



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
BAWANA ROAD, DELHI-110042

F. No: DTU/Registrar/Minutes/2019/1065

Dated: 22.09.2020

## MINUTES OF THE MEETING

### 41<sup>st</sup> MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 41<sup>st</sup> meeting of All Deans/ HoDs, Branch Incharges held online on Google meet on 21.09.2020 at 11.30 a.m. The following members attended the meeting:-

1.	Prof. Yogesh Singh	18.	Prof. M.M. Tripathi	35.	Dr. R.K. Shukla
2.	Prof. Samsher	19.	Prof. S.K. Singh	36.	Dr. Manoj Sharma
3.	Prof. Madhusudan Singh	20.	Prof. Vipin	37.	Dr. Yasha Hasija
4.	Prof. S.C. Sharma	21.	Prof. Rajesh Rohilla	38.	Dr. Nitin Puri
5.	Prof. Vishal Verma	22.	Prof. Rinku Sharma	39.	Prof. Dinesh Kumar
6.	Prof. R.C. Mishra	23.	Prof. S.G. Warker	40.	Sh. Rajesh Birok
7.	Prof. S. Indu	24.	Prof. Kapil Sharma	41.	Prof. Neeta Pandey
8.	Prof. Narendra Kumar(II)	25.	Prof. Jai Gopal Sharma	42.	Ms Divya Narayan
9.	Prof. S.K. Garg	26.	Prof. Uma Nangia	43.	Sh. D.P. Dwivedi
10.	Prof. Pragati Kumar	27.	Dr. Rajni Jindal	44.	Dr. Geeta Singh
11.	Dr. Ruchika Malhotra	28.	Prof. Sangita Kansal	45.	Sh. Bimal Jain
12.	Dr. Rishu Chaujar	29.	Dr. Nand Kumar	46.	Sh. Pradip
13.	Prof. Rajeshwari Pandey	30.	Prof. Ranganath M.S	47.	Sh. Piyush Vaish
14.	Dr. Ram Singh	31.	Prof. R.C. Sharma	48.	Sh. S.K. Khanna
15.	Prof. Nirendra Dev	32.	Prof. Naokant Deo	49.	Sh. Jaspal Singh
16.	Prof. Rachna Garg	33.	Dr. Rajan Yadav		
17.	Dr. A.K. Srivastava	34.	Prof. R.C. Singh		

The Vice Chancellor welcomed all the members of the Monday Meeting held on 21.09.2020 through online and the following issues were discussed :

## Review of previous Monday Meeting Issues :

	Agenda	Discussion/Decision in 26th/27 <sup>th</sup> & 29 <sup>th</sup> meeting
14.8	Opening of Kendriya Bhandar in the Campus.	Executive Engineer informed that we are looking for space.  <b>Action :Executive Engineer</b>
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  <b>Action: Prof. S. Indu</b>
24.9	<b>Creation of Digital space:</b> 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.  <b>Action : All HoDs/Librarian</b>
24.11	<b>Inflibnet: : Space for faculty members</b>	Under process  <b>Action: :Librarian</b>
24.12	<b>SWAYAM:</b> 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 ( <a href="http://swayam.gov.in">http://swayam.gov.in</a> ).	All faculty members were requested to participate in the same.  <b>Action: All HoDs</b>
24.16	<b>Employee Welfare Fund:</b> Vice Chancellor informed that Employee Welfare Fund has been approved by BoM in its 31 <sup>st</sup> 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 :  (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.	Under process  <b>Action : Prof. Nirendra Dev, Chairperson of the Committee</b>

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.  <b>Action: All HoDs</b>
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.  <b>Action: All Deans/HoDs</b>
26.6	The matter related to Gian Course & SPARC has been discussed. All the HoDs & Deans were requested to submit the proposal.	Under process. <b>Action : All Deans/HoDs</b>
30.4	Dean (International Affairs) has proposed the term & conditions of Faculty Exchange Programme, the same was discussed in Dean's meeting. All Deans & HoDs were requested to go through the proposal and may be discussed in the next meeting.	<b>Action: All Deans/HoDs</b>
30.5	The progress of ERP was reported by Mr. Piyush Vaish, Network Manager and it has been brought to the notice that some of the departments are not feeding the monthly data in ERP system. It has been requested to all the concerned that the monthly data should be fed in ERP system without fail. The Network Manager has been requested to put up the compliance of ERP system in the Monday meeting of each month.	<b>Action: Mr. Piyush Vaish, Network Manager</b>

**New issues were discussed in the 31<sup>st</sup> Monday meeting held on 21.09.2020:**

31.1	Vice Chancellor information that allotment/ assignment of Supervisor to Ph.D Student at the time of admission should be done as per the Ph.D Ordinance and counting of number of Research Scholars to the faculty should be strictly as per the Ph.D Ordinance.  Also the allotment of the Supervisor to the Ph.D students should be as per the choice of the students and acceptance of students by the faculty member concerned.  <b>Action: Dean (PG)</b>
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31.2	<p>Regarding continuation of Supervisors for Ph.D students, it has been decided that the Supervisor's engagement will be up to submission of Ph.D Thesis. Thereafter, the Supervisors can take new Ph.D students in lieu of candidate submitted the thesis . In this respect, Vice Chancellor requested all the HoDs to take the meeting with the faculty members and ensure that the number of Ph.D students with the faculty members must be as per the Ph.D Ordinance and if there is any surplus with any of the faculty then the matter may be put up to the Vice Chancellor for one time exemption.</p> <p>He further advised that no Ph.D candidate will be assigned to such faculty members till the number of Ph.D under their supervision comes within the limit as per Ph.D Ordinance.</p> <p style="text-align: right;"><b>Action: Dean (PG)/ All HoDs</b></p>
31.3	<p>Regarding supervision of candidates registered in other universities/ institutions and counting of number of such students in the limit prescribed for supervision, Dean (PG) has been requested to discuss the matter and put up a detailed proposal in this regard.</p> <p style="text-align: right;"><b>Action: Dean (PG)</b></p>
31.4	<p>All the HoDs have been requested to ensure that online classes for all theory and laboratories should be held regularly.</p> <p style="text-align: right;"><b>Action: All HoDs</b></p>
31.5	<p>Regarding the absentees of staff/faculty, all the HoDs and Branch Incharges of the Deptt./Section have been requested to provide the list of the faculty/staff alongwith their leave detail at the end of every month to the office of Registrar to take further action if required.</p> <p style="text-align: right;"><b>Action: All HoDs/ Branch Incharges</b></p>
31.6	<p>Chairperson (JAC) Admission informed that the portal for admission to the B.Tech Programs in DTU, NSUT, IGDTUW &amp; IIITD has been opened today at 1200 noon with closing date as October 9,2020.</p>
31.7	<p>Dean (Student Welfare) informed that with the active help of all HoDs, a faculty Class Coordinator has been assigned for each class to address the problem faced by the students during online class.</p> <p>She, further informed that MOU has been signed with organization called "DOST" for online counseling of the students. A notice in this regard has already been sent to the students through ERP. Some of the students have also registered for the same.</p>
31.8	<p>Chief Operating Officer emphasized for starting of Helpline/ Helpdesk to address the various issues of the students and parents. In this regard, a Committee of the following is constituted for implementation of this Helpline/ Helpdesk :</p> <ul style="list-style-type: none"> <li>(i) Registrar</li> <li>(ii) Chief Operating Officer</li> <li>(iii) Dean (Student Welfare)</li> </ul> <p style="text-align: right;"><b>Action: Registrar</b></p>

31.9	University Librarian informed about the availability of E-Books for the students. He told that some of E-Books are available and these are being purchased on demand from the HoDs. He further informed that the access of these E-Books have been given to all faculties. However, for access to the students, he is discussing with the HoDs. Regarding Plagiarism Software "Tortin", he informed that the earlier version was available to all the faculty and new version is under process and unlimited access will be available for all students and faculty members from 1 <sup>st</sup> Oct,2020.
31.10	Chief Operating Officer informed that to complete the HR Module of ERP, the Google Form has been designed to take the inputs of all the faculty and staff. All HoDs and Branch Incharges have been requested to ask from the staff/faculty of their department/section to fill the Google Form and submit within 2-3 days after receiving of Google Form.  <b>Action: All HoDs/ Branch Incharges</b>
31.11	Regarding online classes of laboratories, all the faculty members taking online lab classes are requested to demonstrate the set up and conduct the experiment through online.  <b>Action: All faculty members</b>
31.12	Regarding permission of Ph.D students who wish to work in their respective laboratories, it was clarified by the Security Officer that the permission to work in the respective laboratories has already been given to the Ph.D students on the recommendation of HoD/ Supervisor.
31.13	Executive Engineer has been requested to take the name of the Senior faculty member from the HoDs for distribution of faculty rooms which are now available for allotment.  <b>Action: Executive Engineer</b>
31.14	Dean (IA) requested about extension of last date of admission for B.Tech students under DASA/DTU Portal and the same has been permitted by the Vice Chancellor. Dean (IA) has been advised to close the M.Tech admission by Sept 30,2020 as the M.Tech classes have already been started.  <b>Action: Dean (IA)</b>

The meeting ended with vote of thanks to and from the Chair.

  
(Prof. Samsher)  
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

