department of Technical Education, and the University. The following are a few of the significant duties falling within this area.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college
6. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.

7. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
8. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
9. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
10. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

The institution's development requires the principal to take on additional developmental responsibilities. The Principal will be responsible for a number of developmental tasks, including the following.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.

3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management (Chairman, GB and Secretary,).

Functions and Responsibilities of Head of the Department:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching and non teaching staff of the Department.
3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
4. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
5. To present the departmental budget/requirement to the Principal.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabus is completed in the specified time.
7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
8. To submit Recommendations, if any, to the examination committee for processing of results
9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the department.
11. To recommend leave of the departmental Colleagues.
12. To encourage research/innovative programs in the department.
13. To organize need based workshop/seminars/visits/excursions etc.
14. To invite guest speakers for interaction and guidance to UG/PG students.
15. To guide the students for career opportunities.
16. To facilitate faculty in the preparation and processing of self-appraisal of performance
17. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required

Responsibilities of Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course handout material
4. Development of audiovisual/multimedia materials for the topic presented
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the specified time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. Develops test questions in consultation with the course coordinator
10. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
11. Keeps a secure record of each student's results, both electronically and in hard copy,
12. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
13. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
14. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
15. A faculty shall help the concerned HOD to enforce and maintain discipline amongst the students.

16. Prepares and executes Lesson Plan.
17. Completing syllabus within the specified time.
18. Maintain attendance record of students
19. Provides information about job opportunities in their respective field to placement cell.
20. Guides students on career opportunities.
21. Maintain teachers handbook.
22. If associated with the lab,
 - a. designs new experiments, if any,
 - b. prepares lab workbooks
 - c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab workbooks and provides feedback to student on timely basis
 - f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
23. Ensures quality, maintenance and cleanliness of the dept.
24. Carries out research/innovative programs in the department.
25. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HOD
26. Invites guest speakers for interaction and guidance with UG/PG students.

Responsibilities of Lab In-charge:

A Lab In-charge (I/C) is responsible for the following types of tasks:

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
 - a. Requisition for consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
3. Prepares lab manuals and arrange to get them printed as per the required number.
4. Introduces new experiments, if any, that can reinforce the student learning.
5. Arranges to display the laboratory schedule
6. If it's a computer lab
 - a. Arranges to manage network taps and server capacity and configurations,.
 - b. Arranges to manage hardware and software configurations and updates.
 - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - d. Makes periodic server backups
7. Coordinates periodical testing of equipment

8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage / loss etc. and recover costs.
18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
19. Establishes an approval process for removing any equipment.
20. Ensuring the lab is kept clean and orderly.
21. Any other duty as may be assigned by the HOD/Principal from time to time.
22. Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.

Functions and Responsibilities of System Administrator:

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college

8. Identify and help implement installation of ICT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

Functions and Responsibilities of Training and Placement Officer:

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.

20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.

Functions and Responsibilities of Accounts Officer:

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cash books / ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Cash collection
6. Supervision of challan writing and remittance to bank
7. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing daily collection register for college accounts.
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. Responsible of keeping the following in safe custody
 - a. Bill books / receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / pass books
 - h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents
14. Preparation of salary reports
15. Preparation of acquittance register and obtaining signatures of all employees
16. Attending to the subject of income tax, and performing TDS at source for all payment transactions
17. Writing Caution deposit register, if any
18. Any other accounts related function assigned from time to time

Responsibilities of Transport In-charge:

1. Identifies the transport requirements of the college from time to time and informs the same to AO/Registrar and initiates action for meeting the requirement of Vehicles, drivers, parking place etc.,
2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.
3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Registrar/Principal
4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's experience and expected future needs.
5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 9-15 A.M. Also ensures compliance of drivers with these requirements.
6. Processes leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers and ensures all vehicles run as per schedule.
7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
9. Assigns extra/overtime duties to drivers following appropriate procedures.
10. Prepares overtime bill for payment to drivers on monthly basis
11. Prepares bill for rent for private parking lots
12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
13. Stays connected with drivers / bus-in-charges during journey time and assists in trouble-shooting or in case of vehicle break-down, arranges relief/ spare vehicles.
14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,.
15. Schedules the regular maintenance of the vehicles and follows up on the same. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
16. Handles requests for change of routes, special permission for travel by college buses for short periods.
17. Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
18. Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It

may include arranging for private vehicles from any approved Travel agency, if :

- a. College vehicles are not available, and private vehicle booking is authorized.
 - b. Specific requests for private vehicle booking are received.
19. Maintains a current inventory of college owned vehicles.
 20. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
 21. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
 22. Maintains documents such as vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
 23. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
 24. Attends to any other duties assigned from time to time.

Functions and Responsibilities of Physical Director:

1. Reports to Dean, Students Affairs
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with AO
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities
7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures NO Ragging activity takes place
10. Oversees medical facilities on campus
11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis
12. Helps in the organization of various events in the college

Functions and Responsibilities of Librarian:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material

8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.
21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Coordinates with departmental library in-charge for smooth functioning of department's library
27. Provides all statistical information pertaining to the library