



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: F. No: DTU/Registrar/Minutes/2016-17 / 661

Dated: 17.5.2017

MINUTES OF THE MEETING

3rd MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the third Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 15.05.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	16.	Dr. Seema Singh	31.	Dr. A.S. Rao
2.	Pro VC (I)	17.	Prof. A.K. Gupta	32.	Dr. Mukhtiyar Singh
3.	Pro VC (II)	18.	Prof. S.C. Sharma	33.	Prof. Narendra Kumar (II)
4.	Registrar	19.	Dr. Sangita Kansal	34.	Dr. R.K. Shukla
5.	Prof. S.K. Singh	20.	Dr. Archana Rani	35.	Dr. Manoj Kr. Sharma
6.	Prof. Madhusudan Singh	21.	Dr. Rajan Yadav	36.	Dr. Nitin Puri
7.	Prof. Pragati Kumar	22.	Dr. Kapil Sharma	37.	Sh. Manoj Kumar
8.	Prof. A. Trivedi	23.	Dr. D. Kumar	38.	Dr. R. Kaushik
9.	Prof. Vishal Verma	24.	Prof. G.C. Maheshwari	39.	Sh. Anil Kumar
10.	Sh. Kamal Pathak	25.	Prof. P.K. Suri	40.	Sh. Bimal Jain
11.	Prof. Nirendra Dev	26.	Dr. Neeta Pandey	41.	Sh. Cleetus K.M
12.	Dr. S. Indu	27.	Dr. Amil Pal	42.	Sh. S.K. Khanna
13.	Dr. Rajni Jindal	28.	Dr.A.K.Agrawal		
14.	Prof. R.S. Mishra	29.	Dr. Vijay Gautam		
15.	Dr. R.S. Walia	30.	Dr. Rishu Chaujar		

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

A. Review of 1st Monday issues :

	Agenda	Discussion/Decision in 3rd meeting
1.1	The Vice Chancellor requested all the concerned persons to submit the agenda for Academic Council within one or two days.	

	<p>The following proposal were identified for submission:-</p> <ul style="list-style-type: none"> • Revision of fee for the batch 2017-18 : Dean (UG) • Revision of Curriculum based on CBCS: Dean (UG) • Guidelines for admission of foreign students : Dean (Int'l Affairs) • Increase of seats : Dean (UG) • Ph. D Ordinance : Dean (PG) • East Delhi Campus Manpower :DR (Estt.) • RRs of Faculty/ Staff : DR (Estt.) • Guidelines for JRF/SRF : DR (PG) 	<p>Under process</p> <p>Under process</p> <p>Dean (IA) informed that the agenda submitted for approval of AC.</p> <p>Under process</p> <p>Agenda submitted for AC.</p> <p>DR (Estt.) informed that file has been sent to Govt. for approval.</p> <p>Under process</p> <p>Under process</p>
1.3	<p>All the HoDs, Deans and Branch Incharges were requested to submit action taken report of the previous AC/ BoM meeting on urgent basis to put up in the forthcoming AC/ BoM meeting scheduled to be held on May 26, 2017 and June 9, 2017 respectively.</p>	<p>Consultant (Council) informed that no action taken report has been received. VC requested all HoDs and Branch Incharges to send the action taken report within two days.</p> <p>Action: Dean (UG) / Dean (PG) / COE</p>
1.4	<p>It has been decided that the HoDs will monitor the engagement of classes and will ensure that all the classes are held regularly and in time. It is further mentioned that the weak areas in this regard, should be strengthened on top priority. For any mass bunk in the class, the concerned teacher/ HoD will be responsible to take corrective measures. Any irregularities in the attendance, may be reported in the weekly meeting.</p>	<p>Will take up in the last week of July before starting of the new academic session.</p>
1.5	<p>Officer Incharge (S&P) was requested to float expression of interest for implementation of attendance monitoring system.</p>	<p>OIC (S&P) informed that the process has been initiated.</p> <p>Action: OIC, (S&P)</p>
1.9	<p>Estate Officer was requested to look into the matter regarding space problem for faculty in Applied Mathematics, Applied Physics and other Deptts. And also requested to float tender regarding construction of new SPS. The model office rooms for Professors prepared at top of the Civil Engg. Deptt. will be provided to the faculty of the deptt. which are in proximity.</p>	<p>VC, PVC and EE shall visit the departments.</p> <p>Action : EE</p>

1.12	It has been decided to appoint 03 additional Doctors on visiting basis in the following specializations: <ul style="list-style-type: none"> • Clinical Psychologist/ Counselor • Psychiatrist • Gynecologist 	Incharge (GA) has informed that the process of advertisement for appointment of Doctors has been initiated. Action : PVC (II)/Incharge (GA)
1.14	It was directed to all Branch Incharges that notification of the decisions of AC and BOM from 2009 onwards should be notified immediately if not done.	VC directed to expedite the process. Action: DR (Estt.) / DR (PG)
1.17	It has been decided that the vacant non teaching posts should be filled on priority basis and advertisement in this regard should be issued within two weeks. Also decided that the committee constituted for the purpose should fix the meeting at the earliest.	Under process Action: DR (Estt.)
1.18	The matter related to NPS was discussed and VC apprised that the Committee has already been constituted in this regard. The following points were suggested : <ul style="list-style-type: none"> • To select suitable policy from SBI, LIC etc. • We should take inputs from 2-3 universities and make a proposal and to put up in the forthcoming BoM which is scheduled to be held on 9.6.2017. • The issue of gratuity and leave encashment will also be taken up. VC requested all the members to work on this matter and submit the inputs if any in this regard to the committee.	Under process Action : PVC (II) / Registrar / DR (Estt.)

B. Review of 2nd Monday issues :


	Agenda	Discussion/Decision in 3rd meeting
2.1	Printing of BOM, AC and FC agenda and minutes since their first meeting. Act, Statutes & Annual Report for 2016-17 shall also be got printed. (Action : Registrar)	Registrar informed that this will be completed in two weeks.
2.3	Budget Allocation to Academic Departments- The budget allocations during 2015-16 and 2016-17 were discussed and it was observed that the budgets were not fully utilized. HoDs raised the concerns regarding procedural delays. VC also pointed that many a times only one bid was received and suggested to make generic specifications. Otherwise make a case for proprietary item. VC also suggested that efforts should be made to purchase research equipments from grants of funding agencies and priority should	Formation of CPC & DPC are under process and the circular will also have the guidelines for procurement of the various items & services etc. Librarian has been requested to purchase sufficient number of GFR 2017 to distribute all the HoDs. The HoDs have been requested that each proposal must have the provision of GFR.

	<p>be given to equipments required for teaching and learning of B.Tech, M.Tech etc. from GIA.</p> <p>Chairman CPC and OIC (S&P) to brief the measures to be taken for effective utilization of budgets.</p> <p>It was decided that allocations for 2017-18 shall be same as for 2016-17. Registrar to issue the orders/ notification. HoD's shall take separate administrative approval from VC for machinery & equipments, repair & maintenance and consumables.</p>	The budget allocation has been intimated to all the departments.
2.4	VC also instructed to initiate the purchases using GeM, wherever possible .	All the Officers have been requested to use GeM to the extent possible.
2.5	Faculty Incharge B Tech (Eve) raised the issue of decline in admissions. A committee was constituted consisting of Dean (UG), OIC, B.Tech (Eve), HoD of the four departments of evening and PVC (I) as Chairperson. (Action : Registrar)	The meeting will be held soon to discuss the matter.
2.7	Reconstitution of DPCs – OIC (S&P) informed that the proposal is under submission and BOSs - HoD's to initiate proposal where tenure of members is over and likely to be over shortly.	Under process
2.8	All HoDs were advised to finalize the Time Table and requirement of Guest Faculty by 15.7.2017 for effective monitoring and engagement of classes.	Under process
2.9	USIP- All HoDs and Branch Incharges were requested to give their requirements of University Interns to Dr. Neeta Pandey, Incharge (USIP).	All HoDs & Branch Incharges were requested to provide the names to Dr. Neeta Pandey, Incharge (USIP). Action: All HoDs/ Branch Incharges
2.10	Pro VC (I) requested HoDs to collect one lab file of each subject and review the same in the department and submit the report by 30.6.2017 to VC.	Under process
2.11	Pro VC (I) requested the Deans & HoDs to suggest the revision in vision & mission of university in consultation with faculty.	VC requested to review the vision and mission of the university. Action: All HoDs/ PVC (I)

C. New issues were discussed in the 3rd Monday meeting held on 15.05.2017 :

3.1	The matter related to formation of guidelines for award of Excellence in Teaching was discussed. It has been informed that Committee under Chairmanship of Prof. H.C. Taneja, Dean (PG) is working on it and recommendations will submit soon. Action: Dean (PG)
3.2	VC informed that the University must have some Ethics Committee to tackle the issues related to ethics in the university. Therefore, Ethics Committee has to be framed at the earliest. Action: Registrar
3.3	It has been discussed that University should have Lokpal/ Ombudsman in the University to resolve the issues. Process for appointment of Lokpal/ Ombudsman to be initiated on urgent basis. Action: Registrar
3.4	It has been discussed that the University must have the Career Guidance Cell under T&P which shall guide the students for their career options. Action : HoD (T&P)
3.5	VC pointed out that there is a need of analysis of feed back received from the students for further betterment of the university. Director (IQAC) has been requested to carry out feed back analysis and submit the report to VC. Action : Director (IQAC)
3.6	It has been decided that the University will go for NAAC Accreditation in the year 2018/ 2019. In order to prepare for NAAC, university will go for ISO Certificate in the first instance. Action : PVC (II)/ Registrar
3.7	Chairman, Sports has proposed that University must have calendar for Sports activities in the entire academic year. Accordingly, he has been requested to make the calendar for the year. Action : Chairman, Sports
3.8	The necessity of the academic audit has been discussed in detailed and it has been decided that the university will go for Academic Audit for the next semester. Action : PVC (I) and COE

The meeting ended with vote of thanks to 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 (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 / All Branch Incharges