



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/2019/5015

Dated: 20.01.2020

21.01.20

MINUTES OF THE MEETING

29th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 29th meeting of All Deans/ HoDs, Branch Incharges held on 13.01.2020 at 3.00 p.m. in Pragyan Hall, Admn. Block, DTU. The following were present in the meeting:-

1.	Prof. Yogesh Singh	18.	Prof. Vipin	35.	Dr. A.K. Haritash
2.	Prof. S.K. Garg	19.	Prof. Rajesh Rohilla	36.	Sh. P.V. Ram Kumar
3.	Prof. Madhusudan Singh	20.	Prof. Rinku Sharma	37.	Sh. Rajesh Birok
4.	Prof. S.C. Sharma	21.	Prof. Sangita Kansal	38.	Dr. Nitin Puri
5.	Prof. A. Trivedi	22.	Prof. S.G. Warker	39.	Dr. R. Kaushik
6.	Prof. Vishal Verma	23.	Prof. Kapil Sharma	40.	Sh. Anil Kumar
7.	Prof. R.S. Mishra	24.	Prof. Jai Gopal Sharma	41.	Sh. Nand Kishore
8.	Prof. Pravir Kumar	25.	Prof. Uma Nangia	42.	Sh. D.P. Dwivedi
9.	Prof. Narendra Kumar(II)	26.	Prof. N.S. Raghava	43.	Dr. Geeta Singh
10.	Prof. S. Indu	27.	Dr. Rajni Jindal	44.	Sh. Bimal Jain
11.	Prof. Amit Srivastava	28.	Dr. Nand Kumar	45.	Sh. Piyush Vaish
12.	Dr. Ruchika Malhotra	29.	Prof. Pragati Kumar	46.	Sh. S.K. Khanna
13.	Dr. Rishu Chaujar	30.	Prof. Amit Mookerjee	47.	Sh. Anoop Lather
14.	Dr. Ram Singh	31.	Prof. P.K. Suri		
15.	Prof. Nirendra Dev	32.	Dr. Manoj Kumar		
16.	Prof. M.M. Tripathi	33.	Dr. Girish Kumar		
17.	Dr. A.K. Srivastava	34.	Prof. Dinesh 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 26th/27 th meeting
12.6	Water connection of Delhi Jal Board in DTU.	<p>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.</p> <p>Action : Executive Engineer</p>
12.10	Policy for Ethics Committee	<p>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.</p> <p>Action : Dr. R.K. Shukla / Dean (SW)</p>
14.8	Opening of Kendriya Bhandar in the Campus.	<p>Executive Engineer informed that we are looking for space.</p> <p>Action :Executive Engineer</p>
20.2	Settlement of Advances	<p>DDO informed that 101 advances of 2018-19 and 151 advances of 2019-20 are still pending.</p> <p>Vice Chancellor requested all HoDs & Branch (I/C) to settle all the advances within 15 days.</p> <p>Action: All HoDs/Branch (I/C) / DR (F&A)</p>

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/OIC (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.	Pro Vice Chancellor has been requested to take a meeting of the Officers involved in ERP implementation. Action : Pro VC
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. 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. 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	<p>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).</p>	<p>All faculty members were requested to participate in the same.</p> <p style="text-align: center;">Action: All HoDs</p>
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>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&A) has been directed to expedite the matter.</p> <p style="text-align: center;">Action: All HoDs/DR (F&A)</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) : Chairperson (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>Under process</p> <p style="text-align: center;">Action : Prof. Nirendra Dev, Chairperson of the Committee</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;">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.	All HoDs were again requested to make atleast one State of Art laboratory. Action: All HoDs
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. Action: All Deans/ HoDs
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. Action: All Deans/HoDs
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 Action: HoD (Applied Physics/ ECE/ DSM)
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
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.	Dean (UG) informed that the work is under process and we are going through wide range of such practices in different institutions. 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.	Under process. Action : All Deans/HoDs
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	Action: All Deans/HoDs/ Branch I/C
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+.	Action: All Deans/HoDs
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.	Action: All Deans/HoDs

New issues were discussed in the 29th Monday meeting held on 13.01.2020:

29.1	In Ph.D admissions, the candidates who have qualified JRF are exempted from the DTU Ph.D entrance examination. However, JRF is for full time Ph.D registration whereas some of the Departments has considered the candidature of JRF for Ph.D part time. As per the Ordinance, the conversion from full time to part time is admissible after one year of the registration.	Action: All Deans/ HoDs
29.2	Dean (PG) has raised the issue that some of the Ph.D Scholars get registered in DTU with the main supervisor from DTU faculty and Co-Supervisor from outside. However, they work most of the time with Co-Supervisor in their labs/ institutes and contribute very less in the DTU.	Action: All Deans/ HoDs
29.3	The Vice Chancellor has desired that some of the important agendas received during the meeting. Further, upon these agendas due deliberation and preparation are required. Therefore, the Vice Chancellor desired that such agendas of discussion should be circulated among the members prior to 10 days of the meeting.	Action : All Deans/HoDs


29:4	<p>Vice Chancellor has also requested to all the HoDs to re-access the teaching load in their departments as per norms.</p> <p style="text-align: right;">Action : All HoDs</p>
29.5	<p>Director (IQAC) has presented the PPT on the following agendas :</p> <p>1. International Summit on Quality Indices in Higher Education (ISQIHE 2020):</p> <p>The International Summit on Quality Indices in Higher Education (ISQIHE 2020) will be organized during 19-21 March, 2020. The Summit will have Key note address & Panel discussion, Conference and Hackathon. The Key note speakers have been finalized and abstracts of research papers are being submitted online on the website www.isqihe.in. Large participation of stakeholders of higher education in India as well as students should attend the Summit.</p> <p style="text-align: right;">Action: Director IQAC and Committees</p> <p>2. Monthly Report Submission by Academic Departments and Administrative and support Divisions/ Branches/ Offices:</p> <p>IQAC has made operational a system of monthly data submission on its website www.iqacdtu.in for all the Academic Departments and Administrative and support Divisions/ Branches/ Offices. Till date 9 academic departments and 2 administrative/ support divisions/ branches/ offices have started entering the data monthly. All other Academic Departments and Administrative and support Divisions/ Branches/ Offices are also requested to start uploading data and complete the data uploading by 16 January 2020. The data starting from 1 August 2019 is to be uploaded. However, if available the previous data may also be uploaded. This makes the system of data collection easy and smooth leading to centralized database for use by all stakeholders.</p> <p style="text-align: right;">Action: All Academic Departments and Administrative and support Divisions/ Branches/ Offices</p> <p>3. Academic and Administrative Audit (AAA) of Academic Departments:</p> <p>IQAC has prepared the Performa of Academic and Administrative Audit in consultation with Prof. S. G. Deshmukh, IIT Delhi considering the similar Performa of IP University NSUT, Delhi and other institution as well as NAAC, NBA and AICTE requirements. The Performa has been made online on IQAC website www.iqacdtu.in. Departments are required to fill the online Performa latest by 20/01/2020 and submit the hard copy to IQAC by 21/01/2020. The internal AAA is scheduled on 23 and 24 January 2020 and 27 to 30 January 2020. Four internal audit teams chaired by Prof. S. K. Garg, Prof. Ashok De, Prof. D. R. Bhaskar and Prof. Vikas Rastogi will be conducting the internal AAA. The external AAA will be conducted in the month of February 2020 by a team chaired by Prof. S. G. Deshmukh.</p> <p style="text-align: right;">Action: Director IQAC and HODs</p>

4. 360-degree feedback from stakeholders:

IQAC has prepared the online feedback on the IQAC website www.iqacdtu.in. It is consisting of Student's feedback, Faculty's feedback, Parent's feedback, Alumni's feedback and Employer's feedback. The student's feedback will be taken once in each semester in the second last week of the semester and all other feedbacks will be taken yearly during the month of August to December. Process of taking feedback will start in coming months.

Action: Director IQAC

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. All Deans & HoDs / Associate Deans/ HoD (USME)
3. Prof. S.K. Garg, Deptt. of Mech. Engg.
4. Prof. H.C.Taneja, Deptt. of Applied Mathematics
5. Prof. Pragati Kumar, Deptt. of Elect. Engg.
6. Director (HRDC) / Director (IQAC)/ Director (EOC)/ Director (Phy.Edu)
7. Chairperson (B.Tech Admission Committee)/ Chairperson (Sports Council)
8. All Branch In-charges