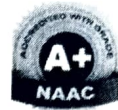




METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

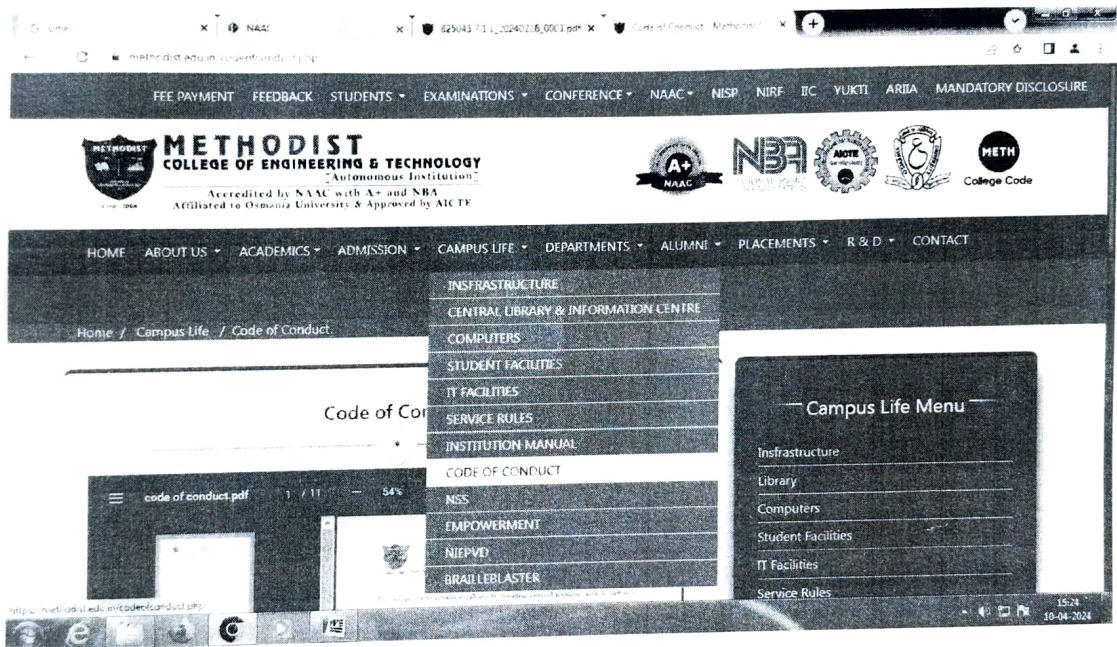
(An UGC Autonomous Institution)
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Accredited by NBA and NAAC with A+



College Code: 1607

Link for Code of Conduct in the website

<https://methodist.edu.in/codeofconduct.php>



[Signature]
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King Koti Road, Abids, Hyderabad



METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi & Affiliated to Osmania University

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College Code: 1607

Circular No.16/METH/O/2023

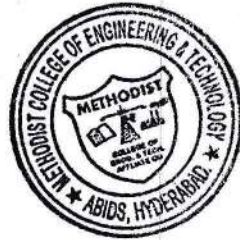
Date: 28-02-2023

CIRCULAR

All the Teaching & Non-Teaching staff members are informed that whenever the staff member want to go out of the campus during working hours, they need to give IN & OUT punch in the Biometric which is available near security room.


In addition, they have to enter In & Out timings in the movement register available in the concerned HoDs room. Both are important to go out of the campus during working hours from tomorrow onwards.

Biometric punch can be availed to the extent of one-hour maximum during working hours. If it exceeds it would be treated as half day leave.



Copy to:

1. The Director
2. Dean- Academic/QA&A/R&D
3. All HoDs – to circulate among their staff
4. A.O


Principal
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COLLEGE OF ENGINEERING & TECHNOLOGY

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Date: 05.01.2022

CIRCULAR


All staff members and students are hereby informed that as per the notification of Government of Telangana, the college Management hereby declares holidays from 08th January, 2022 (Saturday) to 16.01.2022 (Sunday). The college will reopen on 17th January, 2022 (Monday). However, all the teaching staff members are hereby informed to take on-line classes as per the time table for 08th, 10th 11th and 12th January 2022. Further, if faculty wants to make use of systems and other resources for taking on-line classes, they can come to college.

The A.O. has to assign duties to Administration, Accounts and Examination Section staff to the extent of 50% of their regular attendance for the days from 10th to 12th January 2022.

The college Management wishes a very happy "Sankranthi" to all staff members and students.

Copy to

- 1) The Director
- 2) HoDs – to circulate among their staff and students
- 3) AO
- 4) Exams


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College Code: 1607

Circular No.29/METH/2022

Date: 28-05-2022

CIRCULAR

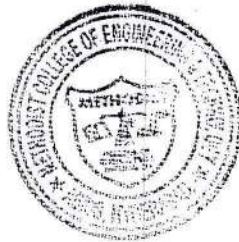
All the Teaching / Non-Teaching staff members and students of I & II year B.E., MBA and ME (CAD-CAM) are hereby informed that from 30.05.2022, Monday onwards, the class timings will be from 9.30 am to 4.15 pm. The faculty / Lab staff are informed to attend duties at 9.15 am to start first hour class from 9.30 am sharp. The Time Table coordinators are also instructed to communicate Time -Table accordingly to all the students concerned.

College timings are as follows w.e.f. 30.5.2022:

| | | |
|------------------------|---|---------------------|
| 1. Teaching Staff | - | 9.15 am to 4.15 pm |
| 2. Lab Staff | - | 9.15 am to 4.15 pm |
| 3. Office staff | - | 10.00 am to 5.00 pm |
| 4. Library Staff | - | 9.00 am to 5.00 pm |
| 5. Attenders & Kamatis | - | 8.30 am to 4.30 pm |

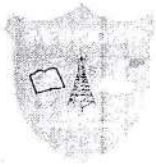
Copy to:

1. The Director
2. Dean – Exams/COE
3. HoDs – to circulate among their staff and students.
4. AO/PD/SWO
5. Library




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College Code: 1607

Circular No.30/METH/O/2022

Date: 01-06-2022

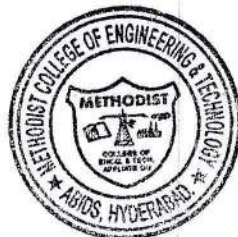
CIRCULAR

It is observed by the undersigned that during the class hours students are roaming here and there in the campus, sitting near canteen or not attending class work properly and giving false information that class work is not engaged, or faculty is on leave etc. This leads to indiscipline in the campus and impact on their career too.

All the students have to follow strict discipline in the campus by abiding following rules.

1. Not allowed to enter in to the campus without ID card.
2. Students have to wear ID card in the campus and in the class room.
3. Not allowed to roam in the campus or go out of the campus during the class work.
4. Not allowed to sit near canteen during the class work.
5. Not allowed to go out of the campus during the lunch time. Only hostlers are permitted to have their lunch in the hostel after the submission of ID card at the gate.
6. If students have no class work, they have to inform to S.W.O. / P.D / Class mentor to go outside of the campus.

This may be treated as very serious and if proper discipline is not maintained in the campus necessary action will be initiated..



Copy to:

1. The Director
2. HoDs – to circulate among their students.
3. AO/PD/SWO

CIVIL — *[Signature]*
CSE — *[Signature]*

MECH — *[Signature]*
MBA — *[Signature]*
H.F.C — *[Signature]*

[Signature]
Principal

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

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Hyderabad-500 001 T S India



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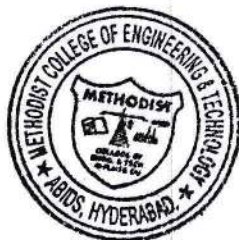
Accredited by NAAC with A+ and NBA for UG Courses

Circular No.102/METH/O/2023

Date: 06-12-2023

CIRCULAR

The students, those who are participating in extracurricular activities/ Sports are informed to maintain a minimum attendance of 75%. Only those who meet this requirement will be granted permission to participate.



Copy to:

1. The Director
2. HoDs – to circulate among their staff & students
3. AO/PD/SWO


Principal

PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH,
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COLLEGE OF ENGINEERING & TECHNOLOGY

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College Code: 1607

Circular No.25/METH/2022

Date: 07-05-2022

CIRCULAR

All the Teaching & Non-Teaching staff members and students are hereby informed that due to sudden rise in temperature, it is proposed to have change in college timings from 8.30 am to 1.45 pm. with effect from 12th May 2022 to run the regular class work and from 2.00 pm onwards cultural & sports activities to be initiated as a preparation for Annual Day celebration which is tentatively planned on 1st June 2022.

College timings as follows:

- | | | |
|---------------------------|---|---------------------|
| 1. Teaching Staff | - | 8.30 am to 3.30 pm |
| 2. Lab Staff | - | 8.30 am to 3.30 pm |
| 3. Office & Library Staff | - | 10.00 am to 5.00 pm |
| 4. Attenders & Kamatis | - | 8.00 am to 4.00 pm |



Copy to:

1. The Director
2. HoDs – to circulate among their staff and students.
3. Dean - Exams
4. AO
5. Exams/Library


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College Code: 1607

Circular No.79/METH/O/2022

Date: 19-11-2022

CIRCULAR

It is observed that many of the students are coming late to the college and are also roaming in the campus during the class hours. Further some students are leaving the campus during lunch time and not attending the college in the afternoon. In view of this and also to maintain discipline in the campus all the students are informed to note to the following instructions without fail.

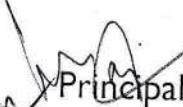
1. Students will not be allowed to enter the campus without ID card.
2. All the students should come to the college before 9.40 am. Otherwise they will not be allowed to attend the first hour.
3. Further the college main gate will be closed by 10.00 am and whoever comes after that will not be allowed to attend the classes in the forenoon.
4. During lunch time students (except hostellers) will not be allowed to go out and they have to get their lunch boxes or have it in college campus
5. The students staying in hostels can leave the campus during lunch time to have their lunch, only on production of the identity card and have to come back before 1.15 pm for attending the afternoon classes.
6. No student is allowed to roam in the campus during the class hours.
7. In case of emergencies if any student wants to leave the campus during the class hours, permission letter from the class coordinator/mentor/HoD shall be produced at the main gate.

All the students are informed to strictly adhere to these instructions to maintain proper academic environment and discipline in the campus. It may be noted that necessary disciplinary action will be taken against the erring students.



Copy to:

1. The Director
2. All HoDs – for strict implementation
3. AO/SWO/PD/Disciplinary Committee


Principal

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



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COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

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Circular No:92/METH/O/2023

Date: 16-11-2023

CIRCULAR

It is observed that many of the students are coming late to the college and are also roaming in the campus during the class hours. In view of this and also to maintain discipline in the campus all the students are informed to note the following instructions without fail.

1. Students will not be allowed to enter the campus without ID card.
2. All the students should come to the college before 9.15 am. Otherwise they will not be allowed to attend the first hour.
3. Further the college main gate will be closed by 9.20 am and whoever comes after that will not be allowed to attend the classes in the forenoon.
4. No student is allowed to roam in the campus during the class hours.
5. In case of emergencies if any student wants to leave the campus during the class hours, permission letter from the class coordinator/mentor/HoD shall be produced at the main gate.

All the students are informed to strictly adhere to these instructions to maintain proper academic environment and discipline in the campus. It may be noted that necessary disciplinary action will be taken against the erring students.



Copy to:

1. The Director
2. All HoDs – for strict implementation
3. AO/SWO/PD/Disciplinary Committee


Principal 16/11

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Circular No.76/METH/2023

Date: 23-09-2023

CIRCULAR

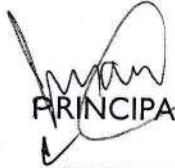
All students of B.E., M.E., & MBA are hereby informed to come with college ID card and show the ID card at the main gate or else they will not be allowed to enter the campus without ID card.

The ID card for 1st year & Lateral Entry students will be issued shortly.



Copy to:

- 1.The Director
- 2.All HoDs - to circulate among their staff & students
- 3.A.O/P.D/SWO


PRINCIPAL 23/9
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METHODIST COLLEGE OF ENGG. & TECH.
King Koti Road, Abids, Hyderabad.



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

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Accredited by NBA and NAAC with A+ Grade

21.11.2023

CIRCULAR

This is to inform to all staff members that, in the event of any issues related to biometric machine, Non-punching or missed punch or any other discrepancy, you notify us promptly. This is essential to maintain accurate attendance records and adherence to college timings.

A. If you encounter any of the following:


1. Missing Punch: If you notice that your biometric punch has not been recorded on any particular day, please report it to the undersigned within three days of the missed punch.
2. Non-Punching Incident: In case the biometric punching system malfunctions or fails to register your punch, please bring this matter to our attention in writing within three days of the incident.

B. During college working hours, if staff member wants to go out of campus for a maximum duration of **one hour**, they should register in & out punch near security at the entrance. If it exceeds more than one hour, it will be treated as half day CL.

The HoDs are informed to verify attendance based on their physical presence. In case of a missing punch or a non-punching incident, you recommend based on their availability at that particular time.

Copy to:

- 1) The Director
- 2) HoDs – to circulate among their staff
- 3) AO/Accts.


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



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COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

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Circular No.95/METH/O/2023

Date: 23-11-2023

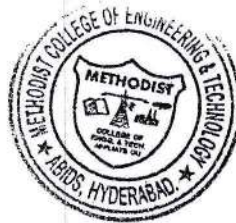
CIRCULAR

It is observed that many students are not in the habit of wearing ID card in the college premises. It is mandatory for every student to wear their ID cards in all areas of the college campus, including classrooms, laboratories, library and playground etc. Please insist all the students to wear ID cards in the campus.

Students attending late to the college, particularly during the first hour will be halted at the entry point until 10.05 am. The Disciplinary Committee members will collect ID cards from late comers and forward them to the respective Heads of Departments.


All the HoDs are requested to address this concern effectively through mentors and class coordinators, by collecting undertaking from late comers, emphasizing their regularity to attend the classes as per college schedule. The ID cards may be returned to the students only after assurance that punctuality will be maintained.

All the HoDs, Class coordinators, Mentors and Members of Disciplinary Committee are requested to address this issue very effectively.



Copy to:

1. The Director
2. All HoDs - to circulate among their staff & students
3. A.O/SWO/PD


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King Koti Road, Abids, Hyderabad.



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

Circular No.106/METH/O/2023

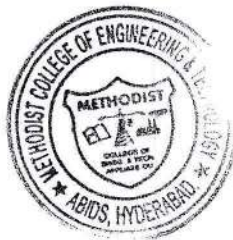
Date: 29-12-2023

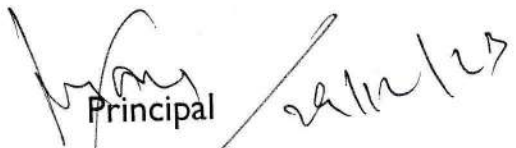
CIRCULAR

This is to inform to all students that, certain safety measures must be strictly adhered to while entering and moving within the college premises.

1. All students should wear ID card in the college premises and it is mandatory
2. Students arriving on bikes or four wheelers are required to present their valid driving license to the security personnel at the main gate
3. Triple riding and riding without a helmet are strictly prohibited. Any violation of these rules will not be tolerated under any circumstances
4. Please adhere to the speed limit of 10 kilometres per hour within the campus. Strict action will be taken against students found violating the speed limit and other mentioned rules and regulations
5. Failure to comply with these safety measures may result in denial of entry to the college premises.

These safety measures have been implemented with immediate effect to prevent accidents and promote a safe and secure learning environment.




Principal
Prof. Prabhu G Benakop
PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH.
King Koti Road, Abids, Hyderabad

Copy to:

- The Director
- HoDs – to circulate among their students
- AO/SWO/PD



METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

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College Code: 1607

Circular No.15/METH/O/2023

Date: 24-02-2023

CIRCULAR

All the Teaching & Non-Teaching staff members are hereby informed that they have to enter In & Out timings in the movement register maintained in the HoDs cabin and can be availed to the extent of one hour maximum during working hours, otherwise It would be treated as half day leave if exceeds.

All the staff members are informed to note that the movement (In & Out) register is made available in the HoDs room.

Further, a biometric device will be made available near security room from 1st march 2023 onwards. Those who wants to go out of the campus during working hours, they have to give biometric punch as IN & OUT punch whenever they want to leave campus without fail.



Copy to:

1. The Director
2. Dean- Academic/QA&A/R&D
3. All HoDs – to circulate among their staff
4. A.O

Principal

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