



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS INSTITUTION)

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

Accredited by NBA and NAAC with A+ Grade

College Code: 1607

DUTIES AND RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENTS

HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required:

- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To ensure the maintenance of laboratories in good order to provide Training to the students as per the norms of OU and at par with industry standards.
- To train and update the faculty to deliver good instruction to the students.
- To monitor the staff attendance and leaves.
- To monitor the regular conduct of classes
- To conduct Internal Assessment examinations in collaboration with the In-charge of the Examination cell
- To arrange for invigilators based on the requirement for conduct of all examinations
- To ensure proper evaluation of student's performance and take Remedial action to improve the performance of slow learners
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students
- To maintain the general upkeep of the department and the laboratories
- Sending the laboratory and other requirements of the department to the Principal/Director from time to time
- To indent required number of books, journals/periodicals in the beginning of the academic year for Institute library.
- Appoint a faculty member as in-charge of the departmental library and ensure that the faculty in-charge maintains the record of books, journals and magazines
- Obtain and monitor the feedback from the students about teaching and other related academic issues
- Analysis of the of the feedback along with the action taken report are to be maintained
- Appoint faculty members as Class coordinators, examination coordinator, timetable



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coordinator, Lab in-charges and training & Placement coordinator

- To appoint faculty as student counsellors /mentors so as to meet the academic and personal needs of Students and also to monitor their progress from time to time.
- To finalize the projects for students in consultation with the faculty
- To maintain the movement register of the staff during the working hours
- Maintain all relevant files in the department
- Instruct the faculty to maintain the course files and monitor these files periodically
- Maintain a record of details of the Paper Presentations/Publications/Seminars, conferences and workshops attended by the faculty and students.
- Maintain departmental events register indicating all the events organized by the department, like, guest lectures, seminars, workshops, exhibitions etc.
- To Obtain the self-appraisal reports of the staff members at the end of each academic year (Teaching & Non-teaching) and forward the same to the Principal/Director along with their confidential reports

SPECIFIC DUTIES

- To ensure that all classes are held as per the time - table. He/She should make alternate arrangement for the class work of teachers absent on that day. He/She should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- To verify the student attendance registers at the end of every week to check proper marking of attendance and implementation of lecture plans.
- Arrange to display the attendance of all the students of all classes every month on or before 5th of every month.
- To go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- To convene meetings of Faculty every fortnight to review the academic activities
- Plan the vacation schedule of the staff in such a way that at any given point of time at least a few staff are available and all the faculty and non-teaching staff resume duty before one week of commencement of class work/academic year



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ACADEMIC AND R&D ACTIVITIES OF THE DEPARTMENT

- To arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians who could be invited to deliver guest lectures.
- To organize conferences/seminars/workshops/FDP speriodically
- To monitor students' development and problems through Feedback and counseling.
- To motivate and encourage the faculty to take-up
- R&D Work on industrial problems and Projects
- Publication of Newsletters
- Organizing & Coördinating consultancy service
- Testing/repair services of instruments and equipment
- Industry institution interaction
- Dissemination of knowledge through guest lectures
- Preparation of project proposals for funding

- To provide the required information to the Principal/Director from time to time
- To nominate the senior most faculty as in-charge head in his/her absence
- Any other duty as assigned by the Principal/Director




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

Methodist College of Engineering & Technology

(Affiliated to Osmania University - College Code 1607)
King Koti, Abids, Hyderabad-500 001 Phone : 24755999, 24753445
www.methodist.edu.in

Date: 27-02-2020

DEPARTMENT OF MECHANICAL ENGINEERING

Annual Budget proposal for financial year 2020-21

S.No.	Head of Account	Budget Proposal for FY 2020-21
01	Laboratory equipment	200000.00
02	Software	0
03	Laboratory consumable	150000.00
04	Maintenance and spares	50000.00
05	R & D	50000.00
06	Training and Travel	30000.00
07	Miscellaneous Expenses	25000.00
	Total	505000.00



HEAD OF DEPT.
H.O.D.

Mechanical Engineering Department
Methodist College of Engg & Tech
King Koti, Hyderabad-500 001



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF MECHANICAL ENGINEERING
ACADEMIC YEAR 2020-2021(01-06-2020 to 31-08-2021)

Name of the College :	Methodist College of Engineering and Technology
Department :	MECHANICAL ENGINEERING

1. Personal Details:				
1.a	Name of the faculty	Dr. P. Ravi Chander		
1.b	Age	41 YEARS		
1.c	Gender	MALE		
1.d	Position / Designation	ASSOC. PROFESSOR		
1.e	Address for correspondence (with Pin code)	FLAT No: 605, GOVERNAMENT QUARTERS, B-BLOCK ASMANGADH, NEW MALAKPET, HYDERABAD 500036. Mobile No: 9440022034 E-Mail : pravichander@methodist.edu.in , vira755@gmail.com		
1.1. Qualification				
1.1.a	UG: BE / B.Sc /B.Tech	Name of the Institution and University	year of passing	Division/Percentage
		Vasavi college of Engineering, OU	2001	Second Class/ 53.2%
1.1.b	PG: M.Tech/ M.S / M.Sc /MCA	Name of the Institution and University	year of passing	Division/Percentage
		JNTUA, ANANTAPURAMU	2005	FIRST CLASS/77.7
1.1.c	Ph.D(month & year of award /Institution)	Name of the Institution and University	month & year of award	
		JNTUH, HYDERABAD	FEB & 2017	
1.2. Teaching/Professional Experience				
1.2.a	In MCET	Date of Joining	Experience in No of years	
		05 / 09/ 2014	7	
1.2.b	In Other Institutions	Name of the Institution	Date of Joining	Experience in No of years
		Christujyoti Institute of Engineering & Technology	10/07/2010	4
		Guru Nanak Engineering college	05/06/2006	4
		Dr. V.R.K College of Engineering and Technology	05/05/2005	1
1.2.c	Total teaching Experience in years	16 Years		
1.2.d	Other Professional Experience	---		
1.3. Subjects taught and Results Analysis for the academic year 2020-2021				

1.3.a	Do you maintain a teaching diary in the attendance register	YES		
1.3.b	Theory Subjects Taught	Subjects taught		
		I SEM	For Sec –A& B,subject-Heat Transfer, Lab- For Sec –A&B :T.E-2 lab.	
1.3.c	University Pass Percentage subject wise/section wise (During II Sem of 2019-20)	Percentage of passes		
		I SEM	In Sec-A-100% & Sec-B-94% T.E-2 Lab: In Sec-A-100% & Sec-B-98%	
1.3.d	Results analysis and reasons for failures and remedial measures taken if any	--		
1.3.e	Workload for the current semester and the last semester (2020-21)			Number of theory subjects
				Number of Labs
		First Semester	01	02
		Second Semester	02	01
	Odd-Sem (2021-22)	02	01	

3. a. Incentives / Award / Reward / Recognitions

- NIL-

b. Member of external bodies

- Life member of International Association of Engineers (IAENG- 102482)
- Life member of Combustion Institute

c. ISTE-Professional member ship

- Life member

d. CSI/IETE/IE/IEEE - NIL-

e. Promotion - NIL-

f. FDP organized - NIL-

g. Faculty Development programs attended

S. No.	Course	Place	Period
1.	Recent Advancement in Mechanical Engineering	BIET	22-26 june 2020
2.	Modelling and simulation- An Engineering Perspective	SCMS School of Engineering Technology	22-27, june-2020

3.	Recent Advances in Heat transfer and its Applications	B.M.S COLLEGE OF ENGINEERING	13-17, July-2020
4.	Research Methodologies And Statistical Data Analysis	AICTE - Sponsored Faculty Development Programme(CBIT)	16-28, Nov-2020
5.	Rapid prototyping and Artificial Intelligence for Industrial Application	AICTE-ISTE Sponsored 6-Days Online Induction Program	25-31, March-2021
6.	Classical Optimization Techniques in Manufacturing systems"	AICTE Training And Learning (ATAL) Academy Online Elementary FDP(GNITC)	05-09, July-2021
7.	Current Trends in Research & Innovation - Research Paper Publications - IPR and Patents - Research Projects & Fundraising	Institute for Academic Excellence, Hyderabad	27- 31 August 2021

h. List of NPTEL courses certificate done

- NIL-

i. Conferences / Seminars /Workshop organized - NIL-

S. NO	Name of the Faculty	Paper title with Author /s names, journal name, date of publication, ISSN no., Volume and page nos.	Academic Year
1.		Nil	

j. Conferences / Seminars /Workshop attended

S. NO	Name of the Faculty	Paper title with Author /s names, journal name, date of publication, ISSN no., Volume and page nos.	Academic Year

k. invited lectures -NIL-

l. Responsibility in Committees / cells

- Time table committee member
- Student welfare coordinator.

m. Industrial visits / Trainings / Internships organized -NIL-

n. Counseling /Mentoring

Myself Dr.P.Ravi Chander working as Assos. Professor in Mechanical Engineering from the past 2 years i was mentor for these students. Initially 20 students are allocated as mentees in the academic year 2018-19, by that time students were in III Semester (AICTE SCHEME). I believe improvement in teaching learning process through effective mentoring. Maximum communication between student to institute and institute to students are performing through the effective mentors. and they are completed their course success fully in this academic Year, two members have backblocks. As a result, teacher-student bonding is significantly improved.

As a mentor I,

1. Provided guidance, oversight, and encouragement.
2. Provided feedback regarding their mentorship, progress, and experience
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

o. Individual Time table Copy

I-SEM:

	9:30 -10:30	10:30-11:30	11:30-12:30	1:15-2:15	2:15-3:15	3:15-4:15
MON						
TUE	H.T					
WED		H.T				T.E LAB-2
THU					H.T	
FRI				H.T		
SAT				H.T		T.E LAB-2

II-SEM:

	9:30 -10:30	10:30-11:30	11:30-12:30	1:15-2:15	2:15-3:15	3:15-4:15
MON				AE		
TUE			AE			T.E LAB-I
WED		AE				
THU	AE					
FRI					AE	
SAT				AE		

p. List of Projects Guided

- DESIGN AND STATICS ANALYSIS OF RACK AND PINION STEERING MECHANISM BY USING DIFFERENT MATERIALS
- DESIGN & FABRICATION OF REGENERATIVE BRAKING SYSTEM
- EXPLICIT ANALYSIS OF BLAST PROOF MILITARY SHOES

q. List of in-house R&D Projects and documentation

r. List. of funded R&D projects : documentation -NIL-

s. List. of consultancy activities :documentation -NIL-

t. List of Instructional materials like course files, lab manuals

- Heat transfer Course file Prepared.
- Automobile Engineering Course file Prepared.

- Applied thermodynamics Course file Prepared.

u. List of working models / Products developed / Incubation / Start-ups

S. No	Title of the invention	Application No
1	Design, Development & Testing Of Fatigue Testing Machine	202141009207 A
2	Design & Development Of Apparatus For Abrasive Jet-Assisted Drilling And Cutting	202141009214 A

v. Research Publications

S. No	Paper title with Author /s names, journal name, date of publication, ISSN no., Volume and page nos.	UGC Index No	Academic Year
1.	Design And Analysis of Rotovator And Cultivator Blades By Various Materials Using FEA	THE JOURNAL OF ORIENTAL RESEARCH MADRAS ISSN : 0022-3301 [NOVEMBER 2021	2020-21
2.	Design Modelling And Analysis of Knee Implant Using Different Biomaterials	THE JOURNAL OF ORIENTAL RESEARCH MADRAS ISSN : 0022-3301 [NOVEMBER 2021	2020-21

w. List of Projects received seeded money -NIL

x. International fellowship for advanced studies / research -NIL

y. List of Innovative Teaching/Learning Methodologies

- Participative Learning Methods:

- (a) Seminars
- (b) Group Discussions

- Problem Solving Methods:

- (a) Group Tasks
- (b) Learning by doing

z. link of webpage /blog/google classroom / LMS

<https://www.youtube.com/channel/UCNYO30V5uvbnjDhW4JHwlow>

Details of Additional contribution to the Department/College for the academic year 2019-20					
At what level you rate your performance (on a scale of 1 to 5)	1	2	3	4	5

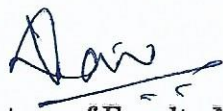
					5
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Note: Submit attachments wherever necessary

Any other Relevant Information you would like to submit:


- 1) Member of Admission Cell
- 2) Department Coordinator
- 3) Member of scholarship cell

Date:


Signature of Faculty Member

Observation of the Head of the Department:

The details as mentioned by Dr. Ravichander, Asso. prof. are verified and found correct. His contribution to the department is satisfactory.


HOD-ME.

Annual increment is sanctioned as based on his perform and recommend by HOD General

