



**Delhi Technological University**  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
SHAHBAD DAULATPUR BAWANA ROAD,  
DELHI-110042

F. No: DTU/Registrar/Minutes/2019-20 | 15 A

Dated: 08.04.2020

**MINUTES OF THE MEETING**

35<sup>th</sup> meeting of all Deans/HoDs was held on 08.04.2020 at 4.00 p.m through online. The minutes of the meeting are as follows:

**Attendees**

1. Prof. Yogesh Singh (Hon'ble Vice Chancellor)
2. Prof. Samsher (Registrar)
3. Sh. Kamal Pathak (COE)
4. Smt. Divya Narayan (COO)
5. Prof. Suresh C Sharma (Dean, Academics-PG)
6. Prof. Madhusudan Singh (Dean, Academics-UG)
7. Prof. S Indu (Dean, Student welfare)
8. Prof. Ashutosh Trivedi (Dean, IRD)
9. Prof. Pragati Kumar (Chairman, B.Tech Admission 2020)
10. Prof. Rajesh Rohilla (Dean, Alumni Affairs)
11. Prof. Vishal Verma (Dean, International Affairs)
12. Prof. R. S. Mishra (Dean, Outreach & Extension Activities)
13. Prof. Narendra Kumar II (Dean, Student Discipline)
14. Prof. S. K. Garg (Professor, Mechanical Engineering Department)
15. Prof. Rajeshwari Pandey (Associate Dean, Academic - UG)
16. Dr. Rishu Chaujar (Associate Dean, Academic - PG)
17. Dr. Ruchika Malhotra (Associate Dean, IRD)
18. Prof. Amit Srivastava (Associate Dean, Outreach & Extension Activities)
19. Prof. Naokant Deo (OIC, B.Tech-Evening)
20. Prof. S. G. Warkar (HoD, Department of Applied Chemistry)
21. Prof. Sangita Kansal (HoD, Department of Applied Mathematics)
22. Prof. Rinku Sharma (HoD, Department of Applied Physics)
23. Prof. Jai Gopal (HoD, Department of Bio-Technology)
24. Prof. Nirendra Dev (HoD, Department of Civil Engineering)
25. Prof. Rajni Jindal (HoD, Department of Computer Science & Engineering)
26. Prof. P. K. Suri (HoD, Department of Management Studies)
27. Prof. Uma Nangia (HoD, Department of Electrical Engineering)
28. Prof. S. K. Singh (HoD, Department of Environmental Engineering)
29. Dr. Nand Kumar (HoD, Department of Humanities)
30. Prof. Kapil Sharma (HoD, Department of Information Technology)
31. Prof. Vipin (HoD, Department of Mechanical Engineering)
32. Prof. Ranganath M Singari (HoD, Department of Design)
33. Prof. Amit Mookerjee (HoD, USME)
34. Sh. Piyush Vaish (Knowledge Network Manager)


## Minutes of meeting

Hon'ble Vice-Chancellor has chaired the meeting.

1. Related to M.Tech admission
  - a. Respective departments to take necessary publicity measures and check admission criteria for M.Tech streams where admission count was very less in session 2019-2020.
  - b. Fees of M.Tech programme will not be changed for academic year 2020-2021.
  - c. HOD (Mechanical Engineering department) informed that M.Tech stream of CDN under Mechanical Engineering Department will be suspended and shall not be offered for admission from session 2020-2021. Respective HoDs of other departments where M.Tech streams have low number of admission, confirmed that those streams will be offered in M.Tech admission for session 2020-2021. M.Tech admissions in respective streams of low student count will be again reviewed in year 2021.
  - d. M.Tech streams in which number of admissions will remain less than 7 in year 2020, those streams may be withdrawn and fees will be refunded to students admitted in year 2020 in those streams.
  - e. Dean Academic-PG to ensure that M.Tech programme inter-disciplinary courses to be planned and defined in timetable from Odd semester session 2020-2021.
  
2. Prof. Pragati Kumar (Chairman B.Tech admission 2020-2021) showed sample template of University Information brochure. Following were the feedback received.
  - a. Photo of HoD should be placed at appropriate position in template.
  - b. Research part to be highlighted.
  - c. Details of faculty in the department to be properly and appropriately mentioned.
  - d. All departments should prepare templates for inclusion in respective admission brochures.
  
3. Related to Online examination
  - a. Final year End-Term-Examination (ETE) to be conducted for below mentioned programmes from 15-May-2020 (tentative date) via online mechanism. M.Tech final year has thesis whose evaluation date is till 31<sup>st</sup> July 2020 hence it will not be taken up for online evaluation in May 2020.
    - i. B.Tech – 8<sup>th</sup> Semester
    - ii. B.Tech(Evening) – 8<sup>th</sup> Semester
    - iii. MBA – 4<sup>th</sup> Semester
    - iv. MBA(BA) – 4<sup>th</sup> Semester
    - v. MBA(Executive) – 4<sup>th</sup> Semester
    - vi. BA(Economics) – 6<sup>th</sup> Semester
    - vii. BBA – 6<sup>th</sup> Semester
  - b. Based on the experience of conducting Final year online examination and lock-down situation (due to Covid-19), decision for conducting online examination for other years of all programmes will be taken later.
  - c. Mid Term Examination (MTE) has already been conducted in March, 2020. Faculty may evaluate MTE answer sheets. Faculty may conduct an assessment at their level for those students who missed MTE due to genuine reasons.
  - d. Class Work Sessional (CWS) to be based on the classes/assignments/quizzes conducted in the university before lockdown and online classes thereafter, faculty may award CWS accordingly.

- e. Practical Sessional (PRS) to be based on the labs conducted in the university before lockdown and online labs if conducted thereafter, faculty may assign related project, conduct viva-voice, assess and awards PRS accordingly.
  - f. Final year project (BTECH, BTECH-Evening, BAE, BBA, MBA, MBA-BA, MBA-Exec):: For project work respective teachers to regularly guide students assigned to them Online. Project co-ordinator of the department may schedule and conduct online presentation and viva of the students. Inclusion of outside expert in evaluation committee is not compulsory.
  - g. The online examination shall be conducted in the following pattern:
    - i. The question paper will be of Multiple-Choice Questions(MCQ) type. Each question will have 04 choices.
    - ii. For each subject, Paper setter has to prepare a question bank of minimum 150 questions for class strength upto 30 students and maximum 300 questions for class strength above 30 distributed in ratio as per strength of class in a format prescribed by COE. Renumeration will be ₹25/- per question, which shall be given to paper setter.
    - iii. Questions should be distributed across difficulty levels – Easy, Medium, Difficult equally distributed against total count of questions.
    - iv. Each student will be given 60 questions randomly from the question bank during the online exam. Among the 60 questions, 20 will be of Easy level, 20 will be Medium and 20 will be Difficult.
    - v. Duration of each subject online exam will be 2hrs.
    - vi. The total marks of the examination will be 240. The marks scored by the students will be scaled down as per the scheme of the examination of the respective course.
    - vii. Each correct answer by the student will be awarded +4 marks and a wrong answer will be awarded -1 mark.
    - viii. Those students who scored negative marks in total will be awarded Zero (0) marks as total.
  - h. COE will send online appointment letters to paper setters as per the recommendations of BOS of respective departments.
  - i. COE will prepare a format of question paper. Faculty has to submit in the prescribed format to COE through email or pen-drive. Secrecy and Confidentiality should be maintained.
  - j. Evaluation will be done automatically via online software for submitted answers by feeding answer keys.
  - k. Relative grading will be done in online examination even if number of student count in respective subject is less than 30.
  - l. All faculty should upload MTE, CWS & PRS marks in ERP portal by 10-May-2020.
4. SRC of PhD scholars can be done through online video conferencing.

The meeting concluded with thanks to Hon'ble Vice-Chancellor by all the members.

  
(Prof. Samsher)  
Registrar

Copy to:

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. All Deans/ HoDs