



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/2019/4555

Dated: 21/1/19

MINUTES OF THE MEETING

20th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 20th Meeting of All Deans/ HoDs, Branch Incharges called by Hon'ble Vice Chancellor on 08.01.2019 at 3.30 p.m. in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

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

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

D. Review of 5th Monday issues :

	Agenda	Discussion/Decision in 16 th 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. Action : Head (CC)/ Registrar

E. Review of 8th Monday issues :

	Agenda	Discussion/Decision in 16 th 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. Action : Dean (UG)

I. Review of 12th Monday meeting issues :

	Agenda	Discussion/Decision in 16 th 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. Action : Pro VC (I)/ Pro VC (II)
12.5	A Committee has been made to formulate the modalities for conducting open house: 1. Prof. S.K. Singh, HoD (Env. Engg.) 2. Prof. Jaigopal Sharma, HoD (Biotechnology) 3. Prof. Rajni Jindal, HoD (CSE) 4. Prof. S. Indu, HoD (ECE)	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. Action: All Committee Members

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. Action : Consultant (F&P)
12.8	15 year Plan/Strategic Plan	The Consultant (Planning & Finance) informed that the process of preparation of 7 th and 15 th year plan in the process. Action: Consultant (Finance)
12.10	Policy for Ethics Committee	The Dean (SW) informed the Members that policy on Ethics will be submitted soon. Action : Dean (SW)

K. Review of 14th Monday meeting issues :

	Agenda	Discussion/Decision in 16 th 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. Action :Executive Engineer



L. Review of 16th Monday Meeting issues:

	Agenda	Discussion/Decision in 18 th 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.	<p>The matter will be discussed later.</p> <p>Action: Dean(UG)</p>
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.	<p>Network manager has been requested to provide the name of the faculty who are still not marking the attendance.</p> <p>Action: Network Manager</p>

M. Review of 17th Monday Meeting Issues :

	Agenda	Discussion/Decision in 18 th 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	<p>The process for ISO Certificate is going on.</p> <p>Action: Director (IQAC)</p>

17.2	NAAC: 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 st 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. Action: (All HoDs)
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. Action: (All HoDs)
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. Action: (All HoDs)

N. New issues were discussed in the 18th 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. Action: Dean(UG)
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. Action: Dean(CE)

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;">Action: (All HoDs)</p>
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O. New issues were discussed in the 19th Monday meeting held on 05.01.2018 :

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 & 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;">Action: Deans/ HoDs/ Branch Incharges</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;">Action: Dean (UG)</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;">Action: Dean (IA)</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;">Action: Dean (DSM)</p>
19.5	<p>HoD (Design) informed that the course curriculum for 2nd 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;">Action: Dean (Design)</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;">Action: Pro VC (I)/ Dean (SW)</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 31st 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;">Action: Dean (CE)</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"> (i) Vice Chancellor or his nominee (ii) Dean (UG) (iii) Dean (PG) (iv) Dean (SW) (v) HoD of the concerned branch
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 & DST. .</p> <p style="text-align: right;">Action: All HoDs/ Deans</p>

Review of issues of earlier meetings will be taken up in next time.

P. New issues were discussed in the 20th Monday meeting held on 08.01.2019:

20.1	<p>The Vice Chancellor discussed the issue regarding how to make teaching learning interesting and creative. In this regard, Director (HRDC) is requested to work out a plan and arrange training workshop with the available new equipment and Adds and accordingly class rooms and laboratories have to develop.</p> <p style="text-align: right;">Action: Director(HRDC)</p>
20.2	<p>DR (F & A),informed that the audit for the year 2017-18 is on and all the faculty members through HoDs were requested to settle their advance on urgent basis and in future all the pending advances should be adjusted within one month. Further DR (F& A) was requested to issue the final advance adjustment order.</p> <p style="text-align: right;">Action: (All HoDs & DR (F&A))</p>
20.3	<p>The issue related to refund of admission fee was discussed and it was decided that uniform policy should be designed to refund the admission fee in time.</p> <p style="text-align: right;">Action: Dean(UG)/ Dean (PG)</p>
20.4	<p>Payment of remuneration to the foreign examiners: The existing banker of the university that is SBI is not providing the desired service regarding payment of remuneration to the foreign examiners in foreign exchange. Therefore, it was decided to explore the possibility from the near-by other banks like Canara Bank, PNB, HDFC, ICICI, AXIS etc. So that the payment in foreign exchange to the external foreign examiners may be given timely.</p> <p style="text-align: right;">Action: (DR (F & A) & Sh. D.P. Dwivedi)</p>

20.5	<p>The issue regarding organizing and participating in conferences by faculty and students with funding from university was discussed with reference to the NIRF and other global ranking. In NIRF ranking, only papers published in Scopus indexed journal are considered for scoring purpose. It was felt that DTU should support only Scopus indexed conferences for participation by students and faculty and also for organizing at DTU. Dean IRD was requested to work out a note on this for notification after due approval.</p> <p style="text-align: right;">Action: Dean(IRD)</p>
20.6	<p>The renovation work and construction work like development of new class rooms, faculty offices and laboratories are going on at various places in the campus. In this regard Executive Engineer was requested to take necessary safety measures to avoid any unforeseen incidents/accidents.</p> <p style="text-align: right;">Action: (EE)</p>
20.7	<p>The issue related to delay in purchase was discussed and it was decided that OIC (S&P) may take necessary steps to expedite the purchase files. Vice Chancellor also desired that HoDs should inform the cases where there are delays in processing the files.</p> <p style="text-align: right;">Action: OIC (S& P)</p>
20.8	<p>All HoDs were requested to develop at least one model laboratory existing or new to cater the present and futuristic needs of the students.</p> <p style="text-align: right;">Action: (All Deans & HoDs)</p>
20.9	<p>Director IQAC informed that for NAAC, there is a requirement of at least one smart class in each department. The smart class room must have LCD projector, AV and wifi. HoDs were requested to take the necessary action. Further Vice Chancellor desired that all the class rooms to be equipped with LCD projector and requested DTU Technical committee to work out the specification of the LCD Projector.</p> <p style="text-align: right;">Action: (All HoDs)</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 / 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