



**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/2017-18/ 2855

Dated: 09.10.18

10/10/18

**MINUTES OF THE MEETING**

**18th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the 18th Meeting of All Deans/ HoDs, Branch Incharges called by Hon'ble Vice Chancellor on 01.10.2018 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Prof. Yogesh Singh	18.	Dr. Rajesh Rohilla	35.	Prof. Dinesh Kumar
2.	Prof. S.K Garg	19.	Prof. Rinku Sharma	36.	Dr. Naokant Deo
3.	Prof. Samsher	20.	Prof. Sangita Kansal	37.	Dr. R.K. Shukla
4.	Prof. Madhusudan Singh	21.	Prof. Archana Rani	38.	Dr. Manoj Kumar Sharma
5.	Prof. Pragati Kumar	22.	Prof. Rajan Yadav	39.	Sh. Manoj Kumar
6.	Prof. A. Trivedi	23.	Prof. Kapil Sharma	40.	Dr. M.S.Niranjan
7.	Prof. Vishal Verma	24.	Prof. Jai Gopal Sharma	41.	Dr.Nitin Puri
8.	Prof. R.S. Mishra	25.	Dr. Rajni Jindal	42.	Sh. Rajesh Birok
9.	Prof. Pravir Kumar	26.	Dr. Nand Kumar	43.	Sh. Nand Kishore
10.	Prof. Rajeshwari Pandey	27.	Prof. Ranganath M.S	44.	Dr. R.Kaushik
11.	Prof. S.G. Warker	28.	Prof. Amit Mookerjee	45.	Sh. Dipin Arora
12.	Prof. Amit Srivastava	29.	Sh. Kamal Pathak	46.	Sh. Bimal Jain
13.	Prof.M.M Tripathi	30.	Prof. P.K.Suri	47.	Sh. Piyush Vaish
14.	Prof. Nirendra Dev	31.	Prof. G.C.Maheshwari	48.	Sh. D.P Dwivedi
15.	Prof. S. Indu	32.	Prof. Narendra Kumar (II)	49.	Sh. S.K. Khanna
16.	Prof. A.K Haritash	33.	Prof. R. C. Singh		
17.	Prof. Vipin	34.	Prof. Reeta Wattal		

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:

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

	Agenda	Discussion/Decision in 16 <sup>th</sup> meeting
5.5	E-office implementation	Head, CC informed that the E-office is working only on Mozilla 5.0 platform and NIC is working to run on the other platform also.  <b>Action : Head (CC)/ Registrar</b>

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

	Agenda	Discussion/Decision in 16 <sup>th</sup> meeting
8.1	Printing of Booklet of Curriculum	Associate Dean (UG) informed the member that only three booklets of different departments are pending which is expected to be completed by the next week and all other booklets of curriculum has been delivered.  <b>Action : Dean (UG)</b>

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

	Agenda	Discussion/Decision in 16 <sup>th</sup> meeting
12.1	NAAC Accreditation/ISO	Pro VC (II) informed that we are going for submission of proposal for NAAC accreditation in September,2018 and ISO training is scheduled next week.  <b>Action : Pro VC (I)/ Pro VC (II)</b>
12.5	A Committee has been made to formulate the modalities for conducting open house: <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>	Prof. S. Indu informed that conducting open house in the month of June and July, the time period for preparation and communication is not proficient. Vice Chancellor directed the committee to formulate modalities on urgent basis and open house may be done in the month of August or September.  <b>Action: All Committee Members</b>

12.6	Availability of Water for Jal Board	Shri D.P. Dwivedi, Consultant (F&P) informed the member that the letter has been sent to Jal Board and he is personally following up the matter.  <b>Action : Consultant (F&amp;P)</b>
12.8	15 year Plan/Strategic Plan	The Consultant (Planning & Finance) informed that the process of preparation of 7 <sup>th</sup> and 15 <sup>th</sup> year plan in the process.  <b>Action: Consultant (Finance)</b>
12.10	Policy for Ethics Committee	The Dean (SW) informed the Members that policy on Ethics will be submitted soon.  <b>Action : Dean (SW)</b>

**K. Review of 14<sup>th</sup> Monday meeting issues :**

	Agenda	Discussion/Decision in 16 <sup>th</sup> meeting
14.8	Opening of Kendriya Bhandar in the Campus.	Executive Engineer was requested to identify the space for opening Kendriya Bhandar in the Campus. Preferably in and around Nursery Block where Health Centre is going to be shifted.  <b>Action :Executive Engineer</b>

### L. Review of 16<sup>th</sup> Monday Meeting issues:

	Agenda	Discussion/Decision in 18 <sup>th</sup> meeting
16.2	Dean (UG) informed that the provision of makeup examination was made to address the absence of student in mid-term examination due to very compelling situation like hospitalization of student/attending events on behalf of university etc. Now, it has been observed that the provision of makeup is being misused by the students on one or other reasons. Therefore, after detailed discussion, it has been decided that Dean (UG) shall submit the detailed proposal for discontinuation of makeup examination or mechanism to stop misuse of makeup examination by the students.	The matter will be discussed later.  <b>Action: Dean(UG)</b>
16.3	Mr. Piyush Vaish, Network Manager apprise the members that a few faculty members have not even used online attendance application software and also some of the faculty members have used it very reluctantly. Therefore, it has been decided that the guest faculty who have not used online attendance application software should not be assigned any class in the next semester. All faculty members are requested to use this application.	Network manager has been requested to provide the name of the faculty who are still not marking the attendance.  <b>Action: Network Manager</b>

### M. Review of 17<sup>th</sup> Monday Meeting Issues :

	Agenda	Discussion/Decision in 18 <sup>th</sup> meeting
17.1	<b>ISO</b> : Pro Vice Chancellor (II) informed that all the 03 cycles of internal audit have been completed. The outside audit for ISO certification is scheduled in the first week of October,2018	The process for ISO Certificate is going on.  <b>Action: Director (IQAC)</b>

17.2	<b>NAAC:</b> Vice Chancellor informed that NAAC accreditation committees have been constituted and requested all HoDs to start working on NAAC accreditation. The target date for submitting application for NAAC accreditation is 31 <sup>st</sup> Oct,2018. Director (IQAC) was requested to convene a common meeting of all the committees of NAAC.	Vice Chancellor requested HoD's to give top priority.  <b>Action: (All HoDs)</b>
17.3	Vice Chancellor informed that the feedback received from students will be sent to concerned HoDs for discussion with individual teachers maintaining confidentiality and all the Heads may further discuss the outlier cases with Vice Chancellor and Pro Vice Chancellor.	Vice Chancellor Requested all the HoD's to communicate the feedback to the respective teachers maintaining the confidentiality.  <b>Action: (All HoDs)</b>
17.4	Vice Chancellor requested all Heads to ensure that all classes are engaged as per time table.	Vice Chancellor again requested all the heads to ensure the class should be engaged as per time table.  <b>Action: (All HoDs)</b>

**N. New issues were discussed in the 18<sup>th</sup> Monday meeting held on 01.10.18 :**

18.1	A proposal for addition of Electives: one, for project, resulting to publication at the end of the Project and Electives: two, regarding mini project, was discussed in detailed and in principle, proposal was accepted by the members and Vice Chancellor requested all the HoD's and Deans to give the detail comments, if any, to Dean(IRD) within one week. It will be put up for approval of Academic Council to be held on 16.11.18	<b>Action: Dean(UG)</b>
18.2	A proposal was put up by Dean (CE) regarding starting of summer course for the students who got failed credit in the previous semesters. Dean (CE) was requested to put up the detailed proposal which will be deliberated by committee to be constituted by Vice Chancellor.	<b>Action: Dean(CE)</b>

18.3	<p>Registrar pointed out about the obsolete items lying in the different labs of the academic departments. Vice Chancellor requested all the HoD's to prepare the list of those items signed by condemnation committee of respective departments and send to the store sections for further processing of condemnation process.</p> <p style="text-align: right;"><b>Action: (All HoDs)</b></p>
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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 / Associate Deans
5. Director (HRDC) / Director (IQAC)/ Director (Phy.Edu)
6. Head (USME)
7. All Branch Incharges