



## 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/2019/14554

Dated: 19.12.2019

### MINUTES OF THE MEETING

#### 28<sup>th</sup> MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 28<sup>th</sup> meeting of All Deans/ HoDs, Branch Incharges held on 02.12.2019 at 3.00 p.m. in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Prof. Yogesh Singh	18.	Dr. A.K. Srivastava	35.	Dr. Dinesh Vishwakarma
2.	Prof. S.K. Garg	19.	Prof. S.K. Singh	36.	Dr. Raghvendra Gautam
3.	Prof. Samsher	20.	Prof. Vipin	37.	Sh. Kamal Pathak
4.	Prof. S.C. Sharma	21.	Prof. Rajesh Rohilla	38.	Sh. Nand Kishore
5.	Prof. A. Trivedi	22.	Prof. Rinku Sharma	39.	Dr. Nitin Puri
6.	Prof. Vishal Verma	23.	Prof. Sangita Kansal	40.	Sh. D.P. Dwivedi
7.	Prof. Pravir Kumar	24.	Prof. Rajan Yadav	41.	Dr. Geeta Singh
8.	Prof. Narendra Kumar(II)	25.	Prof. Jai Gopal Sharma	42.	Sh. Bimal Jain
9.	Prof. S. Indu	26.	Prof. Uma Nangia	43.	Sh. Piyush Vaish
10.	Prof. Rajeshwari Pandey	27.	Prof. Ranganath M.S	44.	Sh. S.K. Khanna
11.	Prof. S.G. Warker	28.	Prof. N.S. Raghava	45.	
12.	Prof. Amit Srivastava	29.	Prof. Pragati Kumar	46.	
13.	Dr. Ruchika Malhotra	30.	Prof. Naokant Deo	47.	
14.	Dr. Ram Singh	31.	Dr. Nand Kumar	48.	
15.	Prof. Nirendra Dev	32.	Prof. P.K. Suri	49.	
16.	Prof. M.M. Tripathi	33.	Prof. R.C. Singh	50.	
17.	Prof. Rachna Garg	34.	Dr. M.S. Niranjana	51.	

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 26th/27 <sup>th</sup> meeting
12.6	Water connection of Delhi Jal Board in DTU.	Executive Engineer 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.  <b>Action : Executive Engineer</b>
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.  <b>Action : Dr. R.K. Shukla / Dean (SW)</b>
14.8	Opening of Kendriya Bhandar in the Campus.	Executive Engineer informed that we are looking for space.  <b>Action :Executive Engineer</b>
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.  <b>Action: All HoDs/ Deans</b>
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.  <b>Action: All HoDs/Branch (I/C) / DR (F&amp;A)</b>



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. <b>Action: (All HoDs)</b>
21.2	Disposal of all condemn material	OIC (S&P) was requested to carry out the process of condemnation, periodically. <b>Action: All HoDs/OIC (S&amp;P)</b>
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.	Pro Vice Chancellor has been requested to take a meeting of the Officers involved in ERP implementation. <b>Action : Pro VC</b>
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 <b>Action: Prof. S. Indu</b>
24.9	<b>Creation of Digital space:</b> 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.	University Librarian informed that some of the departments have sent the record and other Heads have been requested to submit the required documents for publication in DTU open digital space. <b>Action : All HoDs/Librarian</b>
24.10	<b>Maintenance &amp; Up-gradation of Washrooms:</b> Engineering Cell was requested to make the proposal for maintenance & up-gradation of washrooms.	Under process <b>Action: Executive Engineer</b>
24.11	<b>Inflibnet: : Space for faculty members</b> 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.  <b>Action: :Librarian</b>



24.12	<p><b>SWAYAM:</b> 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 (<a href="http://swayam.gov.in">http://swayam.gov.in</a>).</p>	<p>All faculty members were requested to participate in the same.</p> <p style="text-align: center;"><b>Action: All HoDs</b></p>
24.15	<p><b>NPS:</b> 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&amp;A) to expedite the same on top priority.</p> <p>Further, DR (Estt) was requested to schedule a review meeting of NPS on 15<sup>th</sup> July,2019, comprising of the following members:</p> <ul style="list-style-type: none"> <li>(i) Vice Chancellor</li> <li>(ii) Pro Vice Chancellor</li> <li>(iii) Registrar</li> <li>(iv) DR (F&amp;A)</li> <li>(v) Consultant (F&amp;P)</li> <li>(vi) DR (Estt.)</li> </ul>	<p>All the Heads have been requested to convey the faculty members to their department for submission of NPS amount within 03 days and DR (F&amp;A) has been directed to expedite the matter.</p> <p style="text-align: center;"><b>Action: All HoDs/DR (F&amp;A)</b></p>
24.16	<p><b>Employee Welfare Fund:</b> Vice Chancellor informed that Employee Welfare Fund has been approved by BoM in its 31<sup>st</sup> 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"> <li>(i) Prof. Nirendra Dev, Director (HRDC) : Chairperson</li> <li>(ii) Prof. M.M. Tripathi, Director (IQAC) : Member</li> <li>(iii) Prof. P.K. Suri, Deptt. of DSM : Member</li> <li>(iv) Sh. D.P. Dwivedi, Consultant (F&amp;A) : Member</li> <li>(v) Dr. Ravinder Kaushik, DR (Estt.) : Member Secy.</li> </ul>	<p>Chairperson of Employee Welfare Fund Committee informed that the meeting is scheduled to be held on 7.11.2019 and he has been requested to submit the recommendations of the Committee at the earliest.</p> <p style="text-align: center;"><b>Action : Prof. Nirendra Dev, Chairperson of the Committee</b></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>Time table of each room must be pasted in each class.</p> <p style="text-align: center;"><b>Action: All HoDs</b></p>



25.6	To identify atleast one or two laboratories for renovation and making them a State of the Art laboratory in particular area.	All HoDs were again requested to make atleast one State of Art laboratory.  <b>Action: All HoDs</b>
25.9	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.  (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.	All Deans & HoDs have been requested to ensure the engagement of Guest Faculty as discussed in the meeting.  <b>Action: All Deans/ HoDs</b>
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.	All Deans & HoDs were again requested to prepare the course for MOOC.  <b>Action: All Deans/HoDs</b>
25.15	It has been decided that the DTU will go for NBA accreditation of the following departments :  (i) Engineering Physics (ii) Electronics & Communication Engg. (iii) Delhi School of Management  All the Heads of the respective department have been requested to prepare the SAR on urgent basis.	Under process  <b>Action: HoD (Applied Physics/ ECE/ DSM)</b>
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.  <b>Action: All Deans/ HoDs</b>
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.	<b>Action : Dean (PG)</b>
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.	Dean (UG) informed that the work is under process and we are going through wide range of such practices in different institutions.  <b>Action: Dean (UG)</b>

26.6	The matter related to Gian Course & SPARC has been discussed. All the HoDs & Deans were requested to submit the proposal.	Under process. <b>Action : All Deans/HoDs</b>
27.1	Process of applying NIRF : All Deans, HoDs & Branch Incharges are requested to provide the data of their respective departments to Director (IQAC) for using the same for applying in NIRF/ Times Higher Education	<b>Action: All Deans/HoDs/ Branch I/C</b>

**New issues were discussed in the 28<sup>th</sup> Monday meeting held on 02.12.2019:**

28.1	Vice Chancellor informed that we have received intimation from NAAC and DTU has been ranked as 'A' Grade with CGPA of 3.22 and we have just missed A+ Grade by a margin of 0.04. He further requested all Deans & HoDs to work on the areas where we can improve and we may again submit a proposal after one year to enhance the grade from A to A+.	<b>Action: All Deans/HoDs</b>
28.2	Vice Chancellor expressed that there is a deficiency of Skill courses in the present UG/PG curriculum. Therefore, he suggested that each department should float a minimum one skill oriented course through Continuing Education. This course may be conducted either Saturday or Sunday or week days depending upon the requirement of course.	<b>Action: All Deans/HoDs</b>
28.3	The matter related to faculty data for different ranking agency was discussed and all faculty members were requested to update their Bio-Data by 5 <sup>th</sup> of every month to keep it updated.	<b>Action: All Deans/HoDs</b>
28.4	Regarding distribution of teaching load, it has been further informed that the teaching load will be as follows :  Professor : 14 hrs/per week Associate Professor : 14 hrs/per week Assistant Professor : 16 hrs/per week  Teaching cum Research Fellow (Ph.D) Scholar should be given independent load as per prescribed norms.	<b>Action: All Deans/HoDs</b>
28.5	The matter related to enhance the Corpus Fund of DTU was discussed in detail. We may request students/faculty/alumni and other donors to contribute a minimum of Rs.1000/- per year in DTU Corpus Fund. "A Wall of Corpus Fund Contributors" may also be made with their affiliation, amount and data contribution.	<b>Action: All Deans/HoDs/Registrar/Chairman (Medals &amp; Scholarship)/DR (F&amp;A)</b>



The meeting ended with vote of thanks to and from 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 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

1. The Board of Directors shall have the authority to...

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