



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/ 2497

Dated: 09.08.2019

MINUTES OF THE MEETING

25th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 25th meeting of All Deans/ HoDs, Branch Incharges called by Hon'ble Vice Chancellor on 06.08.2019 at 3.00 p.m. in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Prof. Yogesh Singh	17.	Prof. Rinku Sharma	33.	Prof. A.K. Sahu
2.	Prof. Samsher	18.	Prof. Sangita Kansal	34.	Dr. A.K. Haritash
3.	Prof. Madhusudan Singh	19.	Prof. Archana Rani	35.	Dr. Ravinder Kaushik
4.	Prof. H.C. Taneja	20.	Prof. Rajan Yadav	36.	Sh. Anil Kumar
5.	Prof. Pragati Kumar	21.	Prof. Kapil Sharma	37.	Sh. D.P. Dwivedi
6.	Prof. Vishal Verma	22.	Prof. Jai Gopal Sharma	38.	Dr. Nitin Puri
7.	Prof. R.S. Mishra	23.	Prof. Uma Nangia	39.	Dr. Geeta Singh
8.	Prof. Pravir Kumar	24.	Dr. Rajni Jindal	40.	Sh. Bimal Jain
9.	Prof. Narendra Kumar(II)	25.	Dr. Nand Kumar	41.	Sh. Dipin Arora
10.	Prof. S.G. Warkar	26.	Prof. Ranganath M.S	42.	Sh. Cleetus K.M
11.	Dr. Ruchika Malhotra	27.	Prof. Amit Mookerjee	43.	Sh. Anoop Lather
12.	Prof. M.M Tripathi	28.	Dr. A.K. Srivastava	44.	Sh. S.K. Khanna
13.	Prof. Rachna Garg	29.	Sh. Kamal Pathak		
14.	Prof. S. Indu	30.	Dr. Naokant Deo		
15.	Prof. Vipin	31.	Dr. Manoj Kumar Sharma		
16.	Prof. Rajesh Rohilla	32.	Sh. Manoj Kumar		

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

Review of previous Monday Meeting Issues :

	Agenda	Discussion/Decision in 24 th /25 th meeting
5.5	E-office implementation	Under process. Action : Head (CC)/ Registrar
12.6	Water connection of Delhi Jal Board in DTU.	AE,(Civil) informed that permission has been granted from Delhi Jal Board and the work is under progress. Vice Chancellor has desired that there should be a provision for centralized water treatment for drinking once DJB is available. Action : Executive Engineer
12.10	Policy for Ethics Committee	Dr. R.K. Shukla (Member Secy of Ethics Committee) informed that the Ethics Policy has been made and circulated to all members of the Ethics Committee & Dean (SW) and after getting the feed back from the members, report will be submitted. Action : Dr. R.K. Shukla / Dean (SW)
14.8	Opening of Kendriya Bhandar in the Campus.	Under Process Action :Executive Engineer
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.	Under process. 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.	Under process. Action: Dean(CE)
19.9	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.	Under process Action: All HoDs/ Deans
20.1	How to make teaching learning interesting and creative.	Director (HRDC) informed that the workshop on class room teaching will be tentatively conducted on 22.07.2019. He was requested to expedite the same. Action: Director (HRDC)
20.2	Settlement of Advances	DR (F&A) informed that 408 advances are still pending. Vice Chancellor requested all HoDs & Branch (I/C) to settle all the advances within 15 days and DR (F&A) was requested to give the details of pending advanced to the office of Vice Chancellor. Action: HoDs/Branch (I/C) / DR (F&A)
20.8	Develop at least one model laboratory existing or new to cater the present and futuristic needs of the students.	All Heads were requested to send the proposal for the same. Action: (All HoDs)
21.2	Vice Chancellor requested all the Deans & HoDs to ensure the disposal of all condemn material by next meeting.	AR (S&P) was requested to expedite the process of condemnation. Action: All Deans /HoDs/ AR (S&P)

22.8	About ERP implementation, Prof. S.K. Garg, Pro VC informed that the Modules related to attendance, Accounts, Examination, Store & Purchase, Establishment., Hostels are ready for use by the concerned department. It means that about 80-85% of ERP can now be in use once the date is posted by the concerned branch. We are expecting that from the next academic year, the ERP will be fully implemented in DTU.	Under Process Action : Head (CC) /Sh. Piyush, Network Manager
23.5	The matter related to M.Tech fee structure was discussed and Prof. S.Indu was requested to make the proposal for the same.	Under Process Action : Prof. S. Indu, HoD (E&C)
24.9	Creation of Digital space: Librarian was requested to create digital space for uploading the research papers of DTU faculty on this portal. This will improve the visibility of the publication of DTU faculty in outside academic world and improve the citation of the publications. Further, all Heads were requested to intimate the faculty members of their respective departments to update and upload their research publications at the digital space created by central library of the university.	Under Process Action : All HoDs/ Librarian
24.10	Maintenance & Up-gradation of Washrooms: Engineering Cell was requested to make the proposal for maintenance & up-gradation of washrooms.	Under process Action: Executive Engineer
24.11	Inflibnet: : Space for faculty members Librarian was requested to examine the issue and schedule a meeting comprising of the following members: (i) Vice Chancellor (ii) Pro Vice Chancellor (iii) All Heads (iv) Librarian	Librarian has been requested to arrange a meeting on urgent basis. Action: :Librarian
24.12	SWAYAM: Vice Chancellor explained about the Project called 'Study Webs of Active Learning for Young Aspiring Minds' (SWAYAM) of Ministry of HRD (Govt. of India) which provides one integrated platform and portal for online courses. This covers all higher education subjects and skill sector courses. The objective is to ensure that the every student in our country has access to the best quality higher education at the affordable cost. Further, Vice Chancellor has desired that faculty should participate and go through the site of SWAYAM (http://swayam.gov.in).	All faculty members were requested to participate in the same. Action: All HoDs

24.15	<p>NPS: The matter regarding NPS was raised by DR (Estt.). He informed that two phases have already been completed. Only one phase (2010-2013) has not been completed as yet. Vice Chancellor requested DR (F&A) to expedite the same on top priority.</p> <p>Further, DR (Estt) was requested to schedule a review meeting of NPS on 15th July,2019, comprising of the following members:</p> <ul style="list-style-type: none"> (i) Vice Chancellor (ii) Pro Vice Chancellor (iii) Registrar (iv) DR (F&A) (v) Consultant (F&P) (vi) DR (Estt.) 	<p>DDO informed that the work will be completed within 15 days.</p> <p style="text-align: right;">Action: DR (F&A)/DDO</p>
24.16	<p>Employee Welfare Fund: Vice Chancellor informed that Employee Welfare Fund has been approved by BoM in its 31st meeting held on 31.5.2019. Further, the Vice Chancellor has desired to explore the possibility of various schemes for Employees Welfare. A committee in this regard has been constituted comprising of the following :</p> <ul style="list-style-type: none"> (i) Prof. Nirendra Dev, Director (HRDC) : Chairman (ii) Prof. M.M. Tripathi, Director (IQAC) : Member (iii) Prof. P.K. Suri, Deptt. of DSM : Member (iv) Sh. D.P. Dwivedi, Consultant (F&A) : Member (v) Dr. Ravinder Kaushik, DR (Estt.) : Member Secy. 	<p>DR (Estt.) informed that the meeting of the Committee is scheduled very shortly.</p> <p style="text-align: right;">Action : DR (Estt.)</p>

New issues were discussed in the 25th Monday meeting held on 06.08.2019:

25.1	<p>Vice Chancellor informed that the vacation of class rooms occupied by the Election Commission is in the Court and we are trying our best to get the class rooms and other facilities back to us. He requested all the HoDs and Time Table In-charges to adjust the time table within the available class rooms. If it is not possible, then we can go for scheduling all the classes upto 7 p.m. The classes which are scheduled upto 7 p.m should be started late in the morning, may be after 11 a.m . He also informed the members that the construction work of new class rooms is in the fast track and we are expecting that these class rooms will be made available by the end of this semester.</p> <p style="text-align: right;">Action: All HoDs</p>
25.2	<p>Vice Chancellor emphasized that the HoDs must ensure that all the classes held regularly. The HoDs may also check himself or assign the duty to senior faculty of their respective department for monitoring the scheduled engagement of the classes. If any class is not engaged by any faculty, the same must be brought to the notice of administration to take suitable action.</p> <p style="text-align: right;">Action: All HoDs</p>

25.3	<p>The Vice Chancellor shown his concern about the feed back available in different social media regarding non-engagement of few classes. He also emphasized that the students and societies have high expectations from DTU, not engaging classes in time or not guiding the students in time is not at all justified.</p> <p style="text-align: right;">Action: All HoDs</p>
25.4	<p>Vice Chancellor also shown his concern about very less availability of the faculty members during second session of Orientation Program held on 1.8.2019 and requested all the HoDs to take this seriously.</p> <p style="text-align: right;">Action: All HoDs</p>
25.5	<p>About submission of the Departmental/Sectional Strategic Plan for 02 years, it has been observed that most of the Departments have submitted the Strategic Plan. However, the Departments, who are left, are requested to submit Strategic Plan of their respective department within this week. Vice Chancellor may call the Departmental/Sectional Head individually for detailed discussion the Strategic Plan.</p> <p style="text-align: right;">Action: All HoDs/ Branch Incharges</p>
25.6	<p>All the Heads were requested to identify atleast one or two laboratories for renovation and making them a State of the Art laboratory in particular area.</p> <p style="text-align: right;">Action: All HoDs</p>
25.7	<p>Regarding teaching pedagogy, Vice Chancellor emphasized that we should use the latest pedagogy for teaching and learning process.</p> <p style="text-align: right;">Action: All HoDs</p>
25.8	<p>University has already implemented Choice Based Credit System (CBCS) in UG and PG Programs and to re-orient the different electives/course subjects, the members were of the opinion that we should first let the current arrangements be stabilized before going for any re-orientation of present CBCS system.</p> <p style="text-align: right;">Action: All HoDs</p>
25.9	<p>The matter related to engagement of Guest Faculty, the Vice Chancellor directed to provide the following certification before putting the requirement of Guest Faculty for approval of Vice Chancellor.</p> <ul style="list-style-type: none"> (i) All the regular faculty has been given full load as per the university's norms. (ii) All the Ph.D students getting scholarship have been provided full load as per the guidelines. (iii) The regular faculty who are willing to take extra class has also been assigned extra load. <p style="text-align: right;">Action: All HoDs</p>
25.10	<p>Dean (PG) informed that the feed back of different modules under research methodology was not very impressive. He requested the HoDs that this load should be given only to regular faculty members.</p> <p style="text-align: right;">Action: All HoDs</p>

25.11	<p>Vice Chancellor informed that the Finance Committee and Board of Management meeting is scheduled to be held on 19.8.2019 and requested all the HoDs and Branch Incharges to provide the new agenda and action taken report of the previous agenda related to their respective department/section at the earliest.</p> <p style="text-align: right;">Action: HoDs/ Branch In-charges</p>
25.12	<p>Dean (UG) informed that in the last year the MOOC courses was taken by around 2000-3000 students. Vice Chancellor advised that a Standing Committee of Board of Studies under the Chairmanship of HoD may be constituted for examining and approving the MOOC courses opted by the students in line with the departmental electives/ general elective courses of university. The report of Standing Committee may be ratified by the next meeting of BoS of the department.</p> <p style="text-align: right;">Action: Dean (UG)</p>
25.13	<p>Regarding development of courses to be uplodaded in online portals like Moocs, Coursera, Edx etc., all the faculty members were requested to participate in making the course material for MOOC course.</p> <p style="text-align: right;">Action: All HoDs</p>
25.14	<p>All the Heads of the department were requested to load the time table in ERP system.</p> <p style="text-align: right;">Action: All HoDs</p>
25.15	<p>After discussion, it has been decided that the DTU will go for NBA accreditation of the following departments :</p> <ul style="list-style-type: none"> (i) Engineering Physics (ii) Electronics & Communication Engineering (iii) Delhi School of Management <p>All the Heads of the respective department have been requested to prepare the SAR on urgent basis.</p> <p style="text-align: right;">Action: HoD (Applied Physics/ ECE/ DSM)</p>
25.16	<p>Director (IQAC) informed that he has sent the request to all Deans/ HoDs for providing information about the Department for incorporating in the Annual Report of DTU. All the Deans/HoDs were requested to provide the data immediately in detail and accurate as the Annual Report is being used for different ranking system/regulators/ accreditators.</p> <p style="text-align: right;">Action: All Deans/ HoDs</p>
25.17	<p>Director (IQAC) informed that ISO audit is scheduled shortly. All the Heads/ Branch In-charges were requested to take it on top priority.</p> <p style="text-align: right;">Action: HoDs/ Branch In-charges</p>
25.18	<p>Dean (IA) and Chief Warden were requested to look the possibility of hostel outside the campus for the new students.</p> <p style="text-align: right;">Action: Dean (IA)/ Chief Warden</p>

The meeting ended with vote of thanks to and from 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 for kind information of the Pro Vice Chancellor
3. All Deans & HoDs / Associate Deans/ HoD (USME)
4. Director (HRDC) / Director (IQAC)/ Director (Phy.Edu)
5. Chairperson (B.Tech Admission Committee)/ Chairperson (Sports Council)
6. All Branch In-charges