



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Established by Govt. of Delhi vide Act 6 of 2009  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

F. No: F. No: DTU/Registrar/Minutes/2016-17/423

Dated: 04.05.2017

**MINUTES OF THE MEETING**

**1<sup>ST</sup> MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the first Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 01.05.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1. Prof. Yogesh Singh	Vice Chancellor
2. Prof. S.K. Garg	Pro Vice Chancellor
3. Prof S.K. Singh	Dean (AA)
4. Prof. Madhusudan	Dean, Acad (PG) & HoD (Elect Engg.)
5. Prof. Pragati Kumar	Dean (CE)
6. Prof. A. Trivedi	Dean (IRD)
7. Prof. Samsher	Dean (SW) & Registrar
8. Prof. Nirendra Dev	HoD, Civil Engg.,
9. Dr. S. Indu	HoD, E& C
10. Prof. R.S. Mishra	HoD, ME
11. Dr. R.S. Wallia	HoD, T&P
12. Dr. Seema Singh	HoD, Humanities
13. Prof. A.K. Gupta	HoD, Env. Engg.
14. Prof. S.C. Sharma	HoD, Applied Physics
15. Dr. Sangita Kansal	HoD, Applied Mathematics
16. Dr. Archana Rani	HoD, Applied Chemistry
17. Dr. Rajan Yadav	HoD, DSM
18. Dr. Kapil Sharma	HoD, I.T
19. Sh. Kamal Pathak	COE
20. Dr. Jai Gopal Sharma	Assoc. Prof., Biotech Deptt., For HoD (Biotech)
21. Dr. Ruchika Malhotra	Asstt. Prof., Deptt of CSE, For HoD (CSE)
22. Dr. Mukhtiyar Singh	OIC, B.Tech (Eve)
23. Dr. R.K. Shukla	Librarian
24. Prof. Narendra Kumar (II)	Chief Warden
25. Sh. Nand Kishore	DR (F&A)
26. Sh. Anil Kumar	DR, Acad (PG)
27. Sh. Bimal Jain	Estate Officer
28. Dr. Nitin Puri	Security Officer
29. Dr. Vivek Tripathi	AR (GA)
30. Sh. S.K. Khanna	Consultant (Council)
31. Sh. Devesh Trivedi	SO (Estt.), For DR (Estt.)
32. Sh. Piyush Vaish	Network Manager
33. Sh. Sandeep	Asstt. Programmer, For Head (CC)

The minutes of the meeting are as follows:

1. At the outset, The Vice Chancellor welcomed all the members and especially mentioned newly appointed HoDs, Controller of Exams, and Network Manager.
2. The Vice Chancellor informed about the forthcoming meetings of Academic Council and BoM and requested to forward the agendas for these meetings at the earliest. The following proposal were identified for submission:-
  - Revision of fee for the batch 2017-18 : Dean (UG)
  - Revision of Curriculum based on CBCS: Dean (UG)
  - Guidelines for admission of foreign students : Dean (Int'l Affairs)
  - Increase of seats : Dean (UG)
  - Ph. D Ordinance : Dean (PG)
  - East Delhi Campus Manpower : DR (Estt.)
  - RRs of faculty/ staff : DR (Estt.)
  - Guidelines for JRF/SRF : DR (PG)
3. It has been decided to conduct the AC meeting with the following changes:
  - a) Concerned head of the branch will present the proposal in the AC meeting.
  - b) The proposal shall be presented using power point slides (Maximum five).
4. All the HoDs, Deans and Branch Incharges were requested to submit action taken report of the previous AC/ BoM meeting on urgent basis to put up in the forthcoming AC/ BoM meeting scheduled to be held on May 26, 2017 and June 9, 2017 respectively.
5. It has been decided that the HoDs will monitor the engagement of classes and will ensure that all the classes are held regularly and in time. It is further mentioned that the weak areas in this regard, should be strengthened on top priority. For any mass bunk in the class, the concerned teacher/ HoD will be responsible to take corrective measures. Any irregularities in the attendance, may be reported in the weekly meeting.
6. Officer Incharge (S&P) was requested to float expression of interest for implementation of attendance monitoring system.
7. It has been decided that from the next semester classes will be held from 8.00 a.m in the morning to 6.00 p.m in the evening for better utilization of the infrastructure and also to take care of shortages of labs etc. However efforts should be made while framing time-table that for a specific class or faculty maximum duration of stay should not exceed beyond 8 hours in a day. Administration timings will be the same i.e. 9.30 a.m to 6.00 p.m. (notice of the same has already been issued from the office of the Registrar)

8. The matter related to admission of candidates (without GATE score) in PG Programs without scholarship (where the seats remain vacant) was discussed and the following committee has been constituted to look into the matter and make necessary recommendations.

Pro VC (I)	Chairperson
Dean (UG)	Member
Dean (PG)	Member
HoD (Mech)	Member
HoD (Biotech)	Member
HoD (Applied Physics)	Member
DR (PG)	Member Secretary

9. Enhancement of seats in UG Programs was discussed and it has been decided that the change in seats will be as follows in the respective departments:

Deptt.	Existing seats	Proposed seats
Software Engg.	93	120
Mathematics & Computing	94	120
Production & Ind Engg	47	60
Biotechnology	33	60
Automobile Engg.	93	60
Mechanical Engg.	185	240

10. Estate Officer was requested to look into the matter regarding space problem for faculty in Applied Mathematics, Applied Physics and other Deptts. And also requested to float tender regarding construction of new SPS. The model office rooms for Professors prepared at top of the Civil Engg. Deptt. will be provided to the faculty of the deptt. which are in proximity.
11. The members were informed that academic building of phase-II is going to be constructed very soon. VC also informed the members that a multi storied hostel has been approved in Phase-II and the construction work will start soon.
12. Pro VC (I) apprised that the helpline on whatsapp regarding maintenance of water coolers has been very successful with the support of Engineering Cell. He informed that anyone can send message on this helpline to inform the problem of water coolers.
13. It has been decided to appoint 03 additional Doctors on visiting basis in the following specializations:
- Clinical Psychologist/ Counselor
  - Psychiatrist
  - Gynecologist
14. HoD (T&P) requested to grant permission for purchase of coffee machine and VC instantly approved the same.
15. It was directed to all Branch Incharges that notification of the decisions of AC and BOM from 2009 onwards should be notified immediately if not done.

16. Dean (UG) was requested to issue afresh, the guidelines for waiver/concession of fees to the students of weaker section.
17. Head (CC) was directed to create "The wall of Donors" on DTU website and Registrar was requested to provide the necessary details. Register containing the details of all Donors will be maintained by Registrar office.
18. It has been decided that the vacant non teaching posts should be filled on priority basis and advertisement in this regard should be issued within a two weeks. Also decided that the committee constituted for the purpose should fix the meeting at the earliest.
19. The matter related to NPS was discussed and VC apprised that the Committee has already been constituted in this regard. The following points were suggested :
  - To select suitable policy from SBI, LIC etc.
  - We should take inputs from 2-3 universities and make a proposal and to put up in the forthcoming BoM which is scheduled to be held on 9.6.2017.
  - The issue of gratuity and leave encashment will also be taken up.VC requested all the members to work on this matter and submit the inputs if any in this regard to the committee.
20. It was decided that the Budgets of the various departments and branches will be discussed in the next meeting. All the HoDs and Branch Incharges were requested to come with the proposals for their respective deptt./ branch.
21. **It has been decided that review meeting will be held every Monday at 3 pm.**

The meeting ended with vote of thanks to the Chair.

*RK/415717*  
**(Dr. R.K. Shukla)**  
Link Officer to Registrar

Copy to:

1. PA to Vice Chancellor, for kind information of the Hon'ble VC.
2. PA to Pro VC for kind information of the Pro Vice Chancellor (I)
3. PA to Pro VC (II) for kind information of the Pro Vice Chancellor (II)
4. All Deans / HoDs
5. All Branch Incharges