DELHI TECHNOLOGICAL UNIVERSITY

MINUTES

of

41st Meeting

BOARD OF MANAGEMENT

Date   : 01.03.2021

Time   : 11:00 a.m.

Venue : Online through Video Conferencing

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042

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Delhi Technological University

(Estd. by Govt. of NCT of Delhi vide Act 6 of 2009)
(Formerly Delhi College of Engineering)

Minutes of 41st meeting of the Board of Management held online on 1st March, 2021 at 11:00 a.m.

The following members were present:

1. Prof. Yogesh Singh, Vice Chancellor, Delhi Technological University.
2. Sh. H. Rajesh Prasad, Pr. Secretary, Training & Technical Education and Higher Education, Government of NCT of Delhi.
3. Sh. Azimul Haque, Director, Training and Technical Education, Government of NCT of Delhi (Special invitee).
4. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad.
5. Prof. Parimal H. Vyas, Vice Chancellor, Maharaja Sayajirao University of Baroda, Vadodra, Gujarat.
6. Prof. Rajeev Tripathi, Director, Motilal Nehru National Institute of Technology, Allahabad, Prayagraj, Uttar Pradesh.
7. Prof. A. Trivedi, Dean (Industrial Research & Development).
8. Prof. Madhusudan Singh, Dean Academic (UG).
9. Prof. R.S. Mishra, Professor, Mechanical Engineering.
10. Prof. Narendra Kumar, Professor, Electrical Engineering.
11. Mrs. Manju Sahoo, Joint Director (Budget), Government of NCT of Delhi) presented Secretary (Finance), Government of NCT of Delhi.
12. Sh. A. K. Kansal, Deputy Director (SB), Training and Technical Education, Government of NCT of Delhi (Special invitee).
13. Prof. Samsher, Professor, Department of Mechanical Engineering and Registrar, Delhi Technological University.

Secretary (Finance), Government of NCT of Delhi could not attend the meeting due to his pre-occupations.

Sh. D.P. Dwivedi, Consultant (Finance & Planning), Delhi Technological University attended the meeting as Special Invitee.

Agenda 41.1 : Opening remarks by the Vice Chancellor.

Hon'ble Vice Chancellor welcomed all the members of Board of Management in its 41st meeting held on 01.03.2021 through video conferencing. He informed that the University has opened to the final year students for completion of their project work/ practical/ discussion and meeting with the respective Supervisors in physical mode from 22.02.2021. All students of Design Department have also been allowed to come to DTU due to their specific requirement for the programme. Ph.D & M.Tech students have also been allowed for research work. The teaching is still continued to be held in online mode. Regarding hostel accommodation, he informed that following the MHA guidelines, single seat allotment have been made in each room and therefore, to accommodate all the students from outside Delhi, the hostel accommodation for Delhi students have been restricted.

Agenda 41.2 : Confirmation of the minutes of 40th meeting of the Board of Management held on 22.01.2021.

It was submitted to the Board of Management that the minutes of the 40th meeting of the Board of Management, DTU held on 22.01.2021, were circulated among all the members vide forwarding No. DTU/ORG/BOM/(Meeting)/1(1)/09/ Vol-XVI/2400-11 dated 22.01.2021.

Decision : The Board of Management confirmed the minutes of the 40th meeting of the Board of Management.

Agenda 40.3 : Action taken report on the decisions taken in the 40th meeting of the Board of Management held on 22.01.2021.

The Board of Management was informed that 12 agenda items including supplementary agenda were discussed in the last meeting held on 22.01.2021. The details of the agenda, decisions taken thereon and the action taken by the University were given hereunder for information of the Hon'ble members.

Item No.	Agenda Item	Decision Taken	Action taken by Council Branch	Action Taken Report
40.1	Opening remarks by the Vice Chancellor.	Noted.	Noted.	No further action required.
40.2	Confirmation of the minutes of 39th meeting of the Board of Management held on 13.11.2020.	The Board of Management confirmed the minutes of the 39th meeting of the Board of Management.	Taken on record.	No further action required.
40.3	Action taken report on the decisions taken in the 39th meeting of the Board of Management held on 13.11.2020.	The Board of Management took the Action Taken Report on record.	Taken on record.	No further action required.
40.4	Approval for Guidelines for Appointment of Associate Deans/ Associate Director/Associate Head in Delhi Technological University.	The Board of Management considered and approved the Guidelines for Appointment of Associate Deans/ Associate Director/Associate Head in Delhi Technological University.	Decision conveyed to Dean, IRD.	Notified vide no. F.DTU/IRD/ Appointment/ 2021/01 dated 22.01.2021.
40.5	Approval for Direct Admission to Ph.D Program for DTU full-time B.Tech Student.	The Board of Management considered and approved the direct admission to Ph.D Program for DTU full-time B.Tech Student with minor modification as under: *"The CGPA should be equal to or more than 7.5 or 75% marks."*	Decision conveyed to Dean, Acad-PG vide letter no. 2503 dated 29.01.2021.	Notified.
40.6	Approval for Constitution of Award	The Board of Management considered and approved for	Decision conveyed to	Notified vide no.F.DTU/IRD/

		consisting of a Certificate/Citation for impact and influence measured in terms of citations earned by the researchers of Delhi Technological University for their published research work.	Constitution of Award consisting of a Certificate/Citation for impact and influence measured in terms of citations earned by the researchers of Delhi Technological University for their published research work with minor modification in Point number 1 under heading- *"Highly cited paper award"* which has been incorporated.	Dean, Academic (PG) vide letter no. 2504 dated 29.01.2021.	Award/2020/01 dated 22.01.2021.
40.7		Approval of minutes of the Selection Committee for the post of Professor (USME) in the discipline of Management.	The Board of Management approved the minutes of the Selection Committee for recruitment to the post of Professor in the discipline of Management (USME). Following candidate has been selected against five posts: *"Prof. Amit Mookerjee (UR-category). None other found suitable for the post in any other category."*	Decision conveyed to OSD, Recruitment vide letter no. 2505 dated 29.01.2021.	Prof. Amit Mookerjee has joined the University as Professor.
40.8		Approval for payment of Rs. 2,000/- per student per semester for internet charges for online classes.	The Board of Management considered and approved the payment of Rs. 2,000/- per student per semester for using internet at home for online classes in odd and even semesters of the academic year 2020-21. However, the Board decided that Rs. 1000/- per student shall be paid for the even semester of academic year 2019-20, as the online classes started w.e.f. March 2020. Thus total Rs. 5000/- shall be paid per student from the Student Welfare Fund up to June 2021.	Decision conveyed to Controller of Finance vide letter no. 2506 dated 29.01.2021.	Implemented.
40.9		Matter for Ratification: i.Extension of period of contract of teaching/non-teaching staff of the University. ii.Revised Estimates for the Financial Year 2020-2021 and	The Board of Management ratified the three actions of the University.	Decision conveyed to Dy. Registrar (Estt.) vide letter no. 2507 dated 29.01.2021.	No action required.

	Budget Estimates for the Financial Year 2021-2022. iii. Shifting of employer for NPS from Govt. of NCT of Delhi to DTU in respect of Dr. Dinesh Kumar Vishwakarma, Associate Professor in the department of Information Technology.			
40.10	Matter for Information: i. Joining of Teaching/ Non-Teaching staff in the University. ii. Relieving of Teaching/ Non-teaching staff from the University. iii. Status of Audit Paras.	The Board of Management noted the information.	Noted.	No further action.
40.11	Any other item with the permission of the chair.	One supplementary Agenda 40.12 for Ratification.	No action required.	No further action.
S.A. 40.12	Transfer of Ph.D scholars availing TEQIP fellowship from TEQIP-III project to DTU fellowship.	The Board of Management considered and ratified the transfer of six Ph.D scholars availing TEQIP fellowship from TEQIP-III project to DTU fellowship w.e.f. 01.10.2020.	Decision conveyed to Coordinator, TEQIP vide letter no. 2507 dated 29.01.2021.	Needful has been done.

Decision : **The Board of Management took the Action Taken Report on record with following two modifications:**

"In respect of agenda number 40.6, the decision may convey to Dean, IRD instead of Dean, Academic-PG."

"In respect of agenda number 40.7, Prof. Amit Mookerjee joined the University as a Professor."

Agenda 41.4 : Approval of Guidelines for creation of Centre of Excellence in the departments of the University.

It was submitted to the Board of Management that an online meeting of following committee constituted by Competent Authority for creation of Centre of Excellence was held on 28.01.2021 and 08.02.2021:

1. Prof A. Trivedi, Dean IRD, Chairperson
2. Prof. Pragati Kumar, Member
3. Prof. Neeta Pandey, Member
4. Dr. Ruchika Malhotra, Associate Dean IRD, Member Secretary

After discussions and deliberations the guidelines for creation of Centre of Excellence in the departments of the university were created. The same were circulated to Deans and HoDs and further discussed in the meeting of Deans and HoDs chaired by Hon'ble Vice Chancellor on 9.02.2021. Following are the guidelines:

GUIDELINES FOR CREATION OF CENTRE OF EXCELLENCE

1. Introduction

With a view to promote innovation, research and development in multidisciplinary areas at Delhi Technological University (DTU), the university supports the creation of Centre of Excellence (CoE). The CoE shall possess maturity in research and development and promote best practices of research and innovation. The main aim of establishing the CoE is to motivate and facilitate the departments of the university to work together with like-minded faculty members and students in the emerging and thrust areas of research and innovation for achieving excellence in the chosen areas.

The focus of the CoE will be:

- To create a pool of skilled trained manpower in specialized areas to increase the employability of the personnel.
- To facilitate collaborative research amongst the university teachers in multidisciplinary areas of societal and national importance.
- To enhance the quality of undergraduate education by providing the students an opportunity to work on research projects with university teachers.
- To train postgraduate students in advanced areas of research.
- To work on the academic and research strength of the department and may collaborate with other departments as knowledge partners.

2. Definitions

a) **"Board of Management"** means the Board of Management of the university.

b) **"Academic Council"** means the Academic Council of the university.

c) **"CoE"** means a physical center of research that will provide shared research resources and enable the researchers to collaborate across multiple disciplines on areas that are relevant and important.

d) **"Department"** means a department of studies of the university including training and placement.

e) **"University Teacher"** means Professor, Associate Professor, and Assistant Professor working in the university.

f) **"Coordinator"** will be the university teacher responsible for coordinating, monitoring, and executing the activities of the CoE.

g) **"Student"** means an individual who is registered for any degree in the university.

3. Activities of CoE

The major activities of the CoE shall include, but not limited to:

a) It will execute joint research projects

b) It will offer core and elective courses for undergraduate and postgraduate students

c) It will provide resources and facilities to the researchers including Ph.D students working in the similar area.

d) It will execute masters (optional) and Ph.D programs

e) It will allow undergraduate and postgraduate students to work on research projects.

f) It will facilitate experiential learning in collaboration with industry

g) It will organize training programs, development programs, international and national conferences.

4. Characteristics of CoE

The CoE must develop a long-term strategic plan on the focus areas & expected outcomes and must possess the following characteristics:

a) Vision & Strategic Plan
The CoE must develop a long-term, five-year, strategic plan that will serve as a guiding document for the Centre.

b) Funding

To succeed in long-term, the CoE must identify the funding sources such as industry partners, government organizations, or any other sources to maintain good financial health and it does not depend solely on university grants.

c) Areas of Functioning

The areas must be identified according to the demand in the market for the manpower trained by CoE or research output of the CoE based upon the market survey/SWOT analysis.

d) Team size and Experience

The Coordinator shall initiate the proposal and specify the Co-coordinator (if any) along with the details of the team members.

5. Types of Centres

The CoE shall exist at the department level.

6. Eligibility Criteria

A proposal submitted for CoE shall meet the following specified eligibility criteria as required by the guidelines for the grant of CoE.

a) The coordinator of the CoE must be a regular teacher of the university and must have a proven track record in the proposed area.

b) The proposed CoE has collaboration and obtained funding from an external agency (such as industry partners, government organizations, Research Laboratories of Government of India /States (i.e. CSIR/ DRDO) and other sources) amounting to atleast Rs. 50 Lakhs or as decided by the university from time to time. The University may also explore possibility of collaboration with other knowledge partners working in the similar areas.

c) It is essential to have an MOU with at least one Industry partner that will work as a collaborator in the proposed CoE.

d) At least four university teachers are collaborating in the CoE, out of which three are from the parent department.

7. Financial Assistance from the University

a) Initially, the university shall provide a grant to the CoE with a seed amount of an amount matching the funding drawn from the industry partner, upto five years The matching grant shall not include a grant for capital creation and equipment. The submission of a satisfactory progress report after two years, the university shall consider providing additional grants to the CoE upto the amount of the funding drawn from the industry partner, depending upon the output of the CoE (such as product development or patents or SCIE/SSCI journal publications produced).

b) For the proposals having grants obtained from the Government agencies, the matching grant will only be given by the university in exceptional cases as decided by the Vice Chancellor.

c) If the industry partner agrees to support the CoE beyond this period, the university shall consider to extend it for a period mutually decided by the industry partner and the university.

d) The grant obtained from the university will be used only for the following activities at the CoE:

    i.   Conducting project-oriented collaborative academic/ research activities

    ii.   Meeting the equipment/ library resources and operating expenses.

    iii.   Conducting faculty development programmes, training programs, conferences, workshops and related events

This grant will not be used for:

    i.   Building construction and/or developing physical infrastructure

    ii.   Attending international/national conferences

e) In addition to the above grant, the following will be done by the university:

    i.   Maintenance and creation of infrastructure of CoE

    ii.   DTU Research fellowships as per availability and requirement for CoE as decided by the Vice Chancellor.

    iii.   Support staff (atleast one MTS) will be provided by the university.

    iv.   Technical staff will be provided by the department as decided by the Head of Department.

f) The expenditure on the salary of additional academic/ research staff as engaged by the CoE from time to time shall not exceed 20% of the DTU grant and 20% or more from the external funding as decided by the funding agency.

g) There may be a separate Purchase Committee for Centre of Excellence, as approved by the Vice Chancellor.

h) The Vice Chancellor may delegate financial and administrative powers as it deems fit to the Coordinator of the CoE for timely completion of the projects and schemes in the centre.

8. Evaluation of Proposals of the CoE

A **Standing Committee** would consider the proposals received by various university teachers and short list the proposals as per the prescribed eligibility criteria by calling the applicants for presentation. The presentation and proposal must be developed by the proposed coordinator as per the guidelines given in Point 4 of this document. The composition of the Standing Committee will be as follows and will be nominated by the Vice Chancellor:

a) A senior academician: Chairperson
b) An academician of repute from within university: Member
c) An academician of repute from outside university: Member
d) Head of the participating Department(s): Member
e) An academician from within university: Member Secretary

The proposals recommended by the standing committee shall be considered by the Academic Council. The Board of Management shall approve the proposal on the recommendation of the Academic Council.

9. Monitoring Committee

A monitoring committee will be formed for midterm evaluation and progress of the performance of the CoE. The composition of the Monitoring Committee will be as follows and will be nominated by the Vice Chancellor:

a) A senior academician: Chairperson
b) An academician/expert of repute from within university: Member
c) An academician/expert of repute from outside university: Member
d) Head of the participating Department(s): Member
e) An academician from within university: Member Secretary

10. Advisory Committee

An advisory committee will be formed to oversee the initiation and implementation of various activities and programs at the CoE. The composition of the Advisory Committee will be as follows and will be nominated by the Vice Chancellor:

a) Vice-Chancellor or his nominee: Chairperson
b) An academician of repute from within university: Member
c) An academician of repute from outside university: Member
d) Head of the participating Department(s): Member
e) Coordinators of CoE of the participating departments: Members

11. Procedure for Release of Grants

The 60% of the grant will be released by the university in the first year and subsequent grants will be released on the recommendation of the monitoring committee.

12. Procedure for Monitoring the Progress

Each CoE will be required to submit an Annual Report of work done during the previous financial year, to the IRD Division, latest by 30th April of every year.

The progress made by each CoE will be reviewed, monitored and evaluated at the end of each year with the help of the Monitoring Committee. The Coordinator of the CoE will make a presentation before the Monitoring Committee, highlighting the achievements of the Centre in light of the objectives set forth.

The Standing Committee will consider the Monitoring Committee Reports of all the Centres and forward its recommendations to the Dean IRD. These may include the need for mid-course correction in the Action Plan and/or Research programme, revision of the budget if required, further release of grant, and related items.

13. **Power to Remove Difficulties**

If any difficulty arises in giving effect to the provisions of these guidelines, the Vice Chancellor may make such provisions, not inconsistent with the provisions in these guidelines, as appear to be necessary or expedient for removing the difficulty.

Notes:
1. The focus of the centre should remain high quality research and in no case, it should get involved with routine testing and monitoring like third party consultancy assignments.

2. The proposals created for establishing the CoE on call issued by Government of India or Government of NCT of Delhi can be submitted after taking No Objection Certificate by the university. If these proposals are approved, then the CoE will be governed under these guidelines.

3. The assets created under CoE shall be property of the university and shall be non- transferable to any other institution, or as agreed by the sponsoring agency and the University.

It was submitted that the matter was also placed before the Academic Council in its 27th meeting held on 19.02.2021. The Council vide agenda number 27.5 considered and recommended the matter to the Board of Management for its approval after some modifications which have been incorporated in the above guidelines.

Decision : The Board of Management considered and approved the Guidelines for creation of Centre of Excellence in the departments of the University.

Agenda 41.5 : Approval of Annual Report 2019-20 of the University.

It was submitted to the Board of Management that the Internal Quality Assurance Cell (IQAC) has compiled the Annual Report for the Academic Year 2019-20 (for the period from 1st August 2019 to 31st July 2020). The Annual Report contained the achievements of the University in various areas of discipline like research, publications, innovation and annual accounts etc.

The matter was also placed before the Academic Council in its 27th meeting held on 19.02.2021. The Council vide agenda number 27.14 considered and accepted the Annual Report 2019-20 in principle. The Academic Council further constituted a committee under the Chairmanship of Director, IQAC to examine the contents of the Annual Report and recommended to place the Annual Report 2019-20 of the University to the Board of Management for its approval. The following were the members of the committee:

1. Director, IQAC-Chairperson
2. Dean, Academic-UG
3. Dean, Academic-PG
4. Dean, IRD
5. Prof. R.S. Mishra
6. Prof. Narendra Kumar-II

Further the Academic Council authorized the Vice Chancellor to accept the changes for placing the matter to the Board of Management.

The Annual Report of the University was tabled on the day of meeting.

Decision : The Board of Management considered and approved the Annual Report 2019-20 of the University. The Board also authorized Vice Chancellor to accept the changes in the Annual Report.

Agenda 41.6 : Recruitment to the post of Assistant Registrar, Section Officer and Senior Office Assistant (all on deputation).

It was submitted to the Board of Management the University has advertised recruitment for the post of Assistant Registrar, Section Officer and Senior Office Assistant (all posts on deputation) vide Advt. No. F.DTU/Recruitment/05-2020/F-891/1510 dated 21.12.2020. The interviews for the post of Assistant Registrar, Section Officer and Senior Office Assistant (all posts on deputation) will be held on 25.02.2021. The details of applications for the above post are as under: -

S. No.	Name of Post	No. of post advertised	No. of Applications received	No. of eligible candidates	No. of not eligible candidates
1	Assistant Registrar	03	58	10	48
2	Section Officer	03	43	22	21
3	Senior Office Assistant	05	36	09	27

The minutes of Selection Committee for the posts of Assistant Registrar, Section Officer and Senior Office Assistant (all posts on deputation) were kept in sealed envelope by Selection Committee and the same were tabled before Board of Management in its ensuing meeting.

Decision : The Board of Management considered and accepted the minutes of Selection Committee for recruitment to the post of Assistant Registrar, Section Officer and Senior Office Assistant (all on deputation). Following candidates have been selected:

Assistant Registrar : None found suitable.

Section Officer   :

S.No.	Application No.	Name of Candidate	DOB
1	9000061	PRAVEEN KUMAR BABLOO	26.12.1978
2	9000167	ISHAN BHARDWAJ	16.04.1991
3	9000147	VIJAY KUMAR YADAV	02.11.1988

Senior Office Assistant :

S. No.	Application No.	Name of Candidate	DOB
1	9000207	GAURAV SHARMA	01.01.1990
2	9000005	CHANDER PRAKASH DANGWAL	04.08.1978
3	9000191	PREETI	14.06.1988
4	9000016	VIVEK SINGH	29.05.1982

Agenda 41.7 : Approval of the minutes of the meeting of promotion under Career Advancement Scheme from Assistant Professor in the Pay Scale of Rs.15600-39100(PB III), AGP of Rs.7000 (Stage 2) & Level 11 under 7th CPC to Assistant Professor in the Pay Scale of Rs.15600-39100(PB III), AGP 8000 (Stage 3) in the 6th CPC & Level 12 under 7th CPC and Associate Professor in the pay scale of Rs. 37400-67000, AGP of Rs.9000 (Stage 4) under 6th CPC & Level 13 A under 7th CPC to Professor in the Pay Scale of Rs. 37400-67000, AGP Rs.10000 (Stage 5) in 6th CPC & Level 14 under 7th CPC.

It was submitted to the Board of Management that meeting of promotions under Career Advancement Scheme from Assistant Professor with AGP 7000 Stage 2 to Assistant Professor with AGP 8000 Stage 3 and Associate Professor with AGP 9000 Stage 4 to Professor with AGP 10000 Stage 5 of DTU faculty is to be held on 27th February, 2021. The department wise schedule of the CAS meeting(s) are as under:

S.No.	Name of Department	No of Eligible Candidate Stage 2 to 3	No. of Eligible Candidates Stage 4 to Stage 5	Date & Time of the CAS meeting(s)
1.	Computer Science & Engineering	01	03	27.02.2021(Saturday) 10.00 a. m.
2.	Information Technology	-	02	27.02.2021(Saturday) 2.00 p. m.

The Minutes of the Screening/ Selection Committees for the promotion under Career Advancement Scheme from Assistant Professor with AGP 7000 Stage 2 to Assistant Professor with AGP 8000 Stage 3 and Associate Professor in the pay scale of 37400-67000 with AGP 9000 Stage 4 to Professor in the pay scale of Rs.37400-67000 with AGP 10000 Stage 5 of DTU faculty in the Various Departments were kept in the sealed envelopes. The same were tabled and opened on the day of meeting.

Decision : The Board of considered and approved the minutes of meeting of the Screening/ Selection Committees for promotion under Career Advancement Scheme from Assistant Professor with AGP 7000 Stage 2 to Assistant Professor with AGP 8000 Stage 3 and Associate Professor in the Pay Scale of Rs.37400-67000 with AGP 9000 Stage 4 to Professor in the Pay Scale of Rs.37400-67000 with AGP 10000 Stage 5 of the following faculty members.

From AGP 7000 Stage 2 to Stage 3

S.NO.	Name of the Faculty	With Effect From	Department	Discipline
1.	Dr. Abhilasha Sharma	29.11.2019*	Computer Science & Engineering	S.E.

*From the date of Ph.D. award.

From AGP 9000 Stage 4 to AGP 10000 Stage 5

S.NO.	Name of the Faculty	With Effect From	Department	Discipline
1.	Dr. Rahul Katarya	23.02.2021	Computer Science & Engineering	CoE
2.	Dr. Anil Singh Parihar	23.02.2021		CoE
3.	Dr. Ruchika Malhotra	23.02.2021		S.E.
4.	Dr. Dinesh Kumar Vishwakarma	23.02.2021	Information Technology	I.T.
5.	Dr. Seba Susan Rajan	26.02.2021		I.T.

Agenda 41.8 : Approval for Guidelines for Appointment of Head of Department in the University.

It was submitted to the Board of Management that the University has framed certain guidelines for appointment of Head of Department of the Delhi Technological University as below:

Guidelines for Appointment of Head of Department in Delhi Technological University

The university appoints Heads in various academic departments. The Head of Department is a significant and essential member of the university leadership who serves as an academic leader and administrative head of a department. The prime responsibility of a Head of Department is to provide strong academic leadership to the teachers and students of the department. The Head of Department is required to have a vision and strategic plan for the growth and development of the department in the pursuit of academic excellence. He/she should be a role model for the students, faculty and staff.

1. Definitions:

i. "Department" means a department of studies of the university including training and placement.

ii. "Head" means Head of Department.

iii. "University Teacher" means Professor, Associate Professor, and Assistant Professor working in the university.

iv. "Student" means an individual who is registered for any degree in the university.

v. *"Regular Teacher" shall mean the teacher recruited on regular basis through prescribed procedure of the University against sanctioned post.*

2. Roles and Responsibilities of a Head of Department

The Head of Department shall be responsible for the management, growth and quality of the department's teaching, research and student support services.

a) Vision and Leadership

i. To develop and implement a strategic plan in line with the strategic plan of the university.

ii. To take responsibility and accountability for setting and advancing the strategic plan of the department.

iii. To be actively involved and contribute as a member of the academic council.

iv. To develop an appropriate structure for management, decision-making, and communication with students, faculty and staff.

v. To support and develop interdisciplinary activities and research.

vi. To support and assist the Vice Chancellor in various activities for the growth and development of the university.

vii. To administer day-to-day activities of the department, organize and conduct department meetings, and constitute committees for smooth functioning of the department.

viii. To organize and conduct meetings of Board of Studies of the department.

ix. To carry out his/her responsibility in a timely manner.

x. To promote and represent the university internally and globally.

b) Program and Students

i. To provide students with the best possible learning experience in the department.

ii. To develop new programs and courses in emerging and important areas.

iii. To ensure the students' participation at various levels of decision making in the department.

   i. To revise the curriculum from time-to-time.

v. To address student concerns by appointing mentors, providing guidance and resolving problems.

c) Research and Innovation

i. To promote research and create a research environment in the department for both teachers & students and to ensure the highest levels of quality and ethics in research.

ii. To collaborate with industries and explore opportunities for getting projects in the new areas of teaching and research.

iii. To provide opportunity and engage students in innovative projects.

d) Human Resource Management

i. To ensure the performance of the teachers and staff in the department and fair distribution of workload.

ii. To create a culture of cooperation, respect, and excellence in academics within and outside the department.

e) Finance and Infrastructure Management

i. To take responsibility for departmental budget including infrastructure and equipment purchase plans and manage them effectively, complying with the university finance rules.

ii. To develop facilities such as classrooms, laboratories, equipment in the department.

iii. To facilitate knowledge and information network for the advantage of teachers, staff and students of the department.

iv. To monitor the condition of the infrastructure of the department and informing the administration whenever necessary.

f) Quality Assurance

i. To ensure that all activities are carried out in the highest possible standards and ensure that there is an improvement in the teaching and learning processes.

ii. To comply with quality audits and standard operating procedures of the university.

iii. To ensure the health and safety of students, teachers, and staff.

iv. To adhere to the rules and regulations of the university.

In addition to the above roles and responsibilities, the Head of Department shall perform such functions or activities as assigned by the Vice Chancellor from time-to-time.

3. Appointment of Head of Department

1) Every academic department of the university will have one Head.

2) Every Head shall be appointed by the Vice Chancellor from the Professors/Associate Professors for a period of three years and shall be eligible for reappointment.

3) The Head shall be the academic leader of the department and shall be responsible for administrating and managing the department.

4) The Head of Department may be identified by criteria of a proven track record of leadership, high integrity and not necessarily only by seniority.

5) Terms and Conditions for Appointment of Head

   A. Eligibility

   The administrative appointment shall be made from the regular university teachers currently working within academic department as Professor/Associate Professor (applicable only when the number of professors is less than or equal to three in such a department).

   B. Procedure of Appointment

   a. Call for Nominations

   i. Applications/nominations will be invited by the university administration.

   ii. Interested Professors/Associate Professors (applicable only when the number of professors is less than or equal to three in such a department) working within the department will apply with the justification of his/her candidature on the below points along with his/her vision for the department.

      a. Institutional commitment

      b. Seniority in the department

      c. Mentoring of student activities

      d. Assessment of capabilities for doing the administrative work.

      e. Demonstrated evidence on innovations in teaching, pedagogy, and research.

      f. Active involvement in the activities of the department

      g. Capacity and capability to lead the department with trust, respect, and cooperation.

   iii. **Vice Chancellor, if feel necessary, may decide to interact with the shortlisted eligible candidates. He may decide shortlisting criteria depending on number of applications/nominations.**

   The Vice Chancellor will constitute a committee for interaction, if necessary, of the following members.

      1. **Vice Chancellor, Chairperson**
      2. **Two Board of Management members who are not the employees of the University.**

b. If deemed necessary, the Vice Chancellor may appoint any eligible university teacher as per clause 3 sub-clause 5(A) as the Head of the Department, without following the procedure specified in clause 3 sub-clause 5 B(a).

C. Term of Appointment

The Head of Department shall hold the office for three years. The term can be extended for another three years, based on the exemplary performance during his/her tenure, as decided by the Vice Chancellor.

4. Head of Department on Leave

When the Head of Department is on leave by reason of illness or any other cause, unable to perform the duties of the office, the duties of the office shall be performed by the Senior Professor/Associate Head (if Professor) as decided by the Head of Department. However, the charge may be given to Associate Professor provided there is no Professor in the department. If the Head of Department is on leave for more than 7 days, then Vice Chancellor shall appoint an officiating Head of the Department.

5. Expiry of Term of Head of Department

The term is of three years. However, the term may be shortened by the Vice Chancellor.

6. Power to Remove Difficulties

If any difficulty arises in giving effect to the provisions of these guidelines, the Vice Chancellor may make such provisions, not inconsistent with the provisions in these guidelines, as appear to be necessary or expedient for removing the difficulty.

Decision : The Board of Management considered and approved the Guidelines for Appointment of Head of Department in the University with certain modifications as below:

1. Regular Teacher should be defined.

2. Vice Chancellor, if feel necessary, may interact with the shortlisted eligible candidates. He may decide shortlisting criteria depending on number of applications/nominations.

The Vice Chancellor will constitute a committee for interaction, if necessary, of the following members:

1. Vice Chancellor, Chairperson
2. Two Board of Management members who are not the employees of the University.

Agenda 41.9 : To consider Guidelines for Award of Gold Medal in UG and PG programmes.

It was submitted to the Board of Management that recommendations of the duly constituted committee by the Competent Authority to formulate the guidelines for the award of Gold Medal in UG and PG programmes in its online meeting held on 02.02.2021 at 6 p.m. on Google Meet. The Committee took the cognizance of the existing guidelines and recommended to add the following:

The candidate(s) must have passed the examination in the stipulated duration* of the programme as mentioned in the respective ordinances of UG/PG Programmes, passing all the courses in first attempt per semester and year wise.

* *4 years for B.Tech Programmes: 3 years for BBA/BA (Economics): 2 years for MBA/M.Tech/M.Sc. Programmes or minimum prescribed duration of the programme.*

This clause may be treated as addendum to the existing guidelines for the award of Gold Medal.

The matter was also placed before the Academic Council in its 27th meeting held on 19.02.2021. The Council vide agenda number 27.8 considered and modified the existing guidelines for the award of Gold Medal in UG and PG programmes. The Council further recommended to place the proposal before the Board of Management for its approval.

The existing guidelines are placed in *Annexure at page 01 to 02.*

Decision : The Board of Management considered and approved Guidelines for Award of Gold Medal in UG and PG programmes.

Agenda 41.10 : **Approval for creation of Department of Software Engineering.**

It was submitted to the Board of Management that two programs namely B.Tech in Software Engineering and M.Tech in Software Engineering have been started in 2009 vide 1ˢᵗ meeting of Board of Management dated 13.10.2009 with an initial intake of 60 and 18, respectively. The programs are being run by the Department of Computer Science & Engineering under the Discipline of Software Engineering and faculty has been recruited from time to time in the Discipline of Software Engineering. In Delhi Technological University, teaching posts are creating discipline-wise after obtaining approval of Government of NCT of Delhi.

Currently, student intake has been increased in B.Tech in Software Engineering to 152 and M.Tech in Software Engineering to 25. The Discipline of Software Engineering has been assigned a separate space in the new upcoming Academic Blocks of Delhi Technological University.

It was proposed that Department of Software Engineering be created and Discipline of Software Engineering and its programs i.e. B.Tech in Software Engineering and M.Tech in Software Engineering and other activities be transferred to the Department of Software Engineering. It is further mentioned that Department of Software Engineering will run B.Tech in Software Engineering, M.Tech in Software Engineering, Ph.D programs and other new programs as decided by the university from time to time. The prime focus of the proposed department will be to produce skilled software engineers/professionals who can develop high quality and cost-effective software systems

The matter was also placed before the Academic Council in its 27ᵗʰ meeting held on 19.02.2021. The Council vide agenda number 27.4 considered and recommended the creation of Department of Software Engineering to the Board of Management for its approval.

Decision : **The Board of Management considered and approved the creation of Department of Software Engineering.**

Agenda 41.11 : Approval for probation clearance of the officers of DTU.

It was submitted to the Board of Management that a Committee for closing of probation period of officers was constituted vide Office Order No.F.1/2-708/Estt./2018/DTU/542 dated 12.02.2021.

The Committee after scrutiny & review of Assessment Reports received from the concerned departments, Work and Conduct Certificates, Integrity Certificates, Character and Antecedents, vide their recommendation dated 26.02.2021, unanimously recommended for closing of the probation period of the officers listed below from the dates indicated against their names:-

Sr. No.	Name & Designation	Place of Posting/Deptt.	Date of Joining	Date of completion & Closure of probation period.
1.	Mrs. Divya Narayan, Chief Operating Officer	Computer Center	10.02.2020	09.02.2021
2.	Sh. Madhukar Cherukuri, EDP Manager	Result Section	09.12.2019	08.12.2020
3.	Sh. Sunil Chhikara Section Officer	Establishment Branch	25.10.2018	24.10.2020
4.	Sh. Madhuresh Kumar Jha, Section officer	Examinations Branch	27.12.2018	26.12.2020

Decision : The Board of Management considered and approved the recommendations of the committee regarding closing of probation period of One EDP Manager & One Chief Operating Officer and two Section Officers of the University mentioned in above table..

Agenda 41.12 : Matter for Ratification:

i. **Extension of period of contract of teaching/non-teaching staff of the University.**

It was submitted to the Board of Management that the Competent Authority has extended the period of contract of the following teaching/non-teaching staff on the same terms and conditions:

Non-Teaching Staff:

S.No.	Name	Designation	Period of Extension
1.	Sh. Pradeep Teotia	Assistant Registrar	03.02.2021 to 02.02.2022
2.	Sh. Virender Singh Kathait	AAO (on deputation)	29.12.2020 to 28.12.2021

The Board of Management ratified the above action of the University.

Agenda 41.13 :   Matter for information:

i.   **Joining of Teaching/ Non-Teaching staff in the University.**

It was submitted to the Board that the following teaching/non-teaching staff have joined the University in the various capacities as per details given below:

Teaching Staff :

S.No.	Name & Designation	Department	Date of Joining
1.	Prof. Amit Mookerjee Professor	USME	18.02.2021
2.	Ms. Varsha Sisodia Assistant Professor	Information Technology	24.12.2020
3.	Sh. Pawan Singh Mehra –Asstt. Prof.	Computer Engineering	24.12.2020
4.	Sh. Rajiv Kumar Assistant Professor	Computer Engineering	11.12.2020
5.	Sh. Kavinder Singh Assistant Professor	Computer Engineering	11.12.2020

Non-teaching Staff:

S.No.	Name	Designation	Date of Joining
1.	Sh. Anil Kumar	Dy. Registrar	01.02.2021

ii. **Correction in Date of Joining inadvertently mentioned 16.03.2018 instead of 23.02.2018 in respect of Dr. Dinesh Kumar Vishwakarma, Associate Professor in the department of Information Technology.**

It was submitted to the Board of Management that in last meeting held on 22.01.2021 vide agenda number 40.9(iii) the Board approved for shifting of employer from Government of NCT Delhi to Delhi Technological University in respect of Dr. Dinesh Kumar Vishwakarma, Associate Professor in the department of Information Technology. Inadvertently his date of joining as Associate Professor was mentioned as 16.03.2018 whereas his actual date of joining is 23.02.20218. Necessary correction in date of joining has been made.

iii. **Sanction of 15 Teaching Posts in Department of Design, DTU.**

The Hon'ble Lt. Governor, NCT of Delhi has approved creation of 15 teaching posts of different categories i.e. Professor (1), Associate Professor (3) and Assistant Professor (11) in the Department of Design. Sanction order for these posts has already been issued on 07.10.2020.

iv. **Sanction of 05 Non-Teaching posts in the Department of Design, DTU.**

The Hon'ble Lt. Governor, NCT of Delhi has approved creation of 05 non-teaching posts of different categories i.e. Technical Assistant (01), Jr. Technical Assistant (02) and Jr. Office Assistant (02) in the Department of Design. Sanction order for these posts has already been issued on 24.11.2020.

Decision : **The Board of Management noted the information. The Board also conveyed its thanks to the Government of NCT of Delhi for creating 15 teaching and 5 non-teaching posts in the Department of Design.**

Agenda 41.14 : Any other item with the permission of the chair.

One Supplementary Agenda 41.15 was also discussed.

Supplementary Agenda 41.15 : Proposal for supporting entrepreneurial activities of students of MBA (Innovation, Entrepreneurship and Venture development), MBA (Family Business and Entrepreneurship), B.Tech Student of Entrepreneurship track, and UG/PG students studying Minor in Innovation and Entrepreneurship and start- up companies incubated at DTU-IIF.

It was submitted to the Board of Management that the Board of Directors of DTU-IIF in 11th meeting held on 26.02.2021 has discussed and deliberated to support entrepreneurial activities of students of MBA (Innovation, Entrepreneurship and Venture development), MBA (Family Business and Entrepreneurship), B.Tech Student of Entrepreneurship track, and UG/PG students studying Minor in Innovation and Entrepreneurship so that students of these courses can get their ideas converted into reality and can get the expert exposure from the DTU-IIF start-ups. For this purpose, the DTU-IIF has worked out the expenditure on these activities and proposes financial assistance of Rs. 8 Lakh per month from DTU so that these activities can be run smoothly and the students of these courses can be benefited in their respective ventures. It is further submitted that to meet out inflation, yearly 5% enhancement may also be approved.

This financial support from the DTU will be used, 50% for ideas and its implementation of students of MBA (Innovation, Entrepreneurship and Venture development), MBA (Family Business and Entrepreneurship), B.Tech Student of Entrepreneurship track, and UG/PG students studying Minor in Innovation and Entrepreneurship. This may also include funding to start-ups companies whose promoters are DTU students and seed money to start-ups working in incubators. Remaining 50% will be used as an operational and administrative expenses. The details of annual expenditure are given in the table. However, DTU may continue to support for creation and maintenance of infrastructure and providing other facilities like electricity, Wi-Fi, water, house-keeping, security and 1-MTS and 1-Junior Office Assistance. The ownership of created infrastructure will remain with DTU.

S.No.	Grant Requested	Amount (Rs.)
(i)	Funding for student's Ideas and its Implementation, funding to start-ups companies promoted by DTU students and seed money to start-ups working in incubators	50 Lakh
(ii)	Weekly/One day Workshops related to Entrepreneurship 2 - One week workshops in a year 2x Rs 2 Lakh= 4 Lakh 10 -one day workshop 10 x Rs 20000=2 Lakh	6 Lakh
(iii)	One mega event about business plan competition on India level	6 Lakh
(iv)	Operational and maintenance of DTU Incubation Centre (DTU-IIF)	12 Lakh
(v)	Capital Expenditure (Purchase of machinery and equipment)	20 Lakh
(vi)	Miscellaneous	2 Lakh
	Total Grant per Year	**96 Lakh**

Decision : **The Board of Management considered and approved for Grant of Rs 96 Lacs with 5% yearly enhancement for supporting entrepreneurial activities of students of MBA (Innovation, Entrepreneurship and Venture development), MBA (Family Business and Entrepreneurship), B.Tech Student of Entrepreneurship track, and UG/PG students studying Minor in "Innovation and Entrepreneurship" and Entrepreneurship and start-up companies incubated at DTU-IIF. Board may further consider and approve continuation of support for creation and maintenance of infrastructure and providing other facilities to DTU-IIF. The fund shall be used from Facilities & Services Budget Head. A Separate sub-head may also be created for this purpose under Facilities & Services Budget Head.**

The minutes are issued with the approval of the Vice Chancellor for circulation to the Hon'ble members, who are requested to give their comments, if any, on these circulated minutes.

(Prof. Samsher)
Registrar

To,

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi, 6, Raj Niwas Marg, Delhi.
2. Prof. Yogesh Singh, Vice Chancellor, DTU.
3. Secretary (Finance), Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
4. Principal Secretary, Training & Technical Education/ Higher Education, Government of NCT Delhi, Muni Mayaram Marg, Pitam Pura, Delhi 110 088.
5. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad, Haryana 121004.
6. Prof. Parimal H. Vyas, Vice Chancellor, Maharaja Sayajirao University of Baroda, Vadodra, Gujarat 390002.
7. Prof. Rajeev Tripathi, Director, Motilal Nehru National Institute of Technology, Allahabad, Teliargunj, Prayagraj, Uttar Pradesh 211004.
8. Prof. A. Trivedi, Dean, Industrial Research & Development, DTU
9. Prof. Madhusudan Singh, Dean Academic (UG), DTU
10. Prof. R.S. Mishra, Professor, Mechanical Engineering, DTU
11. Prof. Narendra Kumar, Professor, Electrical Engineering, DTU
12. Prof. Samsher, Professor and Registrar, DTU.

(Prof. Samsher)
Registrar

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ANNEXURE
of Minutes

41st meeting

Board of Management
DTU

Held on
01.03.2021

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042

F.No. 105(5)/Acad./Medals & Awards/2011/4o5౺ Dated: 13.12.2012

Minutes of the Meeting held on 12.12.2012 at 3.00 p.m in Room No. 307, Main Admn Block, DTU regarding Award of Medals to DCE & DTU students during First Convocation of the University scheduled to be held on 11th Jan, 2013.

The following were present:
1. Prof. Moin Uddin   Pro Vice Chancellor
2. Prof. B.D. Pathak   Dean (Acad.) & HOD (Mech Engg.)
3. Prof. A.K.Gupta   Registrar & HOD (Civil Engg.)
4. Prof. H.C. Taneja   Dean (SW) & HOD (Applied Mathematics)
5. Prof. Madhusudan   Controller of Examinations
6. Dr. Kapil Sharma   OSD (Results)
7. Dr. Ravinder Kaushik   AR (Acad)

The Chairman welcomed all the members present in the meeting and apprised them about the agenda of the meeting. After detailed deliberations and discussions, the decision/recommendations of the committee are as under:

1. The LG Gold Medal to DCE students shall be awarded to the student who will be declared overall topper in BE Programme and it should be on the basis of academic performance only. Since at this stage all the students have passed out and it is very difficult to contact them and invite the applications regarding their co-curricular activities. Hence, in a meeting with the Hon'ble Vice Chancellor, it has been discussed and decided that LG Gold Medal shall be awarded on the basis of academic performance only.

2. The Chief Minister Gold Medal to DCE students shall be awarded to the student who will be declared overall 2nd topper in BE Programme and it should be on the basis of academic performance only.

3. Principal Gold Medal to DCE students shall be awarded to the student who will be declared overall topper in B. Tech (part time) student and it should be on the basis of academic performance only.

4. As per past practice of DCE, the Gold Medal shall be awarded to only BE students of DCE.

5. The BE pass out students of 2006, 2007, 2008, 2009, 2010 & 2011 shall be considered to award the Gold Medals.

6. Medals be prepared as per the past practice prevalent in DCE for Gold Medals.

7. The proposed regulation for the Gold Medals is as under:

i. Chancellor's Gold Medals shall be awarded to students who are declared overall toppers in M.Tech, MBA, B.Tech, B.Tech (Eve) Programmes respectively.

ii. Vice Chancellor's Gold Medals shall be awarded to students who are declared overall toppers in respective branches of M.Tech, MBA, B.Tech, B.Tech (Eve) Programmes respectively of DTU.

iii. Recommendations for the Gold Medals will be made by the Vice Chancellor to the Academic Council for approval duly scrutinized by the Committee constituted by the Vice Chancellor.

iv. Medals will be awarded annually and distributed during University Convocation Ceremony.

v. Medals will be awarded to such students who pass all exams in single attempt.

vi. No Medal will be awarded to student (s) who is found involved in any unlawful activities or being charged or violated code of conduct and punished by the Board of discipline or any competent authority of the University during the course of study.

vii. The Academic Council of the University will have the right to amend any regulation concerning the operation of the award of the medals.

viii. Shape, size and other details prescribed on the medals will be decided by the Vice Chancellor.

The meeting ended with vote of thanks to the chair.

(Prof. B. D. Pathak)
Dean (Acad.)

Copy to:

1. PS to VC for the kind information of the Hon'ble Vice Chancellor.
2. All the concerned members.