



**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

759

Dated: 25.5.2017

**MINUTES OF THE MEETING**

**4<sup>TH</sup> 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 22.05.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	15.	Dr. Sangita Kansal	29.	Dr. Dinesh K. Vishwakarma
2.	Pro VC (I)	16.	Dr. Archana Rani	30.	Dr. Nitin Puri
3.	Prof. Madhusudan Singh	17.	Dr. Rajan Yadav	31.	Sh. Raghvendra Gautam
4.	Prof. Pragati Kumar	18.	Dr. Kapil Sharma	32.	Sh. Nand Kishore
5.	Prof. A. Trivedi	19.	Prof. D. Kumar	33.	Dr. R. Kaushik
6.	Sh. Kamal Pathak	20.	Prof. G.C. Maheshwari	34.	Sh. Anil Kumar
7.	Prof. Nirendra Dev	21.	Prof. P.K. Suri	35.	Sh. Bimal Jain
8.	Dr. S. Indu	22.	Prof. Narendra Kumar(1)	36.	Sh. S.K. Khanna
9.	Dr. Rajni Jindal	23.	Dr. Rajeshwari Pandey	37.	Sh. Piyush Vaish
10.	Prof. R.S. Mishra	24.	Dr. Mukhtiar Singh		
11.	Dr. R.S. Walia	25.	Prof. Narendra Kumar (II)		
12.	Dr. Seema Singh	26.	Dr. R.K. Shukla		
13.	Prof. A.K. Gupta	27.	Dr. Manoj Kr. Sharma		
14.	Prof. S.C. Sharma	28.	Dr. A.S. Rao		

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 1<sup>st</sup> Monday issues :**

	Agenda	Discussion/Decision in 4 <sup>th</sup> meeting
1.3	All the HoDs, Deans and Branch Incharges were requested to submit action taken report of the previous BoM meeting on urgent basis to put up in the forthcoming BoM meeting scheduled to be held on June 9, 2017.	Under process <b>Action: All HoDs/ Branch Incharges</b>

1.4	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.	Will take up in the last week of July before starting of the new academic session.
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 that the notifications be modified and shall be issued as per standard format. <b>Action: DR (Estt.) / DR (PG)</b>
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 <b>Action: DR (Estt.)</b>
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"> <li>• To select suitable policy from SBI, LIC etc.</li> <li>• 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.</li> <li>• The issue of gratuity and leave encashment will also be taken up.</li> </ul> VC requested all the members to work on this matter and submit the inputs if any in this regard to the committee.	Under process <b>Action : PVC (II) / Registrar / DR (Estt.)</b>

**B. Review of 2<sup>nd</sup> Monday issues :**

	Agenda	Discussion/Decision in 4 <sup>th</sup> meeting
2.4	VC also instructed to initiate the purchases using GeM, wherever possible .	Under process. <b>Action : OIC (S&amp;P)</b>
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 were requested to give requirement to Dr. Neeta Pandey, Incharge (USIP). <b>Action: All HoDs</b>
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.	All HoDs were requested to prepare course files and also select two B.Tech projects. <b>Action: All HoDs</b>

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. <b>Action: All HoDs/ PVC (I)</b>
------	---	--

**C. Review of 3<sup>rd</sup> Monday issues :**

	Agenda	Discussion/Decision in 4th meeting
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.	Under process <b>Action: Dean (PG)</b>
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.	Under process. Registrar was requested to prepare the proposal and submit for approval. <b>Action: Registrar</b>
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.	Under process. Registrar was requested to prepare the proposal and submit for approval. <b>Action: Registrar</b>
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.	Under process <b>Action : HoD (T&amp;P)</b>
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.	Director IQAC was requested to expedite the process of printing of Annual Report and prepare the online feed back form in consultation with HoD (CC). <b>Action: Director (IQAC)/ HoD (CC)</b>
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.	Will go for NAAC accreditation in the year 2019. In order to improve our processes, university should go for ISO Certification. <b>Action: PVC (II)</b>
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.	Chairman (Sports) presented the Sport Calendar. It was decided that in the first semester Arena Sports Fest will be organized and Ahvaan will be organized in the last semester. It

		<p>was also decided that Intra College Meet shall be of 03 days (Fri Sat &amp; Sun) and Ahvaan for 04 days (Thu, Fri, Sat &amp; Sun).</p> <p><b>Action: Chairman, Sports</b></p>
--	--	--

**D. New issues were discussed in the 4<sup>th</sup> Monday meeting held on 22.05.17 :**

4.1	<p>DR (F&amp;A) was directed to release the pending imprest money to all Deans, HoDs and Branch Heads at the earliest.</p> <p><b>Action: DR (F&amp;A)</b></p>
4.2	<p>Director (IQAC) was requested that a web portal should be created to get the feedback from students. HoD (CC) was requested to create a webportal on the university website.</p> <p><b>Action: HoD (CC)</b></p>
4.3	<p>It has been discussed that Equipment/machinery (above 5 lacs) should be documented and put on the university website and also prepare a booklet with short description of equipment.</p> <p><b>Action: All HoDs</b></p>
4.4	<p>It was decided that guidelines be framed for standard format of M.Tech &amp; B.Tech projects.</p> <p><b>Action : Dean UG/ Dean PG</b></p>
4.5	<p>It was decided that the scope of Summer Internship for external students in DTU may also be explored. Dr. Dinesh Vishwakarma to discuss the matter with Pro VC (I) and submit the proposal.</p> <p><b>Action: Dr. Dinesh K. Vishwakarma</b></p>
4.6	<p>It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities. On 5<sup>th</sup> June – Dean (IA) shall make the presentation and on 12<sup>th</sup> June – Dean (CE) shall make the presentation.</p> <p><b>Action: Dean (IA) / Dean (CE)</b></p>
4.7	<p>It was discussed that the material for printing of prospectus/brochure and for Anti Ragging Booklet shall be prepared and submit to OIC (S&amp;P) for printing for the new session.</p> <p><b>Action: Dean (UG)/ Dean (PG)/ Chief Warden</b></p>
4.8	<p>It was decided that the proposal for purchase of equipments shall be submitted in the performa discussed in the meeting. (Performa attached).</p>

4.9	<p>The matter related to doubt in the name of Department/ Discipline being used in the Departments of Applied Physics/ Applied Chemistry and Computer Science &amp; Engineering has been discussed. It has been decided that name of the department will remain unchanged and in department where more than one disciplines are there, the name of discipline will be used alongwith the department such as discipline of Software, Deptt. of CSE; discipline of Computer Engg. in the Deptt. of CSE, discipline of Engineering Physics in the Deptt. of Applied Physics, discipline of Polymer Technology in the Deptt. of Applied Chemistry etc. Accordingly, all correspondence will be revised.</p> <p style="text-align: right;"><b>Action : DR (Estt.)</b></p>
-----	--

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