



**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/2016-17/538

Dated: 11.5.2017

**MINUTES OF THE MEETING**

**2<sup>ND</sup> MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the second Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 08.05.2017 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 (1)
3. Prof. Anu Singh Lather	Pro Vice Chancellor (2)
4. Prof S.K. Singh	Dean (AA)
5. Prof. Madhusudan Singh	Dean, Acad (PG) & HoD (Elect Engg.)
6. Prof. Pragati Kumar	Dean (CE)
7. Prof. A. Trivedi	Dean (IRD)
8. Prof. H.C. Taneja	Dean (PG)
9. Prof. Vishal Verma	Dean (International Affairs)
10. Prof. Nirendra Dev	HoD, Civil Engg.,
11. Dr. S. Indu	HoD, E& C
12. Dr. Rajni Jindal	HoD, CSE
13. Prof. R.S. Mishra	HoD, Mech. Engg.
14. Dr. R.S. Walia	HoD, T&P
15. Dr. Seema Singh	HoD, Humanities
16. Prof. A.K. Gupta	HoD, Env. Engg.
17. Prof. S.C. Sharma	HoD, Applied Physics
18. Dr. Sangita Kansal	HoD, Applied Mathematics
19. Dr. Archana Rani	HoD, Applied Chemistry
20. Dr. Rajan Yadav	HoD, DSM
21. Dr. Kapil Sharma	HoD, I.T
22. Dr. D. Kumar	HoD, Biotech
23. Prof. P.K. Suri	Professor, DSM and Chairman, JAC
24. Dr. Rajeshwari Pandey	Associate Dean (UG)
25. Sh. Manoj Kumar Sharma	CEO,DTU – IIF (TBI)
26. Dr. Jai Gopal Sharma	Associate Prof.,Biotech Deptt.
27. Dr. Neeta Pandey	Asstt. Professor, (E&C) & Coordinator USIP
28. Dr. Ruchika Malhotra	Asstt. Prof., Deptt of CSE
29. Dr. Mukhtiyar Singh	OIC, B.Tech (Eve)
30. Prof. Narendra Kumar (II)	Chief Warden
31. Dr. R.K. Shukla	Librarian
32. Dr. Dinesh K. Vishwakarma	Incharge (Secrecy Exam)
33. Sh. Manoj Kumar	Head (CC)
34. Sh. Nand Kishore	DR (F&A)
35. Dr. R. Kaushik	DR (Estt.)
36. Sh. Anil Kumar	DR, Acad (PG)
37. Dr. Nitin Puri	Security Officer
38. Sh. Bimal Jain	Estate Officer

39. Sh. Raghvendra Gautam  
 40. Sh. Cleetus K.M  
 41. Sh. S.K. Khanna  
 42. Sh. Piyush Vaish

OIC, Guest House  
 DDO  
 Consultant (Council)  
 Network Manager

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

**A. Review of Previous issues :**

	Issue	Discussions in 2 <sup>nd</sup> meeting
1.1	<p>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:-</p> <ul style="list-style-type: none"> <li>• Revision of fee for the batch 2017-18 : Dean (UG)</li> <li>• Revision of Curriculum based on CBCS: Dean (UG)</li> <li>• Guidelines for admission of foreign students : Dean (Int'l Affairs)</li> <li>• Increase of seats : Dean (UG)</li> <li>• Ph. D Ordinance : Dean (PG)</li> <li>• East Delhi Campus Manpower :DR (Estt.)</li> <li>• RRs of Faculty/ Staff : DR (Estt.)</li> <li>• Guidelines for JRF/SRF : DR (PG)</li> </ul>	<p>Dean UG informed that the agenda of revision of fee is under process.</p> <p>Dean UG informed that the agenda of revision of curriculum is under process.</p> <p>Dean (IA) informed that the agenda of Guidelines for admission of foreign students fee is under process.</p> <p>Dean (UG) informed that the agenda of increase of seats is under process.</p> <p>Dean (PG) informed that the agenda of Ph.D Ordinance is under process.</p> <p>DR (Estt.) Informed that file has been sent to DTTE for approval.</p> <p>DR (Estt.) Informed that drafting of RRs of Faculty/Staff are in process and will be put up in AC meeting.</p> <p>In process</p>
1.2	<p>It has been decided to conduct the AC meeting with the following changes:</p> <ol style="list-style-type: none"> <li>a) Concerned head of the branch will present the proposal in the AC meeting.</li> <li>b) The proposal shall be presented using power point slides (Maximum five).</li> </ol>	Noted and dropped

1.3	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.	In progress														
1.4	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.	Noted, to be put up again in the last week of July,2017.														
1.5	Officer Incharge (S&P) was requested to float expression of interest for implementation of attendance monitoring system.	Officer In-charge (S&P) informed that action for inviting EOI of attendance monitoring system under process.														
1.6	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)	Noted and dropped														
1.7	<p>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.</p> <table border="0" data-bbox="446 1556 941 1792"> <tr> <td>Pro VC (I)</td> <td>Chairperson</td> </tr> <tr> <td>Dean (UG)</td> <td>Member</td> </tr> <tr> <td>Dean (PG)</td> <td>Member</td> </tr> <tr> <td>HoD (Mech)</td> <td>Member</td> </tr> <tr> <td>HoD (Biotech)</td> <td>Member</td> </tr> <tr> <td>HoD (Applied Physics)</td> <td>Member</td> </tr> <tr> <td>DR (PG)</td> <td>Member Secy</td> </tr> </table>	Pro VC (I)	Chairperson	Dean (UG)	Member	Dean (PG)	Member	HoD (Mech)	Member	HoD (Biotech)	Member	HoD (Applied Physics)	Member	DR (PG)	Member Secy	Meeting scheduled on 11 <sup>th</sup> May,2017.
Pro VC (I)	Chairperson															
Dean (UG)	Member															
Dean (PG)	Member															
HoD (Mech)	Member															
HoD (Biotech)	Member															
HoD (Applied Physics)	Member															
DR (PG)	Member Secy															
1.8	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:	Noted and dropped.														

	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	
	Mech. Engg.	185	240	
1.9	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.			VC, PVC and EE shall visit the departments.
1.10	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.			Noted and dropped
1.11	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.			Noted and dropped
1.12	It has been decided to appoint 03 additional Doctors on visiting basis in the following specializations: <ul style="list-style-type: none"> <li>• Clinical Psychologist/ Counselor</li> <li>• Psychiatrist</li> <li>• Gynecologist</li> </ul>			Action in process, item to continue.  <b>Action : PVC (II)/ OIC (Health Centre)</b>
1.13	HoD (T&P) requested to grant permission for purchase of coffee machine and VC instantly approved the same.			Noted and dropped
1.14	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.			In process, item to continue.
1.15	Dean (UG) was requested to issue afresh, the guidelines for waiver/concession of fees to the students of weaker section.			Notice Issued, Item dropped


1.16	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.	In process, item to continue.
1.17	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 two weeks. Also decided that the committee constituted for the purpose should fix the meeting at the earliest.	In process.
1.18	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 : <ul style="list-style-type: none"> <li>• To select suitable policy from SBI, LIC etc.</li> <li>• 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.</li> <li>• The issue of gratuity and leave encashment will also be taken up.</li> </ul> VC requested all the members to work on this matter and submit the inputs if any in this regard to the committee.	In process.
1.19	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.	To be taken up as a separate item

**B. New issues were discussed in the 2<sup>nd</sup> Monday meeting held on 08.05.2017 :**

2.1	Printing of BOM, AC and FC agenda and minutes since their first meeting. Act, Statutes & Annual Report for 2016-17 shall also be got printed.  (Action : Registrar)
2.2	ERP _ automation of Student Life cycle and other processes of the university. (OIC-S&P to brief the status in next meeting) (Action: OIC (S&P) & Head,CC)
2.3	Budget Allocation to Academic Departments- The budget allocations during 2015-16 and 2016-17 were discussed and it was observed that the budgets were not fully utilized. HoDs raised the concerns regarding procedural delays. VC also pointed that many a times only one bid was received and suggested to make generic specifications. Otherwise make a case for proprietary item. VC also suggested that efforts should be made to purchase research equipments from grants of funding

	<p>agencies and priority should be given to equipments required for teaching and learning of B.Tech, M.Tech etc. from GIA.</p> <p>Chairman CPC and OIC (S&amp;P) to brief the measures to be taken for effective utilization of budgets.</p> <p>It was decided that allocations for 2017-18 shall be same as for 2016-17. Registrar to issue the orders/ notification. HoD's shall take separate administrative approval from VC for machinery &amp; equipments, repair &amp; maintenance and consumables.</p>
2.4	VC also instructed to initiate the purchases using GEM, wherever possible .
2.5	Faculty Incharge B Tech (Eve) raised the issue of decline in admissions. A committee was constituted consisting of Dean (UG), OIC, B.Tech (Eve), HoD of the four departments of evening and PVC (I) as Chairperson. <b>(Action : Registrar)</b>
2.6	HOD(T&P) raised the need for Video conferencing room. He was advised to prepare the proposal.
2.7	Reconstitution of DPCs – OIC (S&P) informed that the proposal is under submission and BOSs - HoD's to initiate proposal where tenure of members is over and likely to be over shortly.
2.8	All HoDs were advised to finalize the Time Table and requirement of Guest Faculty by 15.7.2017 for effective monitoring and engagement of classes.
2.9	USIP- All HoDs and Branch Incharges were requested to give their requirements of University Interns to Dr. Neeta Pandey, Incharge (USIP).
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 by 30.6.2017 to VC.
2.11	Pro VC (I) requested the Deans & HoDs to suggest the revision in vision & mission of university in consultation with faculty.
2.12	Academic Calendar submitted by Dean (UG) approved and Dean (UG) was advised to put up it in AC meeting for approval.
2.13	VC instructed to maintain a Donor's Register. <b>(Action: DR(F&amp;A) &amp; Head,CC)</b>

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 Concerned