



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/2016-17/878

Dated: 31.5.2017
01/06/17

MINUTES OF THE MEETING

5TH MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the fifth Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 29.05.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	15.	Dr. Archana Rani	29.	Prof. N.S. Raghava
2.	Pro VC (I)	16.	Dr. Rajan Yadav	30.	Sh. Nand Kishore
3.	Registrar	17.	Dr. Anil Singh Parihar for HoD (I.T.)	31.	Dr. R. Kaushik
4.	Prof. S.K. Singh	18.	Prof. D. Kumar	32.	Sh. Anil Kumar
5.	Prof. Madhusudan Singh	19.	Sh. Kamal Pathak	33.	Sh. Bimal Jain
6.	Prof. A. Trivedi	20.	Prof. G.C. Maheshwari	34.	Sh. S.K. Khanna
7.	Prof. H.C. Taneja	21.	Prof. P.K. Suri		
8.	Dr. Rajni Jindal	22.	Dr. Rajeshwari Pandey		
9.	Prof. R.S. Mishra	23.	Dr. R.K. Shukla		
10.	Dr. R.S. Walia	24.	Dr. Manoj Kr. Sharma		
11.	Dr. Seema Singh	25.	Dr. A..S. Rao		
12.	Prof. A.K. Gupta	26.	Dr. Dinesh K. Vishwakarma		
13.	Prof. S.C. Sharma	27.	Sh. Manoj Kumar		
14.	Dr. Sangita Kansal	28.	Dr. Nitin Puri		

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 5 th meeting
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	Will take up in the last week of July before starting of the new academic session.

	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.	
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.	Notifications be modified and shall be issued as per standard format. 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 5 th meeting
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 Action: All HoDs
2.11	Pro VC (I) requested the Deans & HoDs to suggest the revision in vision & mission of university in consultation with faculty.	Under process Action: All HoDs/ PVC (I)

C. Review of 3rd Monday issues :

	Agenda	Discussion/Decision in 5 th 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	Under process Action: Dean (PG)

	Chairmanship of Prof. H.C. Taneja, Dean (PG) is working on it and recommendations will submit soon.	
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. 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.	Under process. 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.	Under process 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.	Under process. Action: Director (IQAC)/ HoD (CC)


D. Review of 4th Monday issues :

	Agenda	Discussion/Decision in 5th meeting
4.2	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.	Under process Action: HoD (CC)
4.4	It was decided that guidelines be framed for standard format of M.Tech & B.Tech projects..	Under process. Action: Dean UG/ Dean PG
4.5	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.	Under process Action: Dr.Dinesh K. Vishwakarma
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities. On 5 th June – Dean (IA) shall make the presentation and on 12 th June – Dean (CE) shall make the presentation.	Under process Action: Dean (IA) / Dean (CE)
4.7	It was discussed that the material for printing of Prospectus/Brochure, Anti Ragging Booklet, Hostels Booklet shall be prepared and submit to OIC (S&P) for printing for the new session.	The printing will be carried out on the basis of rate contract. OIC (S&P) will initiate the process. Action: Dean (UG)/ Dean (PG)/ Chief Warden/ OIC (S&P)

E. New issues were discussed in the 5th Monday meeting held on 29.05.17 :

5.1	<p>It has been noticed that one week time is not sufficient to carry out the activities and show the results in next Monday meeting. Therefore, it has been decided that the monthly meeting will be conducted on first Monday of each month at 3 p.m in Room No. 307, Admin Building, DTU. This will give sufficient time to carry out the work before reporting in the meeting. In case first Monday falls on the holiday, the meeting will be held on Tuesday at the same time.</p>
5.2	<p>All the Heads and Branch Incharges were requested to submit the details of BoM agenda if any pertaining to their department by Tuesday, 30.5.2017 positively.</p> <p style="text-align: right;">Action: All Heads/Branch Incharges</p>
5.3	<p>It has been discussed that all proposals regarding financial matters has to be vetted by Accounts Section before sending the Competent Authority for administrative approval.</p> <p style="text-align: right;">Action: Registrar</p>
5.4	<p>The matter related to proposal for purchase of any equipment/service by the department has been discussed and all the Heads were requested that before sending the matter for administrative approval with respect to the fund allocation has to be mentioned in the proposal.</p> <p style="text-align: right;">Action: All HoDs/ Branch Incharges</p>
5.5	<p>Head (CC) was requested to complete the E-Office implementation projected by 1st July, 2017. The Head (CC) also shown his concern about non-availability of data from different sections/ officers for creation of emails. VC has requested to all the concerned that the required information must be given on urgent basis. He further requested OIC (S&P) to constitute a committee for implementation of ERP.</p> <p style="text-align: right;">Action : Head (CC)/ Registrar</p>

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
5. All Branch Incharges