

Delhi Technological University
(Estd. By Govt. of NCT of Delhi vide Act 6 of 2009)
(Formerly Delhi College of Engineering)
Internal Quality Assurance Cell (IQAC)

DTU/IQAC/2018/24/1152

Date: 09. 06. 2023

The 5th meeting of IQAC was held on 24st May, 2023 at 12:00 AM in Sangyan Hall (Room no. 307), 2nd Floor, Administrative Building, Delhi Technological University. The following members were present during the meeting:-

1. Prof. Jai Prakash Saini, Vice Chancellor, DTU
2. Prof. Madhusudan Singh, Registrar, DTU
3. Sh. Kamal Pathak, Controller of Examination, DTU
4. Prof. Nirendra Dev, Professor CED & Controller of Finance, DTU
5. Prof. Neeta Pandey, Professor ECE & Director IQAC
6. Prof. Rajeshwari Pandey, Professor ECE
7. Prof. Rinku Sharma, Professor AP
8. Ms. Divya Narayan, Chief Operating Officer, DTU
9. Prof. Girish Kumar, Professor MED & Coordinator IQAC
10. Prof. Poornima Mittal, Professor ECE & Coordinator, IQAC
11. Prof. Anil Kumar, Professor, AC& Coordinator, IQAC
12. Dr. Shilpa Pal, Associate Professor, CED & Associate Director IQAC
13. Mr. Yashdeep Singh, Assistant Professor, DSM & Dy. Coordinator IQAC
14. Sh. Pradeep Teotia, Officer in charge Store & Purchase, DTU
15. Sh. Arun Gupta, Alumni & Local Society
16. Sh. Sunil Singh Solanki – Employer (SAP Cloud Platform)
17. Sh. Piyush C. Ojha – Industrialist (Synergy System and Solutions)
18. Sh. Parmod Kumar Panda – Parent (ITS Director)
19. Dr. Harikesh, Assistant Professor ECE & Dy. Coordinator, IQAC
20. Dr. Prashant Giridhar Shambharkar, Assistant Professor CSE & Dy. Coordinator, IQAC
21. Dr. Manjeet, Assistant Professor ECE & Dy. Coordinator, IQAC
22. Dr. Asmita Das, Assistant Professor, BT
23. Dr. Rajeev Mishra, Assistant Professor, ENE
24. Mr. Pradeep Kumar, JE (Civil) Engineering Cell, DTU
25. Mr. Pradeep Yadav, JE (Electrical) Engineering Cell, DTU
26. Mr. Satish Kumar, Engineering Cell, DTU

Agenda 5.1 : Opening remarks by the Chairperson

The Chairperson welcomed all the members and appreciated the efforts of IQAC team in bringing out relevant agenda items which are most essential for the development of the University.

Agenda 5.2 : Confirmation of the minutes of 4rd meeting of the IQAC held on 31.03.2022.

The minutes of the 4th meeting of the IQAC, DTU held on 31.03.2022, were circulated among all the members vide forwarding No. DTU/IQAC/Minutes/2018-19/24/791 dated 06.04.2022. No comments have been received from any of the member.

Decision: IQAC confirmed the minutes of the 4th meeting of IQAC.

Agenda 5.3 : Action taken report on the decision taken in the 4th meeting of the IQAC held on 31.03.2022.

Decision: IQAC took the action taken report on record.

Agenda 5.4 : ISO 9001:2015 Audit (Internal & External)

It is submitted to IQAC that Internal ISO Audit AY 2021-22 was conducted 17th -18th October 2022 and external ISO Audit was held on 17th -18th November 2022. The University has now received re-certification of ISO 9001:2015 QMS till 26.11.2024. IQAC has requested STQC to conduct ISO QMS auditors training programmers at DTU. The training will have participation of 01 officer from each of the 16 academic and 25 non-academic departments and all IQAC members. The training is expected to streamline the process of SOP revision, designing new SOPs and create a pool of new ISO auditors for internal audit. The training will be conducted in DTU during May to July 2023.

Decision: IQAC took the development on record and approved the proposal

Agenda 5.5 : NBA Accreditation of various courses of DTU

It is submitted to IQAC that the Self-Assessment Report (SAR) of 02 PG Programs (Signal Processing & Digital Design and VLSI Design & Embedded System) and 03 UG Programs (Engineering Physics, Chemical Engineering and Mathematics & Computing) have been submitted to NBA.

The expert team visited university during 31st March to 02nd April, 2023 and result is awaited. University is planning to go for NBA accreditation of M. Tech (Power Electronics and Systems (PES)) program.

Decision:

- IQAC took the action taken report on record and M. Tech (Power Electronics and Systems (PES) program has been selected for possible NBA accreditation.
- The status of NBA accredited programs may be displayed in HOD office of respective department.

Agenda 5.6 : Feedback from stakeholders

It is submitted to IQAC that Program Exit survey was taken before date of viva-voce examination from exiting students (Passing out students). Teacher survey was taken by COE and form was modified as per requirements of NBA/NAAC. The course feedback form was designed and customizable form was shared to all HoD's with a request to circulate it among all faculty members. IQAC is in the process of finalizing the feedback forms based on inputs received from experts of NBA team.

Decision:

- IQAC took the action taken report on record. IQAC suggested that SOP for feedback analysis should be prepared by IQAC.
- The feedback of teachers taken by COE, should be shared with HOD's of the concerned Department so that counselling of teacher may be done, if needed the action taken on feedback shall be shared with competent authority.
- Teacher feedback should be taken twice in a semester so that appropriate action can be taken based on midterm review.
- Feedback forms should be prepared covering all the points required for the 360° feedback as laid down in AICTE Gazette notification 2019.
- For the promotion of the faculty members as per AICTE gazette notification 2019, selection committee will decide on how to accommodate the feedback not taken for certain duration (e.g. pandemic duration etc.)

Agenda 5.7 : Green Audit of the University

It is submitted to IQAC that to meet the requirement of NAAC criteria 7.1 of out of 13 recommendations of Green Audit:

- Action on 1, 3, 4, 5, 7, 8, 12 and 13 recommendations has been completed.
- Action on 2, 6, 9, 10 and 11 recommendations has been initiated and is in progress.

Decision:

- IQAC took the action taken report on record and suggested that the schedule for smog gun should be made for proper utilization of the facility to make dust free campus. The log book of the same may be monitored on regular basis.
- The Department of Biotechnology should explore the possibility of disposing the bio-medical waste with hospital/clinics where the visiting doctors of the health centre of the University are currently working.
- Drip Irrigation of the lawns of DTU may be explored.
- Horticulture department should look into the plantation alongside the trees.

Agenda 5.8 : IT/ERP Audit of the University

It is submitted to IQAC that the STQC was contacted and because of massive work load they refused to carry IT/ERP audit and suggested to go for other lab. We contacted other organization and came to know that it requires website manual and security certificate prior to IT/ERP audit, which is conveyed to Head CC and the work has been initiated by Head CC.

Decision:

- IQAC took the development on record regarding security certificate of DTU website. It was suggested that the security certificate may be obtained at the earliest.
- The ERP used by DTU is of third party and security audit had been done by their side only.
- Head CC should explore the possibility of hosting DTU website on cloud.

Agenda 5.9 : Academic and Administrative Audit

It is submitted to IQAC that External Academic Audit of AY (2020-21) was conducted during the period of 17th -18th May 2022 and 26th -27th May

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2022as per NAAC requirement. Internal Academic Audit 2021-22 has been conducted on 17th-18th October 2022.

The expert committee proposed to revise the academic audit Performa. The IQAC proposed the seven member committee. The committee reviewed the existing Performa and suggested changes. The Performa is being modified.

Decision:

- IQAC took the development on record and suggested that the academic audit report should be put up in the Academic council and BOM.

Agenda 5.10 : Safety audit of the University

It is submitted to IQAC that Structural Safety Audit of the University has been conducted as per the notification from MCD of Delhi. Action on disability audit has been communicated to EOC and the work is in progress. Fire Drill was conducted on 21.03.2023 in DTU.

Decision:

- IQAC took the development on records and suggested that the disability audit should be conducted. Structural stability of the truss structure in the foir of UG/PG section and back of the auditorium may be analysed

Agenda 5.11 : Accreditation of labs by NABL

It is submitted to IQAC that 04 Labs nameiy concrete lab from Civil Engineering, Industrial Engineering Lab from Mechanical Engineering, The Environmental Microbiology & Bioremediation Laboratory from Environmental Engineering and Power System Laboratory from Electrical Engineering Department has been identified and permission has been taken by Hon'ble Vice Chancellor to re-initiate the NABL Accreditation process of these laboratories after COVID.

Each concern department is requested to nominate two faculty members for conduction of NABL accreditation of their respective departments. The work is under process.

Decision:

- IQAC took the action taken report on record and suggested that PO order issued to National Academy of Construction in January 2020, for NABL accreditation as consultant may be reissued, if the vendor agrees to do the work at same rate and condition.

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Agenda 5.12 : Annual report of the University

It is submitted to IQAC that Annual report of the University has been published for 2018-19, 2019-20 and 2020-21. Annual Report 2021-22 has been prepared and approved by chairman BOM and has been placed in the Court Meeting.

Decision: IQAC took the development on record.

Agenda 5.13 : Monthly Data Collection

It is submitted to IQAC that a Sub-committee is constituted under the Chairpersonship of Ms. Divya Narayan, COO and Head CC to implement the Software/Portal.

Decision:

- IQAC took the action taken report on record and suggested that the computer centre should start module wise development of the data portal and make the necessary application for monthly data collection from the departments and other units.
- Data collected should be stored on cloud/ local server.

Agenda 5.14 : NAAC AQAR

It is submitted to IQAC that DTU has been granted NAAC accreditation on 26/11/2019. Thereafter, Annual Quality Assurance Report (AQAR) is to be submitted annually. The AQAR for AY 2018-19, 2019-20, 2020-21 and 2021-22 has been submitted on NAAC portal. The same has been placed on DTU website at link- <http://iqac.dtu.ac.in/assets/docs/aqar/AQAR-20-21.pdf>

As per Mandatory requirement of AQAR NAAC Criterion VII, "7.1.6 – (Quality audits on environmental and energy are regularly undertaken by the institution). Energy Audit and Environmental Audit are to be conducted for which HOD Electrical Engineering for Energy Audit and HoD, Environmental Engineering have been nominated.

Also as per AQAR NAAC following actions/activities are proposed by IQAC:-

- Conduct of workshop/lecture on gender issues

- Conduct of workshop/lecture on swachbharat
 - Conduct of workshop/lecture on AIDS Awareness
 - Conduct of workshop on teaching pedagogy with funding from NAAC
 - Conduct of annual awareness program on code of conduct
- The work on aforementioned is in process.

Decision:

- IQAC took the development on record and approved the proposal.
- IQAC should explore the possibility of applying for NAAC accreditation (fresh application) prior to first cycle completion i.e. 26/11/2024.

Agenda 5.15: Any other item with the permission of the chair IQAC discussed the grades obtained in internal academic audit of A.Y. 2021-22.

- IQAC discussed the grades obtained by the Departments in the internal academic audit of A.Y. 2021-22. It was observed that 12 department have obtained grades less than A in the internal Academic Audit A.Y. 2021-22.
 - IQAC advised to reassess academic audit for academic year 2021-2022 for all the Departments who scored grades less than 'A' in the said audit. The report of the same may be presented in IQAC meeting and placed before Academic council and Board of management.
- IQAC took the development on Digital preservation/archival of documents on record. IQAC suggested that the process for record keeping in digital form may be documented and disseminated amongst stakeholders.
- IQAC deliberated on the Content development for ICT enabled learning and suggested that the In-house facility to prepare these models shall be looked into.
 - All faculty members' especially young faculty members must be encouraged to record few online lectures.
 - IQAC suggested formalizing the process of online course development in line with the AICTE guidelines/norms.
 - The faculty member may apply for funding from AICTE to develop the modules/courses of their expertise.
 - The development of online courses will not only help in brand building of the University but also be an initiative towards Skill India program of the Government.

Neeta
(Prof. Neeta Pandey)
Director, IQAC

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Shilpa Pal
9/6/23
Dr. Shilpa Pal
Associate Director, IQAC