



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: DTU/Registrar/Minutes/2016-17

1878

Dated: 14.08.2017

MINUTES OF THE MEETING

8TH MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 8th Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 08.08.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	17.	Dr. Rajan Yadav
2.	Pro VC (I)	18.	Dr. Kapil Sharma
3.	Prof. Madhusudan Singh	19.	Prof. D. Kumar
4.	Prof. A. Trivedi	20.	Sh. Kamal Pathak
5.	Prof. Pragati Kumar	21.	Prof. Narendra Kumar (I)
6.	Prof. H.C. Taneja	22.	Prof. G.C. Maheshwari
7.	Prof. Vishal Verma	23.	Dr. Mukhtiar Singh
8.	Prof. Nirendra Dev	24.	Prof. Narendra Kumar (II)
9.	Dr. S. Indu	25.	Dr. Dinesh K. Vishwakarma
10.	Dr. Rajni Jindal	26.	Sh. Rajesh Rohilla
11.	Prof. R.S. Mishra	27.	Sh. Rajesh Birok
12.	Dr. R.S. Walia	28.	Dr. Nitin Puri
13.	Dr. Seema Singh	29.	Dr. R. Kaushik
14.	Prof. S.C. Sharma	30.	Sh. Anil Kumar
15.	Dr. Sangita Kansal	31.	Sh. S.K. Khanna
16.	Dr. Archana Rani		

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 8 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 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.	All HoDs were requested to ensure that time table schedule are placed in all class rooms and they should take care of this activity. They were also requested to ensure that classes will be held regularly and to check the classes on daily basis. All Heads have promised that they will monitor that the classes are held in their respective departments. Action : All HoDs
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.)

B. Review of 2nd Monday issues :

	Agenda	Discussion/Decision in 8 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.	Pro VC (I) will visit to the respective office of the HoDs to see the progress of lab files.

C. Review of 3rd Monday issues :

	Agenda	Discussion/Decision in 8 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 Chairmanship of Prof. H.C. Taneja, Dean (PG) is working on it and recommendations will submit soon.	Under process Action: Dean (PG)
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.	The file has been sent to the Govt. for nomination of member of Search Committee. 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.	COE was requested to design the Performa to obtain the feed back from the students through online Action: COE
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D. Review of 4th Monday issues :

	Agenda	Discussion/Decision in 8th meeting
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
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities.	Notify the schedule of presentation. Action: Dean (IA) / Dean (CE)

E. Review of 5th Monday issues :

	Agenda	Discussion/Decision in 8th meeting
5.5	Head (CC) was requested to complete the E-Office implementation projected by 1 st 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.	Under process Action : Head (CC)/ Registrar

F. Review of 6th Monday issues :

	Agenda	Discussion/Decision in 8th meeting
6.3	The matter related to retention to faculty was discussed during the vacation and it has been decided that the HoD of the concerned department will take prior approval for recommendation of the faculty during the summer vacation based on the requirement. The faculty who have been assigned the administrative responsibilities, a similar approval will be taken from the Competent Authority by Registrar.	Committee should be framed regarding the same. Action: DR (Estt.)

G. Review of 7th Monday issues :


	Agenda	Discussion/Decision in 8th meeting
7.2 (e)	It has been decided that the MOOCS (MASSIVE OPEN ONLINE COURSES) will be made available to the students from next semester depending upon feasibility. HoDs were requested to identify the MOOC related to their departments in BOS meeting for the students of 6 th semester. Also prepare guidelines for monitoring and evaluation.	All HoDs were requested to decide at the level of HoD and later on the same may be ratified in the BOS. Action : All HoDs

H. New issues were discussed in the 8th Monday meeting held on 08.08.17 :

8.1	Printing of Booklet of Curriculum : Dean, Acad (UG) was requested to provide the booklet of curriculum to all HoDs and PDF of the same may be uploaded on the University website. Action: Dean, Acad (UG)
8.2	All HoDs were requested to submit Syllabus, Scheme and other related documents to Dean (PG) office to compile the syllabus and scheme of M.Tech Programs and also decided that a Committee be framed comprising of the following : (i) Dean (PG) (ii) Head of the concerned Deptt. Further, Dean (PG) is authorized to co-opt the other members of the Committee. Action : All HoDs/ Dean (PG)
8.3	Annual Report (2015-16) of the University : Director (IQAC) was requested to submit the copy of the same to all HoDs, 10 copies to VC office, LG Office & other Statutory Bodies as per the Act/Statute. He was also requested to initiate the process of printing of Annual Report (2016-17) till 30 th Sept,2017. Action: Director (IQAC)
8.4	Preparation of Independence Day Celebration i.e. 15th August: It has been decided that the Notices regarding celebration of Independence Day should be issued on urgent basis and all other activities should also be initiated on urgent basis. Action : Registrar / OIC(GA)
8.5	All the HoDs, Deans and Branch Incharges were requested to submit action taken report of previous BoM meeting and agenda item on urgent basis to put up in the forthcoming BoM meeting scheduled to be held on 31.08.2017. Action : All HoDs/Deans/All Branch Incharges

8.6	<p>The matter related to Electricity supply and purchase of computers for T&P Deptt. was discussed and it has been decided that the matter of Electricity supply will be discussed with the Executive Engineer. And for purchase of computer, HoD (T&P) will submit the proposal to HoD (CC).</p> <p style="text-align: right;">Action : Executive Engineer/ HoD (CC)</p>
8.7	<p>Vision & Mission statement of the respective Deptts. – All Heads were requested to draft the Vision & Mission statement of their respective departments.</p> <p style="text-align: right;">Action : All HoDs</p>
8.8	<p>The matter related to accommodation for International Students was discussed and it has been decided that a Committee comprising the following will explore the possibility to take the building on rental basis nearby the university.</p> <p>(i) Dean (IA) : Chairman (ii) COE : Member (iii) Chief Warden: Member (iv) OIC (GA) : Member</p> <p style="text-align: right;">Action : Dean (IA)</p>
8.9	<p>AICTE approval of B.Tech (Evening) Course : It was apprised that at present B.Tech (Evening) Program is not approved by the AICTE. It has been decided that the University should submit the proposal to AICTE for approval of the B.Tech (Evening) Program and OIC,B.Tech (Eve) was requested to submit the proposal.</p> <p style="text-align: right;">Action : OIC,B.Tech (Evening)</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