



Estd: 2008

METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS INSTITUTION)

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

Accredited by NBA and NAAC with A+ Grade

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.

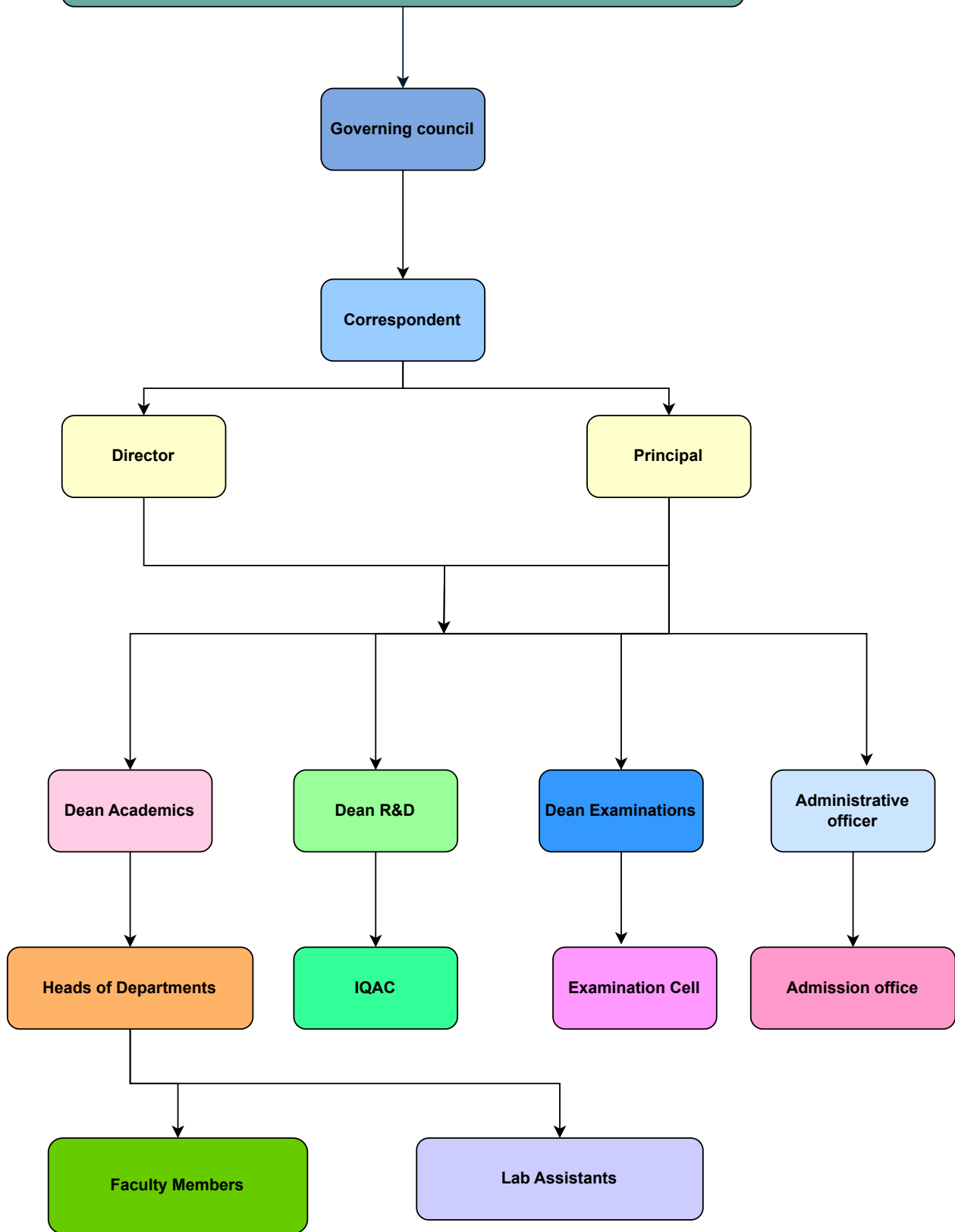


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Principal 14/12/23

PRINCIPAL
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Methodist college of Engineering and technology



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 31st 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.

Dean Academics

The Dean Academics oversees academic affairs and ensures the delivery of high-quality education. Key responsibilities include:

1. **Curriculum Design and Development:** Reviewing and updating academic programs to meet industry standards and regulatory requirements.
2. **Faculty Development:** Organizing training programs, workshops, and certifications for faculty members.
3. **Academic Policies:** Formulating and implementing policies for admissions, examinations, and grading.
4. **Student Affairs:** Addressing academic issues of students and ensuring their progression.
5. **Academic Audit:** Ensuring the quality of teaching and learning processes.
6. **Coordination:** Liaising with heads of departments to monitor academic progress and address challenges.

Dean IQAC (Internal Quality Assurance Cell)

The Dean IQAC ensures continuous improvement in institutional quality through strategic initiatives. Responsibilities include:

1. **Quality Benchmarking:** Setting and monitoring benchmarks for academic and administrative activities.
2. **Accreditation Processes:** Coordinating with bodies like NAAC, NBA, and ABET for accreditation.
3. **Internal Audits:** Conducting periodic audits to ensure compliance with quality standards.
4. **Feedback Systems:** Collecting and analyzing feedback from students, staff, and stakeholders.
5. **Best Practices:** Promoting innovative practices for institutional growth.
6. **Reports and Documentation:** Preparing Annual Quality Assurance Reports (AQARs) and other necessary documentation.

Dean Examinations

The Dean Examinations handles all activities related to examinations and assessments. Responsibilities include:

1. **Examination Scheduling:** Preparing timetables for internal and external examinations.
2. **Question Paper Management:** Ensuring the confidentiality and quality of question papers.
3. **Evaluation Process:** Supervising answer script evaluation and result declaration.
4. **Grievance Redressal:** Addressing examination-related grievances.
5. **Result Analysis:** Preparing result statistics and identifying areas for academic improvement.
6. **Malpractice Prevention:** Implementing measures to prevent unfair practices during examinations.

Dean R&D (Research and Development)

The Dean R&D fosters research culture and innovation within the institution. Responsibilities include:

1. **Research Promotion:** Encouraging faculty and students to undertake research projects.
2. **Grant Acquisition:** Assisting in obtaining research grants from government and private agencies.
3. **Collaborations:** Establishing partnerships with industries, research organizations, and other academic institutions.
4. **Publication Support:** Guiding faculty and students in publishing research papers in reputed journals.
5. **IPR and Patents:** Facilitating intellectual property rights and patent filing processes.
6. **Innovation and Incubation:** Setting up innovation hubs, incubation centers, and entrepreneurship cells.

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.

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.