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/2016-17/2427

Dated: 11.09.2018

MINUTES OF THE MEETING

17th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 17th Meeting of All Deans/ HoDs, Branch Incharges called by Hon'ble Vice Chancellor on 10.09.2018 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	17.	Dr. Rajesh Rohilla	33.	Dr. M.S. Niranjan
2.	Pro Vice Chancellor (I)	18.	Prof. S.C. Sharma	34.	Sh. Rajesh Birok
3	Pro Vice Chancellor (II)	19.	Prof. Sangita Kansal	35.	Dr. R. Kaushik
4.	Prof. Madhusudan Singh	20.	Prof. Archna Rani	36.	Sh. Anil Kumar
5.	Prof. Pragati Kumar	21.	Prof. Rajan Yadav	37.	Sh. Nand Kishore
6.	Prof. A. Trivedi	22.	Prof. Kapil Sharma	38.	Dr. Nitin Puri
7.	Prof. Vishal Verma	23.	Dr. Nand Kumar	39.	Sh. Bimal Jain
8.	Prof. R.S. Mishra	24.	Sh. Kamal Pathak	40.	Sh. Piyush Vaish
9.	Prof. Pravir Kumar	25.	Prof. P.K. Suri	41.	Sh. S.K. Khanna
10.	Prof. S.G. Warker	26.	Prof. Narendra Kumar (II)		
11.	Prof. Amit Srivastava	27.	Dr. R.K. Shukla		
12.	Prof. Nirender Dev	28.	Prof. R.C. Singh		
13.	Dr. Nilam	29.	Prof. Amit Mookerjee		
14.	Prof. S. Indu	30.	Sh. Manoj Kumar		
15.	Prof. S.K. Singh	31.	Sh. Vinod Kumar		
16.	Prof. Vipin	32.	Dr. D.K. Vishwakarma		

At the outset, the Vice Chancellor welcomed all the members of the meeting and the following issues were discussed :

D. Review of 5ᵗʰ Monday issues :

	Agenda	Discussion/Decision in 16th meeting
5.5	E-office implementation	Head, CC informed that the E-office is working only on Mozilla 5.0 platform and NIC is working to run on the other platform also. **Action : Head (CC)/ Registrar**

E. Review of 8ᵗʰ Monday issues :

	Agenda	Discussion/Decision in 16th meeting
8.1	Printing of Booklet of Curriculum	Associate Dean (UG) informed the member that only three booklets of different departments are pending which is expected to be completed by the next week and all other booklets of curriculum has been delivered. **Action : Dean (UG)**

I. Review of 12ᵗʰ Monday meeting issues :

	Agenda	Discussion/Decision in 16th meeting
12.1	NAAC Accreditation/ISO	Pro VC (II) informed that we are going for submission of proposal for NAAC accreditation in September,2018 and ISO training is scheduled next week. **Action : Pro VC (I)/ Pro VC (II)**
12.5	A Committee has been made to formulate the modalities for conducting open house: 1. Prof. S.K. Singh, HoD (Env. Engg.) 2. Prof. Jaigopal Sharma, HoD (Biotechnology) 3. Prof. Rajni Jindal, HoD (CSE) 4. Prof. S. Indu, HoD (ECE)	Prof. S. Indu informed that conducting open house in the month of June and July, the time period for preparation and communication is not proficient. Vice Chancellor directed the committee to formulate modalities on urgent basis and open house may be done in the month of August or September. **Action: All Committee Members**

12.6	Availability of Water for Jal Board	Shri D.P. Dwivedi, Consultant (F&P) informed the member that the letter has been sent to Jal Board and he is personally following up the matter. **Action : Consultant (F&P)**
12.8	15 year Plan/Strategic Plan	The Consultant (Planning & Finance) informed that the process of preparation of 7th and 15th year plan in the process. **Action: Consultant (Finance)**
12.10	Policy for Ethics Committee	The Dean (SW) informed the Members that policy on Ethics will be submitted soon. **Action : Dean (SW)**

K. Review of 14th Monday meeting issues :

	Agenda	Discussion/Decision in 16th meeting
14.8	Opening of Kendriya Bhandar in the Campus.	Executive Engineer was requested to identify the space for opening Kendriya Bhandar in the Campus. Preferably in and around Nursery Block where Health Centre is going to be shifted. **Action :Executive Engineer**

L. New issues were discussed in the 16th Monday meeting held on 07.05.18

16.1	Issue related to evaluation of answer sheets was raised by HoD (Applied Chemistry). She informed that the evaluations of first year answer sheets are being done by the teacher other than the faculty who is teaching in the class. Whereas, in some of the other departments the same is not being followed. After detailed discussion, COE has been authorized to make necessarily mechanism for free and fair evaluation of answer sheets considering the ordinance in this respect. **Action : COE**

16.2	Dean (UG) informed that the provision of makeup examination was made to address the absence of student in mid-term examination due to very compelling situation like hospitalization of student/attending events on behalf of university etc. Now, it has been observed that the provision of makeup is being misused by the students on one or other reasons. Therefore, after detailed discussion, it has been decided that Dean (UG) shall submit the detailed proposal for discontinuation of makeup examination or mechanism to stop misuse of makeup examination by the students. **Action : Dean (UG)**
16.3	Mr. Piyush Vaish, Network Manager apprise the members that a few faculty members have not even used online attendance application software and also some of the faulty members have used it vry reluctantly. Therefore, it has been decided that the guest faculty who have not used online attendance application software should not be assigned any class in the next semester. All faculty members are requested to use this application. **Action : HoDs**
16.4	Director, IQAC informed that a workshop on Patent Filing is scheduled to be held shortly from 28th May,2018. Training on NAAC-SSR/NBA-SAR is scheduled from 21 – 25 May,2018. The members who are interested to attend the workshop may register within the slog. The matter related to university data required by different agencies was discussed and it has been decided that a web based interface to be created for monthly data uploading by each department to create central data repository. This database will be superset of all data requirements such as NBA/NAAC/NIRF/DTTE/annual report. **Action: Director,IQAC/Head,CC**

Review of issues of earlier meetings will be taken up in next time.

New issues were discussed in the 17th Monday meeting held on 10.09.18 :

17.1	**ISO** : Pro Vice Chancellor (II) informed that all the 03 cycles of internal audit have been completed. The outside audit for ISO certification is scheduled in the first week of October,2018. **Action : All HoDs/ Branch Incharges**
17.2	**NAAC:** Vice Chancellor informed that NAAC accreditation committees have been constituted and requested all HoDs to start working on NAAC accreditation. The target date for submitting application for NAAC accreditation is 31st Oct,2018. Director (IQAC) was requested to convene a common meeting of all the committees of NAAC. **Action : All HoDs/ Director (IQAC)**
17.3	Vice Chancellor informed that the feed back received from students will be sent to concerned HoDs for discussion with individual teachers maintaining confidentiality and all the Heads may further discuss the outlier cases with Vice Chancellor and Pro Vice Chancellor. **Action : COE/ All HoDs**

17.4	Vice Chancellor requested all Heads to ensure that all classes are engaged as per time table.
	Action : All HoDs
17.5	Dean (International Affairs) informed that the international students admitted in this year are facing language problem. The Vice Chancellor requested all Heads to depute such teachers for B-15 group who are fluent in English. Since, number of students in B-15 group has gone upto 90, Dean (UG) was requested to split this group into 02 sections.
	Further, Vice Chancellor requested HoD (Humanities) to design the foundation elective course in Hindi which will be offered to International students only.
	Action : Dean (UG)/ All HoDs
17.6	Sh. Piyush Vaish, Network Manager informed that this year the control of online attendance system has been given to various departments wherein, the time table incharge can make the changes in practical groups and time table at their end only.
	Action : All HoDs/ Time Table Incharges

The meeting ended with vote of thanks to the Chair.

11.9.18

(Kamal Pathak)
Registrar (Incharge)

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 / Associate Deans
5. Director (HRDC) / Director (IQAC)/ Director (Phy.Edu)
6. Head (USME)
7. All Branch Incharges