



**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/2016-17/2183

Dated: 07.09.2017

**MINUTES OF THE MEETING**

**9th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the 9th Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 04.09.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU The following were present in the meeting:-

1.	Registrar	17.	Dr. Sangita Kansal	33.	Sh. Rajesh Birok
2.	Prof. S.K. Singh	18.	Dr. Rajan Yadav	34.	Dr. Nitin Puri
3	Prof. Madhusudan Singh	19.	Dr. Kapil Sharma	35.	Sh. Nand Kishore
4.	Prof. A. Trivedi	20.	Prof. D. Kumar	36.	Dr. R. Kaushik
5.	Prof. H.C. Taneja	21.	Prof. Narendra Kumar (I)	37.	Sh. Bimal Jain
6.	Prof. Vishal Verma	22.	Sh. Kamal Pathak	38.	Sh. S.K. Khanna
7.	Prof. Pragati Kumar	23.	Prof. P.K. Suri		
8.	Prof. Nirendra Dev	24.	Prof. G.C. Maheshwari		
9.	Dr. S. Indu	25.	Prof. Rajeshwari Pandey		
10.	Dr. Rajni Jindal	26.	Dr. Mukhtiar Singh		
11.	Prof. R.S. Mishra	27.	Prof. Narendra Kumar (II)		
12.	Dr. R.S. Walia	28.	Dr. R.K. Shukla		
13.	Dr. Seema Singh	29.	Dr. Dinesh K. Vishwakarma		
14.	Prof. A.K. Gupta	30.	Dr. A.S. Rao		
15.	Prof. S.C. Sharma	31.	Sh. Manoj Kumar		
16.	Dr. Archana Rani	32.	Sh. Rajesh Rohilla		

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:

**B. Review of 2<sup>nd</sup> Monday issues :**

	Agenda	Discussion/Decision in 9 <sup>th</sup> 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. <b>Action : All HoDs</b>

**C. Review of 3<sup>rd</sup> Monday issues :**

	Agenda	Discussion/Decision in 9 <sup>th</sup> 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 <b>Action: Dean (PG)</b>
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. <b>Action: Registrar</b>
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 <b>Action : HoD (T&amp;P)</b>
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 <b>Action: COE</b>

**D. Review of 4<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 9 <sup>th</sup> meeting
4.4	It was decided that guidelines be framed for standard format of M.Tech & B.Tech projects.	Under process. <b>Action: Dean UG/ Dean PG</b>
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities.	Registrar will notify the schedule of presentation. Dean (SW) & : 03.10.2017 Registrar Dean (IRD) : 06.11.2017 Dean (UG) : 04.12.2017 Dean (PG) : 01.01.2018 Dean (IA) : 05.02.2018 Dean (CE) : 05.03.2018 Dean (AA) : 02.04.2018

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

	Agenda	Discussion/Decision in 9th meeting
5.5	Head (CC) was requested to complete the E-Office implementation projected by 1 <sup>st</sup> 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  <b>Action : Head (CC)/ Registrar</b>

**F. Review of 6<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 9th 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.	The matter was discussed in detailed and it has been decided that Registrar will issue order in line with the discussion.  <b>Action: Registrar</b>

**G. Review of 7<sup>th</sup> Monday issues :**

	Agenda	Discussion/Decision in 9th 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 <sup>th</sup> 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.  <b>Action : All HoDs</b>

## H. Review of 8<sup>th</sup> Monday issues :


	Agenda	Discussion/Decision in 9th meeting
8.1	<p><b>Printing of Booklet of Curriculum :</b> 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.</p>	<p>All the HoDs were requested to submit the desired information within 3 days to Dean (UG/PG). PDF of this curriculum will be uploaded in the university website.</p> <p><b>Action: All HoDs / Dean, Acad (UG/PG)</b></p>
8.2	<p>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 :</p> <p>(i) Dean (PG) (ii) Head of the concerned Deptt.</p> <p>Further, Dean (PG) is authorized to co-opt the other members of the Committee.</p>	<p>All the concerned HoDs were requested to submit the syllabus within 3 days. Dean (PG) will apprise the VC regarding compliance of the issue.</p> <p><b>Action : All HoDs/ Dean (PG)</b></p>
8.6	<p>The matter related to Electricity supply and purchase of computers for T&amp;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&amp;P) will submit the proposal to HoD (CC).</p>	<p>Under process</p> <p><b>Action : Executive Engineer/ HoD (CC)</b></p>
8.7	<p>Vision &amp; Mission statement of the respective Deptts. – All Heads were requested to draft the Vision &amp; Mission statement of their respective departments.</p>	<p>All HoDs were requested to submit within 3 days.</p> <p><b>Action : All HoDs</b></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>Dean (IA) was requested to ensure that foreign students should be shifted to the new hostel at the earliest.</p> <p><b>Action : Dean (IA)</b></p>

8.9	<p><b>AICTE approval of B.Tech (Evening) Course :</b> 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>OIC, B.Tech (Eve) was requested to prepare a comprehensive proposal taking all faculty members who have been recruited particularly for B.Tech (Eve) program for submission to the AICTE for approval.</p> <p><b>Action : OIC,B.Tech (Evening)</b></p>
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**I. New issues were discussed in the 9<sup>th</sup> Monday meeting held on 04.09.17 :**

9.1	<p>Dean (CE) presented the detailed outline for starting programs under Continuing Education for skill development programs. It has also been discussed that program like 3D printing or the program which help the participant to get the job in the market should also be conducted. It has been decided that the University-share of the earning received from such programs will be spent for development of the facility required for Continuing Education. COE was requested to prepare regulation for such short term programs.</p> <p style="text-align: right;"><b>Action: Dean (CE)/COE</b></p>
9.2	<p>Registrar informed that the expenditure for hospitality has gone above 10 lakhs. Therefore, all HoDs were requested to use the services of canteen directly for their meetings within the limit of hospitality per month. In case of any big programs, GA will help for making the services hired.</p> <p style="text-align: right;"><b>Action: All HoDs/ OIC (GA)</b></p>
9.3	<p>OIC (S&amp;P) was requested to propose the attendance monitoring system which has been submitted by one of our student and is already in practicing in Patiala.</p> <p style="text-align: right;"><b>Action: OIC (GA)</b></p>
9.4	<p>Head (CC) was requested to expedite the matter of ERP to ensure an early implementation.</p> <p style="text-align: right;"><b>Action : Head (CC)</b></p>
9.5	<p>HoD (T&amp;P) raises the issue of printing of training diary which is being issued to the students for their activities during the vocational training period. HoDs have been requested to examine the issue.</p> <p style="text-align: right;"><b>Action: All HoDs</b></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



**(Prof. Samsher)**  
Registrar