



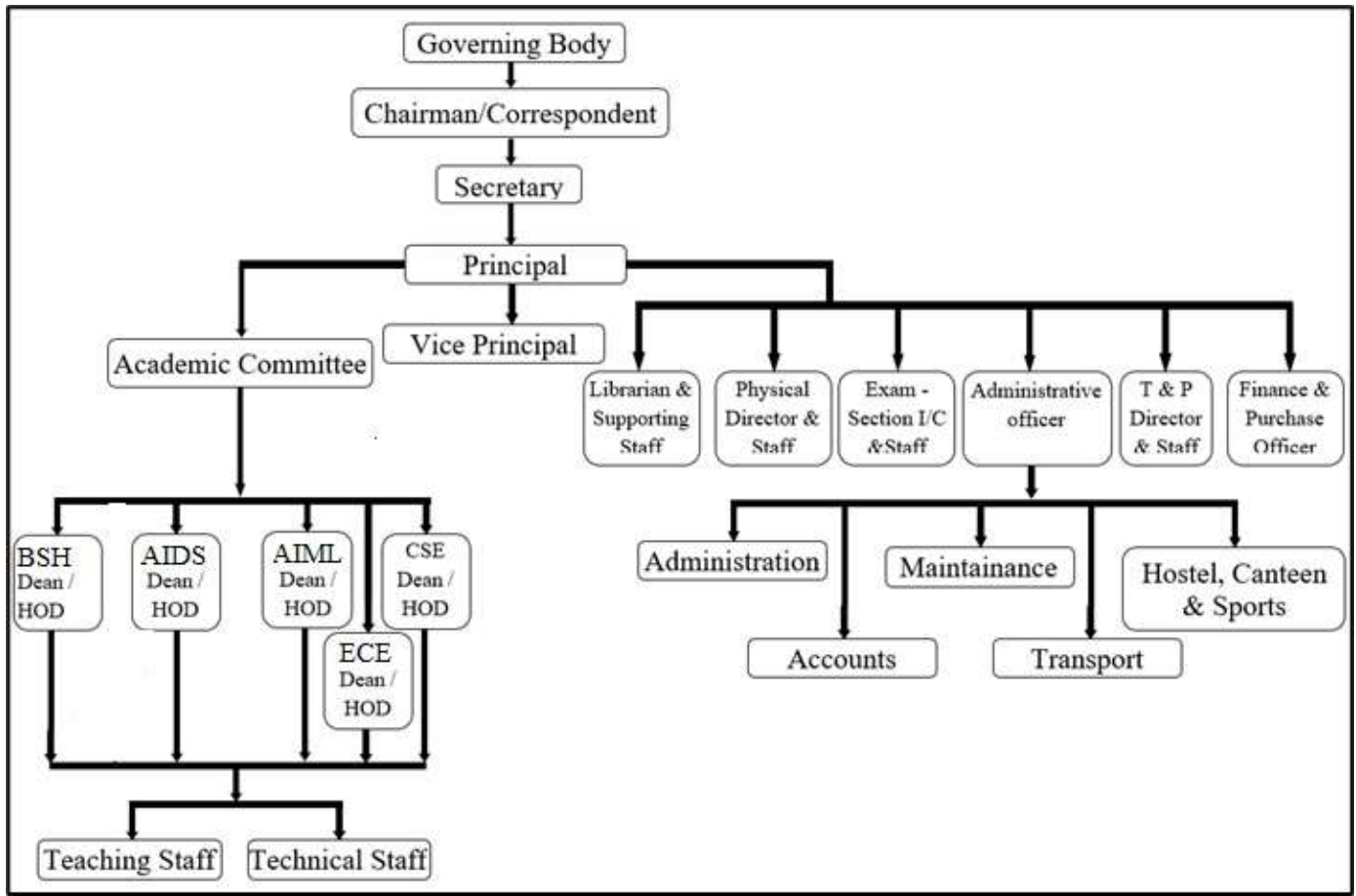
# St. Mary's Group of Institutions Guntur for Women

(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)

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

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## Administrative Setup

**The Governing Body:** The chairman heads the governing body and the executive committee of the institution. The Correspondent, Secretary and other members of the College Management Board are part of the decision-making bodies and committees responsible for the effective management of the College operations. The management gives sufficient authorization to the principal to function in order to achieve the vision and mission of the institution.

**Administrative Set Up:** The Principal effectively takes forward the day-to-day management of the College in its academic and administrative matters. He has his team of Vice-principal, Dean Academics, Departmental Heads, the IQAC Coordinator, faculty, and others to assist him in the discharge of this work.



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## SECRETARY

- Looks after the Administration, development of education, growth & expansion of the institution.
- He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.
- He coordinates between the sponsoring Society, College Management and the other systems of the college.

## PRINCIPAL

- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university
- To conduct internal, end and other examinations
- To initiate all the developmental activities, monitor the progress and report to the Governing Body
- To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.
- To ensure the preparation of reports on various activities and also the annual report
- To become responsible for the general amenities and arrangements for students and employees

## COMMITTEES

- Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committee's program and operation.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.



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## HEAD OF THE DEPARTMENT

Department HOD prepares departmental workload as per the JNTU H syllabus, Allocation of workload in prescribed formats. Coordinating with library HEAD OF THE DEPARTMENT committee & prepare, update and standardize the student Handbook / Lab manuals.

- Collect & verify the course material to certify
- Coordinate with Library committee, Timetable In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Preparation of list of weak students in each class and conduct bridge classes, slip tests.
- Analysis result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counselling report books. Etc

## DEPARTMENT CO- ORDINATOR

- Every Department has a Co-ordinator to monitor the, Time Table In-charge, Class In charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges.
- All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony.