



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

F. No: DTU/Registrar/Minutes/2019-20/302

Dated: 07.06.2020

MINUTES OF THE MEETING

38th meeting of all Deans/HoDs was held on 07.06.2020 at 11.30 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. H. C. Taneja (Professor, Applied Mathematics Department)
16. Prof. Rajeshwari Pandey (Associate Dean, Academic - UG)
17. Dr. Rishu Chaujar (Associate Dean, Academic - PG)
18. Dr. Ruchika Malhotra (Associate Dean, IRD)
19. Prof. Amit Srivastava (Associate Dean, Outreach & Extension Activities)
20. Prof. Naokant Deo (OIC, B.Tech-Evening)
21. Prof. S. G. Warkar (HoD, Department of Applied Chemistry)
22. Prof. Siva Prasad (in place of HoD, Department of Applied Mathematics)
23. Prof. Rinku Sharma (HoD, Department of Applied Physics)
24. Prof. Jai Gopal (HoD, Department of Bio-Technology)
25. Prof. Nirendra Dev (HoD, Department of Civil Engineering)
26. Prof. Rajni Jindal (HoD, Department of Computer Science & Engineering)
27. Prof. P. K. Suri (Professor, Department of Management Studies)
28. Prof. Rajan Yadav (HoD, Department of Management Studies)
29. Prof. Uma Nangia (HoD, Department of Electrical Engineering)
30. Prof. S. K. Singh (HoD, Department of Environmental Engineering)
31. Dr. Nand Kumar (HoD, Department of Humanities)
32. Prof. Kapil Sharma (HoD, Department of Information Technology)
33. Prof. Vipin (HoD, Department of Mechanical Engineering)
34. Prof. Ranganath M Singari (HoD, Department of Design)
35. Prof. Amit Mookerjee (HoD, USME)
36. Dr. Rama Kant Shukla (Librarian)
37. Sh. Piyush Vaish (Knowledge Network Manager)

Minutes of meeting

Hon'ble Vice-Chancellor has chaired the meeting.

1. At the outset, Hon'ble Vice Chancellor welcomed and congratulated all for successful commencement of Online End Term Examination.
2. COE expressed his gratitude and thanked Hon'ble VC, Deans, HoDs, faculty members and officers of university, for their endless support in conducting online examination.
3. A list of courses of final semester of all programmes was shared for which the components of assessment other than ETE are not uploaded by the concerned faculty in ERP portal. All HoDs were requested to instruct teachers of their department to upload all the components of these courses by Wednesday 10-June-2020.
4. Similarly, uploading of marks of CWS, MTE, PRS, PRE, etc for the courses pertaining to intermediate semesters to be completed by all faculty members latest by 15-June-2020.
5. It was informed by one of the HoD that some of the faculty members of the department are out of station and answer scripts of MTE are locked in department. It was decided that HOD should resolve this issue either by getting answer books evaluated by some other teacher or any other suitable measure whichever is deemed fit.
6. As mentioned in instruction issued to evaluators through HoDs, all evaluators/course coordinators should submit final grade list after approval of HoD for the course(s) taken by them, **within 3 days of conduct of examination.**
7. In view of ongoing Covid19 pandemic, the matter of conducting online classes and MTE in Odd semester for session 2020-2021 was opened for discussion by Hon'ble VC. All the HoDs, Deans and other members present in the meeting expressed their views in this regard. A brief summary of the views are as follows:
 - a. All Departments to prepare list of the courses for which classes cannot be conducted Online along with justification for the same.
 - b. All HoDs agreed that Online classes can be conducted for all theory courses without any issue.
 - c. With the commencement of the new Academic year, only theory classes may be conducted online while the practical classes for which physical presence of students is required, they should be conducted later.
 - d. HoDs of CSE, IT, AM department opined that their practical courses can also be conducted online without any issue.
 - e. Possibility of engaging online classes over weekend was also suggested.
 - f. The entire semester may be divided into two halves. Initially a time table to be made for only Online theory classes while decision regarding other half may be taken later depending upon the situation.
 - g. It may not be possible to call students physically in the campus even after 2 months of the semester. Therefore, **the concept of virtual labs may be explored for Online practical classes.**
 - h. Alternatively, **the teachers may conduct experiments in lab with technical staff and prepare a video of proceedings which can be shared with students via online platform.**
 - i. It was also apprised that for some courses conducting the practical classes simultaneously with theory classes is required so as to provide better understanding to students.
 - j. Wherever feasible, **possibility may be explored to exclude the practical component for this semester and entire evaluation of the course to be done on the basis of theory.**
 - k. MTE of the semester may be conducted by teachers online at their level only OR the evaluation pertaining to MTE may be done continuously during online classes in form of quiz, assignments, surprise test, viva-voce, etc.

- l. Consequent upon the discussion, **Hon'ble VC emphasized on thinking out of the box and device new ideas like assigning small projects, some replacement of conventional experiments in shape of simulations or live videos.**
 - m. Hon'ble VC apprised all members that a committee under chairmanship of Prof. Nirender Dev, Director HRDC is working on finding new ideas/techniques/tools so that online classes can be conducted in a better way. Also, workshop will be conducted on these lines for all faculty members.
 - n. **HoDs were requested to conduct meetings with their faculty members regarding the subject matter and prepare list of faculty members cannot take online classes.**
 - o. **Hon'ble VC expressed his concern over the fact that in last semester online classes were not conducted for some of the courses. Instead, study material was provided to the students.**
 - p. Hon'ble VC will constitute a committee for submitting recommendations with regard to the ways/methodology and techniques for smooth conduct of online theory and practical classes in next semester.
8. In addition to the above, the issue of conducting ETE for students of Intermediate semester, back papers of old scheme students and supplementary examination of ETE May-June 2020 of all programmes was also discussed wherein it was decided that Hon'ble VC will constitute another committee to explore the ways and possibilities for conducting ETE of such students.
 9. It was also mentioned during the proceedings that the admission for the year 2020-2021 of all the programmes are likely to be delayed by 2-3 months and admission may stabilize somewhere in the months of October or November 2020. Therefore, the schedule of academic activities of first semester of all programmes shall be discussed at a later stage.

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