



**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/ 3275

Dated: 08.11.2018

**MINUTES OF THE MEETING**

**19th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the 19th Meeting of All Deans/ HoDs, Branch Incharges called by Hon'ble Vice Chancellor on 05.11.2018 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

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

At the outset, the Vice Chancellor welcomed all the members of the meeting and the following issues were discussed :

**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>

*R*

### 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	ISO : 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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**Review of issues of earlier meetings will be taken up in next time.**

**O. New issues were discussed in the 19<sup>th</sup> Monday meeting held on 05.1.2018 :**

19.1	<p>Vice Chancellor informed the members that Academic Council, BoM and Convocation are scheduled to be held on 16.11.2018, 30.11.2018 &amp; 13.12.2018 respectively and requested all Deans/HoDs and Branch Incharges to submit the agenda within 03 days particularly for Academic Council.</p> <p style="text-align: right;"><b>Action: Deans/ HoDs/ Branch Incharges</b></p>
19.2	<p>Dean (UG) submitted a proposal of launching new subjects on Yoga/Value/Ethics proposed by Dr.T. Vijay Kumar, Civil Engg. Deptt. After discussion, it has been decided that two courses : "value driven leadership", and "ethical learning" may be included as fundamental elective courses.</p> <p style="text-align: right;"><b>Action: Dean (UG)</b></p>
19.3	<p>Dean (IA) could not attend the meeting, however, Vice Chancellor desired that status of OCI / English language should be submitted immediately.</p> <p style="text-align: right;"><b>Action: Dean (IA)</b></p>
19.4	<p>HoD (DSM) informed that there should be two gold medals, one for MBA and another for EMBA program. The same was accepted by the Committee.</p> <p style="text-align: right;"><b>Action: Dean (DSM)</b></p>
19.5	<p>HoD (Design) informed that the course curriculum for 2<sup>nd</sup> year of B.Des course and departmental electives is under process. He has been advised to submit it within 03 days.</p> <p style="text-align: right;"><b>Action: Dean (Design)</b></p>
19.6	<p>Pro VC (I) proposed the funding scheme for innovative projects. The same has been accepted for putting up in the Academic Council meeting.</p> <p style="text-align: right;"><b>Action: Pro VC (I)/ Dean (SW)</b></p>
19.7	<p>Dean (CE) informed that we should allow internship students to present their work related to their final year projects in conference or seminars with university support. It has been decided that the final year students may be allowed upto 31<sup>st</sup> October (after passing out) for presentation of such work in national/ international forum of university as per university norms.</p> <p style="text-align: right;"><b>Action: Dean (CE)</b></p>

19.8	<p>Additional Dean (UG) informed that many proposals are coming from the students regarding international internship. The matter has been discussed and it has been decided that maximum 10 students will be allowed with 50% TA if they are selected for internship among 100 top academic institutions or top 100 fortune-500 industries and this will be allowed only during the vacations. Such proposals will be finalized by a committee comprising of the following :-</p> <ul style="list-style-type: none"> <li>(i) Vice Chancellor or his nominee</li> <li>(ii) Dean (UG)</li> <li>(iii) Dean (PG)</li> <li>(iv) Dean (SW)</li> <li>(v) HoD of the concerned branch</li> </ul>
19.9	<p>Vice Chancellor requested all HoDs, Deans and faculty to submit the proposal for strengthening of lab facilities particularly use in undergraduate studies in the university and also to external agencies like AICTE &amp; DST. .</p> <p style="text-align: right;"><b>Action: All HoDs/ Deans</b></p>

The meeting ended with vote of thanks to the Chair.

  
**(Prof.Samsher)**  
 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/ Head (USME)
5. Director (HRDC) / Director (IQAC)/ Director (Phy.Edu)
6. Chairperson (B.Tech Admission Committee)/ Chairperson (Sports Council)
7. All Branch Incharges