



Details of the monitoring committee and their composition

The Methodist College of Engineering and Technology oversees and keeps an eye on the operations of the numerous committees that deal with code of conduct, ethics, and discipline.

The various committees that help in implementing the code of conduct among students, staff and administration are

1. Anti – Ragging committee
2. Discipline committee
3. Grievance Redressal Committee
4. Internal Complaints Committee
5. Governing Body Committee

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





METHODIST
COLLEGE OF ENGINEERING & TECHNOLOGY
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ANTI RAGGING COMMITTEE CELL

The College has Constituted the Anti Ragging Committee in the year 2014-15. The instructions were framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline in the college. All 'new comers' should attend counselling sessions organized for them from time to time by the college staff.

OBJECTIVES

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to our notice

Functions of Anti Ragging Committee

- FO1. To educate the senior students how to conduct themselves with respect to juniors
- FO2. To make them aware of existing anti ragging laws of the land.
- FO3. At the time of admission when the first year students arrive in the campus, all the freshers are informed and educated about the anti ragging committee members and their contact numbers on the orientation day.
- FO4. Some senior students take oath on the dias which conveys the message that senior students do not rag the juniors.
- FO5. To ensure effective solution to the students complain with a impartial and fair approach.

Members of the Committee- 2022-23

S.No	Name of the faculty	Dept.	Designation
1	Mr A Sachendranath	H&S	Coordinator
2	Dr. Swathi Mathur	H&S	Member
3	Dr. Bandita Naik, HOD	CE	Member
4	Dr. P. Lavanya , HOD	CSE	Member
5	Dr. Y. Mastanamma, HOD	EEE	Member
6	Dr. VSSN Srinivasa Baba, HOD	ECE	Member
7	Dr.A.Rajashekar, HOD	ME	Member
8	Dr S Sujatha, HOD	BM	Member
9	Dr.Anuradha Reddy, HOD	H&S	Member

Facilities of the cell:

A room is provided to conduct the meetings of the cell of Anti Ragging Cell.

The cell operates from the room allotted to the coordinator with a desk top computer, Printer with scanning and Common Data Entry Operator.
Complaint box is installed in the college campus.

Members of Anti Ragging Squad

S.NO	Name of the Staff	Position	Designation
1	Mr A Sachendranath	Coordinator	Assistant Registrar
2	Dr.K.AnuradhaReddy	Member	Heads of H&S Dept
3	Mr. Bharat Naik	NSS Officer	Assistant Professor
4	Dr.K.Veerabhadra Rao	Member	Incharge of Examination
5	Mr.Ramakrishna	Member	Librarian
6	Mr.Nageshwar Rao	Member	Student Advisor
7	Mr. Iliyaz Shameem	Member	Physical Director
8	Bodakunta Prashanth 160720732327	CE	Student Member
9	Borra Sheshi Kumar 160719733054	CSE	Student Member
10	Mohammed Mohsin Bajaber 160719734024	EEE	Student Member
11	K Avinash 160719735008	ECE	Student Member
12	Mohammad Zubair 160720736306	ME	Student Member
13	Shaik Nawaz Shareef	BM	Student Member

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

1. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
2. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
3. Conduct workshops against ragging menace and orient the students;
4. To provide students the information pertaining to contact address and telephone numbers of the persons identified to receive complaints/distress calls.
5. To create awareness among the students about Anti ragging.
6. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

Roles & Responsibilities of committee members

a) Coordinator :

Coordinator has to conduct a meeting of the committee members in the beginning of the academic year and review the happenings in and outside the college with respect to ragging of our college students either by senior or other college students in the hostels they reside

b) Faculty member :

Faculty members are advised to bring any incident of ragging to the notice of cell coordinator or other members. They have to supervise all the canteen when the juniors and seniors meet at the lunch time and they have to reach the hostel or the bus stop near the college if any incident of ragging occurs and report.

c) Student member :

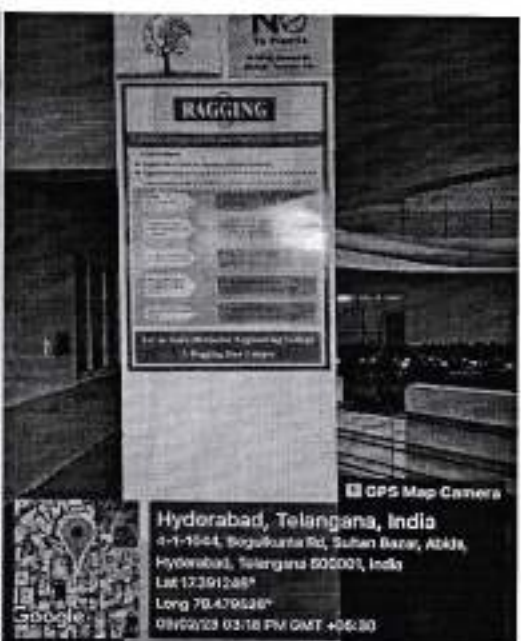
Student member have to report to the members of the anti ragging committee if they come across the incidents instantly

d) PD/Student Welfare officer:

Physical Director and student welfare officer who keep watch and vigil are expected to report the ragging incidents to the cell members. They can also involve and solve problem as and when they notice in and around the college campus.

Program Outcomes

FO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
FO1	---	---	---	---	--	2	---	2	3	--	---	--
FO2	---	---	--	---	---	2	--	2	3	---	---	--
FO3	--	---	---	---	---	1	---	3	2	---	---	---
FO4	--	---	---	---	---	---	2	3	3	---	---	---
FO5						3	---	3	1	---	---	2



Events/activities organised

S.No	Academic Year	Date	Name of the events	No. of participants	No. of colleges participated	PO Mapped
1	2022-23	23.12.2022	Respect Humanism and Say No to Ragging	135	1	PO6

Dr. G. L. K. Durga:

A seminar on "Respect Humanism and Say No to Ragging" was organized on 23rd December 2022 regarding awareness about the ills of ragging amongst the students.

Dr. G. L. K. Durga, Retired Principal of AMS, Arts & Science College for Women, addressed the students with respect to Ragging, its repercussions, rights of victims of ragging and the duties of Educational Institutions, that Ragging was a nonbailable offence. Students were made aware of the consequences of ragging and misconduct. She also focused on talking about the questions and concerns related to Ragging & the importance of Anti-ragging Committees, during her talk.

The aim of the talk was to inculcate values of equality, inclusiveness and diversity among the boys and girls which are essential for building a healthy and progressive society.




Coordinator



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Date: 21/12/2022

CIRCULAR

Antiragging Cell is organising a seminar by Dr. G. L. K. Durga on "Respect Humanism and Say No to Ragging" being conducted on 23.12.2022 in the seminar hall, D-Block at 12.00pm. All students are informed to be present.

Copy to :

1. Director
2. HoD's
3. AO/SWO
4. All the committee members



[Handwritten signature]
Principal

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DEPARTMENT OF HUMANITIES AND SCIENCES

20.12.22

To,

Dr. G. L. K. Durga,

Subject : Invitation to deliver a talk. Reg...

Dear madam,

I'm Dr. K. Anuradha Reddy, HoD, Humanities & Sciences Department, Methodist College of Engineering and Technology, Abids, Hyderabad.

As part of the Programs that are conducted by the Anti-Ragging Committee, this year we are planning to conduct a one day seminar on creating awareness on the Menace of Ragging. This Program is planned on 23.12.2022. The seminar is being organised with the specific aim of bringing awareness on the disadvantages of ragging.

We request you to make yourself available to be a Guest Speaker on the Day. .

Thank you,

Yours sincerely,


Dr. K. Anuradha Reddy

HoD, Dept of H&S

Head of the Department
Department of H & S
Methodist College of Engg. & Tech.
Abids, Hyderabad - 500 007

Dr.G.L.K.Durga.

Dr.G.L.K.Durga, M.Com, M.Phil, Ph.D, Retired as Principal of AMS Arts and Science College for Women. She has 35 yrs of teaching experience. She presented 40 Research Papers at National Seminars and 4 Papers at International level.

She guided 6 M.Phil and supervised 2 Ph.D Scholars. She has carried out 2 Minor Research Projects funded by UGC.

She organised several Conferences, Workshops, Seminars at International and National levels. She is co-author of several Academic Textbooks for B.Com Course, Text books on Business communications, Personality Development, Banking and Financial services, small enterprise Management published in Telugu and English medium.

She Has been honoured with several awards

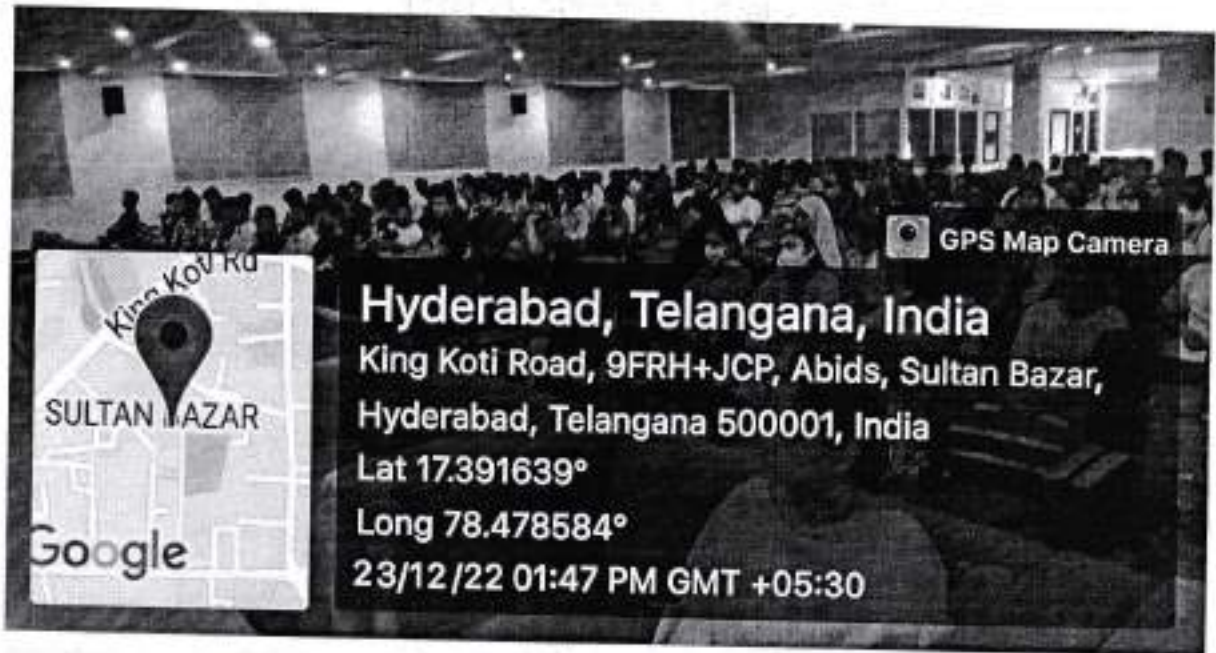
1. State best teachers award -2007.
2. Best NSS, Programme Officer award, Rajiv Vidya Vikas-2007
3. Prof.F.D.Vakil Memorial Award for Excellence in Teaching 2012.
4. Global Peace and Education Excellence Award by International Delhi Institute of Education and Management in 2012.
5. Best Teacher Award , by Vasavi seva kendram, -2013.



Hyderabad, Telangana, India
King Koti Road, 9FRH+JCP, Abids,
Sultan Bazar, Hyderabad, Telangana
500001, India
Lat 17.391644° Long 78.478588°



Hyderabad, Telangana, India
4-1-1061/A, Boguikunta, Abids,
Hyderabad, Telangana 500001,
India
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Hyderabad, Telangana, India
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Hyderabad, Telangana 500001, India
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Date: 24/12/2022

REPORT

A seminar on "Respect Humanism and Say No to Ragging" was organized on 24th December 2022 regarding awareness about the ills of ragging amongst the students.

Dr. G. L. K. Durga, Retired Principal of AMS, Arts & Science College for Women, addressed the students with respect to Ragging, its repercussions, rights of victims of ragging and the duties of Educational Institutions, that Ragging was a nonbailable offence. Students were made aware of the consequences of ragging and misconduct.


Coordinator



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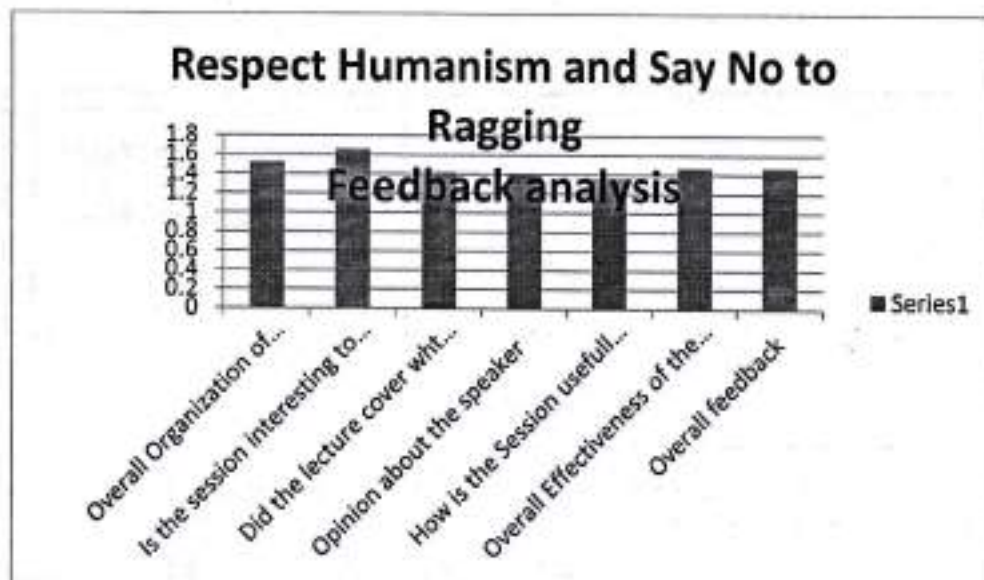
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RAGGING MENACE TO THE STUDENTS

FEEDBACK ANALYSIS

Name of the programme : Respect Humanism and Say No to Ragging		
		Average
Overall Organization of lecture		1.65
Is the session interesting to you?		1.74
Did the lecture cover wht you are expecting?		1.52
Opinion about the speaker		1.75
How is the Session usefull from the knowledge and information point of you		1.45
Overall Effectiveness of the seminar		1.66
Overall feedback		1.728





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Date:01/10/2022

CIRCULAR

All the disciplinary committee members are hereby informed to attend the disciplinary committee meeting in board room on October 4, 2022 at 2.00 pm in Board room for discussion about the disciplinary measures to be followed in the semester.


Discipline Committee Coordinator


PRINCIPAL
PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH.
Ging Kottl Road, Abids, Hyderabad

CC to:

- 1) All HODs
- 2) Discipline Committee Members
- 3) SWO/AO



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The institute Disciplinary Committee is constituted for the maintenance of discipline in the college. The committee ensures that students abide and maintain order and peace in the college as they continue pursuing academic aims and targets.

Minutes of the Meetings

The first meeting of Disciplinary Committee for the academic year 2022-23 was convened on 4th October, 2022 at 2.00 PM in Board Room with the following agenda:

The Coordinator informed the committee members that students are being educated, and should be reminded iteratively, that wearing ID cards on campus is mandatory and they should follow the dress code and grooming etiquettes and the standard operating procedures during the semester. If any cases of violation are observed in this regard, the concerned students' ID cards have to be taken immediately and should be handed over to the student on the same day after counselling and initial warning from the Disciplinary Committee members. Subsequent cases of discipline violations should be handled by the committee as per procedure.

The chairperson further informed the members that in case of any misbehaviour or violation of the college rules, the ID cards of the students must be confiscated and would be in possession with the Disciplinary Committee members till the enquiry is completed.

The Committee led by the Principal and senior faculty members work towards organizational goals to maintain discipline at the campus through an optimistic approach and creating an amicable learning environment.



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Date:04/02/2023

CIRCULAR

All the disciplinary committee members are hereby informed to attend the disciplinary committee meeting in Board room on 8th Feb 2023 at 2.00 pm for discussion about the disciplinary measures to be followed in the semester.


Discipline Committee Coordinator


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

CC to:

- 1) All HODs
- 2) Discipline Committee Members
- 3) SWO/AO



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Minutes of the Meetings

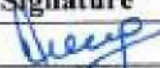

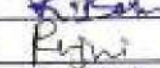

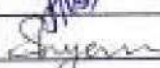
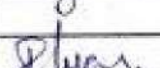


The first meeting of Disciplinary Committee for the academic year 2022-23 was convened on 8th February, 2023 at 2.00 PM in Board Room with the following agenda:

The Coordinator informed the committee members that students are being educated, and should be reminded iteratively, that wearing ID cards on campus is mandatory and they should follow the dress code and grooming etiquettes and the standard operating procedures during the semester. If any cases of violation are observed in this regard, the concerned students' ID cards have to be taken immediately and should be handed over to the student on the same day after counselling and initial warning from the Disciplinary Committee members. Subsequent cases of discipline violations should be handled by the committee as per procedure.

The chairperson further informed the members that in case of any misbehaviour or violation of the college rules, the ID cards of the students must be confiscated and would be in possession with the Disciplinary Committee members till the enquiry is completed.

The Committee led by the Principal and senior faculty members work towards organizational goals to maintain discipline at the campus through an optimistic approach and creating an amicable learning environment. The

committee members were satisfied with the endeavours taken so far to accomplish the objectives and chose to put in more efforts to keep up discipline in campus for the following year.

S.No	Name of the faculty	Department	Designation	Signature
1.	Mr. D. Rajasekhar, Asst. Prof.	CSE	Coordinator	
2.	Mr. Mohammed Imran, Asst. Prof.	Civil	Member	
3.	Mr. P. Ramesh Babu, Asst.Prof.	ECE	Member	
4.	Mr. P. Rajinikanth, Asst.Prof.	EEE	Member	
5.	Mr. Mohd. Abdul Fazal,Asst.Prof	Mech	Member	
6.	Mrs. J.R. Hephzabah, Asst.Prof.	H&S	Member	
7.	Mr. C.Shyam Sunder, Asst.Prof.	MBA	Member	
8.	Mr. G.Nageshwar	SWO	Member	
9.	Mr. Ilyas Shameem	PD	Member	


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STUDENT GRIEVANCE AND REDRESSAL CELL

Methodist College of Engineering & Technology has an effective Mechanism in order to settle genuine grievances of students, parents up to a satisfaction level so as to create a healthy relationship among the students, parent's, employees and employer. The grievance will include any matter relating to student . The committee is requested to contribute effectively to dispose the grievances at the earliest. Students Grievance Redressal Committee is established in MCET in accordance with the AICTE act 1987 .

The Students Grievance Redressal Committee of the Institute has been constituted with the aim to provide all the genuine grievances of students of the college. All Grievances should be filed by writing on paper, to the Committee Chairman of the college. The Committee will meet at least once in a month to resolve the grievances, to take inclusive decision and submit recommendations to the deciding authority for removal of alleged grievances. The student shall bring up his grievance in prescribed format immediately to the Grievance Cell without fail. In case the person is unwilling to appear in self, grievances may be dropped in writing at the Complaint box/suggestion box of the Grievance Cell.

Grievance submitted by the students are addressed systematically with active involvement and cooperation of the respective college/office connected with the grievance maintaining necessary confidentiality in handling process. Students Grievance Redressal Committee at MCET has emerged into an appropriate forum providing support and encouragement to all the students

OBJECTIVES :

The main objective of the Students Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational environment on the campus. The objectives of the Students Grievance Redressal Cell are :

- To develop an organizational framework to resolve grievances of students and other Stakeholders
- To provide the students access to immediate, hassle free recourse to have their grievances redressed.
- To institute a monitoring mechanism to oversee the smooth functioning of the College.
- Ensures that the grievances are resolved on time impartially and confidentially.
- Grievance shall be considered at the earliest but in any case not later than a week.
- The cell shall hear the concerns of all parties involved.
- Complainants and Respondents shall be present in person before the cell for all hearings.
- The cell shall be committed to maintain the confidentiality of information throughout the process.
- Grievance with legal complexity like sexual harassment/misconduct or of other criminal nature shall be dealt with after taking advice from appropriate legal consultants/authorities.
- The grievance cell will find the facts and evolve a solution which is submitted to the Principal for further action.

FUNCTIONS OF THE CELL

The major function of the cell is to look into the complaints lodged by any student, and judge its merit. The grievance cell also looks into matters of harassment. Anyone with genuine grievance may approach any grievance cell committee member. Grievance may also be sent through email to the coordinator of Students' Grievance Cell.

FO1 The committee will look into the complaints lodged by any student, and judge its merit.

FO2 To ensure effective solution to the student's grievances with an impartial and fair approach.

FO3 To develop a responsive and accountable attitude among all stakeholders, there by maintaining a harmonious atmosphere in college.

FO4 The cases will be solved immediately on receipt of written grievances from

the students.

FO5 To develop co-ordination between students and Departments Sections to redress the grievances.

STUDENT GRIEVANCE AND REDRESSAL CELL

Members of the Committee – 2022-23 – Faculty

S. No	Name of the Faculty	Dept.	Designation
1	Mrs. G. Saritha	CSE	Coordinator
2	Mrs. Shaista Begum	CE	Member
3	Dr. M. Sharada Varalakshmi	CSE	Member
4	Mrs V Saketha	EEE	Member
5	Mrs.O Ameena	ECE	Member
6	Mrs.Shazia Anwar	ME	Member
7	Ms.A.Swathi	BM	Member
8	Ms.Sona Iruvanti	H &S	Member

Members of the Committee – 2022-23 – Students

S. No	Roll No.	Name of the Student	Department
1	160720732315	Chanigala Meghana	CE
2	160719733032	Dama Naroatham Sai	CSE
3	160720734301	Ankam Sandeep Kumar	EEE
4	160720735313	Reniguntala Sharon Sonia	ECE
5	160720736302	Mohammed Idrees Ahmed	ME
6	160721672051	P Sai Suraj	BM
7	160720732315	Chanigala Meghana	CE

Roles & Responsibilities of Committee Members

a) **Coordinator :**

Coordinator has to conduct a meeting of the committee members in the beginning of the academic year and to take stock of the list of

existing Complaints if any, that need immediate attention.

b) Faculty Member :

Faculty members are advised to bring any Student Complaint to the notice of cell coordinator or other members.

c) Student Member :

Student members have to report Complaints if any, to the members of the Student Grievance and Redressal Committee at the earliest..


Mechanism of Resolving Students' Grievances :

As soon as the Committee receives a complaint, the Committee members take it to the notice of the concerned authority or the person who could help in resolving the problem directly.

The members discuss about the problem, either through a formal meeting or through an informal channel of communication, like Whatsapp Group, depending upon the nature of the issue or complaint.

If there is a need to conduct a meeting in a formal fashion, we send a Circular and call for a scheduled meeting.

All the members sit together and discuss at length and see to it that the problem is resolved at the earliest.


Dr. G. Saritha



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INTERNAL COMPLAINTS COMMITTEE (ICC)

2022-2023

The Internal Complaints Committee (ICC) is constituted as per UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015. The above regulations are based on the Government of India's Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act 2013. Mahilaratna Puspatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon Camp constituted an Internal Complaint Committee (ICC) for maintaining healthy and safe environment for girls and women employees in the campus.

The ICC committee aims to prevent sexual harassment, promote well-being of all female students and staff members and create a gender sensitized community within academic and non-academic community in this educational institution.

Definition of Sexual Harassment - Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication)

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography, making or posting vulgar/ indecent/ sexual pranks
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature


Coordinator




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OBJECTIVES:

- 1) Eliminate act of harassment, either sexual or otherwise and provide appropriate procedure to deal with the problem in case of such occurrence.
- 2) Deal with it in a sensitive, prompt, unbiased and confidential manner.
- 3) To equip students, faculty and staff with the knowledge of their legal rights and redressal of their grievances.
- 4) To encourage the students to express their grievances/ problems freely and frankly without any fear of being victimized.
- 5) To promote a social and psychological environment to raise awareness of sexual harassment in its various forms.
- 6) To facilitate speedy delivery of justice, through organizing meetings at regular intervals.


FUNCTIONS:

The Internal Complaints Committee's major functions entail:

- forceful implementation of the policies relating to the prevention of sexual harassment,
- strive to resolve complaints by the aggrieved complainant, and
- henceforth, recommend actions to be taken by the employer.


Coordinator




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Facilities for ICC at METHODIST 2022-23

The management of Methodist provided many facilities to promote NSS events in and out side the college campus .

1. Computer with LAN
2. Xerox
3. DSLR Camera
4. Handycam
5. Convyance for events out side
6. Seminar hall for events
7. Mementos and Certificates
8. Banners and flexies
9. Stationary


Coordinator




Principal
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Composition of the Committee: 2022-23

ICC cell Consists of 1 coordinator with 1 faculty members from each department and 1 student from each class.

S.No	Name of the faculty / Student	Department	Designation
1	Dr.S Sujatha, HOD	BM	Coordinator
2	Ms A. Swathi	BM	Member
3	Mrs. Mary Sowjanya	CE	Member
4	Mr D Rajasekhar	CSE	Member
5	Mrs. A. Archana	EEE	Member
6	Mrs.O.Ameena	ECE	Member
7	Mrs. I. Sowjanya	ME	Member
8	Mrs. A. L. Jayashree	H & S	Member
9	K Shiva Goud 160722732007	CE	Student Member
10	D Ramakrishna 160719734304	EEE	Student Member
11	R Manisha 160719735062	ECE	Student Member
12	Misbahuddin 160719736004	ME	Student Member
13	Madeeha majid 160722672024	BM	Student Member
14	Manisha 160719735062	ECE	Student Member


Coordinator




Principal
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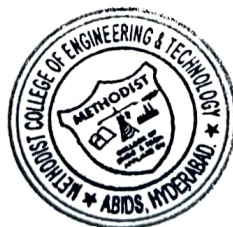
ROLES & RESPONSIBILITIES OF COMMITTEE MEMBERS


Duties of the Internal Complaints Committee The Internal Complaints Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace.

A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti–Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises ‘sexual harassment’ at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings
- Whenever required, forward the complaint to the police
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee


Coordinator




Principal
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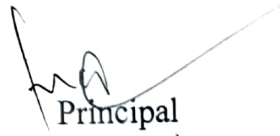
YEAR PLANNER 2022-2023

List of International and National Days/Weeks to be observed by ICC Cell

Sr. No.	Month	Name of the Days
1	June	World Day Against Child Labour
2	July	National Doctor's Day
3	August	International Youth Day
4	September	Teachers Day
5	October	International Girl Child Day
6	November	National Law Day
7	December	Human Rights Day
8	January	Savitribai Phule Jayanti
9	February	Social Justice Day
10	March	International Women's Day
11	April	World Health Day
12	May	Mother's Day


Coordinator




Principal
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Internal Complaint Cell MCET

25 -10-2022

Circular

All the members of the Internal complaint Committee are requested to attend a meeting on 26th Oct 2022 in A- Block, Room No.101 at 3:30pm to discuss the following agenda.

1. Report on cases relating to grievances for academic year 2022-2023
2. Events and programs to be organised.
3. Any other point with the permission of the principal.

We request you to kindly make it convenient to attend the meeting of MCET ICC.

Copy to:

1. All the committee members
2. Director/Principal/Dean of the college
3. All the Heads of Department




ICC Co-ordinator


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27-10-2022

Minutes of the Meeting

The meeting of ICC began at 3.30 pm on 26th Oct 2022 with the welcome speech by the co coordinator.


1. Suggestions regarding handling of complaints under ICC were discussed
2. It was decided to conduct programs and activities with regard to woman health. On international woman's' day .
3. Members suggested that the women's cell should take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

Members :

1. Dr S Sujatha
2. Mrs A swathi
3. Mrs.Prasanna Kumari
4. Mr.D Rajasekhar
5. Mrs V .Saketa
6. Mrs O.Ameena
7. Mrs I Soujanya
8. Mrs A L JayaShri




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ICC Co ordinator



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Internal Complaint Cell MCET

3-3-2023

Circular

All the members of the Internal complaint Committee are requested to attend a meeting on 4th Mar 2023 in A- Block, Room No.101 at 3:30pm to discuss the following agenda.

1. Confirmation to the minutes of the last meeting held on 26/20/2022
2. Review about the complaints that have been received by ICC
3. To discuss about the arrangements to be made for the forthcoming event Woman's day celebrations 2023

We request you to kindly make it convenient to attend the meeting of MCET ICC.

Copy to:

1. All the committee member
2. Director/Principal/Dean of the college
3. All the Heads of Department


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ICC Co-ordinator




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06-03-2023

Minutes of the Meeting

The meeting of ICC began at 3.30 pm on 04/03/ 2023 with the co coordinator welcoming the members.

1. Previous minutes of the meeting were read out by the coordinator.
2. No complaints were registered with regard to ragging or sexual harassment during the last semester.
3. Dr Sharada Saranu from Kamineni Hospital is invited as guest to deliver presentation on Health issues pertaining to Gynaecology, on 8th march 2023.

The meeting ended with vote of thanks

Members :

1. Dr S Sujatha
2. Mrs A swathi
3. Mrs.Prasanna Kumari
4. Mr.D Rajasekhar
5. Mrs V .Saketa
6. Mrs O.Ameena
7. Mrs I Soujanya
8. Mrs A L JayaShri

19/6/23
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[Signature]
ICC Co ordinator



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Internal Complaint Cell MCET

07-03-2023

All the Woman faculty and students are invited to attend a seminar on Health Talk by Dr. Sarada Saranu on the occasion of **International Womens'day 2023** celebrations to be held in the D block Seminar Hall from 11 am onwards on 08-03-2023.

ICC Co-ordinator



Copy to:

1. All the committee members
2. Director/Principal/Dean of the college
3. All the Heads of Department

19/3/23

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AGENDA 4th Governing Body meeting On 10th 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 6th August 2022
4. Approval of Minutes of meeting of Academic Council held on 10th 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 5th July, 2022
7. Approval for the appointment of Controller of Examinations
8. Any other matter with the permission of Chair
9. Vote of thanks



Prabhu G Benakop
Prof. Prabhu G Benakop
Principal

PRINCIPAL

METHODIST COLLEGE OF ENGG & TECH

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Hyderabad - 500 001, T.S. India

Ph : 040 - 24753445, 24755999

E-mail : principal@methodist.edu.in

Website : www.methodist.edu.in



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Circular No.57/METH/O/2023

Date: 03-07-2023

CIRCULAR

Sub: MCET(Autonomous) – Request to attend 3rd 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 3rd 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 3rd Governing Body meeting after getting Autonomy, which is scheduled on 10th July 2023 at 2.30 PM in the Board Room, MCET.

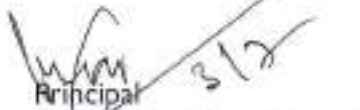
You are requested to kindly accept our invitation and attend the meeting on 10th July 2023 at 2.30 PM at Board Room, Methodist College of Engineering & Technology.

We look forward to meet you.

Thanking you,

Yours sincerely,




Principal

(Prof. Prabhu G Benakop)

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Copy to:

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



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Minutes of the meeting of the 4th Governing Body held On 10th July 2023 at 02:30 pm

The Fourth Governing Body meeting under Autonomous status is held on **10th 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 Lakshmi pathi 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	Dr Prabhu 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 Lakshmi pathi Rao, Director, MCET to conduct the proceedings in the absence of the Chairperson.

Dr M Lakshmi pathi 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 6th 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:

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

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 10th June,2023

The members resolved to approve the Minutes of the Meeting of the 2nd Academic Council held on 10th 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 5th 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. Ramachandranm 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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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 Rajasekhara, Prof and Head, Department of Mechanical Engineering.




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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 3rd August, 2022

The Academic Council meeting of Methodist College of Engineering and Technology (Autonomous) was held on 3rd 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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Date: 03-08-2022

CIRCULAR

All the staff member are hereby informed to attend a Programme on Ethical values and conduct in working environment. This programmes is intended to give better insights and understanding of ethics and values in professional life and its importance.

Hence all are instructed to attend and utilise this opportunity, without fail.

Copy to

1. All HoD's
2. AO
3. Library
4. Examination Branch

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Subject: Report on Code of Conduct Presentation by Prof. M. LakshmiPathiRao

Prof. M. LakshmiPathiRao delivered a presentation on the importance of the code of conduct for teaching and non-teaching staff in D-Block seminar hall on 03-8-2022. The session aimed at providing the staff a deeper understanding of their professional responsibilities and ethical obligations towards their students, colleagues, and the educational institution.

Prof. LakshmiPathiRao emphasized on the role of conduct in upholding professional standards, leading to a positive learning environment, and ensuring accountability. He highlighted the core values and ethical principles like integrity, honesty, respect, fairness, and professionalism. He stressed the importance of adhering to these values in all aspects of teaching, from classroom instruction to interactions with students, parents, and colleagues. Prof. LakshmiPathi Rao outlined the various duties and responsibilities that teachers are expected to fulfil, such as providing quality education, promoting student welfare, maintaining confidentiality, and engaging in professional development activities.. The presentation addressed the importance of establishing and maintaining appropriate boundaries in teacher-student relationships..Lastly, Prof. LakshmiPathiRao discussed the potential consequences of misconduct or violations of the code of conduct, including disciplinary actions, loss of credibility, and damage to one's professional reputation. The presentation on the code of conduct for teaching and non-teaching staffs.Provided valuable insights into the ethical and professional responsibilities of educators.



[Signature]
 Head of the Department
 Department of H & S
 Methodist College of Engg. & Tech.
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Subject: Report on Code of Conduct Presentation by Prof. Prabhu G. Benakop

Prof. Prabhu G. Benakop delivered a comprehensive presentation on the code of conduct tailored specifically for engineering students. The session aimed to instill a sense of professional responsibility and ethical behavior among students, preparing them for their future roles in the engineering field.

Prof. Benakop began by introducing the concept of a code of conduct and its significance in the engineering profession. He explained that the code serves as a set of guidelines and principles that govern the behavior and actions of engineers, emphasizing the importance of upholding ethical standards and integrity.

The presentation delved into the ethical principles that form the foundation of the code of conduct for engineering students. Prof. Benakop discussed key principles such as honesty, integrity, transparency, and accountability, stressing their relevance in engineering practice and decision-making processes. Prof. Benakop outlined the various responsibilities that engineering students are expected to fulfil, both academically and professionally. These responsibilities included academic honesty, respect for intellectual property, adherence to safety protocols, and environmental stewardship. He highlighted the importance of understanding and embracing these responsibilities as future engineers. The presentation addressed the potential consequences of ethical violations for engineering students. Prof. Benakop discussed the impact of academic dishonesty, plagiarism, and unethical behavior on the individual student, their peers, and the reputation of the engineering institution. He emphasized the long-term implications of such violations on career prospects and professional credibility. Prof. Benakop incorporated real-world case studies and examples to illustrate ethical dilemmas and decision-making processes faced by engineering students. These examples provided practical insights into navigating ethical challenges in engineering practice and reinforced the importance of ethical behavior in all aspects of professional life. The program was conducted as a part of induction program.



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