

# Methodist College of Engineering & Technology

(Affiliated to Osmania University - College Code 1607)



## Institute Vision & Mission

### VISION

To produce ethical, socially conscious and innovative professionals who would contribute to sustainable technological development of the society.

### MISSION

- To impart quality engineering education with latest technological developments and interdisciplinary skills to make students succeed in professional practice.
- To encourage research culture among faculty and students by establishing state of art laboratories and exposing them to modern industrial and organizational practices.
- To inculcate humane qualities like environmental consciousness, leadership, social values, professional ethics and engage in independent and lifelong learning for sustainable contribution to the society.

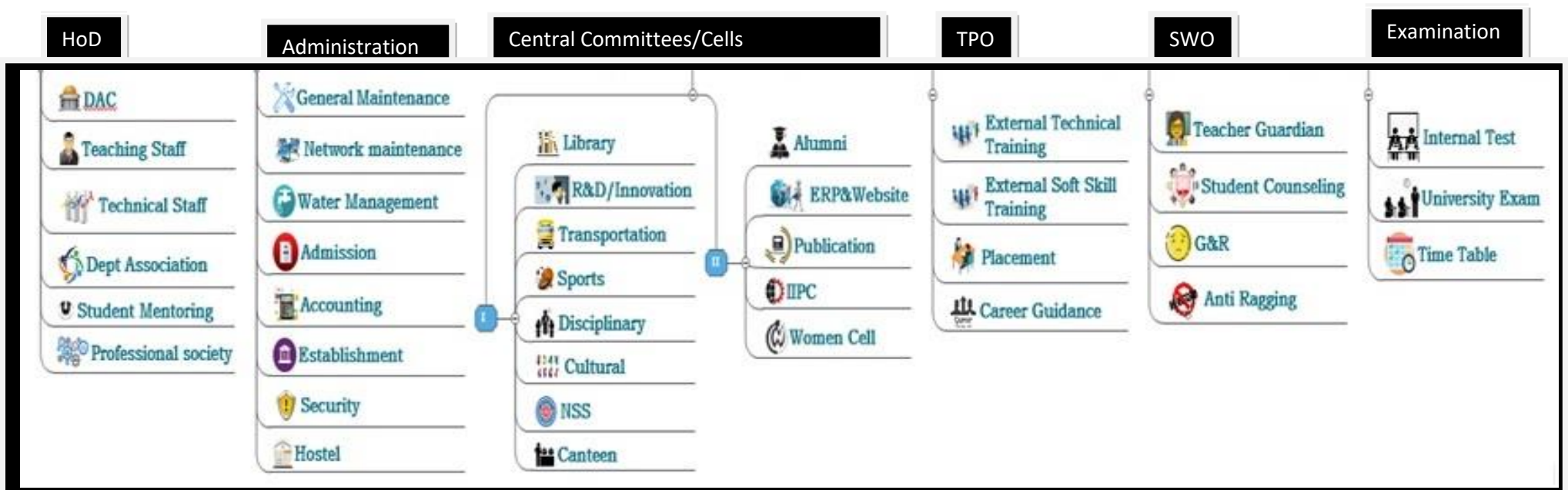
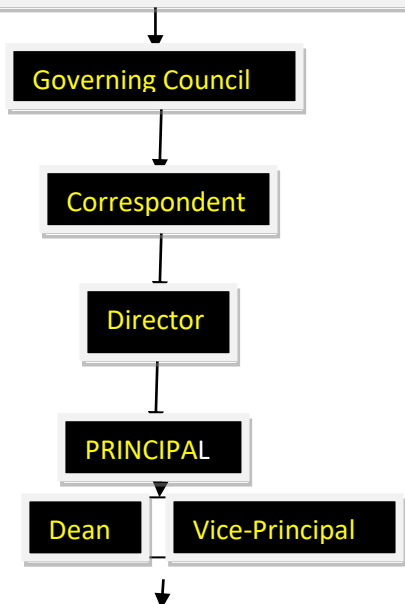
COLLEGE OF  
ENGINEERING & TECHNOLOGY  
O.U.

*Law*  
28/1/20

Director  
Methodist College of Engg. & Tech.  
Abids, Hyderabad-01.

# METHODIST COLLEGE OF ENGINEERING AND TECHNOLOGY

## ORGANIZATION CHART



## **Organisational set-up:**

### **The Chairman –Governing Council**

The Chairman is the person responsible for the administration of Methodist College of Engineering and Technology. He executes all decisions through the Secretary & Correspondent.

### **The Secretary & Correspondent**

The **Secretary & Correspondent** is responsible for supervising all the personnel, making procedural or developmental recommendations, sanctioning the budget proposals. Representing Chairman all the issues related to employee management – Human Resources. He is the vital force supervise, control and manage all matters related to the Methodist College of Engineering and Technology. These include academic, financial, administrative and all other development activities.

### **Visionary Functions**

The **Secretary & Correspondent**, who is the visionary for the Methodist College of Engineering and Technology. takes up important responsibilities. He develops vision documents working in close liaison with all the other top management members and also encourages his employees share similar vision and guides the Director/principal in developing mission documents.

### **Liaisoning Functions**

The **Secretary & Correspondent** is the main liaisoning officer for the Methodist College of Engineering and Technology., especially working in close coordination with Governmental bodies such as AICTE and Department of Technical Education and Universities concerned. He will be the guiding force in deciding the courses to be introduced, redesigned, etc.

### **Financial Functions**

The **Secretary & Correspondent** is the final authority for all the finance related decisions at the Methodist College of Engineering and Technology. He is empowered to approve/sanction, modify, reduce the budgetary grants for different activities at different institutions operating within the Methodist College of Engineering and Technology. The college every year represented by the principal/director shall get the approval for the annual budget at least 2 months before the 31<sup>st</sup> of March of each financial year. All expenditure incurred in accordance with the budgetary provisions under each independent head. If there

is any change intended in the budgetary provisions the college shall take prior approval from the so as to go for additional expenditure.

### **The Director**

The Director – is the person responsible for finances, purchases, Student Admission and administering all the issues related to all the staff of all categories as per the directions of the Secretary & **Correspondent** at Methodist College of Engineering and Technology.

### **Monitoring the Task Accomplishment**

The Director will be the reporting authority for the Principal working at Methodist College of Engineering and Technology. He is responsible to monitor the task accomplishment at institutional level and thus receives regular (monthly, quarterly, bi-annual, and annual) reports from f the college regarding the progress in various tasks set before the institutions,

### **Monitoring the systems & procedures**

Towards putting the mission statements and policies in to place, the Director will monitor the functioning of various Human Resource systems and policies mentioned above.

### **The Principal**

The college- Methodist College of Engineering and Technology is managed and run by a Principal who will be administrating the activities of the college and will be responsible for achieving the goals and targets set by the **Correspondent**

### **Heads of the Departments**

Each of the Departments of the college have to be monitored by the Heads of the Departments who will be operating under the guidance of the Principal of the college to achieve the targets at the Departmental level.

### **Committee/Cell-Coordinators**

Each of the activity or cluster of activities like Admission, Purchase, Library, R&D, Sports, Women-cells, canteen, placements Alumni, NSS, Discipline etc, Student welfare, Examination faculty welfare, will be looked after by coordinators. Each of these coordinators will be operating within the defined charter of duties and responsibilities.

### **Principal / Director**

The Principal/Director being the head of the institution shall have to take up different responsibilities which include regulating / monitoring the development activities; strategic; He should offer leadership and should be a visionary.

### **Regulation / Monitoring**

One of the important responsibilities of the principal/Director is the regulation of academic & general administration and the monitoring of the systems, policies procedures and the functioning of the institution so as to meet the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University, along with the expectations of the top management, students and their parents. The following are some of the important responsibilities that come under the category.

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 / instructional 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 all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaisoning activities with colleges within the Methodist College of Engineering and Technology and most importantly with the management.

8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of the staff, HoDs Coordinators, College Development Council and the Governing Council.
9. Monitoring the procurement and purchase of all the necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspection of the institution conducted by regulatory bodies such as AICTE, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of the concerned staff and protecting the life and property of all associated with the institution.
12. Maintaining cordial relations with the staff, students, parents and with all those connected with the institution both directly and indirectly.

### **Developmental Functions**

Principal/Director also needs to take-up developmental functions which are very important for the welfare of the institution. The following are some of the development functions to be taken up the Principal/Director.

1. The Principal/Director needs to recruit the suitable faculty members keeping in view the future needs of the institution.
2. Training the faculty and giving them all the necessary guidance and support
3. Identifying the core competencies of the faculty and encouraging them to utilize the same.
4. Focusing on building the image of the institution at an overall level or items of 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, laboratories, and providing international ambience.

### **Strategic Functions**

The principal/Director needs to shoulder various strategic functions which are aimed at developing network and alliances which pay rich dividends in the 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 industrialists and business people on the Governing Council and other advisory bodies of the college
3. Contribution to various governmental and non-governmental agencies on behalf of the institution so as to gain long term association of commitment from these bodies.

### **Leadership Functions**

These are the most critical functions of a Principal/Director. By fulfilling these functions, the Principal/Director will exhibit the true qualities of the leader and a role model to all his / her colleagues. The following are some of the leadership functions

1. The Principal/Director shall prove himself / herself to be an excellent teacher one of the best among all his/her colleagues.
2. Take-up research, publication, consultancy and training and establish credentials as an academican of standard so as to gain acceptability among all the faculty members as being a true academic leader.
3. To set high standards of discipline, commitment and involvement at work place.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and lead them to the forefront.
5. Working 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 are the most important functions of a Principal/Director. The following are some of the visionary functions.

1. Developing a long tern model for the institution and working towards the realization of this vision in close association with the top management.
2. Taking steps at regular intervals to facilitate the realization of the vision.
3. Establishing necessary systems, procedures and policies to make the vision a reality. Under each of the heads mentioned above, the principal/Director could take-up many more functions based on the requirement and needs of the institution from time to time.

## **Planning**

The Principals/Directors require to prepare long term as well as short term plans and present them to the management.

## **Execution and Reporting**

The Principals/Directors require to present regular reports (monthly, quarterly, bi-annual and annual) of every function that they have taken-up or intend to take-up to the management.

## **College Development Council**

Our college will have a college development council consisting of Heads of Departments and all the coordinators and will be responsible for setting, defining, and reviewing targets towards the development of the institution.

.

## **➤ THE VICE PRINCIPAL and DEAN**

The Vice Principal and Dean of the college will be the second in command in the college. He/She will officiate as the Principal/Director in his / her absence and will assist the Principal in the functioning of the college. The Principal/Director can allocate certain necessary functions to the Vice Principal and Dean .

## **➤ HEADS OF THE DEPARTMENTS**

Every Head of the Department is expected to work with a high standard of initiative, efficiency and economy and report to the Principal / Director and take all the necessary guidance and support. They are responsible for the fulfilment of the tasks set by the top management at the Departmental level.

- I. Informing all their Department colleagues regarding the tasks set forth by the top management as well as Principal/Director pertaining to the Department.



2. Being a role – model for all his / her colleagues by shouldering responsibilities related to academic and administrative functions.
3. Coordinating the preparation of academic schedules at least one month before the actual beginning of each academic (semester) session and ensuring that the schedule is implemented in totality.
4. Preparing the requirement plan for each of the laboratories at least six months in advance and coordinating the procurement at least three months in advance.
5. Setting – up of laboratories and preparing all the necessary manuals, protocols and registers required for maintenance of laboratories.
6. Coordinating the stock verification, maintenance of the lab equipment as per prescribed norms.
7. Recommending to the Principal/Director of the leaves of the staff within the Department as per norms and making alternate arrangements for the fulfillment of the academic arrangements for the fulfilment of the academic responsibilities.
8. Conducting regular staff meetings as per the norms and maintaining the minutes of meetings in the registers and files.
9. Maintenance of all the records, registers, files pertaining to the Department and preparing a list of the same.
10. Monitoring the conduct of the classes pertaining to the Department / Subject on daily basis and preparing a report on the mistakes or lapses if any.
11. Coordinating the syllabus completion at regular intervals and preparing fortnightly reports and submitting them to the Principal/Director.
12. Checking the attendance register every week and signing after verification. If any mistakes/errors are found that should be informed to the concerned faculty at the same time, so that necessary action can be taken immediately.
13. Working into the discipline of students in the concerned Department and preparing lists of students who are found not following basic discipline and conduct.
14. Conducting monthly staff appraisals of the faculty within the Department and sending copy to the Principal/Director.
15. Conducting the result analysis of the subjects concerned within one week after the results are declared and sending the report immediately (within one day) to the Principal/Director.

16. Any other responsibility entrusted by the Principal/Director from time to time based on necessity.
17. Any other matter of urgency can be brought to the notice of Principal / Director.