



**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/2016-17/5016

Dated: 08.03.2018

**MINUTES OF THE MEETING**

**14th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the 14th Meeting of All Deans/ HoDs, Branch Incharges called by Hon'ble Vice Chancellor on 05.03.2018 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	17.	Prof. R.S. Walia	33.	Sh. Anil Kumar
2.	Pro Vice Chancellor (I)	18.	Prof. Sangita Kansal	34.	Sh. Bimal Jain
3.	Prof. H.C. Taneja	19.	Prof. Rajan Yadav	35.	Sh. D.P. Dwivedi
4.	Prof. R.S. Mishra	20.	Prof. Kapil Sharma	36.	Sh. S.K. Khanna
5.	Prof. Vishal Verma	21.	Dr. Rajni Jindal		
6.	Prof. A. Trivedi	22.	Dr. Nand Kumar		
7.	Prof. Pravir Kumar	23.	Sh. Kamal Pathak		
8.	Prof. Rajeshwari Pandey	24.	Prof. P.K. Suri		
9.	Prof. S.G. Warker	25.	Prof. G.C. Maheshwari		
10.	Prof. Amit Srivastava	26.	Prof. Narendra Kumar (II)		
11.	Prof. Nirender Dev	27.	Dr. Naokant Deo		
12.	Prof. M.M. Tripathi	28.	Prof. R.C. Singh		
13.	Prof. S. Indu	29.	Sh. Manoj Kumar		
14.	Prof. S.K. Singh	30.	Dr. Nitin Puri		
15.	Prof. Vipin	31.	Sh. Nand Kishore		
16.	Prof. S.C. Sharma	32.	Dr. R. Kaushik		

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:

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

	Agenda	Discussion/Decision in 13th 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.	A meeting is to be scheduled in consultation with the Search Committee members. <b>Action: Registrar</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 the feed back of the student has been collected during the last semester examination. He has been requested to hand over these feed backs to Director, IQAC. Director (IQAC) and COE both have agreed to design the feed back forms in order to use statistical tools for analysis of feed back forms.  <b>Action: COE/ Director (IQAC)</b>

**D. Review of 5<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 13th meeting
5.5	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.	Head (CC) informed that due to long leave of faculty member looking after the E-Office, the progress could not be significant. However, now the work is in progress.  <b>Action : Head (CC)/ Registrar</b>

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

	Agenda	Discussion/Decision in 13th meeting
8.1	<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.	Vice Chancellor shown his concern about long delay in printing of syllabus and directed to accelerate the process.  <b>Action: OIC (S&amp;P)</b>

I. Review of 10<sup>th</sup> Monday meeting issues :

	Agenda	Discussion/Decision in 13th meeting
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.	Security Officer & OIC (GA) was requested to have a discussion with traffic police to make necessary arrangements to avoid chaos of the traffic in the main gate which may include traffic light at main gate  <b>Action: Security Officer / 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.	Security Officer has been requested to complete the activity within this financial year positively.  <b>Action : Security Officer</b>
10.6	It has been decided that the action related to Sewage Treatment Plant (STP), Composting Plant/Garbage Disposal in compliance of the NGT need to be done on urgent basis.	Executive Engineer informed that one bid has been received and evaluation of technical bid is in progress.  <b>Action: Executive Engineer</b>

I. Review of 12<sup>th</sup> Monday meeting issues :

	Agenda	Discussion/Decision in 13th meeting
12.1	DTU will apply for NAAC Accreditation/ISO Certification in this year and activities will be carried out under the guidance of Pro VC (II). DTU will also go for submission of application for NBA Accreditation for the courses other than the accredited courses.	Under process.  <b>Action : Pro VC (I)/ Pro VC (II)</b>
12.2	Vice Chancellor emphasized that there is a need to periodically review of construction activities to expedite the construction.	Executive Engineer informed that the fire and another clearance from the Govt. of NCT has been received for construction of Phase II. The construction is going to be started very soon  <b>Action : Executive Engineer</b>

12.5	Some of HoDs expressed that DTU should go for open house for displaying the activities being carried out by DTU to the visitor/public of Delhi and NCR. This will help in branding of DTU and also give opportunities to outside public to see the development in the particular area and enhance their knowledge.	<p>A Committee of the following Heads of the Deptts. is made to formulate the modalities for conducting open house :</p> <ol style="list-style-type: none"> <li>1.Prof. S.K. Singh, HoD, (Env.Engg.)</li> <li>2.Prof. Jaigopal Sharma, HoD (Biotechnology)</li> <li>3.Prof. Rajni Jindal, HoD (CSE)</li> <li>4.Prof. S. Indu, HoD (ECE)</li> </ol> <p><b>Action : Committee Members</b></p>
12.6	Availability of Water for Jal Board	<p>The matter regarding availability of Delhi Jal Board to the Campus was discussed and Executive Engineer has been advised to expedite the matter and he may also requested to take help of Sh. D.P. Dwivedi, Consultant (F&amp;P) in this matter.</p> <p><b>Action : Executive Engineer</b></p>
12.8	15 year Plan/Strategic Plan	<p>The Consultant (Planning &amp; Finance) informed that the data regarding strategic/15 year plan has not been received from HoDs. Vice Chancellor requested all HoDs/Branch Incharges and concerned Branch Incharges to submit urgently.</p> <p><b>Action : All HoDs/Branch Incharges</b></p>
12.10	Policy for Ethics Committee	<p>Policy for Ethics Committee was discussed and Dean (SW) was requested to put up the policy on priority basis.</p> <p><b>Action : Dean (SW)</b></p>



**J. Review of 13<sup>th</sup> Monday meeting issues :**


	Agenda	Discussion/Decision in 14 <sup>th</sup> meeting
13.2	HoD (Applied Chemistry) informed that there is long delay in procurement of consumable chemicals and proposed to have rate contract for the chemical also.	Vice Chancellor shown his concern about delay in procurement of items and directed that Dr. R.K. Shukla, OIC (S&P) should attend Monday Meetings.  <b>Action : Registrar</b>
13.4	Vice Chancellor informed that we are putting proposal to Building Works Committee for their approval for construction of 32 faculty rooms, one multipurpose hall for 3000 students and 01 design centre.	Executive Engineer informed that both the consultants have started working on the same.  <b>Action: Executive Engineer</b>

**J. New issues were discussed in the 14<sup>th</sup> Monday meeting held on 05.03.18 :**

14.1	Vice Chancellor informed the house that the BoM in its 27 <sup>th</sup> meeting approved the SPS type construction of : a) 3000 seater hall cum student activity centre, b) Design studio building, c) Faculty offices, d) Class room block. The BoM has also given the approval for starting B.Des Program from Academic Year 2018-19 with intake of 60 students and admission to this program will be made on the basis of UCEED.	
14.2	Vice Chancellor informed that the next meeting of Academic Council will be held on 20.04.2018 at 11 a.m and notice shall be issued for submission of Action Taken Report and Agenda items to the Council Branch.	<b>Action : Consultant (Council)</b>
14.3	Vice Chancellor informed that Ceremony of Excellence in Research will be held in third week of March,2018 (exact date being finalized). Dean (IRD) shall organize the same.	<b>Action : Dean (IRD)</b>
14.4	The matter related to the progress of Attendance Monitoring System was discussed. Vice Chancellor shared the statistics of attendance monitoring system and all Heads were requested to put efforts for success of this system.  Also, HoDs were requested to take meetings with teachers who have not yet used the Attendance Monitoring APP.	<b>Action : All HoDs</b>
14.5	Vice Chancellor congratulated to all members of the meeting and apprised that Elsevier has submitted the report of research data indicating rise in research publication in DTU.	

14.6	<p>Pro VC (I) informed that the guidelines have already been circulated regarding purchase of equipment above 10 lakh and requested all HoDs to visit some labs where those equipments are available before raising the requirement. The specification should be generic for better competition.</p> <p>DR (F&amp;A) apprised that first priority should be given to GeM, if not available then shall go to the authorized dealer.</p> <p style="text-align: right;"><b>Action : All HoDs</b></p>
14.7	<p>The matter related to the status of ISO 9001 implementation of DTU was discussed. Director (IQAC) informed that SOP for S&amp;P, Planning Deptt. as well as student activities have been completed and final document will be ready by 15<sup>th</sup> March,2018.</p> <p>Vice Chancellor requested all concerned to do the same on priority basis.</p> <p style="text-align: right;"><b>Action : Chairman of various committee of ISO 9001</b></p>
14.8	<p>Vice Chancellor requested Registrar to accelerate the process for opening of Kendriya Bhandar in the Campus.</p> <p style="text-align: right;"><b>Action :Executive Engineer/ Registrar/ Pro VC (I)</b></p>
14.9	<p>The matter related to the servicing of AC and Water Cooler was discussed and Executive Engineer was requested to take necessary action in this regard.</p> <p style="text-align: right;"><b>Action : Executive Engineer</b></p>
14.10	<p>It has been decided that OIC (S&amp;P) should expedite the process of condemnation of equipments.</p> <p style="text-align: right;"><b>Action : OIC (S&amp;P)</b></p>

The meeting ended with vote of thanks to the Chair.

  
 (Kamal Pathak) 08/3/18  
 Registrar (Incharge)

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 / Associate Deans
5. Director (HRDC) / Director (IQAC)/ Director (Phy.Edu)
6. All Branch Incharges
7. Chairman of various Committees of ISO 9001