



**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: DTU/Registrar/Minutes/2016-17/2591

Dated: 10.10.2017

11/10/17

**MINUTES OF THE MEETING**

**10th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the 10th Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 03.10.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	17.	Dr. Rajan Yadav	33.	Sh. Bimal Jain
2.	Pro VC (II)	18.	Dr. Kapil Sharma	34.	Sh. Cleetus K.M
3	Registrar	19.	Prof. D. Kumar		
4.	Prof. Madhusudan Singh	20.	Prof. Narendra Kumar (I)		
5.	Prof. A. Trivedi	21.	Sh. Kamal Pathak		
6.	Prof. H.C. Taneja	22.	Prof. Rajeshwari Pandey		
7.	Prof. Pragati Kumar	23.	Dr. Mukhtiar Singh		
8.	Prof. Nirendra Dev	24.	Prof. Narendra Kumar (II)		
9.	Prof. S. Indu	25.	Sh. Manoj Kumar		
10.	Dr. Rajni Jindal	26.	Sh. Rajesh Rohilla		
11.	Prof. R.S. Mishra	27.	Sh. Piyush Vaish		
12.	Sh. Deepak Kumar for HoD (T&P)	28.	Dr. Nitin Puri		
13.	Dr. Seema Singh	29.	Dr. M. Rizwan		
14.	Prof. S.C. Sharma	30.	Dr. Dinesh K. Vishwakarma		
15.	Dr. Archana Rani	31.	Dr. R. Kaushik		
16.	Dr. Sangita Kansal	32.	Sh. Anil Kumar		

At the outset, the Vice Chancellor welcomed all the members of the meeting and took up the review of previous meetings issues and then the new issues:

**B. Review of 2<sup>nd</sup> Monday issues :**

	Agenda	Discussion/Decision in 10 <sup>th</sup> meeting
2.10	Pro VC (I) requested HoDs to collect one lab file of each subject and review the same in the department and submit the report to VC.	All HoDs were requested to complete the task within one month. <b>Action : All HoDs</b>

**C. Review of 3<sup>rd</sup> Monday issues :**

	Agenda	Discussion/Decision in 10th meeting
3.3	It has been discussed that University should have Lokpal/ Ombudsman in the University to resolve the issues. Process for appointment of Lokpal/ Ombudsman to be initiated on urgent basis.	The file has been sent to the Govt. for nomination of member of Search Committee. <b>Action: Registrar</b>
3.4	It has been discussed that the University must have the Career Guidance Cell under T&P which shall guide the students for their career options.	Under process <b>Action : HoD (T&amp;P)</b>
3.5	VC pointed out that there is a need of analysis of feed back received from the students for further betterment of the university. Director (IQAC) has been requested to carry out feed back analysis and submit the report to VC.	COE informed that designing of performa to get feed back from students through online system is in progress and students will be able to get their admit card for final examination only after submission of online feed back for all the courses. Also all HoDs/Deans were requested to provide the data required by Director, IQAC at the earliest. <b>Action: COE/ All Deans/HoDs</b>

**D. Review of 4<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 10th meeting
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities.	Presentation was made by the Registrar/Dean (SW) regarding ongoing activities and problems associated with the process. All HoDs and Branch Incharges were requested for the following:  (i) Settle the advance taken within one week of completion of activities.

		<p>(ii) Keeping all the file in a proper condition.</p> <p>(iii) Prepare list of items of respective departments for condemnation.</p> <p>Schedule for next presentation is as below :-</p> <p>Dean (IRD) : 06.11.2017</p> <p>Dean (UG) : 04.12.2017</p> <p>Dean (PG) : 01.01.2018</p> <p>Dean (IA) : 05.02.2018</p> <p>Dean (CE) : 05.03.2018</p> <p>Dean (AA) : 02.04.2018</p>
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**E. Review of 5<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 10th meeting
5.5	<p>Head (CC) was requested to complete the E-Office implementation project by 1<sup>st</sup> July, 2017. The Head (CC) also shown his concern about non-availability of data from different sections/ officers for creation of emails.</p> <p>VC has requested to all the concerned that the required information must be given on urgent basis.</p>	<p>Under process</p> <p><b>Action : Head (CC)/ Registrar</b></p>

**F. Review of 7<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 10th meeting
7.2 (e)	<p>It has been decided that the MOOCS (MASSIVE OPEN ONLINE COURSES) will be made available to the students from next semester depending upon feasibility. HoDs were requested to identify the MOOC related to their departments in BOS meeting for the students of 6<sup>th</sup> semester. Also prepare guidelines for monitoring and evaluation.</p>	<p>All HoDs were requested to decide at the level of HoD and later on the same may be ratified in the BOS.</p> <p><b>Action : All HoDs</b></p>

**G. Review of 8<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 10th meeting
8.1	<p><b>Printing of Booklet of Curriculum :</b> Dean, Acad (UG) was requested to provide the booklet of curriculum to all HoDs and PDF of the same may be uploaded on the University website.</p>	<p>Dean, Acad (UG) informed that the matter has been sent to OIC (S&amp;P) for further processing.</p> <p><b>Action: OIC (S&amp;P)</b></p>

8.2	<p>All HoDs were requested to submit Syllabus, Scheme and other related documents to Dean (PG) office to compile the syllabus and scheme of M.Tech Programs and also decided that a Committee be framed comprising of the following :</p> <p>(i) Dean (PG) (ii) Head of the concerned Deptt.</p> <p>Further, Dean (PG) is authorized to co-opt the other members of the Committee.</p>	<p>Dean, Acad (PG) informed that Syllabus of all the Departments has been received and is being compiled for further processing. All Syllabus should have a foot note : "This syllabus is passed by AC in its meeting dated .....".</p> <p><b>Action : Dean (PG)</b></p>
8.6	<p>The matter related to Electricity supply and purchase of computers for T&amp;P Deptt. was discussed and it has been decided that the matter of Electricity supply has been discussed with the Executive Engineer. And for purchase of computer, HoD (T&amp;P) will submit the proposal to HoD (CC).</p>	<p>Under process</p> <p><b>Action : Executive Engineer/ HoD (CC)</b></p>
8.9	<p><b>AICTE approval of B.Tech (Evening) Course :</b> It was apprised that at present B.Tech (Evening) Program is not approved by the AICTE. It has been decided that the University should submit the proposal to AICTE for approval of the B.Tech (Evening) Program and OIC, B.Tech (Eve) was requested to submit the proposal.</p>	<p>OIC, B.Tech (Eve) was requested to prepare a comprehensive proposal taking all faculty members who have been recruited particularly for B.Tech (Eve) program for submission to the AICTE for approval.</p> <p><b>Action : OIC, B.Tech (Evening)</b></p>

**H. Review of 9<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 10th meeting
9.1	<p>Dean (CE) presented the detailed outline for starting programs under Continuing Education for skill development programs. It has also been discussed that program like 3D printing or the program which help the participant to get the job in the market should also be conducted. It has been decided that the University-share of the earning received from such programs will be spent for development of the facility required for Continuing Education. COE was requested to prepare regulation for such short term programs.</p>	<p>Dean (CE) informed that the few courses has been received for conducting of the courses. Guidelines for conducting such courses is in progress.</p> <p><b>Action: Dean (CE)/ COE</b></p>


9.3	OIC (S&P) was requested to propose the attendance monitoring system which has been submitted by one of our student and is already in practicing in Patiala.	It was informed that the online attendance monitoring system will be implemented very soon at the first stance in the first year classes in the current semester.  <b>Action : OIC (GA)</b>
9.4	Head (CC) was requested to expedite the matter of ERP to ensure an early implementation.	Implementation of ERP is in progress.  <b>Action : HoD (CC)</b>

**I. New issues were discussed in the 9<sup>th</sup> Monday meeting held on 03.10.17 :**

10.1	It has been decided that Cabinet Note for exemption of TEC is to be sent as it takes very long time to get the clearance for TEC, and student suffers due to non availability of less equipment.	<b>Action : OIC (S&amp;P)</b>
10.2	It was brought into notice of the VC, that sometimes traffic chaos takes place in front of main gate. It has been decided that a meeting is to be conducted with DCP (Traffic Police) to find out the solution of Traffic Jam in front of DTU main gate.	<b>Action : OIC (GA)</b>
10.3	Expression of Interest (EOI) of CC TV for comprehensive security of main Campus as well as East Delhi Campus to be sorted out at the earliest.	<b>Action : Security Officer</b>
10.4	Vice Chancellor informed that the 4 <sup>th</sup> DTU Convocation will be held on 15 <sup>th</sup> December, 2017 at 2.30 p.m. All Deans/HoDs/COE were requested to start preparation to conduct Convocation successfully. Pending results if any, may be declared at the earliest.	<b>Action : All Deans/HoDs/COE</b>
10.5	It has been decided that the Coordinators of different activities will submit all the relevant documents to the custodian of the respective activities/departments	<b>Action: COE/Registrar</b>
10.6	It has been decided that the action related to Sewage Treatment Plant (STP), Composting Plant in compliance of the NGT need to be done on urgent basis.	<b>Action: Executive Engineer</b>


10.7	<p>A Committee has been constituted for framing the guidelines regarding conduct of cultural activities and security arrangements in the Campus :-</p> <p>(a) Dean (IRD)  (b) Dean (SW)  (c) Registrar  (d) COE  (e) Chairman (CC)  (f) DR (F&amp;A)  (g) PRO  (h) Security Officer</p> <p>The Committee will submit the report in the next meeting.</p>
10.8	<p>Vice Chancellor informed that as a part of Cultural Activities a play named "Chanakaya" by Shri Manoj Joshi, is being organized in DTU on 13.10.2017. A wide circulation may be made for information of Faculty, Students and Staff.</p> <p style="text-align: right;"><b>Action: Chairman (CC)</b></p>
10.9	<p>Final defense of M.Tech projects may be clubbed for 3-4 students to ensure early declaration of result.</p> <p style="text-align: right;"><b>Action : Dean, Acad (PG)</b></p>

The meeting ended with vote of thanks to the Chair.

  
**(Prof. Samsheer)**  
Registrar

Copy to :

1. PA to Vice Chancellor, for kind information of the Hon'ble VC.
2. PA to Pro VC (I) 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

  
**(Prof. Samsheer)**  
Registrar