



Estd : 2008

METHODIST

COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE New Delhi | Affiliated to Osmania University, Hyderabad
Abids, Hyderabad, Telangana, 500001

STUDENTS COUNSELING & MENTORING CELL

MENTOR-MENTEE RATIO

DEPARTMENT	NUMBER OF THE STUDENTS			TOTAL STRENGTH	NUMBER OF MENTORS	MENTOR-MENTEE RATIO
	III SEM	V SEM	VII SEM			
CIVIL	126	123	128	377	19	19.84
CSE	127	120	119	366	20	18.3
ECE	90	124	88	302	19	15.89
EEE	68	58	56	182	10	18.20
MECH	104	141	113	358	20	17.9
H&S	CSE-107; CIV-99; ECE-95; EEE-30; ME-74(FIRST SEMESTER)			405	23	17.52
MBA	59			59	05	11.08
TOTAL STRENGTH OF STUDENTS A.Y 19-20				2049	116	17.66


Cell Coordinator


Principal


Director




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




METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF CIVIL ENGINEERING

List of Mentors and Mentees -2019-2020

Semester	Alloted students' Roll numbers	No of students	Mentor
III	160718732001 to 160718732021	20	Mrs.C.Chandana Priya
	160718732022 to 160718732041	20	Ms.M.Madhuri
	160718732042 to 160718732063	20	Ms.S.Archana
	160718732064 to 160718732085	20	Mrs.Shaista Begum
	160718732086 to 160718732106	20	Mr.G.Anudeep
	160718732107 to 160718732120, 160718732301 to 160718732307	20	Dr.Akshay S.K.Naidu
V	160717732001 to 160717732025	20	Mr.Mohd.Shahed Ali
	160717732026 to 160717732048	20	Ms. M. Mary Soujanya
	160717732049 to 160717732073	20	Dr.Bandita Naik
	160717732074 to 160717732100	20	Mrs.P.Kranti
	160717732301 to 160717732320	20	Mr.D.Bharath Naik
	160717732321 to 160717732340	20	Mrs.S.Deva Samyuktha
VII	160716732001 to 160716732020	20	Mr.Shaik Mohd Imran
	160716732021 to 160716732040	20	Mrs. Sai Shraddha
	160716732041 to 160716732060	20	Mr.Hema Venkata Sekhar
	160716732061 to 160716732080	20	Dr.K.Santosh Kumar
	160716732081 to 160716732097	17	Mr. V. V. Vijaya Kumar
	160716732301 to 160716732320	20	Mr.R.Srikanth
	160716732321 to 160716732333, 160718732308 to 160718732313, 160717732102, 160717732341, 160717732342.	11+6+3=20	Mrs.Pallavi


Dr.K.Santosh Kumar
Mentor Coordinator


Dr.Akshay S.K.Naidu
HOD



METHODIST COLLEGE OF ENGINEERING AND TECHNOLOGY

Department of Computer Science and Engineering

Mentor Groups (A.Y.2019-20)

Semester	Mentor	Mentor-Mentee Group	Students Allotted
			15
III-A	Dr. V Padmakar	160718733001 - 3015	15
III-A	Mr.D Rajsekhar	160718733016 - 3030	14
III-A	Mr. Thirupathi	160718733031 - 3045	14
III-A	Ms E Shailaja	160718733046 - 3060	17
III-B	Ms V Sailaja	160718733061 - 3075,301,302	17
III-B	Mr Uday Kumar	160718733076 - 3090,303 to 305	18
III-B	Mr Rajesh	160718733091 - 3105,306 to 308	17
III-B	Ms Saritha	160718733106 - 3120,309,310 & 160717733033	14
V-A	Mr. T Praveen Kumar	160717733001 - 3014	15
V-A	Ms. P Lavanya	160717733016 - 3030	14
V-A	Ms. P M Tulasi	160717733031 - 3045	11
V-A	Ms.Salma	160717733046 - 3056	15
V-B	Mr.M Krishnamurthy	160717733061 - 3075	15
V-B	Mr.S Sunil Kumar	160717733076 - 3090	13
V-B	Mr. R Sandeep	160717733091 - 3105	13
V-B	Ms. A Lalitha	160717733106 - 3118	12
V-(A & B)	Ms. Ch Sravanthi	160717733301 - 3312	12
VII-A	Mr. P V Ramanaiah	160716733001 - 3015	15
VII-A	Mr. Mohan	160716733016 - 3030	15
VII-A	Ms. Unnati K	160716733031 - 3045	15
VII-A	Mr. Prashanth	160716733046 - 3060	15
VII-B	Ms. B Sowjanya	160716733061 - 3075	14
VII-B	Mr. Sanjeevan	160716733076 - 3090	16
VII-B	Mr.Kishore Kumar	160716733091 - 3106	17
VII-B	Ms.P Lalitha	160716733107 - 3120 & 160716733301 - 3303	17

Coordinator:

(M.V.D.S. KRISHNAMURTY)

HOD:

METHODIST COLLEGE OF ENGINEERING AND TECHNOLOGY

Department of ECE

Mentor - Student , Mentor - Parent Groups

Academic Year : 2019 -2020

SEMESTER	MENTOR	No.Of students Alloted	Mentor - Mentee Group	Mentor - Parent Group
III SEM	D.Vara Prasad	15	18 ECE A (01 – 15) D.Vara Prasad	18 ECE A (01 – 15) Parents
	M.Mahesh Babu	15	18 ECE A (16 – 30) M.Mahesh Babu	18 ECE A (16 – 30) Parents
	C. Bala Ranga Swamy	14	18 ECE A (31 – 45) C. Bala Ranga Swamy	18 ECE A (31 – 45) Parents
	G. Mujtaba	14	18 ECE A (46 – 59) G. Mujtaba	18 ECE A (46 – 59) Parents
	I. Poorna Chander	14	18 ECE B (61 – 75) I. Poorna Chander	18 ECE B (61 – 75) Parents
	Reshma Asma	15	18 ECE B (76 – 90) Reshma Asma	18 ECE B (76 – 90) Parents
	D. Suresh	15	18 ECE B (91 – 105) D. Suresh	18 ECE B (91 – 105) Parents
	K.Srividya Zeenath	20 08	18 ECE B (106 – 311) D. Suresh 18 ECE B (312 – 319)	18 ECE B (106 – 319) Parents
V SEM	T. Sravan kumar	20	17 ECE A (01 – 25) T. Sravan kumar	17 ECE A (01 – 25) Parents
	D.Vara Prasad	04	17 ECE A (26 – 29)	
	Satish yadav	20	17 ECE A (31 -51) Satish Yadav	17 ECE A (31 -51) parents
	Sharmin Bharwani	20	17 ECE B (61 – 83) Sharmin Bharwani	17 ECE B (61 – 90) Parents
	C. Bala Ranga Swamy	06	17 ECE B (83 – 90)	
	P.Ramesh Babu	20	17 ECE B (91 – 112) P.Ramesh Babu	17 ECE B (91 – 118) Parents
	D.Suresh	05	17 ECE B (115– 118)	
	CH.Suresh M.Mahesh Babu	20 04	17 ECE B (301 – 320) CH.Suresh 17 ECE B (321–324)	17 ECE B (301 – 324) Parents
VII SEM	Dr.krishna kumar	20	16 ECE B (01 – 24) krishna kumar	16 ECE B (1 – 31) Parents
	John Carey Medithe	06	16 ECE B (25 – 31)	
	O.Ameena	20	16 ECE B (31 – 54) Ameena	16 ECE B (1 – 31) Parents
	G. Mujtaba	06	16 ECE B (54 – 60)	
	S.Sameed shaik	20	16 ECE B (61 – 80) S.Sameed shaik	16 ECE B (61 – 91) Parents
	I.Srikanth	10	16 ECE B (81 – 91)	
	Indra babu I. Poorna Chander	20 04	16 ECE B (92 – 311) Indra Babu 16 ECE B (312– 315)	16 ECE B (61 – 91) parents

Mentoring Co-ordinator

HOD

HEAD OF THE DEPARTMENT
DEPARTMENT OF ECE
METHODIST COLLEGE OF ENGG. & TECH.
ABIDS. HYDERABAD



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

List of Mentor Groups (A.Y 2019-2020)

Semester	Mentor	Mentor-Mentee Group	Mentor-Parent Group	No of the students
III	Mr.J Ramesh babu	18-EEE-(1-20)Ramesh Babu	18-EEE-(1-20)PARENTS	20
	Mrs.MD Mehtab	18-EEE-(21-40)Mehtab	18-EEE-(21-40)PARENTS	20
	Mrs.A Archana	18-EEE-(41-4314 &17-13&32).Archana	18-EEE-(41-4314 &17-13&32)PARENTS	20
	Dr. G Raghuchandra	18-EEE-(4315-4322)Raghuchandra	18-EEE-(4315-4322)PARENTS	8
V	Mr.N Nireekshan	17-EEE-(1-22)Nireekshan	17-EEE-(1-22)PARENTS	20
	Mrs. V Saketha	17-EEE-(23-45)Saketha	17-EEE-(23-45)PARENTS	18
	Mr. K Maheshwar Reddy	17-EEE-(46-321 & 16-31&39)Maheshwar Reddy	17-EEE-(46-321 & 16-31&39)PARENTS	20
VII	Mr. k Pu;;a Reddy	16-EEE-(1-20)Pulla Reddy	16-EEE-(1-20)PARENTS	19
	Mr.C.V.R srilalit	16-EEE-(21-44)Srilalit narayana	16-EEE-(21-44)PARENTS	20
	Mr.P Rajinikanth	16-EEE-(301-317)Rajinikanth	16-EEE-(301-317)PARENTS	17

Mr.K.Pullu Reddy

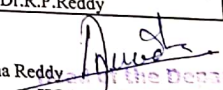
**Mentor
Coordinator**

Mrs. Meenakshi Department
of EEE
Methodist College of Engg & Tech.
Abid, HOD derabad-500 001.

METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY
List of Mentor Groups (A.Y 2019-2020)

S.NO.	BRANCH	HALL TICKET NO	MENTOR
1	ECE-A	160719735001 TO 5020 (20)	Dr Aravind
		160719735021 TO 5040 (20)	Dr Manilal
2	ECE-B&MECH B	160719735041 TO 5060 (20)	Mr Rajnikanth
		160719735061 TO 5080 (20)	Mrs. SonaLakshmi
		160719735081 TO 5093, 18-5033,5030 (15)	Mr. Bhaskar
		160719736051 TO 6070 (20)	Mr. Satish Yadav
		160719736071 TO 6074 (4)	Dr.K Anuradha Reddy
3	MECH-A	160719736001 TO 6020 (20)	Dr. Swathi Mathur
		160719736021 TO 6040 (20)	Ms. Hephzabah
		160719736041 TO 6050 (10)	Mr. Ramesh Babu
		160719733001 TO 3020 (20)	Mr.G. Mohan
4	CSE-A	160719733021 TO 3040 (20)	Mr. T.Joseph
		160719733041 TO 3054 (14)	Ms. E. Shailaja
5	CSE-B	160719733055 TO 160719733075 (20)	Mr.Lingamurthy
		160719733076 TO 160719733095 (20)	Mr.J.Ramakrishna
		160719733096 TO 160719733108 (13)	Mr. HemaShekar
6	CIVIL-A	160719732001 TO 2020 (20)	Mrs.R.Vani
		160719732021 TO 2040 (20)	Mrs.G.Swapna
		160719732041 TO 2062 (22)	Mr.Kishore
		160719732063 TO 2082 (22)	Mr.D.Swamy
7	CIVIL-B&EEE	160719732083 TO 2095,17-2003,18-2057 (15)	Mr.G.Anil
		160719734001 TO 4020 (20)	Mrs.Jayashree A L
		160719734021 TO 4030 (10)	Dr.R.P.Reddy

Mrs.Jayashree A L
Mentor Coordinator

Dr. K.Anuradha Reddy 
HOD, Department of M E
Methodist College of Engg
Abids, Hyderabad-50

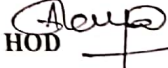


METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF MECHANICAL ENGINEERING

List of Mentor Groups (A.Y 2019-2020)

Sem	Mentor	Mentor-Mentee Group	Mentor-Parent Group
III-A	Mr.R.V Prasad	18-MECH-A-(1-15)RV.PRASAD	18-MECH-A-(1-15)PARENTS
	MR.K.Prabhakar	18.MECH-A-(16-30)Pr	18.MECH-A-(16-30)PARENTS
	Mr.V.Manoj	18MECH(331-345)Manoj	18MECH(331-345)PARENTS
	Mr.Abdul Fazal	18MECH(46-64)FAZAL	18MECH(46-64)PARENTS
III-B	Mr.Srikanth	18MECH(65-80)SRIKANTH	18MECH(65-80)PARENTS
	Mr.Ali Ahmed	18MECH(381-396)MD.ALI	18MECH(381-396)PARENTS
	Mr.Venkataratnam	18MECH(97-113)VENKAT	18MECH(97-113)PARENT
V-A	MR. V. DURGESH	17MECH(1-23)DURGESH	17MECH(1-23)PARENTS
	DR. P SHAILESH	17MECH(24-48)SAILESH	17MECH(24-48)PARENTS
	MR. MD. FAKHRUDDIN H.N.	17MECH(301-319)Fakhruddin	17MECH(301-319)PARENTS
V-B	MR. KAMAL KUMAR OJHA	17MECH(49-70)KAMAL	17MECH(49-70)PARENTS
	DR.U S V PRASAD	17MECH(71-90)USV	17MECH(71-90)PARENTS
	MRS. G. SWETHA	17MECH(99-103)SWETHA	17MECH(99-103)PARENTS
	MR. K. S. RAGHAVAN	17MECH(320-338)RAGHAVAN	17MECH(320-338)PARENTS
VII-A	MR. Y M M REDDY	16MECH(1-20)YMM	17MECH(1-20)PARENTS
	MRS. I SOWJANYA	16MECH(21-43)SOWJANYA	17MECH(21-43)PARENTS
	MR. ASADULLAH	16MECH(44-316)ASADULLAH	17MECH(44-316)PARENTS
VII-B	DR. P RAVI CHANDER	16MECH(46-67)RAVI	16MECH(46-67)PARENTS
	MR. M PRASAD	16MECH(70-93)M.PRASAD	16MECH(70-93)PARENTS
	MR. GURU VISHNU	16MECH(95-332)GURUVISHNU	16MECH(95-332)PARENTS


Mentor Coordinator


HOD

METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY
List of Mentor Groups (A.Y 2019-2020)

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1	ECE-A	160719735001 TO 5020 (20)	Dr Aravind
		160719735021 TO 5040 (20)	Dr Manilal
		160719735041 TO 5060 (20)	Mr Rajnikanth
2	ECE-B&MECH B	160719735061 TO 5080 (20)	Mrs. SonaLakshmi
		160719735081 TO 5093, 18-5033,5030 (15)	Mr. Bhaskar
		160719736051 TO 6070 (20)	Mr. Satish Yadav
		160719736071 TO 6074 (4)	Dr.K Anuradha Reddy
		160719736001 TO 6020 (20)	Dr. Swathi Mathur
3	MECH-A	160719736021 TO 6040 (20)	Ms. Hephzabah
		160719736041 TO 6050 (10)	Mr. Ramesh Babu
		160719733001 TO 3020 (20)	Mr.G. Mohan
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		160719733041 TO 3054 (14)	Ms. E. Shailaja
5	CSE-B	160719733055 TO 160719733075 (20)	Mr.Lingamurthy
		160719733076 TO 160719733095 (20)	Mr.J.Ramakrishna
		160719733096 TO 160719733108 (13)	Mr. HemaShekar
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		160719732021 TO 2040 (20)	Mrs.G.Swapna
		160719732041 TO 2062 (22)	Mr.Kishore
		160719732063 TO 2082 (22)	Mr.D.Swamy
7	CIVIL-B&EEE	160719732083 TO 2095,17-2003,18-2057 (15)	Mr.G.Anil
		160719734001 TO 4020 (20)	Mrs.Jayashree A L
		160719734021 TO 4030 (10)	Dr.R.P.Reddy






Mrs.Jayashree A L
Mentor Coordinator

Dr. K.Anuradha Reddy
HOD of the Department of
Department of M E
Methodist College of Engg
Abids, Hyderabad-50



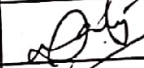


Methodist College of Engineering and Technology
DEPARTMENT OF BUSINESS MANAGEMENT

Faculty members note the names of the students with H.T.No's under your guidance for mentoring:

MBA I yr I sem Mentoring list for A.Y.2018-19

S.No	Name of the Faculty	Alloted Roll No's	Total	Signature
1	G.Shiba Rani	2 to 54	12	
2	K.V.Pavan Kumar	3 to 55	12	
3	S.Sumaiya	1 to 50, 2050	12	
4	A.Swathi	4 to 56	12	
5	A.Brundavani	6 to 51, 2043,2051	11	

MBA II yr III sem Mentoring list for A.Y.2018-19

S.No	Name of the Faculty	Alloted Roll No's	Total	Signature
1	G.Shiba Rani	6 to 59	12	
2	K.V.Pavan Kumar	7 to 60	11	
3	S.Sumaiya	1 to 54	12	
4	A.Swathi	3 to 57, 2027	12	
5	A.Brundavani	2 to 58	12	



HOD

7.1 Duties and Responsibilities of Administrative Officer

1. He has to coordinate all the activities of the college in consultation with Principal/Director
2. All the non-teaching staff of Administrative Office is under his control
3. He should allot the duties to all the Administrative staff in consultation with the Principal/Director and monitor their day to day work
4. He has to monitor and update list of employees and their personal files (both teaching and non-teaching)
5. Should sanction the leaves and vacation for administrative and ministerial staff
6. Monitoring the leave records of the staff
7. He should interact with the parents, students and solve their administrative problems.
8. He has to make the rounds of the entire college at least once in a day and monitor cleanliness, general maintenance and repairs
9. He should take care of the assets of the Institute. He should see that the assets are properly safe guarded.
10. He shall dispose of routine correspondence not involving policy matters.
11. He should sign the cash books and all subsidiary records relating to them.
12. He should monitor the attendance of all the employees through biometry at the end of the month and ensure payment of salaries to the employees on time.
13. Should recover any loans and advances from staff members.
14. Monitoring the issue of stationery and maintenance of concerned records.
15. He shall be the custodian of the original certificates of all staff members.
16. He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.
17. Shall monitor the payment of all bills like electricity, water, telephone etc and also monitor PF, ESI,PTand other mandatory payments as guided by the Principal/Director
18. He shall supervise the issue of certificates to students like bonafide, T.C, bus passes etc
19. Supervise and monitor the student admissions in all categories
20. Obtaining the approvals of the student admissions from Convener of admissions/TSCHE/Osmania University.
21. Shall Monitor the general correspondence with University and other regulatory authorities
22. Shall Monitor the submission of required information to AICTE every year
23. Shall monitor the information to be submitted to AFRC
24. Shall maintain the Service registers for all the employees