



NARAYANA PHARMACY COLLEGE

(Approved by PCI & AICTE, New Delhi) (Affiliated to JNTUA Ananthapuramu)

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,

ISO 9001:2015 Certified Institution

Chinthareddypalem, Nellore-524003, A.P. India.

Phone & Fax No :0861-2317966; Cell No :+91- 9392901053

Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com


RESPONSIBILITIES

GOVERNING BODY

- ❖ Develop and oversee the college's long-term goals and strategic direction, ensuring alignment with industry trends and educational standards.
- ❖ Formulate and approve policies related to academic programs, faculty recruitment, evaluation, and development of faculty and administrative staff to maintain a skilled and effective team, student admissions, and other key areas.
- ❖ Monitor and approve budgets, allocate resources, and ensure financial stability and transparency within the college.
- ❖ Implement systems for assessing and improving the quality of education, research, and student services.
- ❖ Ensure the college adheres to relevant regulatory and accreditation standards and manage relationships with accreditation bodies.
- ❖ Address issues related to student welfare, including support services, safety, and academic guidance.
- ❖ Foster relationships with industry partners, professional organizations, and the community to enhance the college's reputation and opportunities for students.
- ❖ Identify potential risks to the college's operations and reputation and develop strategies to mitigate these risks effectively.

PRINCIPAL

- ❖ Recruiting, mentoring, and developing a competent faculty to ensure high-quality teaching and research.
- ❖ Maintaining and enhancing academic standards through regular assessments, evaluations, and accreditation processes.


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- ❖ Efficiently managing the college's resources, infrastructure, and facilities to support academic and administrative functions.
- ❖ Preparing and managing the college's budget, ensuring financial sustainability, and optimizing resource utilization.
- ❖ Promoting student welfare, discipline, and overall development through counseling, mentorship, and extracurricular activities.
- ❖ Building strong relationships with pharmaceutical industries, healthcare institutions, and the community to enhance practical exposure for students.
- ❖ Ensuring adherence to all relevant regulatory frameworks, including those related to pharmacy education and practice.
- ❖ Representing the college effectively to various stakeholders, including parents, alumni, and the public.
- ❖ Developing and implementing a strategic plan for the college's growth, focusing on academic excellence, research, and industry collaborations.

VICE –PRINCIPAL

- ❖ Overseeing the day-to-day implementation of the curriculum, ensuring adherence to academic standards and timelines.
- ❖ Developing and managing the college's academic timetable, allocating classrooms, laboratories, and faculty efficiently.
- ❖ Organizing and conducting internal and external examinations, including question paper setting, invigilation, and result processing.
- ❖ Providing academic and personal counseling to students, addressing their concerns, and offering guidance.
- ❖ Handling student disciplinary issues in accordance with college rules and regulations.
- ❖ Assisting in student placements and internships, coordinating with industry partners.
- ❖ Supporting faculty development initiatives, including workshops, seminars, and training programs.


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- ❖ Managing faculty workload, assigning teaching, research, and administrative duties.
- ❖ Addressing faculty concerns and grievances, ensuring a positive work environment.
- ❖ Coordinating with various departments within the college to ensure smooth operations and effective communication.

HEAD OF DEPARTMENT - TEACHING

- ❖ Recruit, train, and evaluate faculty members within the department, and support their professional development and performance.
- ❖ Oversee the scheduling of classes, laboratories, and examinations to ensure efficient use of resources and optimal learning experiences for students.
- ❖ Track and evaluate student performance, address academic issues, and provide guidance and support to help students achieve their academic goals.
- ❖ Implement and monitor quality assurance processes within the department to ensure high standards of teaching and learning.
- ❖ Promote and support research activities among faculty and students, and help in securing research funding and resources.
- ❖ Manage departmental resources, including laboratories, equipment, and learning materials, ensuring they are well-maintained and up-to-date.
- ❖ Ensure that the department meets all regulatory and accreditation standards, and prepare necessary documentation for audits and evaluations.
- ❖ Foster a positive and collaborative environment within the department, addressing any issues or conflicts that arise among students and faculty.

HEAD OF DEPARTMENT - NON - TEACHING

- ❖ Recruit, train, and evaluate non-teaching staff, including administrative personnel, clerks, and support staff, and address any issues related to their performance.


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- ❖ Manage the allocation and maintenance of non-academic resources such as office supplies, equipment, and facilities, ensuring they are used effectively.
- ❖ Ensure that all administrative processes comply with institutional policies and regulatory requirements, and maintain accurate and up-to-date documentation.
- ❖ Coordinate between various administrative units and departments to streamline processes and ensure smooth functioning of the college's non-teaching operations.
- ❖ Prepare and manage the budget for non-teaching operations, monitor expenditures, and ensure that financial resources are used appropriately.
- ❖ Assist in organizing and coordinating non-academic events such as faculty meetings, workshops, and administrative training sessions.

LIBRARIAN

- ❖ Selecting, acquiring, and organizing a comprehensive collection of print, electronic, and digital resources relevant to pharmacy.
- ❖ Ensuring the physical and intellectual accessibility of library materials through proper cataloging, classification, and shelving.
- ❖ Managing the lending and returning of library materials, maintaining circulation records.
- ❖ Creating and maintaining accurate bibliographic records for library materials.
- ❖ Managing the library's digital resources and databases, ensuring accessibility and functionality.
- ❖ Preparing and managing the library's budget, ensuring efficient allocation of funds.
- ❖ Overseeing the work of library staff, assigning duties, and providing training.
- ❖ Exploring and implementing new technologies to enhance library services, such as digital repositories, e-books, and online databases.


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IQAC

- ❖ Identifies, prioritizes, and coordinates quality enhancement initiatives across all departments and functions.
- ❖ Conducts benchmarking studies to identify best practices and areas for improvement.
- ❖ Collects and maintains accurate data on various aspects of institutional performance, including teaching-learning, research, extension, infrastructure, and student outcomes.
- ❖ Conducts periodic self-assessment of the institution's performance against established benchmarks and quality standards.
- ❖ Coordinates the preparation and submission of NAAC self-study reports and other accreditation-related documents.
- ❖ Implements a system for continuous quality improvement based on self-assessment and feedback.
- ❖ Regularly interacts with students, parents, alumni, employers, and other stakeholders to gather feedback and incorporate their suggestions.
- ❖ Disseminates information about the IQAC's activities, achievements, and plans to the institution's community.

ADMINISTRATIVE OFFICER

- ❖ Oversee the implementation and maintenance of security measures on campus, including the management of security personnel, surveillance systems, and emergency protocols to ensure a safe environment for students, faculty, and staff.
- ❖ Manage the college's transportation services, including scheduling, maintenance of vehicles, and coordination of student and staff transport needs, ensuring safe and efficient transportation solutions.
- ❖ Supervise the operations and management of student hostels, including room allocations, hostel rules, and ensuring a comfortable and safe living environment for residents.


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- ❖ Oversee the management of financial transactions related to non-teaching functions, including budgeting, accounting, and financial reporting for departments such as security, transport, and maintenance.
- ❖ Manage and improve student facilities such as libraries, recreational areas, and study lounges, ensuring that they are well-maintained and meet the needs of students.
- ❖ Oversee the maintenance and repair of campus infrastructure and facilities, including buildings, equipment, and utilities, ensuring that all areas are functional and in good condition.
- ❖ Ensure that all operations comply with relevant safety regulations and institutional policies, including fire safety, health regulations, and environmental standards.


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