



# 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/2019/73

Dated: 03.04.2019

## MINUTES OF THE MEETING

### 22<sup>nd</sup> MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 22<sup>nd</sup> meeting of All Deans/ HoDs; Branch Incharges called by Hon'ble Vice Chancellor on 01.04.2019 at 3.00 p.m. in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Prof. Yogesh Singh	18.	Prof. S.K. Singh	35.	Prof. R.C. Singh
2.	Prof. S.K Garg	19.	Prof. Vipin	36.	Dr. M.S Niranjan
3.	Prof. Samsher	20.	Prof. Rajesh Rohilla	37.	Sh. Rajesh Birok
4.	Prof. H.C. Taneja	21.	Prof. Rinku Sharma	38.	Dr. Nitin Puri
5.	Prof. Madhusudan Singh	22.	Prof. Sangita Kansal	39.	Dr. R. Kaushik
6.	Prof. A. Trivedi	23.	Prof. Archana Rani	40.	Sh. Anil Kumar
7.	Prof. Vishal Verma	24.	Prof. Rajan Yadav	41.	Sh. D.P Dwivedi
8.	Prof. Pragati Kumar	25.	Prof. Kapil Sharma	42.	Sh. P.V. Ram Kumar
9.	Prof. R.S. Mishra	26.	Prof. Jai Gopal Sharma	43.	Sh. Dipin Arora
10.	Prof. Pravir Kumar	27.	Prof. Rajni Jindal	44.	Sh. Piyush Vaish
11.	Prof. Rajeshwari Pandey	28.	Dr. Nand Kumar	45.	Sh. S.K. Khanna
12.	Prof. S.G. Warker	29.	Prof. Amit Mookerjee	46.	Sh. Cleetus K.M
13.	Prof. Amit Srivastava	30.	Sh. Kamal Pathak		
14.	Prof. Nirendra Dev	31.	Prof. Narendra Kumar (II)		
15.	Prof. M.M Tripathi	32.	Dr. Naokant Deo		
16.	Prof. Rachna Garg	33.	Dr. R.K. Shukla		
17.	Prof. S. Indu	34.	Dr. Manoj.Kumar Sharma		

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

**D. Review of 5<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 16 <sup>th</sup> 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.  <b>Action : Head (CC)/ Registrar</b>

**I. Review of 12<sup>th</sup> Monday meeting issues :**

	Agenda	Discussion/Decision in 16 <sup>th</sup> meeting
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.  <b>Action : Consultant (F&amp;P)</b>
12.8	15 year Plan/Strategic Plan	The Consultant (Planning & Finance) informed that the process of preparation of 7 <sup>th</sup> and 15 <sup>th</sup> year plan in the process.  <b>Action: Consultant (Finance)</b>
12.10	Policy for Ethics Committee	The Dean (SW) informed the Members that policy on Ethics will be submitted soon.  <b>Action : Dean (SW)</b>

**K. Review of 14<sup>th</sup> Monday meeting issues :**

	Agenda	Discussion/Decision in 16 <sup>th</sup> 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.  <b>Action :Executive Engineer</b>

**L. Review of 16<sup>th</sup> Monday Meeting issues:**

	Agenda	Discussion/Decision in 18 <sup>th</sup> meeting
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.	The matter will be discussed later.  <b>Action: Dean (UG)</b>

**N. New issues were discussed in the 18<sup>th</sup> Monday meeting held on 01.10.18 :**

18.2	A proposal was put up by Dean (CE) regarding starting of summer course for the students who got failed credit in the previous semesters. Dean (CE) was requested to put up the detailed proposal which will be deliberated by committee to be constituted by Vice Chancellor.	<b>Action: Dean(CE)</b>
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**O. New issues were discussed in the 19<sup>th</sup> Monday meeting held on 05.01.2018:**

19.9	Vice Chancellor requested all HoDs, Deans and faculty to submit the proposal for strengthening of lab facilities particularly use in undergraduate studies in the university and also to external agencies like AICTE & DST. .	<b>Action: All HoDs/ Deans</b>
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**P. Review of 20<sup>th</sup> Monday Meeting Issues :**

	Agenda	Discussion/Decision in 21 <sup>st</sup> meeting
20.1	How to make teaching learning interesting and creative.	Director (HRDC) has been requested to put up the proposal to conduct workshop.  <b>Action: Director (HRDC)</b>

20.2	Settlement of Advances	Vice Chancellor requested all the concerned to settle the advances within the same financial year. He also informed that no advanced will be sanctioned for catering & hospitality, the same will be paid on reimbursement basis.  <b>Action:HoDs/Branch I/C</b>
20.8	Develop at least one model laboratory existing or new to cater the present and futuristic needs of the students.	All Heads were again requested to do the needful in this regard.  <b>Action: (All HoDs)</b>

**Q. New issues were discussed in the 21<sup>st</sup> Monday meeting held on 12.02.2019:**

21.2	Vice Chancellor requested all the Deans & HoDs to ensure the disposal of all condemn material by next meeting.  <b>Action: (All Deans/ HoDs )</b>
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**Review of issues of earlier meetings will be taken up in next time.**

**R. New issues were discussed in the 22<sup>nd</sup> Monday meeting held on 01.04.2019:**

22.1	Vice Chancellor informed that Mock visit by External Committee is scheduled to be held on 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> April and requested all the Heads and Branch Incharges to provide the required information/documents to the visiting team in time bound manner and also ensure proper upkeep of the department/ section. <b>Action: (All HoDs/ Branch Incharges)</b>
22.2	The Vice Chancellor informed that the university has been requisitioned by Election Commission and some of the class rooms and laboratories has been taken over by the Election Commission. Pro Vice Chancellor has been requested to adjust the classes from these rooms to some other class rooms, wherever the slots are available.  <b>Action: Pro VC</b>
22.3	He further informed that 02 MBA programs namely, MBA (Family Business & Entrepreneurship) and MBA (Innovation, Entrepreneurship and Venture Development) is scheduled to be started in East Delhi Campus. Netaji Subhash University of Technology (NSUT) and Dr. B.R Ambedkar University (AUD) may also start the same program from the coming academic year.
22.4	All HoDs have been requested to submit the detailed syllabus/ modification (if any), in the curriculum in the forthcoming Academic Council meeting. Also they are requested to submit the proposal by 15.04.2019.  <b>Action: All HoDs</b>

22.5	<p>Dean (UG) has been requested to prepare the academic calendar for the academic year 2019-20.</p> <p style="text-align: right;"><b>Action: Dean (UG)</b></p>
22.6	<p>Vice Chancellor shown his concern about non-utilization of the entire budget approved by the Finance Committee. He informed that we could not spend the entire budget because of the delay in DTU Phase II construction work and also non implementation of 7<sup>th</sup> CPC for teaching faculties, as well non submission of the proposal by the departments in time. After interaction, it was found that most of the departments could not consume their allocated budget. He requested all HoDs and Branch Incharges to ensure that care should be taken while submitting the requirement for the year and its utilization within financial year.</p> <p style="text-align: right;"><b>Action: All HoDs</b></p>
22.7	<p>The matter related to NPS was discussed and DDO informed that only a few faculty/ staff members have submitted the balance amount of their contribution. However, as per the order No. F./40/NPS/DTU/2018/II/1170 dated 20.03.2019, the contribution of the faculty has been deposited from DTU fund and the same will be recovered in four installments. If any faculty/ staff wish to increase the number of installment, may submit request to the administration. Further, the interest will be charged accordingly as per the above mentioned letter.</p> <p style="text-align: right;"><b>Action: DDO</b></p>
22.8	<p>About ERP implementation, Prof. S.K. Garg, Pro VC informed that the Modules related to attendance, Accounts, Examination, Store &amp; Purchase, Establishment., Hostels are ready and are being used by the concerned department. It means that about 80-85% of ERP is now in use. We are expecting that from the next academic year, the ERP will be fully implemented in DTU.</p>
22.9	<p>A Committee has been constituted to formulate the modalities for conducting open house comprising of the following faculty members:</p> <ol style="list-style-type: none"> <li>1. Prof. S.K. Singh, HoD (Env. Engg.)</li> <li>2. Prof. Jaigopal Sharma, HoD (Biotechnology)</li> <li>3. Prof. Rajni Jindal, HoD (CSE)</li> <li>4. Prof. S. Indu, HoD (ECE)</li> </ol> <p>Prof. S.K. Singh informed that the proposal has been submitted to Dean (Outreach &amp; Extension Activities). Vice Chancellor requested Dean (OEA) to conduct the Open House in the month of June/ July,2019.</p> <p style="text-align: right;"><b>Action:Dean (OEA)</b></p>

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22.10	<p>Vice Chancellor informed that the proposal for starting M.Sc programs in the department of Applied Chemistry, Applied Physics, Applied Mathematics and Biotechnology has been received. The proposal are being vetted by Dean (PG) and the proposal will be submitted in the forthcoming Academic Council meeting.</p> <p style="text-align: right;"><b>Action: Dean (PG)</b></p>
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The meeting ended with vote of thanks to the Chair.

  
(Prof.Samsheer)  
Registrar

Copy to :

1. PA to Vice Chancellor, for kind information of the Hon'ble VC.
2. PA to Pro VC for kind information of the Pro Vice Chancellor (I)
3. All Deans & HoDs / Associate Deans/ Head (USME)
4. Director (HRDC) / Director (IQAC)/ Director (Phy.Edu)
5. Chairperson (B.Tech Admission Committee)/ Chairperson (Sports Council)
6. All Branch Incharges