



# METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi & Affiliated to Osmania University

Accredited by NAAC with A+ and NBA for UG Courses

Circular No.57/METH/O/2023

Date: 03-07-2023

## CIRCULAR

**Sub:** MCET(Autonomous) – Request to attend 3<sup>rd</sup> Governing Body Meeting – Reg

**Ref:** 1. MCET orders dated 23-06-2023  
2. UGC Notification dated 03-04-2023

With reference to the above, the 3<sup>rd</sup> Governing Body of our college is reconstituted and we are happy to inform that you are nominated as a member.

It is our privilege to invite you for the 3<sup>rd</sup> Governing Body meeting after getting Autonomy, which is scheduled on 10<sup>th</sup> July 2023 at 2.30 PM in the Board Room, MCET.

You are requested to kindly accept our invitation and attend the meeting on 10<sup>th</sup> July 2023 at 2.30 PM at Board Room, Methodist College of Engineering & Technology.

We look forward to meet you.

Thanking you,

Yours sincerely,



  
Principal

(Prof. Prabhu G. Benakop)

PRINCIPAL

METHODIST COLLEGE OF ENGG. & TECH.

King Koti Road, Abids, Hyderabad.

Copy to:

1. The Director
2. All HoDs
3. All committee members



Estd: 2008

# METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi, Affiliated to Osmania University)

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## AGENDA

4<sup>th</sup> Governing Body meeting


On

10<sup>th</sup> July at 2.30 pm

Venue: Board room

1. Welcome by Chairperson
2. Annual report on the activities of the College for the year 2022-23 by the Principal
3. Action Taken Report on the resolutions of the Governing Body meeting held on 6<sup>th</sup> August 2022
4. Approval of Minutes of meeting of Academic Council held on 10<sup>th</sup> July, 2022
5. Permission to start BE Minors and BE Honours Programmes wef 2023-24
6. Approval of minutes of meeting of the Finance Committee held on 5<sup>th</sup> July, 2022
7. Approval for the appointment of Controller of Examinations
8. Any other matter with the permission of Chair
9. Vote of thanks



  
Prof. Prabhu G Benakop  
Principal

**PRINCIPAL**

METHODIST COLLEGE OF ENGG & TECH

King Koti Road, Abids, Hyderabad - 500 001. T.S. India

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E-mail : principal@methodist.edu.in

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## **Methodist College of Engineering and Technology (Autonomous)**

### **Action Taken Report on the Recommendations/Suggestions and Resolutions of the Academic Council Meeting held on 3<sup>rd</sup> August, 2022**

The Academic Council meeting of Methodist College of Engineering and Technology (Autonomous) was held on 3<sup>rd</sup> August, 2022 at 10.30am in the Board Room. The Action Taken Report on the Recommendations/Suggestions and Resolutions of the Academic Council is submitted for the perusal of members.

#### **Following are the department wise recommendations**

##### **1. Department of Civil Engineering**

- The recommendation of reduction of credits for laboratory courses of Physics and Chemistry in I year from 1.5 to 1 by the BOS is differed as this is linked to all the branches of engineering. It is advised to revisit the issue only when the restructure of I and II semesters courses is considered in future.

**Action Taken:** The recommendation will be implemented by the HOD H&S department when the restructure of the I and II semesters is considered.

- The recommendation of BOS to have separate syllabus for I Year Mathematics to the Civil Engineering branch is also differed and it is advised to revisit the issue as and when the revision of syllabus is considered in future.

**Action Taken:** The recommendation will be considered by the HOD H&S department when the revision of syllabus is considered.

- It is recommended to include concepts of Data structure in Python Programming course offered in IV semester.

**Action Taken:** The recommendation is implemented

##### **2. Department of Computer Science and Engineering - BE (CSE) and BE (AI&DS) programmes**

- It is recommended to include Internet of Things (IOT) Lab and Skill Development Course Lab {CISCO-IOT Lab} in different semesters and not in the same semester. Further it is to be ensured that the contents/syllabi for these two courses are different

**Action Taken:** As per the recommendations CISCO-IOT Lab was offered in III Semester and Internet of Things(IOT) is replaced with Digital Image Processing course in V semester.

- Case studies are to be given on specific tasks in all the lab courses

**Action Taken:** One Case study is included in all the lab courses.

##### **3. Department of Electronics and Communication Engineering**

- It is recommended to include concepts of data structures in Python programming course. Further Python programming theory and lab courses are to be offered in only one semester and not in two different semesters as

recommended by the BOS

- **Action Taken:** As per the recommendation the concepts of data structures are included in Python programming course. Further Python programming theory and lab courses are offered in the same semester (III Semester)
- It is recommended to conduct semester end examination (SEE) in addition to CIE, in Python programming theory course as it is a 2 credit course  
**Action Taken:** The recommendation is implemented and semester end examination (SEE) is also conducted in III Semester.
- It is recommended to allot 3 credits to Open electives instead of 4 and 4 credits may be allocated to Professional electives, if needed  
**Action Taken:** As per the recommendation 3 credits are allotted to all the Open electives .

#### 4. Department of Electrical and Electronics Engineering

In some of the theory and lab courses the higher order taxonomy levels are not considered while writing the COs. It is recommended to consider the higher order skills while writing the COs for all the courses.

**Action Taken:** The recommendation is placed before the Assessment committee of the department by the HOD and necessary action is taken

#### 5. Department of H&S

- In the course “Optimization and Problem solving Technique” offered by Mathematics department for CSE students, it is recommended to rename the course as “Optimization Techniques”  
**Action Taken:** The recommendation is implemented

#### General recommendations/suggestions made across all the Programmes

1. It is recommended to show the cumulative percentage of marks in addition to the GPA on the Score sheet, as this would be beneficial to the students at the time of placements and admission to higher studies. It is also recommended not to award division. However the division can be indicated on the backside of Consolidated grade sheet based on the percentage of marks, by adhering to the norms and nomenclature followed by the affiliating University for the award of division.

**Action Taken:** After a comparative study of the procedures adopted by different Universities for the conversion of CGPA into percentage of marks and also the norms and nomenclature followed by the affiliating University for the award of division based on the CGPA , a note is submitted to the members for consideration

2. It is recommended to follow the existing Osmania University rules to deal with the Malpractices in examinations and award of punishment as the University has not revised the rules  
**Action Taken:** The Controller of Examinations is implementing the same rules followed by Osmania University to deal with the Malpractices in examinations and award of punishment.
3. Under ME rules and regulations it is recommended to allot 5 marks in CIE for regular activity instead of attendance

**Action Taken:** The recommendation is implemented

- Unit wise number of hours mentioned against each unit of a course in the syllabi for all the programmes is to be deleted in order to give flexibility to the teacher depending on the weightage of the contents of each unit  
**Action Taken:** The recommendation is implemented by all the departments
- It is recommended to have uniformity across all the Programmes while prescribing Text books and Reference books  
**Action Taken:** The recommendation is being implemented by all the departments
- It is recommended to have numbering for the course objectives for all the courses across all the programmes  
**Action Taken:** Action is initiated
- There is a need to revisit the Course Outcomes formulated. It is recommended to include the higher order skills mentioned of the Blooms Taxonomy in addition to the lower order skills, while writing the COs for all the courses.  
**Action Taken:** A workshop is organized on the framing of course outcomes and as an out come of the work, the higher order skills are included by all the departments



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### Minutes of the meeting of the 4<sup>th</sup> Governing Body held On 10<sup>th</sup> July 2023 at 02:30 pm

The Fourth Governing Body meeting under Autonomous status is held on 10<sup>th</sup> July 2023 at 02:30 pm The following members have attended the meeting:

SNo	Name	Category	Nature
1.	Sri K Krishna Rao Correspondent	Management	Nominated by the Management
2.	Prof M Kumar Prof of Civil Engineering and Dean- Engineering, OU	University Nominee	Nominated by the University
3.	Prof S Viswanadha Raju Department of CSE & Vice Principal, JNTU College of Engineering, Jagityal	State Government nominee	Nominated by Government of Telangana
4.	Prof S Ramachandram Retd. Prof of CSE, OU Former Vice Chancellor OU & Vice Chancellor, Anurag University, Hyderabad	Management	Educationalist (Attended the meeting Online)
5.	Dr M Lakshmipathi Rao Director	Management	Nominated by the Management
6.	Dr S Venkateswar Dean – Examinations	Management	Nominated by the Management
7.	Sri T Rakesh Reddy Director, Infrastructure	Management	Nominated by the Management
8.	Dr A Rajasekhar Prof of Mechanical Engg., MCET	Teacher Nominee	Nominated by the Principal
9.	Dr P Lavanya Prof of CSE, MCET	Teacher Nominee	Nominated by the Principal
10	Mr A Sachendranath	Administrative Officer	Senior Employee from Administration
11	DrPrabhu G Benakop Prof of EEE, MCET	Principal	Member Secretary (Ex Officio)

The Chairperson, Bishop MA Daniel could not attend the meeting due to some prior commitments. Sri K Krishna Rao, the Correspondent requested Dr M Lakshmipathi Rao, Director, MCET to conduct the proceedings in the absence of the Chairperson.

Dr M Lakshmipathi Rao welcomed all the members and informed them that the Governing Body has been reconstituted in accordance with the guidelines prescribed by the UGC in its notification dated 3rd April 2023. The agenda items were then taken up for discussion

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### **Agenda Item 1: Annual report of the activities of the College for the year 2022-23**

Dr Prabhu G Benakop presented the Annual Report, highlighting the achievements of the College in terms of R&D activities, Rankings, FDPs/Seminars/Workshops conducted by the College, and those attended by the faculty at other institutions, as well as student-centric activities and Placement details. He also provided information about the new intake sanctioned by AICTE, State Government, and Osmania University in various programs. It was mentioned that the new intake for the Academic Year 2023-24 would be 918, compared to the existing intake of 618. Dr Prabhu G Benakop also informed the members that the Management has provided additional accommodation and faculty to cater to the needs of the additional intake. The members appreciated the progress made during 2022-23.

### **Agenda Item 2 : Action Taken Report on the resolutions of the Governing Body meeting held on 6<sup>th</sup> August ,2022**

The Director presented the action taken report on the resolutions of the last GB meeting. He informed that the Subcommittee constituted by the Governing Body to formulate the norms to be followed for computing the percentage of marks and division based on the CGPA has worked out a formula for the conversion of CGPA into percentage of marks as shown under: Percentage of Marks = ( CGPA – 0.5) \* 10. Further the committee recommended that for computing the award of Division based on CGPA, the norms of Osmania University may be followed. The OU norms are as shown under:

<b>CGPA</b>	<b>AWARD of DIVISION</b>
7.5 and above	First Division with Distinction
6.5 and above but less than 7.5	First Division
5.5 and above but less than 6.5	Second Division
5.0 and above but less than 5.5	Pass Division

The members after thorough discussion agreed to accept the recommendations of the Subcommittee. The members also expressed satisfaction on the other items of ATR submitted for all the other resolutions.

### **Agenda Item 3: Approval of Minutes of meeting of Academic Council held on 10<sup>th</sup> June,2023**

The members resolved to approve the Minutes of the Meeting of the 2<sup>nd</sup> Academic Council held on 10<sup>th</sup> June,2023

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### Agenda Item 4: Permission to start BE Minor and BE Honours Programmes

The Principal informed the members that the first batch of students admitted under Autonomy will come to V Semester during Academic Year 2023-24. In tune with the guidelines of AICTE it is proposed to start Bachelor of Engineering (B. E) with Minor and also BE Honours.

- BE Minor will provide an opportunity to students to pursue their under graduate programme in the inter-disciplinary areas in addition to their own branch of study, facilitating them to expand their domain knowledge in one of the other branches of engineering. This in turn increases the employability of undergraduate students keeping in view of better opportunity in interdisciplinary areas of engineering & technology.
- BE Honours provide an opportunity to expand the domain knowledge of the students laterally and vertically. It also increases the employability of undergraduate students with expanded knowledge in one of the core Engineering disciplines and provide an opportunity to students to pursue their higher studies/research in wider range of specialisations
- Keeping these objectives in mind the guidelines and eligibility conditions for BE Minors and BE Honours were formulated and placed before the Academic Council for its approval.
- The Principal informed the members that the Academic Council has approved the guidelines for BE Minor and BE Honours. Now the matter is placed before the GB for consideration and approval.

After a discussion on the advantages and disadvantages, the members approved the proposals for introducing BE Minors and BE Honours.

### Agenda Item 5: Approval of Finance committee minutes of meeting held on 5<sup>th</sup> July, 2023

The Principal presented the minutes of the Finance Committee meeting held on 5th July 2023. After a thorough discussion, the members approved the minutes of the meeting as well as the Budget Estimates for the financial year 2023-2024.



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During the discussion, the members expressed their concern regarding the pending fees reimbursement dues from the Government, amounting to approximately Rs 9 Crores. These dues have been pending for the past three years. The members advised the Management to actively pursue the matter with the Government and take necessary steps to recover the outstanding dues.

### **Agenda Item 6: Approvals for the appointment of Controller of Examinations**

The Governing Body approved the appointment of Sri Gopala Sarma, Associate Professor in ECE, as the new Controller of Examinations in place of Dr K Veerabhadra Rao, who has been relieved of his duties at his request.

The members acknowledged Dr K Veerabhadra Rao's request and expressed their gratitude for his contributions in his role as the previous Controller of Examinations.

### **Agenda Item 7: Any other matter with the permission of Chair**

The members deliberated on the following issues:

- Motivating and encouraging faculty and students to get certified by platforms like HackerRank and CodeChef to improve coding skills. Prof Viswanadha Raju's suggestion was to provide cash incentives to faculty mentors and students who obtain these certifications, which would serve as motivation for others to follow suit. The idea behind this was that certified students would have better prospects during company recruitment with higher salary packages.
- Prof. Ramachandran expressed his happiness about the Management providing seed money for research to faculty based on research proposals. He encouraged more faculty members to take advantage of this opportunity. Additionally, he commended the Management for introducing BE Minor and BE Honours programs from the upcoming academic year of 2023-24.
- Prof. M. Kumar proposed creating awareness among first-semester students during the Orientation program about the objectives and benefits of joining the BE Minors and BE Honours programs. The aim was to motivate students to participate in the learning process both in the class room and out side the class room right from first semester onwards, so that they can gear up to the requirements/challenges of getting BE Minor/ BE Honours degree, in addition to the regular BE degree.

Overall, the members discussed various measures to enhance coding skills, research opportunities, program awareness, examination results, quality of publications, NIRF ranking, funding opportunities, and professional development for faculty members.

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College Code: 1607


### Resolutions:

- To approve the formula recommended by the Academic Council for the conversion of CGPA into percentage of marks, as recommended by the Academic Council
- To show the cumulative percentage of marks in addition to the CGPA on the Consolidated Grade sheet, as this would be beneficial to the students at the time of placements and admission to higher studies
- To implement guidelines considered by Osmania University for the award of Division based on the CGPA for the award of Division, as recommended by the Academic Council
- Approved to start BE Minors and BE Honours degree programmes in all the branches from the Academic year 2023-24 for the students admitted under Autonomous status
- The guidelines and eligibility criteria for BE Minor and BE Honours as recommended by the Academic Council are approved
- Resolved to create awareness among first-semester students during the Orientation program about the objectives and benefits of joining the BE Minors and BE Honours programs to motivate students so that they can gear up to the requirements/challenges of getting BE Minor/ BE Honours degree, in addition to the regular BE degree.
- Also resolved to create awareness amongst the current II and IV semester students about the introduction of BE Minor and BE Honours programmes in V Semester from the academic year 2023-24
- Chair Persons of the Boards of Studies of the departments are authorized to prepare the programme/course structure, syllabus etc for the BE Minor and BE Honours programmes offered in their departments, get the approvals from the Boards of Studies/Academic Council on priority basis before the commencement of the academic year 2023-24

### Vote of Thanks

The meeting ended with the proposal of vote of thanks by Dr A Rajasekhar, Prof and Head, Department of Mechanical Engineering.



  
PRINCIPAL  
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Date: 03.07.2023

### ORDERS

Sub: Methodist College of Engineering and Technology (Autonomous) – Re-Constitution of Academic Council for the College as per the new regulations of UGC – Reg

Ref: UGC notification dated, 3<sup>rd</sup> April, 2023.

Consequent upon the UGC notification dated 3<sup>rd</sup> April, 2023, the Academic Council for the College is re-constituted, with the following members, adhering to the guide lines prescribed by UGC. This is a statutory body of the Autonomous college and guides the college in all its academic activities, while fulfilling the objectives for which the college has been granted autonomous status.

SNo	Name	Category
1	Dr Prabhu G Benakop Prof of EEE, MCET	Principal Chairman
2	Prof M Kumar Dean of Faculty Engineering	University Nominee
3	Prof. Sudha P.V., Dean Informatics, OU	University Nominee
4	Prof. P.Venkataiah, Dean, Faculty of Business Management	University Nominee
5	Prof. Sriram Venkatesh Prof of Mechanical Engg. & Controller of Examinations, O.U	Nominee of the Governing Body
6	Prof. S Viswanadha Raju Senior Professor, Department of CSE, JNTU, Jagityal	Nominee of the Governing Body
7	Dr. G.Mallikarjuna Rao, Scientist F Head, RFSDI/DRFSI RCI, Hyderabad	Nominee of the Governing Body
8	Prof. Mahendra Kumar Madhavan Department of Civil Engineering IIT, Hyderabad	Nominee of the Governing Body
9	Dr M Lakshmi pathi Rao Prof. of Physics & Director	Teacher of the college
10	Prof. S.Venkateswar Dean, (Exams) MCET	Teacher of the college
11	Dr.A.Rajasekhar Prof. of Mechanical Engg	Head, Department of Mechanical Engineering

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12	Dr.P.Lavanya Prof. of Computer Science and Engineering	Head, Department of CSE
13	Dr. Bandita Naik Assoc. Professor of Civil Engg	Head, Department of Civil Engg
14	Dr.VSSN Srinivasa Baba Prof. of ECE	Head, Department of ECE
15	Mrs. Y.Mastanamma Assoc. Professor of EEE	Head, Department of EEE
16	Dr.K.Anuradha Reddy Assoc. Prof. of Physics	Head, Department of H&S
17	Dr.S.Sujatha Assoc. Prof of Business Management	Head, Department of Business Management
18	Dr. Ravi M Yadahalli Prof. of ECE & IQAC Coordinator	Teacher of the College
19	Dr. K.Jayashankar Prof. of ECE & Dean R&D	Teacher of the College
20	Mr.A. Gopala Sharma Assoc. Pro. in ECE	Controller of Examinations
21	Dr. Sharada Varalakshmi Prof. of CSE	Member Secretary

The following shall be the functions of the Academic Council:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to course of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admissions of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarship, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- Advise the Governing Body on suggestion(s) pertaining to academic affairs.
- Perform such other functions as may be assigned by the Governing Body.

The Academic Council shall meet at least twice a year. The term of the nominated members shall be three years. All the members are requested to kindly accept the membership and attend the meetings whenever they are held.

Principal  
(Prof. Prabhu G Benakop)  
PRINCIPAL  
METHODIST COLLEGE OF ENGG. & TECH.  
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Circular No.56/METH/O/2023

Date: 03-07-2023

## CIRCULAR

**Sub:** MCET(Autonomous) – Request to attend 3<sup>rd</sup> Academic Council Meeting – Reg

**Ref:** 1. MCET orders dated 03-07-2023.  
2. UGC Notification dated 03-04-2023.

With reference to the above, the Academic Council of our college is reconstituted and we are happy to inform that you are nominated as a member.

It is our privilege to invite you for the 3<sup>rd</sup> Academic Council meeting after getting Autonomy, which is scheduled on 10<sup>th</sup> July 2023 at 11.00 AM in the Board Room, MCET.

You are requested to kindly accept our invitation and attend the meeting on 10<sup>th</sup> July 2023 at 11.00 AM at Board Room, Methodist College of Engineering & Technology.

We look forward to meet you.

Thanking you,

Yours sincerely,

  
Principal  
(Prof. Prabhu G Benakop)

METHODIST COLLEGE OF ENGG. & TECH.  
King Koti Road, Abids, Hyderabad

Copy to:

1. The Director
2. All HoDs
3. All committee members





Estd: 2008

# METHODIST

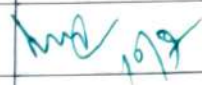

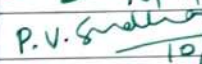

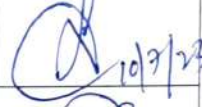


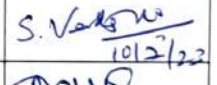

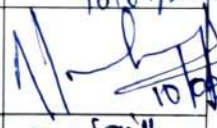
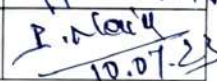
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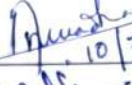



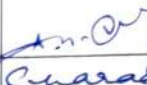

Date: 10.07.2023

### Proceedings of 3<sup>rd</sup> Academic Council Meeting held on 10<sup>th</sup> July 2023

The 3<sup>rd</sup> Academic Council is held on 10-07-2023 at 11.00 a.m. The following members are present

SNo	Name	Category	Signature
1	Dr Prabhu G Benakop Prof of EEE, MCET	Principal Chairman	 10/7
2	Prof M Kumar Senior Professor, Dean of Faculty Engineering	University Nominee	 10/7/2023
3	Prof. Sudha P.V., Dean Informatics, OU	University Nominee	 P.V. Sudha 10/7/23
4	Prof. P.Venkataiah, Dean, Faculty of Business Management	University Nominee	
5	Prof. Sriram Venkatesh Principal, University College, O.U.	Nominee of the Governing Body	 10.07.2023
6	Prof S Viswanadha Raju Senior Professor, Department of CSE, JNTU, Jagityal	Nominee of the Governing Body	 10/7/23
7	Dr. G.Mallikarjuna Rao, Scientist F Head, RFSDI/DRFSI RCI, Hyderabad	Nominee of the Governing Body	 10/7/23
8	Prof. Mahendra Kumar Madhavan Department of Civil Engineering IIT, Hyderabad	Nominee of the Governing Body	
9	Dr M Lakshmi pathi Rao Prof. of Physics & Director	Teacher of the college	
10	Prof. S.Venkateswar Dean, (Exams) MCET	Teacher of the college	 S. Venkateswar 10/7/22
11	Dr.A.Rajasekhar Prof. of Mechanical Engg	Head, Department of Mechanical Engineering	 10/7/2023
12	Dr.P.Lavanya Prof. of Computer Science and Engineering	Head, Department of CSE	 10/7/23
13	Dr. Bandita Naik Assoc. Professor of Civil Engg	Head, Department of Civil Engg	 10.07.23

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14	Dr.VSSN Srinivasa Baba Prof. of ECE	Head, Department of ECE	 10/7/2023
15	Mrs. Y.Mastanamma Assoc. Professor of EEE	Head, Department of EEE	 10/7/2023
16	Dr.K.Anuradha Reddy Assoc. Prof. of Physics	Head, Department of H&S	 10/7/2023
17	Dr.S.Sujatha Assoc. Prof of Business Management	Head, Department of Business Management	 10/7/2023
18	Dr. Ravi M Yadahalli Prof. of ECE & IQAC Coordinator	Teacher of the College	 10/7/2023
19	Dr. K.Jayashankar Prof. of ECE & Dean R&D	Teacher of the College	 10/7/2023
20	Mr.A. Gopala Sharma Assoc. Pro. in ECE	Controller of Examinations	 10/7/2023
21	Dr. Sharada Varalakshmi Prof. of CSE	Member Secretary	 10/7/2023



Estd: 2008

# **METHODIST**

## **COLLEGE OF ENGINEERING & TECHNOLOGY**

### **(AUTONOMOUS INSTITUTION)**

(Approved by AICTE, New Delhi, Affiliated to Osmania University)  
Accredited by NBA and NAAC with A+ Grade

### **AGENDA**

#### **3<sup>rd</sup> Academic Council meeting**

**On**  
**10<sup>th</sup> July at 11.00 am**  
**Venue: Board room**

- Welcome and opening remarks by the Principal
- Action Taken Report on the Resolutions of the Academic Council meeting held on 3<sup>rd</sup> August, 2022 by Director
- Approval of minutes of the meetings of Boards of Studies, Programme structure, Syllabi and list of examiners for V and VI semesters for :
  - Department of Civil Engineering
  - Department of Computer Science Engineering -BE (CSE) and BE (AI&DS) programmes
  - Department of Electronics and Communication Engineering
  - Department of Electrical and Electronics Engineering
  - Department of Mechanical Engineering-BE (Mech)
  - Department of H&S – Effective Communication Skills and Soft Skills
  - Department of Business Management – Managerial Economics and Financial Accountancy
- Consideration of proposed Academic Regulations for starting BE Minor and BE Honours Programmes, in tune with the guidelines of AICTE, to be implemented from 2023-24
- Any other related issues
- Vote of Thanks



Prof. Prabhu G Benakop

Principal  
**PRINCIPAL**

**METHODIST COLLEGE OF ENGG. & TECH.**  
King Koti Road, Abids, Hyderabad.

King Koti Road, Abids  
Hyderabad - 500 001. T.S. India  
Ph : 040 - 24753445, 24755999  
E-mail : principal@methodist.edu.in  
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3rd AC

## Methodist College of Engineering and Technology (Autonomous)

### Action Taken Report on the Recommendations/Suggestions and Resolutions of the Academic Council Meeting held on 3<sup>rd</sup> August, 2022

The Academic Council meeting of Methodist College of Engineering and Technology (Autonomous) was held on 3<sup>rd</sup> August, 2022 at 10.30am in the Board Room. The Action Taken Report on the Recommendations/Suggestions and Resolutions of the Academic Council is submitted for the perusal of members.

#### Following are the department wise recommendations

##### 1. Department of Civil Engineering

- The recommendation of reduction of credits for laboratory courses of Physics and Chemistry in I year from 1.5 to 1 by the BOS is differed as this is linked to all the branches of engineering. It is advised to revisit the issue only when the restructure of I and II semesters courses is considered in future.

**Action Taken:** The recommendation will be implemented by the HOD H&S department when the restructure of the I and II semesters is considered.

- The recommendation of BOS to have separate syllabus for I Year Mathematics to the Civil Engineering branch is also differed and it is advised to revisit the issue as and when the revision of syllabus is considered in future.

**Action Taken:** The recommendation will be considered by the HOD H&S department when the revision of syllabus is considered.

- It is recommended to include concepts of Data structure in Python Programming course offered in IV semester.

**Action Taken:** The recommendation is implemented

##### 2. Department of Computer Science and Engineering - BE (CSE) and BE (AI&DS) programmes

- It is recommended to include Internet of Things (IOT) Lab and Skill Development Course Lab {CISCO-IOT Lab} in different semesters and not in the same semester. Further it is to be ensured that the contents/syllabi for these two courses are different

**Action Taken:** As per the recommendations CISCO-IOT Lab was offered in III Semester and Internet of Things(IOT) is replaced with Digital Image Processing course in V semester.

- Case studies are to be given on specific tasks in all the lab courses

**Action Taken:** One Case study is included in all the lab courses.

##### 3. Department of Electronics and Communication Engineering

- It is recommended to include concepts of data structures in Python programming course. Further Python programming theory and lab courses are to be offered in only one semester and not in two different semesters as

recommended by the BOS

- **Action Taken:** As per the recommendation the concepts of data structures are included in Python programming course. Further Python programming theory and lab courses are offered in the same semester (III Semester)
- It is recommended to conduct semester end examination (SEE) in addition to CIE, in Python programming theory course as it is a 2 credit course  
**Action Taken:** The recommendation is implemented and semester end examination (SEE) is also conducted in III Semester.
- It is recommended to allot 3 credits to Open electives instead of 4 and 4 credits may be allocated to Professional electives, if needed  
**Action Taken:** As per the recommendation 3 credits are allotted to all the Open electives .

#### 4. Department of Electrical and Electronics Engineering

In some of the theory and lab courses the higher order taxonomy levels are not considered while writing the COs. It is recommended to consider the higher order skills while writing the COs for all the courses.

**Action Taken:** The recommendation is placed before the Assessment committee of the department by the HOD and necessary action is taken

#### 5. Department of H&S

- In the course "Optimization and Problem solving Technique" offered by Mathematics department for CSE students, it is recommended to rename the course as "Optimization Techniques"  
**Action Taken:** The recommendation is implemented

#### General recommendations/suggestions made across all the Programmes

1. It is recommended to show the cumulative percentage of marks in addition to the GPA on the Score sheet, as this would be beneficial to the students at the time of placements and admission to higher studies. It is also recommended not to award division. However the division can be indicated on the backside of Consolidated grade sheet based on the percentage of marks, by adhering to the norms and nomenclature followed by the affiliating University for the award of division.

**Action Taken:** After a comparative study of the procedures adopted by different Universities for the conversion of CGPA into percentage of marks and also the norms and nomenclature followed by the affiliating University for the award of division based on the CGPA , a note is submitted to the members for consideration

2. It is recommended to follow the existing Osmania University rules to deal with the Malpractices in examinations and award of punishment as the University has not revised the rules  
**Action Taken:** The Controller of Examinations is implementing the same rules followed by Osmania University to deal with the Malpractices in examinations and award of punishment.
3. Under ME rules and regulations it is recommended to allot 5 marks in CIE for regular activity instead of attendance

**Action Taken:** The recommendation is implemented

- Unit wise number of hours mentioned against each unit of a course in the syllabi for all the programmes is to be deleted in order to give flexibility to the teacher depending on the weightage of the contents of each unit  
**Action Taken:** The recommendation is implemented by all the departments
- It is recommended to have uniformity across all the Programmes while prescribing Text books and Reference books  
**Action Taken:** The recommendation is being implemented by all the departments
- It is recommended to have numbering for the course objectives for all the courses across all the programmes  
**Action Taken:** Action is initiated
- There is a need to revisit the Course Outcomes formulated. It is recommended to include the higher order skills mentioned of the Blooms Taxonomy in addition to the lower order skills, while writing the COs for all the courses.  
**Action Taken:** A workshop is organized on the framing of course outcomes and as an out come of the work, the higher order skills are included by all the departments



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3<sup>rd</sup> AC

## A Note submitted to the Academic Council on working out a formula for the conversion of CGPA into Percentage

At the Academic Council meeting held on 3<sup>rd</sup> August, 2022, it is recommended to show the cumulative percentage of marks in addition to the GPA on the Score sheet, as this would be beneficial to the students at the time of placements and admission to higher studies. It is also recommended not to award division. However the division can be indicated on the backside of Consolidated grade sheet based on the percentage of marks, by adhering to the norms and nomenclature followed by the affiliating University for the award of division.

After a comparative study of the procedures adopted by different Universities and the norms and nomenclature followed by the affiliating University for the award of division and also the requirement of students regarding the conversion of CGPA into percentage of marks, the following procedure is suggested.

### Conversion of CGPA into Marks

The formula Proposed:  $\text{Percentage} = (\text{CGPA} - 0.5) * 10$

#### 1. Award of Division

For the award of Division guidelines considered by Osmania University will be implemented. Based on the CGPA the following are the guidelines considered by OU for the award of Division:

CGPA	AWARD of DIVISION
7.5 and above	First Division with Distinction
6.5 and above but less than 7.5	First Division
5.5 and above but less than 6.5	Second Division
5.0 and above but less than 5.5	Pass Division

By using this procedure for conversion of CGPA into Percentage of marks and awarding Division based on the CGPA and converted percentage of marks, following would be the outcome.



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CGPA	Percentage of marks using the formula % = (CGPA - 0.5) * 10	AWARD of DIVISION
7.5 and above	70% and above	First Division with Distinction
6.5 and above but less than 7.5	60% and above but less than 70%	First Division
5.5 and above but less than 6.5	50% and above but less than 60%	Second Division
5.0 and above but less than 5.5	45% and above but less than 50%	Pass Division

This is submitted for consideration and approval.

Further a decision is to be taken regarding : 1) Showing the percentage of Marks computed using the CGPA in the consolidated grade card and 2) Indicating Division in addition to CGPA.

PRINCIPAL



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3rd  
AC

## **A Note Submitted to Academic Council on the Proposed Academic Regulations for B. E. with Honors**

### **1. Objectives**

The key objectives of offering B.E. with Honors program are:

- To expand the domain knowledge of the students laterally and vertically
- To increase the employability of undergraduate students with expanded knowledge in one of the core Engineering disciplines.
- To provide an opportunity to students to pursue their higher studies/research in wider range of specialisations

### **2. Academic Regulations for B.E Honours degree**

- 1) For B.E with Honors program, a student needs to earn additional 20 credits, over and above the stipulated number of credits for B.E degree. All these 20 credits need to be completed in III year and IV year only.
- 2) The weekly instruction hours, internal & external evaluation and award of grades are on par with regular 4-Years B.E program.
- 3) After registering for the Honours programme, if a student is unable to pass all courses in first attempt and earn the required 20 credits, he/she shall not be awarded Honours degree. However if the student earns all the stipulated number of credits of B.E, he/she will be awarded only B.E degree in the concerned branch.
- 4) There is no transfer of credits from courses of Honours program to regular B.E degree course & vice versa.
- 5) These 20 credits are to be earned from the additional courses offered by the host department /allied departments in the college as well as from the MOOCS platform.
- 6) For the courses selected under MOOCS platform following guidelines may be followed:



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- a) Prior to registration of MOOCS courses, formal approval of the courses, by the concerned Boards of Studies is necessary. The BOS considers the parameters like the institute / agency which is offering the course, syllabus, credits, duration of the course and mode of evaluation etc. before approval.
  - b) Minimum credits for MOOCS course must be equal to or more than the credits specified in the honours course structure approved by the BOS.
  - c) Only Pass grade/marks or above shall be considered for inclusion of grades in honours grade card.
  - d) Any expenses incurred for the MOOCS courses are to be met by the students only.
- 7) The choice to opt/take the Honours program is purely left to the choice of the students.
  - 8) The student shall be given a choice of withdrawing all the courses registered and/or the credits earned for Honours program at any time; and in that case the student will be awarded only B.E. degree in the concerned branch on earning the stipulated number of credits.
  - 9) The students of every branch can choose Honours program in their respective branches subject to the eligibility criteria. A student who chooses an Honours program is not eligible to choose a Minor program and vice-versa.
  - 10) The B.E. with Honours program shall be offered from the AY 2023-24 onwards. The first batch of students under Autonomy who will be pursuing their V semester during 2023-24 can register for the Honours program.
  - 11) A student can graduate with Honours if he/she fulfils the requirements for his/her regular B.E. program as well as fulfils the requirements for Honours program.
  - 12) The department shall prepare the time-tables for each Honours program offered at their respective departments without any overlap/clash with other courses of study in the respective semesters.

### 3. Eligibility conditions of the students for the Honours degree

- a) A student can opt for B.E. degree with Honours, if she/he passes all the courses in first attempt in all the 4 semesters and maintain a CGPA of 7.5 or more.



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- b) If a student fails in any registered course of either B.E or Honours in any semester of four years program, he/she will not be eligible for obtaining Honors degree. He will be eligible for only B.E degree
- c) Prior approval of mentor and Head of the Department for the enrolment into Honours program, before commencement of V Semester, is mandatory.
- d) The department concerned should be preferably accredited by NBA/NAAC
- e) For CGPA calculation of B.E course, the 20 credits of Honours program will not be considered.

#### **4. Registration for the courses in Honors program**

- a) At the beginning of each semester, just before the commencement of classes, students shall register for the honours courses which they wish to take in that semester.
- b) The students should choose a course from the list against each semester (from Honours course structure) other than the courses they have studied/registered for regular B.E programme. No course should be identical to that of the regular B.E. courses. The students should take the advice of faculty mentors while registering for a course at the beginning of semester.
- c) The maximum No. of courses for the Honours is limited to two (three in case of inclusion of lab), in a semester along with regular semester courses.
- d) The registration fee may be collected from the students as per the norms of the college, with the approval of the Governing Body





## **A Note Submitted to Academic Council on the Proposed Academic Regulations for B. E. with Minor program**

The first batch of students admitted under Autonomy will come to V Semester during Academic Year 2023-24. In tune with the guidelines of AICTE it is proposed to start **Bachelor of Engineering (B. E) with Minor** which focuses on the fundamental principles of multiple Engineering disciplines, critical & analytical thinking and the ability to develop a distinctive approach to the interdisciplinary problems.

### **1. Objectives**

**The key objectives of offering B.E. with Minor program are:**

- To provide an opportunity to students to pursue their under graduate programme in the inter-disciplinary areas in addition to their own branch of study, facilitating them to expand their domain knowledge in one of the other branches of engineering.
- To increase the employability of undergraduate students keeping in view of better opportunity in interdisciplinary areas of engineering & technology.
- To provide an opportunity to students to pursue their higher studies in the inter-disciplinary areas in addition to their own branch of study.
- To offer the knowledge in the areas which are identified as emerging technologies/thrust areas of Engineering.

### **I. Proposed Academic Regulations for B.E. Degree with Minor programs**

1. For B.E. with Minor degree, a student needs to earn additional 18 credits (over and above their respective credits weightage and semester-wise break-up of the courses will be finalized by the respective Boards of Studies. All these 18 credits are distributed in V, VI and VII Semesters.
2. These 18 credits are to be earned from the additional Courses offered by the host department in the college as well as from the MOOCS platform
3. There is no transfer of credits from Minor program courses to regular B.E. degree course & vice versa.



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4. The weekly instruction hours, internal & external evaluation and award of grades are on par with regular 4-Years B.E program.
5. A student can graduate with a Minor if he/she fulfils the requirements for his/her regular

B.E program as well as fulfils the requirements for Minor program.

6. After registering for Minor programme, only if a student earns 18 credits by the time he/she earns the prescribed number of credits of B.E programme, he/she shall be awarded B.E degree with Minors. Otherwise only B.E degree in the concerned branch will be awarded.
7. For the course selected under MOOCS platform following guidelines may be followed:
  - a) Prior to registration of MOOCS courses, formal approval of the courses, by the concerned Boards of Studies is necessary. The BOS considers the parameters like the institute / agency which is offering the course, syllabus, credits, duration of the course and mode of evaluation etc. before approval.
  - b) Minimum credits for MOOCS course must be equal to or more than the credits specified in the Minor course structure approved by the BOS.
  - c) Only Pass-grade/marks or above shall be considered for inclusion of grades in minor grade memo.
  - d) Any expenses incurred for the MOOCS courses are to be met by the students only.
8. The choice to opt/take a Minor program is purely left to the choice of the students.
9. The student shall be given a choice of withdrawing all the courses registered and/or the credits earned for Minor program at any time; and in that case the student will be awarded only B.E. degree in the concerned branch on earning the prescribed number of credits.
10. The student can choose only one Minor program along with his/her basic engineering degree.
11. A student who chooses BE Honours program is not eligible to choose a Minor program and vice-versa.



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12. The students who are pursuing their V semester can register for the Minor program if they fulfill the other eligibility criteria.
13. The institute / department shall prepare the time-tables for each Minor course offered at their respective institutes without any overlap/clash with other courses of study in the respective semesters.



Estd : 2008

**METHODIST**  
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AN UGC-AUTONOMOUS INSTITUTION



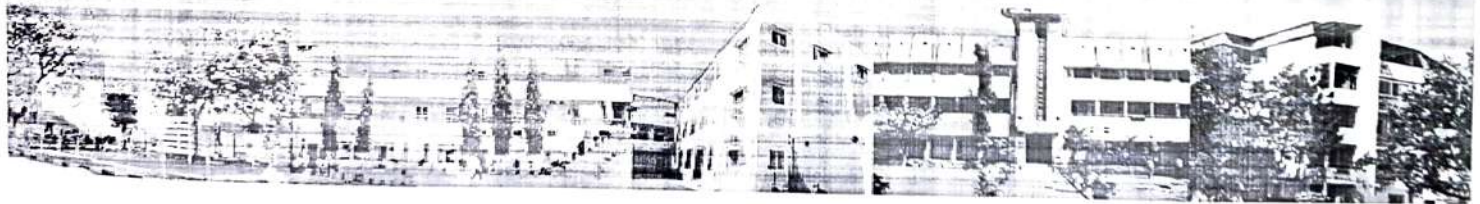
EXTEND A HEARTY WELCOME

to

MEMBERS

OF

FINANCE COMMITTEE



## Additional Finance Statement

Apart from sanctioned Budget Administrative Heads viz., Principal and Heads of the departments are sanctioned with Imprest amount worth Rs.1,00,000/- and Rs.15000/- respectively for one single purchase which are reimbursed any number of times upon utilization.

## Budget proposal

**Process :** Receive all Department Budget proposals for next financial year.

Preparation of consolidated Budget proposals considering Central and Departments requirements and submission for approval of Governing Body.

Items	2022-2023		2021-2022		2020-2021		2019-20	
	Budgeted in Lakhs	Actual in Lakhs	Budgeted in Lakhs	Actual in Lakhs	Budgeted in Lakhs	Actual in Lakhs	Budgeted in Lakhs	Actual in Lakhs
Infra-Built up	62	61.70	10.00	8.98	100.00	98.03	250.00	213.01
Library	8	6.07	8.0	6.07	5.00	4.90	15.00	12.90
Laboratory equipment	85	84.02	76.06	55.73	25.00	22.36	75.00	40.34
Laboratory Consumables	10	8.82	12.1	11.85	6.00	3.38	6.00	4.38
Teaching and non-teaching staff salary	1050	1037.89	1000	997.89	980.00	924.89	950.00	898.93
Maintenance and spares	10	8.83	7.5	7.5	5.00	3.23	5.00	4.23
Research & Development Exp	20	14.22	18.4	12.58	5.00	3.49	2.00	0.75
Training and Placement cell	15	14.25	15.00	14.95	6.00	4.64	6.00	3.84
Others recurring	85	82.49	75.00	72.69	75.00	52.8	75.00	65.48
Miscellaneous Expenses	245	241.77	263.50	255.39	230.00	212.46	200.00	149.46
<b>Total</b>	<b>1590.00</b>	<b>1560.06</b>	<b>1485.26</b>	<b>1443.69</b>	<b>1489.00</b>	<b>1232.15</b>	<b>1584.00</b>	<b>1385.00</b>

## Budget allocation and Utilization

### Adequacy of budget Allocation

- Funds allocated to department/section
- Departmental activities/Technical/ Functions/Seminars/Guest Lectures, etc
- Establishment of New lab/ procurement of equipment / software's
- Books//Journal/other library requirements.

### Justification

- Allocation based on the number of students in the department.
- Proposal submitted by the HoD/committee conveners.
- Submitted to the BOG for approval and accordingly utilized.

Year	Income	Expenditure	No. of students	Exp /Stu	Fee per student
	In Rs.	In Rs.		In Rs.	In Rs.
2022-23	15,92,67,781	15,60,06,048	2049	76137	78000
2021-22	15,04,98,000	14,19,39,062	2067	68669	69000
2020-21	13,14,42,000	13,10,01,532	2097	65475	69000

### Utilization of Allocated Funds

Year	Budget in Lakhs	Allocation in Lakhs	Percentage of Utilization
2022-23	1595	1590	99%
2021-22	1490	1485	96%
2020-21	1489	1232	82%

**BUDGET PROPOSED FOR FY 2023-24**

**INCOME**

FEES (Increase of Intake)	184148000
INTER REVENUE GENERATION	250000
GRANTS/CONTRIBUTIONS	0
EXAMINATION FEE	6000000
OTHER INCOME (GHMC Cons)	5000000
<b>TOTAL</b>	<b>184297500</b>

**EXPENDITURE**

Infra-Built up	2500000
Library	800000
Laboratory equipment	8000000
Laboratory Consumables	1200000
Teaching and non-teaching salaries	120000000
Office Equipment	750000
R & Development Exp	2000000
Staff Welfare	1200000
Training and Placement cell	2000000
GHMC Consultancy	2550000
Advertisement	2500000
Printing & Stationary	1500000
Electricity charges	3600000
Functions & Celebrations	1000000
Gardening Expenses	500000
GHMC Property Tax	3500000
Building Repairs & Maintanance	2500000
Examination Branch Expenses	5500000
Miscellaneous Expenses	20000000
Others recurring	8300000
<b>TOTAL</b>	<b>183600000</b>

**FEE REIMBURSEMENT RECEIVABLE UP TO 2022-23**

## FEE RECEIVABLE FROM GOVT 2020-21

DEPT	AMOUNT RECEIVABLE	RECEIVED	BALANCE
BC	17802000	17802000	0
EBC	5333000	5333000	0
SC	8147000	8147000	0
ST	5146000	5146000	0
MINORITY	14880000	10671000	4209000
<b>TOTAL</b>	<b>51308000</b>	<b>47099000</b>	<b>4209000</b>

## FEE RECEIVABLE FROM GOVT 2022-23

DEPT	AMOUNT RECEIVABLE	RECEIVED	BALANCE
BC	16835000	0	16835000
EBC	4480000	0	4480000
SC	10152000	0	10152000
ST	5139000	0	5139000
MINORITY	17373000	0	17373000
<b>TOTAL</b>	<b>53979000</b>	<b>0</b>	<b>53979000</b>

## FEE RECEIVABLE FROM GOVT 2021-22

DEPT	AMOUNT RECEIVABLE	RECEIVED	BALANCE
BC	17216000	0	17216000
EBC	5064000	4002000	1062000
SC	9565000	8695000	870000
ST	5904000	4731000	1173000
MINORITY	17457000	0	17457000
<b>TOTAL</b>	<b>55206000</b>	<b>17428000</b>	<b>37778000</b>

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GRAND TOTAL (3 YEARS RECEIVABLE) 9,59,66,000

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# METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

(An UGC Autonomous Institution)  
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Date: 04.07.2023

## ORDERS

Sub: Methodist College of Engineering and Technology (Autonomous) – Re-Constitution of Finance committee for the College as per the new regulations of UGC – Reg.

Ref: UGC notification dated 3<sup>rd</sup> April, 2023.

Consequent upon the UGC notification dated 3<sup>rd</sup> April 2023, the Finance Committee for the college is reconstituted with the following members, adhering to the guidelines prescribed by UGC. This is a statutory body of the Autonomous college and its term shall be three years. The Finance Committee shall meet at least twice a year.

SNo	Name	Nature
1	Prof. Prabhu G Benakop Principal	Chairman
2	Sri T. Rakesh Reddy Director Infrastructure	Governing Body Nominee
3	Dr. K.Anuradha Reddy Assoc. Professor – H&S	Senior Faculty of the College Nominated by the Principal
4	Mr. Md. Shamshoddin	Accounts Officer

### Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received/receivable from funding agencies, and income from fees, etc. and
- Audited accounts for the above.

The cooperation of all the members is solicited in the smooth functioning of the committee.

Principal  
(Prof. Prabhu G Benakop)

PRINCIPAL  
METHODIST COLLEGE OF ENGG. & TECH.  
King Koti Road, Abids, Hyderabad.

