



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/2019/3363

Dated: 10.10.2019

11/10/19

MINUTES OF THE MEETING

26th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 26th meeting of All Deans/ HoDs, Branch Incharges held on 07.10.2019 at 3.00 p.m. in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Prof. Yogesh Singh	17.	Dr. Rishu Chaujar	33.	Prof. A.K. Sahu
2.	Prof. S.K. Garg	18.	Dr. A.K. Srivastava	34.	Prof. S. Sivaprasad Kr.
3.	Prof. Samsher	19.	Prof. Rinku Sharma	35.	Dr. A.K. Haritash
4.	Prof. A. Trivedi	20.	Prof. Archana Rani	36.	Dr. M.S. Niranjan
5.	Prof. S.C. Sharma	21.	Prof. Rajan Yadav	37.	Dr. R.R Dwivedi
6.	Prof. Vishal Verma	22.	Prof. Kapil Sharma	38.	Sh. Rajesh Birok
7.	Prof. R.S. Mishra	23.	Prof. Jai Gopal Sharma	39.	Dr. Ravinder Kaushik
8.	Prof. Pravir Kumar	24.	Prof. Uma Nangia	40.	Sh. Anil Kumar
9.	Prof. Narendra Kumar(II)	25.	Dr. Rajni Jindal	41.	Sh. Bimal Jain
10.	Prof. S. Indu	26.	Prof. Ranganath M.S	42.	Sh. A.K. Chauhan
11.	Prof. M.M Tripathi	27.	Prof. N.S. Raghava	43.	Sh. Cleetus K.M
12.	Prof. Rachna Garg	28.	Prof. Vipin	44.	Sh. Anoop Lather
13.	Prof. Rajeshwari Pandey	29.	Sh. Rajesh Rohilla	45.	Sh. Madhukar
14.	Prof. S.G. Warker	30.	Sh. Kamal Pathak	46.	Sh. S.K. Khanna
15.	Prof. Amit Srivastava	31.	Dr. Naokant Deo	47.	Sh. Vikas Sinha
16.	Dr. Ruchika Malhotra	32.	Prof. R.C. Singh		

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 25 th /26 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.	Executive Engineer informed that we are looking for space. 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)

19.9	Proposal for strengthening of lab facilities particularly use in undergraduate studies in the university and also to external agencies like AICTE & DST.	All HoDs & Deans were requested to submit the proposal. Action: All HoDs/ Deans
20.2	Settlement of Advances	DDO informed that 101 advances of 2018-19 and 151 advances of 2019-20 are still pending. Vice Chancellor requested all HoDs & Branch (I/C) to settle all the advances within 15 days. Action: All 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	Disposal of all condemn material	OIC (S&P) was requested to carry out the process of condemnation, periodically. Action: All HoDs (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.	It has been informed that Mr. Manish Kumar has joined DTU as Assistant Programmer and is being trained on ERP. Pro Vice Chancellor further requested to provide more technical support for implementation of ERP. Action : Head (CC) /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
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.	Training is to be done for awareness of the faculty. Dean (IRD) has been requested to expedite the matter Action : Librarian/Dean (IRD)

	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.	
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	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. Further, DR (Estt) was requested to schedule a review meeting of NPS on 15 th July,2019, comprising of the following members: (i) Vice Chancellor (ii) Pro Vice Chancellor (iii) Registrar (iv) DR (F&A) (v) Consultant (F&P) (vi) DR (Estt.)	DDO has promised that the letter for intimating the amount to be deposited by the employees will be released within one or two days. Vice Chancellor further directed that incase the amount is not received in total from the employees, the balance amount to be deposited by DTU and the same will be recovered in 04 equivalent installment as before. Action: DR (F&A)/DDO
24.16	Employee Welfare Fund: Vice Chancellor informed that Employee Welfare Fund has been approved by BoM in its 31 st 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 :	DR (Estt.) further directed to take the action on priority. Action : DR (Estt.)

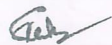
	<ul style="list-style-type: none"> (i) Prof. Nirendra Dev, Director (HRDC) : Chairman (ii) Prof. M.M. Tripathi, Director (IQAC) : Member (iii) Prof. P.K. Suri, Deptt. of DSM : Member (iv) Sh. D.P. Dwivedi, Consultant (F&A) : Member (v) Dr. Ravinder Kaushik, DR (Estt.) : Member Secy. 	
25.2	Vice Chancellor 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>Under Process</p> <p style="text-align: center;">Action: All HoDs</p>
25.6	To identify atleast one or two laboratories for renovation and making them a State of the Art laboratory in particular area.	<p>All HoDs were again requested to make atleast one State of Art laboratory.</p> <p style="text-align: center;">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>All Deans & HoDs have been requested to ensure the engagement of Guest Faculty as discussed in the meeting.</p> <p style="text-align: center;">Action: All Deans/ HoDs</p>
25.13	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>All Deans & HoDs were again requested to prepare the course for MOOC.</p> <p style="text-align: center;">Action: All Deans/HoDs</p>
25.15	<p>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>Under process</p> <p style="text-align: center;">Action: HoD (Applied Physics/ ECE/ DSM)</p>

25.16	Providing information about the Department for incorporating in the Annual Report of DTU.	All HoDs & Deans have been requested to provide the data on urgent basis. Action: All Deans/ HoDs
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New issues were discussed in the 26th Monday meeting held on 07.10.2019:

26.1	Vice Chancellor informed that 6 th Convocation is scheduled to be held on 13.12.2019. Sh. Vinod Dham, Father of Pentium and alumni of DCE will be the Chief Guest and the function will be presided over by Sh. Anil Baijal, Hon'ble Lt. Governor of Delhi. Sh. Manish Sisodia, Hon'ble Dy Chief Minister will be the Guest of Honor. Golden Pride Dinner function will be organized on 12.10.2019 and the Chief Guest for this function will be Sh. Arvind Saxena, Chairman of UPSE and alumni of DCE.
26.2	Next AC and BoM meetings are scheduled to be held on 11.10.2019 & 21.10.2019 respectively. All the Deans/HoDs/Branch Incharges have been requested to prepare the agenda and submit on top priority. Action: All Deans/HoDs/Branch I/C
26.3	Vice Chancellor emphasized that the work on minutes of all the meetings of AC & BoM should be made on priority and the action taken should be informed in time manner. Decisions made by Statutory Body must be notified immediately once the minutes are circulated. Action: All Deans/HoDs/Branch I/C
26.4	Since, many open electives are being offered in M.Tech also, therefore there is a need to provide separate slots for open electives as in UG. Action : Dean (PG)
26.5	The matter related to start of Summer Semester has been discussed and it has been decided that the minimum number of students may be decided to start the Summer Semester for a particular subject and Dean (UG) has been requested to prepare detailed guidelines for the same. Action : Dean (UG)
26.6	The matter related to Gian Course & SPARC has been discussed. All the HoDs & Deans were requested to submit the proposal. Action : All HoDs/Deans

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 (EOC)/ Director (Phy.Edu)
5. Chairperson (B.Tech Admission Committee)/ Chairperson (Sports Council)
6. All Branch In-charges

