



DELHI TECHNOLOGICAL UNIVERSITY

MINUTES

of the 17th Meeting of

Board of Management
of DTU, Delhi

held on 17.07.2015

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

Delhi Technological University

(Estd. by Govt. of Delhi vide Act No. 6 of 2009)
(Formerly Delhi College of Engineering)

No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol.II

Dated : 22/7/15

Sub: Minutes of 17th meeting of the Board of Management held on 17.07.2015 at 10:30 a.m. in the Committee Room of DTU.

The 17th meeting of the Board of Management was held in the Committee Room, No. 307, Administrative Building on 17.07.2015 at 10:30 a.m.

The following members were present:

1. Smt. Punya Salila Srivastava, Secretary, TTE
2. Prof. Pradeep Kumar, Vice Chancellor, DTU.
3. Sh. K.L. Chugh, Chairman, Emeritus, ITC Ltd.
4. Sh. J. V. Ramamurthy, President & Chief Operating Officer, M/s. HCL Infosystems.
5. Prof. S.K. Garg, Pro Vice Chancellor, DTU
6. Prof. Vishal Verma, Dean Academic(PG), DTU.
7. Prof. H.C. Taneja, Dean (A. & I. A.), DTU.
8. Prof. A.K. Gupta, Civil Engg. Deptt., DTU.
9. Prof. Vikas Rastogi, Professor, Mechanical Engg. Deptt., DTU
10. Col. Neeraj Suri (Retd.), Registrar, DTU.

Sh. S. N. Sahai, Principal Secretary (Finance), Sh. G.K. Mehta, Former Director, Nuclear Science Centre and Dr. Arbind Prasad informed their inability to attend because of their pre-occupations.

Agenda 17.1 : Opening remarks by the Chairman.

At the first instance, Vice Chancellor sought permission to chair the meeting in compliance to the clause 23, sub-clause 3(f) of the DTU ACT which confers power to the members of the Board to nominate a person who shall preside over the meeting in the absence of the Chairman, the members of the Board proposed the name of Prof. Pradeep Kumar, VC, DTU and requested him to chair the meeting.

Hon'ble Vice Chancellor welcomed newly nominated members to the Board appointed by the Govt. of Delhi. He briefed about the introduction of entire B.Tech (F/T) Teaching & Examination system introduced in DTU w.e.f. the session 2015-16 onwards. He also informed that the same shall be applicable to students pursuing B.Tech (Eve.) program in DTU. He further stated that sessional and practical examination shall be a continuous activity during the entire semester as is being followed in most of the leading Technical Institutions.

He informed that a system for conduct of supplementary examination has also been introduced with a view to provide additional opportunity to qualify the examination and obtain a required degree. As also, previously, a candidate was required to secure 228 credits for award of degree whereas in the present system a candidate will be required to secure 175 credits in the B.Tech (F/T) program and 136 credits in the B.Tech (Eve.) program. This will considerably reduce the burden of studies on the students and they will be able to devote sufficient time for research and innovation. These schemes have been prepared by Board of Studies of the respective departments, reviewed by HODs and then deliberated in the Academic Council.

Agenda 17.2 : Confirmation of the minutes of the 16th meeting of Board of Management held on 27.05.2015.

Minutes of the 16th meeting of the Board of Management held on 27.05.2015, were circulated among all the members vide forwarding No. DTU/Council/BOM/(Meeting)/09/Vol-II/2750-64 dated 01.06.2015. No comments have been received from any member of the Board.

Decision : The Board confirmed the decisions of the 16th meeting of BOM with the following remarks in respect of the decision no.3 item no. 16.21:

"The members of the Screening Committee will not be involved in the selection process in future."

Agenda 17.3 : Action taken report on the decisions taken in the 16th meeting of the Board of Management held on 27.05.2015.

The Board was informed that 22 Agenda Items and 02 other items were discussed in the last meeting held on 27.05.2015. There was no supplementary agenda in the meeting.

Decision : The Board took the action taken report on record with the following observations in respect of item no.16.21:

"The Board was apprised of the current status of the action taken regarding inquiry report and informed that Hon'ble Court has directed to give personal hearing to the affected faculty. The Board recommended that the following committee should conduct a personal hearing."

- 1. Prof. A.K. Gupta ---- Chairman**
- 2. Prof. Vishal Verma ---- Member**
- 3. Prof. Uma Nangia ---- Member**
- 4. Prof. A.K. Sahu ---- Member**
- 5. Dr. Ravinder Kaushik (AR) ---- Member Secretary**

Agenda 17.4 : Confirmation of the decisions of the Academic Council taken in its 11th meeting held on 24.06.2015.

It was submitted for information of the Board that 11th meeting of Academic Council was held on 24.06.2015 and the minutes of the meeting were circulated vide no. 4798-4815 dated 30.06.2015. No comments have been received.

Decision : The Board confirmed the decisions of the Academic Council, taken in its 11th meeting held on 24.06.2015.
The Board also recommended to introduce "Code of Honor" for newly admitted students and advised Dean, Academic-UG to issue necessary orders.

Agenda 17.5 : Approval for Rules and Procedure for Prevention, Redressal of Sexual Harassment of Women at the work place, 2015.

It was submitted to the Board that Sexual Harassment Act requires setting up of an Internal Complaints Committee (ICC) at each office/branch of an organization. It also sets out the Constitution of the committees, the process to be followed for making a complaint and inquiring into the complaint in the time bound manner. Accordingly, the Competent Authority constituted a committee comprising following members **to finalize the rules and procedure for prevention, redressal of sexual harassment of women** as per UGC norms:

1. Dean Academic-UG ----- Chairman
2. Dean, Student Welfare ----- Member
3. Prof. Daya Gupta ----- Member
4. AR- Academic (UG/PG)----- Member Secretary

The committee after deliberations framed draft guidelines after considering relevant guidelines of reputed universities/institutions and UGC guidelines. Same are placed as **Annexure at page 01 to 25.**

Decision : The Board approved the proposed Rules and Procedure for Prevention, Redressal of Sexual Harassment of Women at the work place, 2015 subject to the condition that it should be vetted by the Standing Counsel.

The Board also authorized Vice Chancellor to constitute a committee for the purpose.

Agenda 17.6 : Approval for B.Tech (Full Time) Ordinance for batches 2015-16 onwards.

It was submitted to the Board that the existing Ordinance for B.Tech (FT) programs needs to be upgraded to meet the present day requirements of the students pursuing various B.Tech (FT) programs. Accordingly, new Teaching & Examination System has been attempted. In view of the new scheme, the Ordinance 1(A) related to B.Tech (F/T) program is proposed from 2015-16 onwards. The said Ordinance 1(A) was discussed in the meeting of Deans and HODs, which gave their concurrence. Accordingly, Dean (Academic-UG) submitted a proposal of revised B.Tech (FT) Ordinance which was approved by the Academic Council in its 11th meeting held on 24.06.2015. The same was placed before the Board for its approval.

Decision : The Board approved the B.Tech (Full Time) Ordinance for batches 2015-16 onwards.

Agenda 17.7 : Approval for B.Tech (Full Time) Regulations for batch 2015-16 onwards.

It was submitted to the Board that in view of the new Teaching & Examination Scheme coupled with new Ordinance 1(A), the Dean, (Academic) has proposed changes in the B.Tech. Regulations to be introduced from academic session 2015-16 onwards. As reported, this proposal was also widely discussed in the meeting of the Deans and HODs. The matter was taken up as an agenda in the 11th meeting of the Academic Council held on 24.06.2015 which approved the Revised Regulations. The same was placed before the Board for its approval.

Decision : The Board approved the B.Tech (Full Time) Regulations for batch 2015-16 onwards.

Agenda 17.8 : Approval for B.Tech (Eve.) Ordinance for batch 2015-16 onwards.

It was submitted to the Board that the existing Ordinance for B.Tech (Eve.) programs needs to be upgraded to meet the present day requirements of the students pursuing various B.Tech (Eve.) programs. Accordingly, new Teaching & Examination System has been attempted. In view of the new scheme, the Ordinance 5(A) related to B.Tech (Eve.) program is proposed from 2015-16 onwards. The said Ordinance 5(A) was discussed in the meeting of Deans and HODs, which gave their concurrence. Accordingly, Dean (Academic-UG) submitted a proposal of revised B.Tech (Eve.) Ordinance which

was approved by the Academic Council in its 11th meeting held on 24.06.2015. The same was placed before the Board for its approval.

Decision : The Board approved the B.Tech (Eve.) Ordinance for batch 2015-16 onwards.

Agenda 17.9 : Approval for B.Tech (Eve.) Regulations for batch 2015-16 onwards.

It was submitted to the Board that in view of the new Teaching & Examination Scheme coupled with new Ordinance 5(A), the Dean, (Academic) has proposed changes in the B.Tech. Regulations to be introduced from academic session 2015-16 onwards. As reported, this proposal was also widely discussed in the meeting of the Deans and HODs. The matter was taken up as an agenda in the 11th meeting of the Academic Council held on 24.06.2015 which approved the Revised Regulations.

Decision : The Board approved the B.Tech (Eve.) Regulations for batch 2015-16 onwards.

Agenda 17.10 : Approval for Plagiarism Policy.

It was submitted to the Board that the University has framed the Plagiarism Policy to meet the International standards in the area of research. Further quality of a research, especially scientific, is assessed on the basis of adequate evidence, while best results of the research are accomplished through scientific knowledge. Information contained in a scientific work must always be based on scientific evidence. Guidelines for genuine scientific research should be designed based on real results. The original work should have the proper data sources with clearly defined research goals, methods of operation which are acceptable for questions included in the study. Accordingly, the Plagiarism Policy for DTU was placed before the Academic Council in its meeting held on 24-06-2015 which gave its concurrence. Thereafter the matter was placed before the BOM for its approval.

Decision : The Board approved the Plagiarism Policy of DTU. A copy of the approved policy is placed as *Annexure at page 26 to 31.*

Agenda 17.11 : Approval of Norms for Holding Symposium/ Workshop/ Seminar at DTU to streamline the existing provisions in this regard.

It was submitted to the Board that presently there is no provision in the university for providing the financial support to the departments for organizing International / National Symposium/ Workshops/ Seminars at DTU.

In this connection a committee of the following officials were constituted;

1. Prof. Vipin, Mechanical, Production and Industrial Engg.
2. Dr. Mukhtiar Singh, Associate Prof., Electrical Engg.
3. Dr. Rishu Chaujar, Asstt. Prof. Applied Physics.

As per the report:-

Organizing of Conferences/Seminars/Symposia/Workshop is an integral part of academic and research activities. This provides a platform to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. In order to promote awareness as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the university aims to encourage the organizing of such Courses/Seminars/Symposia/Conferences/ Workshops of national and international repute. The university may also provide partial support/seed money for organizing such activities which will further help in building the brand image of the university as well as revenue generation. The matter was approved by the Academic Council in its 11th meeting held on 24.06.2015.

Draft Norms for Holding Symposium/ Workshop/ Seminar at DTU were placed before the Board for its approval.

Decision : The Board approved the Norms for holding Symposium/ Workshop/ Seminar at DTU which are placed as *Annexure at page 32 to 33.*

Agenda 17.12 : Honorarium for Evaluation of Ph.D. Thesis Dissertation for Foreign Examiner.

It was submitted to the Board that the honorarium for evaluation of PhD thesis by Foreign Examiner is yet to be approved by the University. IIT Delhi, IIT Roorkee, NIT Kurukshetra, NIT Tiruchirappali, NIT Calicut have been contacted in this regards. The current rates of honorarium for such purpose are:

IIT Delhi- 500 US\$

IIT Roorkee: 300US\$

NIT Kurukshetra: 200US\$

NIT Tiruchirappalli: 200US\$

NIT Calicut: 500 US\$

The Academic Council approved that 200US\$, as honorarium to foreign examiner for our University, in its 11th meeting held on 24.06.2015. This matter was taken up as an agenda point by circulation for approval of the Finance Committee which has given their consent.

Decision : The Board approved 200 US\$ as Honorarium for Evaluation of Ph.D. Thesis Dissertation for Foreign Examiner.

Agenda 17.13 : Delegation of financial powers to Executive Engineer, Engineering Cell.

It was submitted to the Board that the University has an Engineering Cell which carries out works of both revenue and capital nature including repair and maintenance of the campus. Till now the cell was headed by the Chief Project Officer who had been given the financial powers of Rs. One Lakh under Revenue and Rs. Five Lakh for Capital works.

Now the Executive Engineer has joined the University on deputation and is heading the Engineering Cell. With a view to ensure smooth functioning and timely execution of works, it is proposed to delegate financial powers as had been assigned to the CPO of Rs. One Lakh for Revenue and Rs. Five Lakh for Capital. In order to carry out urgent civil and electrical maintenance work, this matter was taken up as an agenda point by circulation for approval of the Finance Committee which has given their consent.

Decision : The Board approved the proposed powers to Executive Engineer, Engineering Cell.

Agenda 17.14 : Amendment to Clause 18.1.10 of DTU-House Allotment Rules 2015 regarding maximum period of retention of 12 months in cases where any faculty/staff of the University proceeds on Doctoral studies under QIP or funded schemes.

It was submitted to the Board that **DTU House Allotment Rules 2015** were promulgated with the approval of the Board of Management in its 15th meeting held on 08.01.2015.

Clause 18.0 of the DTU House Allotment Rules 2015 lay down the maximum period of retention in cases when it is no more tenable to allow any occupant to continue in his allotted residence. These cases include twelve cases such as resignation, dismissal from service, proceeding on lien etc.

Clause 18.1.10 of these rules lay down that the maximum permissible period of retention in case of any faculty/staff proceeding for Doctoral studies under QIP/any Govt. funded scheme will be 12 months only.

Currently a large number of faculty from DCE-DTU are pursuing their Doctoral studies at different IITs/prestigious institutes. Being permanent employees of the DCE-DTU, they continue to hold the residence in DTU campus. Most of these faculty members have school going children and therefore they have left behind their families, more so because on termination of their studies, they are expected to rejoin back DCE-DTU. Clause 18.1.10 of DTU House Allotment Rules 2015 has therefore resulted in lot of inconvenience and mental stress to these faculty members who are in the middle of their studies. A lot of representations have therefore been received and these have been examined with reference to various inputs received from DTTE and practices being followed at various IITs and other academic institutes. Though, the rules are not uniform across different institutes, however, it has been observed that several institutes permit their faculty/staff retention for of their allotted residence for the entire period of their Doctoral study under QIP/Govt. funded schemes subject to submission of satisfactory progress reports from the concerned institute where the study is being undertaken.

In view of the above it is recommended to amend **Clause 18.1.10 of DTU House Allotment Rules 2015** as under:-

| S.No. | Event | Maximum Permissible period of retention of residence |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Existing Clause | | |
| 18.1.10 | Doctoral studies under QIP or any Govt. funded schemes | Not exceeding 12 months on payment of advance normal license fees |
| Amendment Recommended | | |
| 18.1.10 | Doctoral studies under QIP or any Govt. funded schemes or when approved by the Delhi Technological University under any other appropriate scheme/ consideration. | Full period of study (approved) but not exceeding 36 months subject to payment of license fees and water charges as for any regular faculty and subject to any other conditions as may be laid down by the Delhi Technological University at the time granting permission/approval for pursuing the Doctoral studies. |

Decision : The Board approved the proposed amendments in the DTU-House Allotment Rules.

Agenda 17.15 : Matter for information:

i. Appointment of Examiners for practical examinations and modus operandi to be adopted for conduct of practical examination of B.Tech (Full Time), B.Tech (Eve.), M.Tech & MBA programs.

It was submitted to the Board that the matter regarding appointment of Examiners and modalities for conduct of practical examination of B.Tech (Full Time), B.Tech (Eve.), M.Tech & MBA programs dealing with examination have been discussed in the meeting of Deans & HODs. BOS meetings of the respective departments and in the 10th Academic Council meeting for having only 01 examiner i.e. the concerned faculty members who has conducted/engaged the practical class throughout the semester, instead of 02 examiners, internal & external examiner. Further, in case the practical classes were engaged by the Guest Faculty or Ph.D. scholar of the university, a substitute examiner shall be proposed by the HODs, duly approved by the HOD of the concerned department.

It was deliberated that since the practical examination is to be conducted for 03 hours, the same may be conducted in 02 stages, pre-experiment assessment and post-experiment assessment in addition to actual experimentation. The pre and post experiment assessment can be done in 01 hour, for which availability of laboratory is not required. Therefore, the practical examination may be conducted in 05 working exactly on the same days and time, as and when they are conducted during the conduct of the semester.

The Registrar has issued a notification to this effect vide No. F.6.(161)/ Exam-Cell/ RS/ Duration – Practical - exam/ 3163 - 72 dated 29.04.2015

The Board has ratified the above decision in its 16th meeting. Addendum has been conveyed to all the members on 07.07.2015.

ii. MOU between University and Government of Delhi.

It was submitted to the Board that the matter was taken up in the 16th BOM meeting held on 27-05-2015 and made the following observations:

"The Board considered the matter and felt that it is not necessary to undertake the proposed MOU with DTTE as the

University is functioning as per the Rules & Regulations laid down in the existing 'Act and Statutes'. However, Vice Chancellor informed the members that it is obligatory on the part of university to undertake MOU with the Government of Delhi for release of funds/grants".

Further, a committee has been constituted under the Chairmanship of Pro-Vice Chancellor to examine and prepare draft MOU in line with the notification issued by the Principal Secretary (Finance). The said committee is working on it and is likely to complete the draft MOU shortly. Thereafter, the matter will be placed before the BOM for its approval.

Decision : The Board took the above information on record.

Agenda 17.16 : Matter for ratification:

- i. "Status of implementation on the direction of Hon'ble Chancellor, DTU on the enquiry report in respect of irregular appointments/selections of faculty 2012".**

It was submitted to the Board that vide agenda no. 16.21 taken in the 16th meeting of Board of Management, it was decided that, '*Recruitment Advertisement No. DTU/Rectt./Faculty/02/2013 dated 01.05.2013 for the post of Professor, Associate Professor and Assistant Professor and Advertisement No. DTU/Rectt./Admn./03/2012 dated 04.04.2013 for the post of Non-Teaching and Ministerial Staff are being scrapped*'.

The Board did not approve the addendum and will be withdrawn.

- ii. Appointment of Assistant Professors on contractual basis for the session 2015-16.**

It was submitted to the Board that the University is facing an acute shortage of faculty. With a view to run the University and to conduct the classes in the interest of the students without any hindrance, it is proposed that Assistant Professors on contractual basis may be appointed. In this regard, it is submitted that in the session 2014-15, 147 posts were advertised for the Assistant Professors on contractual basis in various disciplines. Against the 147 posts only 47 persons have joined. During the session out of 47, 9 Assistant Professors on contractual basis have resigned and 03 have expressed their unwillingness to continue their services in this University. Further, during the session 2014-15, 07 faculty members have been superannuated.

In view of above, at present the University has 119 faculty vacancy positions in the various disciplines and these vacancies have been calculated after merging the Professors, Associate Professors and Assistant Professors and these 119 faculty positions may be filled through Assistant Professor on contractual basis.

The discipline wise and category wise vacancy position are as under:-

| S. No | Discipline | UR | SC | S T | OBC | Total |
|-------|-----------------------------------------|-----------|-----------|-----------|-----------|------------|
| 1 | Automobile Engineering | 2 | 2 | - | 3 | 7 |
| 2 | Bio Technology | 2 | - | 1 | 4 | 7 |
| 3 | Civil Engineering | 4 | - | - | 1 | 5 |
| 4 | Computer Engineering | 4 | 1 | - | 3 | 8 |
| 5 | Electrical & Electronics Engineering | 1 | 3 | - | 2 | 6 |
| 6 | Electrical Engineering | 3 | - | 1 | 4 | 8 |
| 7 | Electronics & Communication Engineering | 3 | 1 | - | 2 | 6 |
| 8 | Engineering Physics | - | 1 | 1 | 4 | 6 |
| 9 | Environmental Engineering | - | 2 | - | 1 | 3 |
| 10 | Information Technology | 2 | 1 | 3 | 4 | 10 |
| 11 | Mechanical Engineering | 2 | 2 | - | 4 | 8 |
| 12 | Polymer Science & Chemical Technology | 2 | 1 | 2 | 4 | 9 |
| 13 | Production Engineering | - | - | - | - | - |
| 14 | Software Engineering | 2 | 2 | - | 3 | 7 |
| 15 | Mechanical Engineering (Workshop) | 1 | - | - | - | 1 |
| 16 | Training & Placement | | | | 1 | 1 |
| 17 | Applied Chemistry | 2 | 1 | - | 1 | 4 |
| 18 | Applied Mathematics | 1 | 1 | 1 | 4 | 7 |
| 19 | Applied Physics | 2 | 2 | 2 | 5 | 11 |
| 20 | Humanities | 3 | 2 | - | - | 5 |
| | Total | 36 | 22 | 11 | 50 | 119 |

The above mentioned 119 vacancies may be filled on contractual basis. Being an urgent Academic affair/matter, it was approved by Hon'ble Vice Chancellor in the capacity of the Chairman, Academic Council as well as by the Finance Committee, DTU for a period of 11 months starting from 15-07-2015 onwards through circulation.

iii. Extension of period of short term contract of Ms. Savita as Junior Office Assistant.

It was submitted to the Board that the short term contract of Ms. Savita has expired on 28.06.2015. The Competent Authority has granted further extension of 89 days to Ms. Savita (Junior Office Assistant) deployed on short term contract basis i.e. upto 25.09.2015.

iv. Extension of non-teaching contractual staff (Ministerial & Technical) for a period of six months.

It was submitted to the Board that the decision taken in the 16th meeting of the Board, the Vice Chancellor was authorized to examine and consider the cases of extension of the contractual employees based on their performance report received from the concerned deptt./branch. Accordingly, the Competent Authority has granted extension to 116 contractual employees (Technical & Ministerial) working since 2010-11 for further period of 06 months i.e. up to 31.12.2015 for the smooth functioning of the University. A list of the employees is placed **as Annexure at page 34 to 36.**

In addition to above 03 incumbents have also been appointed on a fresh contract who have attained the age of superannuation (60 years) on consolidated salary, detail as below:

| S.No. | Name of contractual official | Designation | Present Posting | Remarks |
|-------|------------------------------|-------------------------|-----------------------------------|----------------------------------------------------------------|
| 1. | Sh. Lachman Das Madan | SO to VC | VC Office | Extended upto 31.12.2015 on consolidated salary of Rs.53,000/- |
| 2. | Sh. Harish Kumar Verma | Senior Mechanic Gp-V | Mechanical Engineering Department | Extended upto 31.12.2015 on consolidated salary of Rs.24,200/- |
| 3. | Sh. Harjeet Singh | Jr. Technical Assistant | Automobile Engineering Department | Extended upto 31.12.2015 on consolidated salary of Rs.21,110/- |

v. Nomination of two members for Academic Council.

It was submitted for the information of the Board that, as per the composition of Academic Council prescribed in section 24(3) of DTU Act, 2009, the Academic Council has the provision for nomination of members which includes two Associate/Assistant Professors of the University on rotation basis. The Vice Chancellor of the University has nominated following persons as the members of the Academic Council:-

1. Dr. A.K. Madan, Associate Professor, (Mech. Engg. Deptt.)
2. Dr. Ranganath M.S., Assistant Professor, (Mech. Engg. Deptt.)

vi. Nomination of two Professors as members of the Board of Management, DTU.

It was submitted to the Board that as per requirement under Section 22(2)(c) of the DTU Act, 2009, the Board of Management shall consist of two professors of the University nominated by the Government. A proposal was sent to the Govt. to replace Prof. Asok De presently working as Director, NIT-Patna as he was unable to participate in the deliberation due to his pre-occupation and deployment outside Delhi. As such the Government has nominated the following 02 professors as members of the Board of Management with immediate effect:

1. Prof. A.K. Gupta, Professor, Civil Engg. Deptt.
2. Prof. Vikas Rastogi, Professor, Mechanical Engg. Deptt.

Accordingly, order in r/o the above mentioned members have been issued vide this office order dated 07.07.2015 which is placed as **Annexure at page 37.**

vii. Fresh contract for deployment of existing Contractual Assistant Professors.

It was submitted to the Board that the Competent Authority has issued fresh offer of deployment to the existing contractual Assistant Professors for a period of one year starting from 15-07-2015 on the minimum of the pay in the pay band of Rs.15600 - 39100/- i.e. Rs.15600/- + AGP of Rs.6000/- + D.A. on the terms and conditions mentioned in the office order dated 07-07-2015. In all 34 candidates have been given the contract, copy of which is placed as **Annexure at page 38 to 40.**

In addition to above 05 fresh offer of deployment has also been issued to the following existing contractual Assistant Professors on the standard terms and conditions and also directed by the Hon'ble High Court of Delhi under writ petition no. 3512/2014.

| S.No. | Name of the Candidate | Name of the Department |
|-------|-----------------------|------------------------|
| 1. | Sh. Abhinav Chaudhary | DSM |
| 2. | Ms. Meha Joshi | DSM |
| 3. | Sh. Kamal Kishor | Applied Physics |
| 4. | Sh. Ajay Solanki | Automobile Engineering |
| 5. | Sh. Rakesh Kumar | Mechanical Engineering |

viii. Assignment of the responsibility of Dean (Academic-UG).

It was submitted to the Board that position of Dean (Acad-UG) has fallen vacant with the relieving of Dr. R.K. Sinha on 01-07-2015. Since the administrative assignments to the faculty were given in January, 2015, therefore, the additional charge of officiating Dean-UG has been assigned to Prof. Madhusudan Singh in addition to his regular assignment of HOD (Electrical Engineering Deptt.).

Decision : The Board ratified the above actions of the University.

Supplementary Agenda 01 : Signing of MOU with the Foreign Universities.

It was submitted to the Board that an MOU was signed between Delhi Technological University and University of South Florida and also between DTU and Chaoyang University of Technology, Taiwan. The general agreement for collaboration is entered between the two institutions recognizing the mutual interest in the field of education, research, training and development and dissemination of knowledge. The concerned Universities agreed in principal to establish collaboration in the areas of joint educational and research activities and exchange of scholars. The individual visitors will be responsible for the cost of such accommodation and own travel cost.

This agreement will be effective for period of 05 years.

Decision : The Board agreed to the proposal.

Agenda 17.17 : Any other item with the permission of the chair.

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




Col. Neeraj Suri (Retd.)
Registrar

Contd...

To

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi, 6, Raj Niwas Marg, Delhi.
2. Principal Secretary, Finance, Govt. of NCT of Delhi
3. Secretary, T.T.E. & H.E., Govt. of NCT of Delhi.
4. Prof. Padeep Kumar, Vice Chancellor, DTU
5. Prof. K. L. Chugh, Chairman, Emeritus ITC Ltd.
6. Prof. G. K. Mehta, Former Director, Nuclear Science Centre
7. Sh. J. V. Ramamurthy, President & Chief Operating Officer,
M/s. HCL Infosystems.
8. Dr. Arbind Prasad, Director General, FICCI Federation House,
1, Tansen Marg, New Delhi-110001
9. Prof. S. K. Garg , Pro Vice Chancellor, DTU
10. Prof. Vishal Verma, Dean (Academic-PG), DTU.
11. Prof. H.C. Taneja, Dean (A. & I. A.), DTU
12. Prof. A.K. Gupta, Civil Engg. Deptt., DTU.
13. Prof. Vikas Rastogi, Mechanical Engg. Deptt., DTU
14. Registrar, DTU


Col. Neeraj Suri (Retd.)
Registrar

ANNEXURES

For
Minutes of
17th Meeting
of
Board of Management,
DTU
held on
17.07.2015

Amended Draft09/03/2015

Rules and Procedures
for the
Prevention, Prohibition and Redressal of
Sexual Harassment of Women at the
Workplace, 2015.



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
Shahbad Daulatpur, Bawana Road, Delhi-110042

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1. SHORT TITLE

These Rules and Procedures will be called the Rules and Procedures for the Prevention, Prohibition and Redressal and Punishment of Sexual Harassment of Women at the Workplace, 2014.

2. BACKGROUND OF THE RULES AND PROCEDURES

These are the Rules and Procedures of the Gender Sensitization Committee against Sexual Harassment, which is the body constituted by Delhi Technological University, New Delhi, on the recommendations of the designated committee on making recommendations for framing guidelines on prevention of Sexual Harassment, headed by Prof. R. K. Sinha, appointed by the Vice-Chancellor on 13/02/2015.

This shall be implemented in the Delhi Technological University Policy against Sexual Harassment as also the guidelines laid down by the Hon'ble Supreme Court of India, in its ruling on the Writ Petition (Criminal) Vishaka vs. State of Rajasthan on 13 August 1997, on the prevention and deterrence of sexual harassment at the workplace and the SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013. The Hon'ble Supreme Court in a subsequent judgment titled Apparel Export Promotion Council vs A.K. Chopra, on 20th January, 1999 has reiterated that incidents of sexual harassment violate fundamental rights to gender equality and right to life and liberty. It may be pointed out that although these Rules and Procedures follow the spirit of the above mentioned judgments, they cover a wider spectrum of sexual harassment in consonance with the requirements of an institution of higher education.

3. DEFINITIONS

- a. "University means Delhi Technological University.
- b. "Vice Chancellor means the Vice Chancellor, DTU.
- c. "Staff includes academic, technical, and administrative staff of the University.
- d. "Employee includes a person employed for any work directly, or by or through any agency (including a contract), with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis, whether the terms of employment are express or implied, and includes any person employed as a temporary, casual, badli,

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piece-rated or contract worker, probationer, trainee, apprentice or by any other name called.

e. "Aggrieved woman" and "complainant" means-in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to nay act of sexual harassment by the respondent.

f. "Student includes any person who is pursuing any sort of academic programme in the University. It shall also include part time and sponsored students.

g. "Resident includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted by the University. These include any residential quarters/hostels provided by the University or any other residences provided by the University to any of its employees/students at the Headquarters or any of the extension campuses.

h. "Staff Member" includes staff employees, student and residents of the University or anyone working in any capacity including persons on the Board of Governors, Finance Committee, Building and Works Committee, Senate and other committees or boards constituted by the University.

i. "University functionaries" includes any person appointed, designated or nominated by the University authorities to a position of service in Delhi Technological University, and includes, but is not limited only to, the following:

i. Dean of Students, Deans of Schools, Chairpersons of Centers, Proctors, Provosts, wardens, security personnel, health professionals, as well as persons discharging administrative responsibilities, such as the Registrar and the Finance Officer.

j. "Academic staff" includes any person on the staff of the University who is appointed to a teaching and /or research post, whether full-time, temporary, adhoc, part-time, visiting, honorary, or on special duty or deputation, and shall include employees employed on a casual or project basis. It shall not, however, include any such person on the staff of an autonomous institution to which Delhi Technological University is the authority awarding degrees.

k. "Non-teaching staff" includes any person on the staff of the University who is not appointed to a teaching and / or research post,

whether full-time, temporary, ad-hoc, parttime, daily wagger, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor. It shall not include any such person on the staff of an autonomous institution to which Delhi Technological University is the authority awarding degrees.

l. "Member means a member of the Departmental Complaints Committee.

m. "Appeals Committee" as defined in Section X (3) herein.

n. "Campus" includes all places of work and residence in the New Delhi campus of Delhi Technological University. It includes all places of instruction, research and administration, as well as hostels, guesthouses, public places, health center, sports grounds park, street, lanes, canteens, and places of residence allotted and administered by Delhi Technological University, including the premises in the Delhi Technological University Centre.

o. "Counselor" includes any woman, empanelled by DCC and / or appointed by the University authorities, who has proven expertise in social and personal counseling on matters arising out of incidents of sexual harassment.

p. "Eminent woman academician" includes a senior woman academician who is not a member of either the academic or the non-teaching staff of Delhi Technological University, and who has experience in working for gender equality.

q. "Enquiry Committee" as defined in Section VI.4 herein.

r. "DCC shall refer to the Gender Sensitisation Committee against Sexual Harassment of the Delhi Technological University.

s. "NGO" includes any Non-Governmental Organisation registered under the Societies' Registration Act or as a public charitable trust recognized under law. Such a society / charitable trust may not be affiliated to any political party, and should have been engaged in work for gender equality, particularly for the amelioration of the status of women, for a minimum of three years prior to the date of empanelment. Two-thirds of the registered membership of such a society of charitable trust shall be outsiders with respect to Delhi Technological University; i.e. at least two-thirds of the membership shall not include any person who is a student,

resident, service provider, or a member of the academic staff or non-teaching staff of Delhi Technological University.

t. “Outsider” includes any person who is not a student, resident, or member of the academic or non-teaching staff of Delhi Technological University. It shall also include any person who is a student, employee, service provider, or resident of any autonomous institution that has its premises / residences in the Delhi Technological University campus.

u. “Service provider” includes any person who runs or manages commercial enterprises, or provides services, on the campus. It includes, but is not limited to, person working in shops, canteens, hostels and restaurants on the campus, as well as persons working in premises allotted on the campus, such as the shopping complexes, Delhi Vidyut Board, Department of Posts & Telegraph, State Bank of India, Kendriya Bhandar, Mahangar Telephone Nigam Ltd., DTC, DCC, NDPL, PWD, Kiosks, Mess and any other such similar services.

v. “The Policy” shall refer to the Delhi Technological University Policy against Sexual Harassment,

w. “Supreme Court Judgment” shall refer to the guidelines on the prevention and deterrence of sexual harassment in the workplace laid down by the Supreme Court of India on 13 August 1997 in its ruling on the Writ Petition (Criminal) Vishaka vs. State of Rajasthan and the judgment titled Apparel Export Promotion Council vs. A.K. Chopra, on 20th January 1999.

x. “Third Party” shall include the NGO representative or the eminent woman academic serving on, or empanelled by, DCC.

y. “University authorities” shall refer to the Vice-Chancellor of Delhi Technological University, by virtue of her/his being the head of the BOM of Delhi Technological University, as well as any such person to whom such power may be delegated such as the Rector(s), and/ or any person who is entrusted with any powers and functions to act on behalf of the University under the Delhi Technological University Act 2009, or Statutes, Ordinances or Rules there under. For faculty members and group “A” officers, the appropriate University authority is the BOM, and for students and other employees, it is the Vice Chancellor.

z. “Vacations” shall refer to the periods of vacations as and when notified as per Academic Calendar

aa. “Vacations Committee” as defined in Section V.11 herein.

bb. “Warden” shall refer to any person, who is nominated, appointed, or designated by the Vice-Chancellor as a Warden of a hostel allotted and/or administered by Delhi Technological University.

cc. “Respondent” and “defendant” means a person against whom the aggrieved woman has made a complaint under section 9.

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment in this context, (as is described in the Supreme Court Judgment, and the DTU Policy), includes any unwelcome sexually determined behavior, whether directly or by implication, and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, and other unwelcome physical, verbal or nonverbal conduct of a sexual nature. It shall include, but will not be confined to, the following:

a. When unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, explicitly or implicitly, are made a term of condition of instruction, employment, participation, or evaluation of a person’s engagement in any academic or campus activity.

b. When unwelcome sexual advances and verbal, non-verbal, or physical conduct such as loaded comments, slander, remarks or jokes, letters, phone calls or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or effect of interfering with an individual’s performance or of creating an intimidating, hostile or offensive campus environment.

c. Unwelcome sexually determined behavior such as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, which are explicitly or implicitly made a term or condition of teaching /guidance, education, employment, participation or evaluation of a woman’s engagement in any University activity.

Explanation

(a) It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, educational or living environment.

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(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, educational or living environment.

5. JURISDICTION

These Rules and Procedures shall be applicable to all complaints of sexual harassment made:-

a. By a woman member of the University against any male member of the University irrespective of where the harassment is alleged to have taken place.

b. By a woman resident against a male member of the University irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

c. By a woman member or resident against a male resident when sexual harassment is alleged to have taken place within the campus.

d. By an outsider woman against a male member of the University when sexual harassment is alleged to have taken place within the campus.

6. GENERAL DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

The University shall:-

a. Ensure a safe environment free from sexual harassment for women including prevention and deterrence of Sexual Harassment.

b. Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.

c. Maintain a proactive program to educate all members as to the definition of sexual harassment and procedure for redressal.

d. Undertake workshops and training programmes at regular intervals for sensitizing the members.

e. Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at the Workplace" and giving information about the redress mechanism that has been put in place and encouraging women to seek redressal of their grievances.

f. Facilitate initiation of proceedings under this policy through the institution of Committee against sexual harassment for redressal, of an act/s of sexual harassment.

g. Ensure that filling of a complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc. during the pendency of an enquiry and till the final determination of a complaint of sexual harassment under this policy the University shall not alter the conditions of service/study of the complainant/witness concerned to their prejudice, as a consequence to the filing, participation or holding of an enquiry under this policy.

h. Provide a space for confidential counseling and other necessary facilities. The provision of this facility shall be well publicized. For this purpose the University shall also engage a professionally competent counselor.

7. THE COMPLAINTS MECHANISM AND THE SCOPE OF ITS FUNCTIONS GUIDING PRINCIPLES FOR CONSTITUTION OF COMMITTEES

a. University shall constitute an Departmental Complaints Committee in terms of Section 4 of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013.

b. If the member representing the category of the defendant in the Departmental complaints committee is junior in the hierarchy of University to the complainant, then for that particular inquiry that member shall be substituted on the Committee by another person, senior in rank to the defendant.

c. Departmental Complaints Committee shall be deemed to be the inquiry authority appointed by disciplinary authority. The Department Complaints Committee shall hold the inquiry. The Department Complaints Committee shall hold the inquiry as per the procedures prescribed herein under:-

8. COMPOSITION OF THE ENQUIRY COMMITTEE

The composition of the Enquiry Committee shall conform to the guidelines below:

a. The Enquiry Committee shall consist of not less the three persons and not more than five persons.

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b. It shall have at least 50% women.

c. It shall include at least one third-party, i.e., the NGO representative or an eminent woman academician.

d. In cases involving students/academic staff/non-teaching staff, it shall include a representative of the constituency of the complainant and the defendant (i.e., if the complaint is filed by a student against an academic staff member, then the Enquiry Committee shall include one student and one academic staff member).

e. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of a DCC Enquiry Committee.

f. The membership of an Enquiry Committee shall not be changed or in any other way modified during its proceedings, save for the provisions in Sections V.5-8.

g. Members of DCC who are representatives of unions/associations of which the complaint and/or the defendant are also members, shall not be eligible to serve on an Enquiry Committee.

h. The Presiding Officer and every Member of the Departmental Complaint Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

i. The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Departmental Complaint Committee.

9. PENALTIES

Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action.

The penalties listed below (in ascending order) are indicative, and shall not be rules governing the conduct of employees and students in practice at the time.

(1) Penalties in Case of Academic Staff

a. Warning, reprimand, or censure.

b. Withholding of one or more increments for a period not exceeding one year.

c. Removal from an administrative position at the Centre, School and/ or University levels.

d. Disbarment from holding an administrative position at the Centre, School and / or University levels.

e. Suspension from service for a limited period.

f. Compulsory retirement.

g. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

(2) Penalties in Case of Non-Teaching Staff

a. Warning, reprimand, or censure.

b. Transfer

c. Withholding of one or more increments for a period not exceeding one year.

d. Suspension from service for a limited period.

e. Compulsory retirement.

f. Dismissal from service

Further, the penalty awarded shall be recorded in his/her Confidential Record.

(3) Penalties in Case of DTU Students

a. Warning or reprimand.

b. Transfer to another hostel.

c. Withdrawal of hostel accommodation for a period up to one semester.

d. Withdrawal of the right to an official character certificate from Delhi Technological University.

e. Withdrawal of hostel accommodation for the entire period of study.

f. Rustication from the University for a period up to two semester.

g. Expulsion from the University, and /or a bar on appearing for the entrance examination/interview to any programme of study offered by Delhi Technological University.

h. Withholding of a degree awarded by Delhi Technological University. Further, the penalty awarded shall be recorded in his/her Personal File.

(4) Penalties in Case of Outsiders

a. Warning, reprimand, or censure.

b. A letter communicating her/his misconduct to her/his place of education, employment or residence.

c. Declaration of the campus as out of bounds for her/him, and / or a bar on appearing for the entrance examination/interview to any programme of study offered by Delhi Technological University.

d. Any other action as may be necessary.

(5) Penalties in Case of Service Providers

a. Warning, reprimand, or censure.

b. Declaration of the campus as out of bounds for her/him.

c. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.

d. Any other action as may be necessary.

In addition to the penalties specified under (1)-(5) above, the person may be advised to undergo counseling and gender sensitization, and to give a written and / or public apology to the complainant.

(6) Penalty in Case of a Second Offence

A second or repeated offence, may, on the recommendation of DCC, attract a major penalty.

10. POWER AND DUTIES OF DEPARTMENT COMPLAINTS COMMITTEE

A. Preventive

Gender sensitization and Orientation

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a. To work towards creating an atmosphere promoting equality, nondiscrimination and gender justice.

b. To promote and facilitate measures to create a work and study environment that is free from sexual harassment of women.

c. To publicise widely the University policy against sexual harassment in Hindi, and English, especially through the prospectus, programme guide or other appropriate document and display the same on notice boards, website, offices and residential areas etc.

d. The Committee shall publicise the phone numbers of the security office at the University and create a 24 hour helpline also to be publicized from where calls can be forwarded to persons designated by the Committee.

e. Every recruitment/admission announcement must state: University has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women at the workspace.

f. To regularly organize and carry out programmes for gender sensitization of the University members through workspace, seminars, posters, film shows, debates etc. It may enlist the help of specialized NGOs to carry out these programmes.

g. The committee may take suo moto notice of grave violations of the basic principles of gender sensitivity and gender justice on the University campus and act against the same in such manner as it deems appropriate.

B. REMEDIAL

Enquiry

a. To receive and take cognizance of complaints made about sexual harassment of women at the workplace.

b. To conduct enquiries into these complaints, place findings before the concerned disciplinary authority and **recommend penalties against** the harasser in accordance with the rules and procedures laid down.

c. To ensure the safety of the complainant and witnesses during the pendency of the enquiry and till the final determination of the complaint by advising the concerned authorities to issue warnings, suspension or any other order, if the harasser harasses or intimidates the complainant or witnesses.

d. To make efforts to ensure that the complainants and the witnesses are not further victimized or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who threatens or intimidates the complainant or members of the committee. This may include and

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be in the nature of issuing a restraining order against the defendant or any other person/s or appropriate disciplinary action by the concerned authority.

e. To seek medical, police and legal intervention with the consent of the complainant.

f. To make arrangements for appropriate legal, psychological / emotional and physical support for the complainant if she so desires.

g. In the case of third party/outsider harassment, with the consent of the aggrieved woman the University shall initiate action by making a complaint with the appropriate authority having jurisdiction over the offence. Further the University and the committee will actively assist and provide available resources to the aggrieved complainant woman in pursuing the complaint.

11. PROCEDURE FOR REGISTERING COMPLAINTS AND THE PROCESSES

a. Complaints can be made by the complainant in person or through post or mail. Such complaints may be made within a period of 90 days from the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident. The Department Complaints Committee may, for the reasons to be recorded in writing, extend the time limit if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the said period.

b. Where the complainant is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be authorized by the complainant, legal heir may make complaint.

c. If the Complainant wishes she may be accompanied by a representative.

d. Complaints may be lodged directly with any member of the Departmental Complaints Committee, or through existing channels for lodging grievances, such as the University authorities, academic and non-academic staff association etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Chairperson of the committee within two working days of its receipt by her/him.

e. A complaint can be directly referred by the Vice Chancellor to the Department Complaints Committee.

f. The complaint may be oral or in writing. If the complaint is oral, it shall be reduced in writing by the Departmental Complaints Committee Chairperson or member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be.

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g. All complaints made to any Committee member must be received and recorded by the member, who shall then immediately inform the Chairperson about the complaint, who in turn shall hold a meeting of the Committee, **within three days**.

h. All meetings of the Committee will be called by the chairperson and a notice of at least **two working days** must be given for the meeting.

i. Within ten days of the receipt of a complaint, the Department Complaints Committee must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and / or any other relevant person to determine whether an enquiry by the Committee is to be instituted. If the Committee considers it necessary to hear the defendant at this preliminary stage it shall issue a notice to him to this effect.

j. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Department Complaints Committee.

k. Any committee member charged with sexual harassment in a written complaint must step down as member of the Department Complaints Committee during the enquiry into that complaint.

l. If the Department Complaints Committee decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the committee meeting. The Committee shall make the same available to the complainant in writing.

12. FUNCTIONS OF THE DEPARTMENTAL COMPLAINTS COMMITTEE

a. Conciliation

b. The Department Complaints Committee may before initiating an inquiry and at the request of the complainant take steps to settle the matter between her and the respondent through conciliation. However, no monetary settlement shall be made a basis of conciliation.

a. Where a settlement has been arrived at under sub-section (1), the Departmental Complaint Committee the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

b. The Departmental Complaint Committee as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

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c. Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Departmental Complaint Committee, as the case may be.

c. The internal complaints committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.

13. PROCEDURE TO BE FOLLOWED BY THE DEPARTMENT COMPLAINTS COMMITTEE:

The procedure elucidated herein under is to be generally followed. However, keeping in view the nature of sexual complaints and inquiries, the Department Complaints Committee is empowered to devise its own procedure for conducting the inquiry provided complies with the principles of natural justice and fair play. No enquiry shall be held to be invalid on the ground that the procedure indicated in these rules was not strictly followed.

(1) Procedure

a. The aggrieved women complainant will be allowed to be accompanied by one representative during the enquiry.

b. The Department Complaints Committee shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date on which the complaint is referred to it. The Department Complaints Committee shall be required to provide to the committee reasons in writing for any delay in concluding the enquiry beyond a period of 3 months.

c. Within one week of the institution of enquiry proceedings by the Complaints Committee, the Departmental Complaints Committee shall prepare a document containing a summary of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant and the defendant along with a copy of these Rules and Procedures. The Departmental Complaints Committee shall also make available to the defendant a true copy of the complainant(s) lodged by the complaint(s). The defendant shall be given a period of **seven days** to respond to this document, which shall be deemed to be "charge sheet" in the context of disciplinary proceedings

d. The Department Complaints Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.

e. Within not more than **15 working days** on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Department Complaints Committee in writing, a list of witnesses, together with

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their contact details, and evidences that she/he desires the Department Complaints Committee to examine.

f. The complainant and the defendant shall be responsible for presenting their witnesses before the Department Complaint Committee. However, if the Department Complaints Committee believes that the absence of either of the parties to the disputes is on valid grounds, the Department Complaints Committee shall adjourn that particular meeting of the Committee for a period not exceeding **five days**. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground. It shall be the sole discretion of the Department Complaints Committee to decide what constitute a valid ground, keeping in view the circumstances of the case.

g. The Department Complaints Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

h. The Department Complaints Committee shall have the power to summon any official papers or documents from the concerned section, unit deptt, center , hostels etc. of the University pertaining to the complaint under enquiry.

i. The Department Complaints Committee may consider as relevant any earlier complaints against the defendant. However, the past similar complaints of the complainant shall not be probed into as such information shall be deemed irrelevant to a existing complaint of sexual harassment.

j. The Departmental Complaints Committee shall have the right to summon, as many times as required, the defendant complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

k. The defendant, the complainant, and witnesses shall be intimated at least **three working days** in advance in writing of the date, time and venue of the enquiry proceedings.

l. The Departmental Complaints Committee shall have the right to terminate the enquiry proceedings and to give and ex parte decision on the complaint, should the defendant fails, without valid ground, to present himself for two consecutive hearings convened by the Department Complaints Committee.

m. The venue of the enquiry should take into consideration the convenience and security of the complainant.

n. If the complainant, defendant, or witness desire to appear before the Department Complaints Committee accompanied by one person of their choice, they shall communicate to the convener of the Department Complaints Committee the name of that person along with the name of witnesses. Such a person. shall

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have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.

o. The identities of the Complainant and all witnesses shall, before, during and after inquiry be protected and kept confidential by the Department Complaints Committee.

p. The complainant(s) and the defendant, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities Any person nominated by the complainant and/or the defendant on her/his behalf shall be only a member of University. No person who has been the defendant in a complaint of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the Department Complaints Committee specifically if they wish to exercise this right. The Department Complaints Committee may allow access to such documents on a specific date to be intimated at least **two days** in advance to each of the parties concerned. At no point of time, however, can the concerned parties take these documents outside the office of the Department Complaints Committee and no photocopies of such official documents shall be supplied to them.

q. The complainant and the defendant shall have the right of cross-examination of all witnesses; however such cross-examination shall conducted in the form of written questions and responses via the Department Complaints Committee only. The defendant shall have no right to directly cross examine the complainant or her witnesses.

r. The defendant/complainant may submit to the Department Complaints Committee, a written list of questions that he/she desires to pose to the complaint/witness. The Departmental Complaints Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Any behavior, verbal or otherwise, during or after the inquiry on the part of the defendant or his nominee, that is designed to intimidate or subject the complainant or her witnesses to mental and/or physical trauma, can lead the Committee to recommend disciplinary action against the defendant.

s. All proceedings of the Departmental Complaints Committee shall be recorded in writing in English, the record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.

t. All persons heard by the Departmental Complaints Committee, as well as observes/nominee, shall take and observes an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

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Exception:

A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the complainant goes public before filling the complaint with the Committee, the same shall not prejudice the Committee members. Once a complaint has been given to the committee, the complainant should preferably not go public till the enquiry is completed, unless there are compelling reasons for her to do the same.

u. The members of the Department Complaints Committee shall maintain confidentiality about the proceedings conducted by them.

v. If the complainant desires to tender any documents by way of evidence, the Department Complaints Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Department Complaints Committee shall supply true copies of such documents to the complainant. All evidences including documents etc., list of documents, list of witnesses etc. shall be supplied by complainant/defendant at the beginning of the enquiry preferably along with the complaint by the complainant and along with the statement of defense by the defendant.

w. In the event that the Department Complaints Committee thinks that supplementary testimony is required, it may forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Department Complaints Committee.

x. Nothing precludes the complaints committee from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the enquiry proceedings by any person other than complainant/s or defendant/s. If a new fact or evidence is brought to the notice of the Department Complaints Committee after submission of the Enquiry Report to the appropriate disciplinary authority, then in the event of the constitution of the reconvened Department Complaints' Committee, at least half of the members of the Department Complaints Committee shall be those who originally enquired into the said complaint, the scope of inquiry of such reconvened committee need not be restricted only to new material. It shall be open to the Department Complaints Committee to reconsider the entire material on record, in light of such new material, if it is deemed appropriate. It is clarified that the Department Complaints Committee shall have the power to review its own decision(s).

y. The Department Complaints Committee shall be sensitive to the covert, private and insidious nature of Sexual Harassment and shall take into account that often the aggrieved woman may not be able to submit/present direct or corroborative evidence.

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z. The Department Complaints Committee shall not permit any evidence or examination based on the aggrieved woman's character, personal life,, conduct, personal and sexual history.

aa. The Department Complaints Committee shall take note of the respective socio-economic positions of the parties, their hierarchy in the respective organization / workplace, the employer-employee equations and other power differences while appreciating the evidence.

bb. The Department Complaints Committee shall, inform the complainant/s, that she may give her evidence in writing provided that she makes herself available for examination by the defendant on the same, unless the alleged victim of Sexual Harassment opts to give her evidence orally.

cc. The Departmental Complaints Committee shall inform the complaint/s that she may give her answers to questions of a sensitive nature in writing at the enquiry proceedings during cross examination.

dd. All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Department Complaints Committee and the same shall not be made available pursuant to an application under the Right To Information Act, 2005, as the same is held by the Department Complaints Committee in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

ee. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry processdings, recommendations of the Departmental Complaint Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner.

ff. Provided that information may be disseminated regarding the justice secured to nay victim of sexual harassment under the Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

gg. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable

for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

hh. Enquiry to be completed within 03 months:-The enquiry shall be completed and the Enquiry Report submitted to the Departmental Complaint Committee within a period of 03 months from the date on which the enquiry is commenced. In the event of any delay in submission of the Enquiry Report the reasons for the same shall be recorded in writing. However, the delay, if any, would not invalidate the enquiry.

14. REPORT OF THE DEPARTMENTAL COMPLAINTS COMMITTEE:-

a. On the completion of the enquiry a Department Complaints Committee shall provide a report of its findings to the Vice Chancellor, DTU Delhi within a period of ten days from the date of completion of the inquiry **along with a copy to the parties**. Where the Vice Chancellor is not the disciplinary authority, the Vice Chancellor shall place the report before the Chairman, Board of Management, for appropriate action.

b. Where the Department Complaints Committee arrives at a conclusion that the allegation has not been proved, it shall recommend to the Vice Chancellor, DTU Delhi that **no action is required** to be taken in the matter.

c. Where the Department Complaints Committee arrives at a conclusion that the allegation against the respondent has been proved, it shall **recommend to the Vice Chancellor**, DTU Delhi to take action for sexual harassment as a misconduct.

d. The Department Complaints Committee may also recommend to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the complainant or her legal heirs in accordance with the Section 15 of the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013.

e. Subject to consideration of a representation, if any, against a prospected penalty the disciplinary authority shall take disciplinary action within **two months** of receipt of the Report from the Department Complaints Committee. It is clarified that the report of the Department Complaints Committee shall be treated as the inquiry report, on the basis of which penalty can be proposed/imposed against the defendant.

15. OTHER FUNCTIONS

(1) False Complaint/Deposition

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a. If the Complaints Screening Committee or the Enquiry Committee finds no merit in any complaint / deposition, it shall write to the Chairperson of DCC giving reasons for its conclusions.

b. Within four working days of the receipt of the complaint, the Chairperson of DCC shall call a Special Meeting to discuss the Complaints, and to decide whether a show-cause notice shall be issued to the complaint/ witness(es)/ defendant.

c. Upon the decision to issue a show-cause notice, the Chairperson of DCC shall issue it to the complaint/witness(es). The show-cause notice shall cite the bases of the Committee's conclusions and require the complaint/witness(es) to explain, within seven days (in writing and/ or in person), as to why disciplinary action shall not be taken against here/him.

d. Within four working days of receipt of any explanation from the complaint/witness(es) to this show-cause notice, or after the expiry of the time specified for such explanation, the Chairperson of DCC shall convene a Special Meeting to consider the explanation or any lack thereof.

e. In event of no, insufficient, or unconvincing explanation, DCC shall forward its findings to the appropriate University Authority for further action.

f. Where the Departmental Complaint Committee as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced nay forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed.

g. Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complaint under this section.

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h. Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

i. Where the Departmental Complaint Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

(2) Protection against Victimization

a. If the complainant is a student and the defendant(s) is a teacher, during the investigation and enquiry, and even after such an enquiry, if the teacher is found guilty, the defendant(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.

b. If a witness names by the complainant is a student and the defendant(s) is a teacher, during the duration of the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, reexamination, and supervision of research.

c. If both the complainant and the defendant(s) are members of the academic and/or nonteaching staff of the University, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized.

d. If witnesses names by the complainant and the defendant(s) are members of the academic and / or non-teaching staff of the University, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant if found guilty, the defendant shall not write the Confidential Reports of the complaints, if she/he is otherwise so authorized.

e. If the defendant(s) is an outsider, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not be allowed to enter the campus, except for the purpose of attending the present enquiry.

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f. If the defendant(s) is a resident/service provider, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the order of restraint issued in accordance with the procedures in Section VI.3(C) shall be in force at all times.

16. APPEAL:

a. The complainant and the defendant shall have the right to appeal if they are dissatisfied with the decision of the disciplinary **authority as per the provisions contained in CCS(CCA) Rules or** any other rules of the University.

17. REDRESSAL

a. The committee can ask, for the suspension/ transfer of the alleged defendant from his official position, during the pendency of the enquiry if his presence is likely to interfere with the enquiry.

b. The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer.

18. WHERE SEXUAL HARASSMENT AMOUNTS TO CRIMINAL OFFENCE:-

Where the conduct of Sexual Harassment amounts to a specific offence under the Indian Penal Code (45 of 1880) or under any other law; it shall be the duty of the Department Complaints Committee to **immediately** inform the complainant of her right to Initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same.

Any such action or proceedings initiated shall be in addition to proceedings initiated and / or any action taken under this Rules.

a. In case of any doubts, ambiguity or difficulty in interpreting and/or implementing the provisions of these Rules, the decision of the Vice Chancellor in this regard shall be sought and shall be final.

19. AMENDMENT TO THE RULES & PROCEDURES OF DCC

a. Amendments to the Rules and Procedures of DCC shall have effect only if they are in consonance with the letter and spirit of the Supreme Court Judgment, the Report of the Working Group on Sexual Harassment headed by Prof. R. K. Sinha, the Policy, and the Rules and Procedures and as per proviso of Acts, Statues and Ordinances of DTU required for amendments of rules.

b. The proposed amendment (s), together with the objectives and reasons thereof, shall be recorded in writing and circulated by the proposer

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of the amendment (s) at least fifteen working days prior to the Special Meeting called for the purpose.

20. MISCELLANEOUS

a. The provisions of these Rules and Procedures of GSCASH shall be duly incorporated within any other Statute, Circular or Ordinance of the University as may be relevant, in keeping with the Supreme Court Judgment and relevant Act.

b. The proceedings under these Rules and Procedures of DCC shall not, in any way, be affected by any other proceedings against the defendant preferred by extent specifically ordered by a court of law.

c. The provisions of these Rules and Procedures of DCC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct, or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

PLAGIARISM POLICY

Plagiarism Policy is to meet the International standards in the area of research. Further quality of a research, especially scientific, is assessed on the basis of adequate evidence, while best results of the research are accomplished through scientific knowledge. Information contained in a scientific work must always be based on scientific evidence. Guidelines for genuine scientific research should be designed based on real results. The original work should have the proper data sources with clearly defined research goals, methods of operation which are acceptable for questions included in the study.

NEED OF THE POLICY

Plagiarism adversely affects the prestige and esteem of the parent institution, in addition to cutting short a promising career of the individual concerned. It is for this reason that it is important for any academic institution to formulate a well defined policy for dealing with plagiarism and academic misconduct and to educate the academic community about this menace.

Often people indulge in the act of plagiarism unknowingly because of a lack of appreciation for what constitutes plagiarism. However, these excuses offer little protection against a charge of plagiarism.

Plagiarism can occur either unintentionally by poor academic practice, or it can happen when someone reproduces others work without acknowledgement

OBJECTIVE OF THE PLAGIARISM POLICY

Nowadays the problem of plagiarism has become huge, or widespread and present in almost all spheres of human activity, particularly in science. The aim of plagiarism policy is-

- ✓ To improve the quality of research,
- ✓ To achieve satisfactory results; and
- ✓ To compare the results of their own research, rather than copying the data from the results of other people's research.
- ✓ To establish rules and respect the rules of good practice

Definition

1. The Oxford dictionary has described it as follows:

Pla*giar*ize (BrE also -ise) verb (disapproving) to copy another person's ideas, words or work and pretend that they are your own.

2. As per hyper dictionary the word plagiarism has the following meaning(s)
 - (a) [n] the act of plagiarizing; taking someone's words or ideas as if they were your own.
 - (b) [n] a piece of writing that has been copied from someone else and is presented as being your own work.
3. According to the online dictionary (<http://dictionary.reference.com>) plagiarism is defined as; "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author".
- 4 According to online legal dictionary (<http://legaldictionary.thefreedictionary.com/plagiarism>)

Plagiarism is-

Taking the writings or literary concepts (a plot, characters, words) of another and selling and/or publishing them as one's own product. Quotes which are brief or are acknowledged as quotes do not constitute plagiarism. The actual author can bring a lawsuit for appropriation of his/her work and against the plagiarist, and recover the profits. Normally plagiarism is not a crime, but it can be used as the basis of a fraud charge or copyright infringement, if prior creation can be proved.

TYPES OF PLAGIARISM

- Direct form—Fully or partially copy the text, computer files, audio or video recordings without mentioning the primary source;
- Mosaic form—Borrowing ideas and opinions from the original source, a few words and phrases without citing the source;
- Self-plagiarism—Reuse own work without specifying the primary (own) sources.

Turn it in, the software presently being used by university as a tool for plagiarism detection provides the following acts as plagiarism

- **Remix Plagiarism** - Combining several slightly modified works, but without acknowledging the original creators or producing anything original.
- **Retweet Ctrl-C Plagiarism** - Copying and pasting information without any acknowledgement of the original author.
- **Error-404 Plagiarism** - Work with some missing or incomplete references, so the original sources can't be found.
- **Find-Replace Plagiarism** - Replacing a few pieces of information in a copied piece of work, to make it look like something new (but without actually being original).

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- **Hybrid & Mashup Plagiarism** - Combining information from a few different sources, acknowledging original creators, but with no development of new ideas.
- **Recycle & Clone Plagiarism** - Reusing work that has been submitted before.
- **Plagiarism** - Copying existing information and referencing it, but without clearly identifying that it has been taken directly from another source.

PREVENTION OF PLAGIARISM

Researchers and authors of scientific papers must follow the rules of the Ethics Code of Good Scientific Practice (GSP), primarily to follow the principles of honesty and integrity;

- ✓ Authors must properly cite relevant publications and cite facts and conclusions, or published or unpublished ideas and words of other researchers and authors. The reader should be clearly informed of the facts from the original texts of other authors, or of recycled articles from other sources;
- ✓ Authors should properly cite references in their original form (the author(s), article title, abbreviated journal title, year of publication, volume editions, number, initial and final page of the published article, or the other sources in accordance to the order prescribed);
- ✓ Authors should use the knowledge acquired in the lectures, conferences or other sources of scientific and technical literature, provided that each source must include full bibliographic information;
- ✓ Authors must cite each citation in the text indicated in the bibliography at the end of the text and put it in quotation marks copied the contents of which have more than six consecutive words;
- ✓ Authors must obtain permission from other authors or publishers of scientific reproduction of protected materials (texts, images, charts, graphs, etc.) copyright;
- ✓ If the author re-used text or attachment as another author's own observations, then published in the article, in quotation marks, should be accompanied by a quote of recycled text, published in the primary source;
- ✓ Authors and coauthors must sign a declaration of originality and authorship which provides descriptions of contribution by each of them separately in an article.

OBLIGATIONS OF THE INSTITUTE AND THE ACADEMIC COMMUNITY

Orientation Program

DTU shall make efforts to inculcate the spirit of academic integrity into students and faculty. The Dean, PG shall organize periodically workshops on 'Policy, Issues, Scope and Prevention of Plagiarism'.

The institute should organize an orientation programme for all new entrants (for PhD and other students, respectively) at the beginning of the academic session to sensitize the students about the plagiarism issues and to make them aware of the institute policy on plagiarism.

This orientation programme shall necessarily touch upon the following issues:

- Explanation of plagiarism and ways to avoid an unintended act.
- An exposure to the elements of style in writing and referencing scholarly works
- Explanation of the institute policy on dealing with cases of plagiarism.
- Every member of the academic community (faculty members, scientists, academic staff and students) shall be provided a copy of the institute policy and guidelines on plagiarism.

PLAGIARISM DETECTION PROCEDURE

The following procedure must be adhered to for submitting the plagiarism reports at the time of Ph.D/M.Tech thesis submission.

1. A Section in the library should be assigned exclusive duty to check the plagiarism
2. The Section will check all Ph.D/M.Tech theses for plagiarism detection by using either turn it in or any other plagiarism detection software.
3. The Section will issue a report of plagiarism check called the Plagiarism Verification Report, certifying and authenticating the check performed by the student/Department.
4. The Report issued by the Section has to be submitted to the DRC to examine/evaluate the report from a plagiarism detection software tool and shall ascertain the level/extent of plagiarism, if any.
5. The DRC will issue a final certificate to be submitted with the thesis at the time of final submission.
6. All research students shall provide a declaration of the originality of the work being presented by them for evaluation. The relevant form shall have an additional column to show and confirm that the thesis is free from plagiarism.
7. A form/declaration shall be submitted by M. Tech. and other students, wherever applicable.

8. Similarly, all manuscripts submitted for possible publication should be analyzed by these software tools to ascertain that proper citations to original works are included. A copy of the report generated by the plagiarism software should invariably be submitted by the students with the paper to their supervisors.

EXCLUSION

While performing plagiarism check the following would be excluded:

- a. Quotes
- b. Bibliography
- c. Phrases and Small matches up to 10 words
- d. Own published research paper

SELF CITATION

Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check.

PLAGIARISM REPORTING AND HANDLING

A complaint or charge of suspected case should be addressed to the Chairperson DRC. Alternatively, the specific complaints received by the Institute authority from external agencies may be referred to respective departments for a time-bound action (within 30 days). The DRC may on its own take cognizance of a suspected case.

In a situation mentioned above or warranted otherwise, a fact finding committee would be constituted by the Vice Chancellor, comprising of Chairperson, and two other faculty members, one from the concerned department the relevant area (other than the supervisor) and another from other department in the related area. The committee shall look into the case details and gather evidence in the form of reports from plagiarism detection software for the work in question as well as the previously published works of the concerned person in last five years, at least.

The committee shall submit its recommendation on whether the charge of plagiarism can be substantiated or not along with the documentary evidences including the report from plagiarism detection software, marked copies of publications, etc.

The recommendation shall be clearly specified in one of the following categories:

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The charge of plagiarism cannot be substantiated: The similarity between documents is within the limits for putting some original results in proper context and all original sources are correctly cited. No further action is required.

Low-level plagiarism: Mostly it seems that the plagiarism is a result of negligence and intent to cheat is not clear. The student may be let off with counseling about plagiarism and allowed to resubmit the work within a defined time frame.

Mid-level plagiarism: Failure to cite proper references, copying a few paragraphs only from online sources (such as, Wikipedia, etc.). Intent to cheat is very low and may be due to lack of knowledge. The student may be allowed to resubmit the work within a defined time frame with an upper ceiling on the grade awarded.

High-level Plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is clear and can be substantiated. The student's programme may be terminated.

(The quantification of Plagiarism is left to the judgment and wisdom of the committee.)

The complaints of suspected plagiarism against an academic staff should be handled in the similar manner by a 3-member committee constituted by Vice Chancellor consisting of faculty members in the relevant area of specialization and one member from a different academic department.

The investigations should be taken up in right earnest and the report should be submitted within 30 days of the notification of the constitution of the committee.

The committee should examine all evidence on record and other supplementary sources and conclusively establish whether the charge of suspected plagiarism can be substantiated or not along with the documentary evidences. The minutes of the meetings of the committee should be maintained and included in the final report.

In case a member of the academic staff of the institute is found guilty of plagiarism then a suitable action for academic misconduct should be initiated.

NOTE: The quantification of Plagiarism is left to the judgment and wisdom of the committee.

The similarity in the M.Tech Dissertation/MBA Project up to 20% may be permitted and for Ph.D thesis similarity up to 15% may be permitted.

- Excluded:
1. Bibliography
 2. Phrases and Small matches up to 10 words
 3. Own published research paper

Norms for Holding Symposium/ Workshop/ Seminar at DTU

Organizing of Conferences/Seminars/Symposia/Workshop is an integral part of academic and research activities. This provides a platform to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. In order to promote awareness as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the university aims to encourage the organizing of such Courses/Seminars/Symposia/Conferences/ Workshops of national and international reputation. The university may also provide partial support/seed money for organizing such activities which will further help in building the brand image of the university as well as revenue generation.

The financial and other infrastructural support shall be provided for hosting:

1. Annual Conferences/Seminars/Symposia/Workshop of recognized academic/associations/professional bodies (e.g. IEEE, ASME, ASMW, ASCE, INSA, IETE etc.)*
2. Conferences/Seminars/Symposia/Workshop independently or jointly funded by Govt. Organizations (e.g. MHRD, DST, UGC, AICTE, DRDO, CSIR, NILET, MNRES etc.)*
3. There should be **Call for Papers and Delegate Participation** through academic and professional journals/website to have worldwide visibility/publicity of prospective presented papers.

A letter from the academic association/academic body or academic/professional institution or association of business/industry, Govt. Organization as applicable, must be furnished with the application.

Norms for Financial and Infrastructural support:

1. Maximum financial support/seed money of Rs. 1.50 lakh for International Conferences Seminars/symposia/workshops of minimum two days duration and Rs. 1.0 lakh for one day event.
2. Maximum financial support/seed money of Rs. 1.0 lakh for national Conferences Seminars/symposia/workshopsof minimum two days duration and Rs. 60,000/- for one day event.
3. Auditorium/Smart Class Rooms/Seminar Hall and guest house facility shall be made available on advance request.

Full Profit shall be deposited to the University in case of independently organized events. However, in case of jointly organized events, the profit may be shared among the various organizing academic/professional bodies in proportion to their contribution towards financial support/seed money, as per signed MOU.

The grant may be used for the following items:

1. Travelling allowance (within India) as per university norms and honorarium (Rs. 3000/- per day) for Resource Persons from all over India. The accommodation may also be provided as per availability.
2. For resource person from abroad, the travelling allowance from port of entry in India shall be admissible with honorarium (Rs. 3000/- per day). However, an accommodation with maximum ceiling of Rs. 5000/- per day shall be admissible for such delegates.
3. Pre-conferences printing (Announcements, abstracts, etc.).
4. Publication of Proceedings.
5. Local hospitality, including boarding and lodging.

Processing of Application:

1. For organizing any Courses/Seminars/Symposia/Conferences/Workshops request has to be routed through HoD to Dean IRD who may obtain necessary approval of the Hon'ble Vice Chancellor.
2. Vice Chancellor may permit opening of a separate bank account in the name of the conference event, which will be jointly operated by the three organizer(s) and cheques can be signed by any two. The registration fee and sponsorship amount received from various agencies should be deposited in the same account. Such accounts must be closed within six months of completion of the event. The account should be audited by the university designated person before closing. The responsibility of operating the account, fulfilling the tax obligations, etc. rests entirely with the Organizers- the university is only a facilitator.



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

GOVERNMENT OF NCT OF DELHI

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No. F.DTU/Org/6(92)/2010/Vol.III | 4728-36 Dated 29/06/2015

OFFICE ORDER

The Competent Authority is pleased to extend the period of contract w.e.f. 01.07.2015 of the following contractual officials for further six months i.e. upto 31.12.2015 or till such time the posts are filled on the regular /promotion /deputation, whichever is earlier on the same terms and conditions and remuneration:-

| S.No | Name of Contractual Official | Designation | Present Posting |
|------|------------------------------|------------------------|------------------------|
| 1. | Sh. Om Prakash Gaur | PS to V C | COE office |
| 2. | Ms. Neelima Mittal | Sr. Office Assistant | Hostel Office |
| 3. | Sh. Manoj Kumar Khatri | Office Assistant | Electrical Engg. |
| 4. | Sh. Devender Kr Kaushik | Jr. Office Assistant | Examination Cell |
| 5. | Sh. Ashish Gaur | Jr. Office Assistant | Statistical Branch |
| 6. | Mohd. Ansari | Jr. Office Assistant | Applied Chemsitry |
| 7. | Ms. Neeru Vig | Counter Assistant | Library |
| 8. | Sh. Mahavir Singh Atri | Section Officer | General Branch |
| 9. | Sh. Madan Lal | Jr. Office Assistant | VC Office |
| 10. | Sh. Manoj Kumar | Sr. Office Assistant | General Branch |
| 11. | Ms. Renu Munjal | Office Assistant | Accounts Branch |
| 12. | Sh. D.K. Sharma | Office Assistant | Project Office |
| 13. | Ms. Bindu | Jr. Office Assistant | Engineering Cell |
| 14. | Ms. Lalita | Assistant Librarian | Library |
| 15. | Sh. Abdul Aleem | Counter Assistant | Library |
| 16. | Ms. Urmila Rani | Office Assistant | Estt. Branch |
| 17. | Ms. Geeta Kumari | Documentalist | Library |
| 18. | Ms. Shruti Grover | Jr. Office Assistant | Exam Cell |
| 19. | Sh. Ravindra P. Verma | Jr. Office Assistant | Dean (S&W) |
| 20. | Ms. Sonia | Jr. Office Assistant | Academic Branch(PG) |
| 21. | Ms. Sarla Devi | Jr. Office Assistant | Exam Cell |
| 22. | Sh. Sukhwant Singh | Driver | Hostel |
| 23. | Sh. Mukesh Kumar | Assistant Programmer | Computer Centre |
| 24. | Sh. Sudhir Kumar | Network Assistant | Establishment Branch |
| 25. | Sh. Kishori Lal | Junior Mechanic | Applied Physics |
| 26. | Ms. Mohini Gupta | Junior Mechanic | Chemistry |
| 27. | Sh. Praveen Kumar | Jr. Office Assistant | Hostel Office |
| 28. | Ms. Sujata | Jr. Office Assistant | Accounts Branch |
| 29. | Ms. Komal | Jr. Office Assistant | Academic Branch(UG) |
| 30. | Sh. Narender Kumar | Jr. Office Assistant | Estt. Branch |
| 31. | Sh. Dhiraj Sehgal | Assistant Store Keeper | Gen. Branch |
| 32. | Sh. Updesh Saini | Driver | Pr. Br. of Registrar |
| 33. | Sh. Alok Khatri | Technical Assistant | E & C Engg |
| 34. | Sh. Imran Khan | Technical Assistant | Information Technology |

| S.No | Name of Contractual Official | Designation | Present Posting |
|------|------------------------------|------------------------|------------------------|
| 35. | Sh. Ashok Kumar | Senior Mechanic Gp-I | Electrical Engg. |
| 36. | Sh. Pardeep Rana | Senior Mechanic Gp-I | Electrical Engg. |
| 37. | Ms. Vandna | Jr Technical Assistant | EEE |
| 38. | Ms. Divya Pali | Junior Mechanic | Env. Engg. |
| 39. | Sh. Om Prakash | Senior Mechanic Gp-I | Mechanical Engineering |
| 40. | Sh. Virender Kumar Sharma | Senior Mechanic Gp-I | Mechanical Engineering |
| 41. | Sh. Mahesh Dutt | Senior Mechanic Gp-II | Mechanical Engineering |
| 42. | Sh. Sanjay Gupta | Senior Mechanic Gp-II | Mechanical Engineering |
| 43. | Sh. Manmohan Singh | Senior Mechanic Gp-II | Mechanical Engineering |
| 44. | Sh. Girish Anand | Senior Mechanic Gp-III | Mechanical Engineering |
| 45. | Sh. Vijay Hingorani | Senior Mechanic Gp-V | Mechanical Engineering |
| 46. | Sh. Gagan Ram | Senior Mechanic Gp-V | Mechanical Engineering |
| 47. | Sh. Deepak | Sr Mechanic Gp-VI | Mechanical Engineering |
| 48. | Ms. Anuradha | Assistant Store Keeper | Gen. Branch |
| 49. | Ms. Navita | Junior Mechanic | Env. Engg. |
| 50. | Sh. Saurabh Sharma | Jr. Office Assistant | Exam Cell |
| 51. | Sh. Jitender | Caretaker | Project Office |
| 52. | Sh. Ankesh Kumar | Senior Mechanic | Poly Sc. & Chem. Tech. |
| 53. | Sh. Harshvardhan Tyagi | Jr. Office Assistant | Legal Cell |
| 54. | Sh. Shamsher Singh | Senior Mechanic Gp-II | E&C |
| 55. | Sh. Shamser Singh | Driver against J.O.A. | Transport Office |
| 56. | Ms. Sunila Dhiman | Stenographer | Pr. Br. of Registrar |
| 57. | Sh. Ajay Kumar | Senior Mechanic Gp-III | Mechanical Engineering |
| 58. | Sh. Ajit Kumar Dubey | Jr Technical Assistant | Software Engineering |
| 59. | Sh. Yogesh Chimwal | Assistant Programmer | Exam Cell |
| 60. | Sh. Jafruddin | Jr. Office Assistant | Academic Branch (PG) |
| 61. | Sh. Roshan Kumar | Senior Mechanic Gp-I | Mechanical Engineering |
| 62. | Sh. Rakesh Mishra | Jr. Office Assistant | Hostel office |
| 63. | Sh. Ranjit Singh | Jr Technical Assistant | Engineering Physics |
| 64. | Sh. Vickey Kr. Prasad | Senior Mechanic Gp-I | Electrical Engg. |
| 65. | Sh. Vinod Saini | Network Assistant | Computer Centre |
| 66. | Sh. Lalan K. Sinha | Senior Mechanic Gp-V | Mechanical Engineering |
| 67. | Ms. Sonia Saneja | Jr. Office Assistant | Estt. Branch |
| 68. | Sh. Meraj Muzaffar | Jr Technical Assistant | EEE |
| 69. | Sh. Rohit Sharma | Technical Assistant | COE |
| 70. | Sh. Baljeet Singh | Senior Mechanic Gp-II | E&C |
| 71. | Ms. Shalini Gupta | Junior Mechanic Gp-I | Electrical Engg. |
| 72. | Sh. Sandeep Choudhary | Assistant Programmer | Computer Centre |
| 73. | Sh. Rajesh Singh | Technical Assistant | DSM |
| 74. | Sh. Vikas Kumar Sinha | Jr Technical Assistant | Software Engineering |
| 75. | Sh. Manoj Kumar | Jr Technical Assistant | Automobile Engineering |
| 76. | Sh. Sanjay Kumar | Senior Mechanic Gp-III | Mechanical Engineering |
| 77. | Sh. Rajesh Kumar Dangi | Technical Assistant | Information Technology |
| 78. | Ms. Pooja Dahiya | Jr Technical Assistant | EEE |
| 79. | Ms. Nisha Vashishtha | Jr. Office Assistant | Academic Branch(PG) |
| 80. | Ms. Poonam | Jr. Office Assistant | E&C Engineering |

| S.No | Name of Contractual Official | Designation | Present Posting |
|------|------------------------------|------------------------|------------------------|
| 81. | Ms. Renu Consul | Jr. Office Assistant | RTI Branch |
| 82. | Ms. Suneeta Devi | Jr. Office Assistant | Pr. Br. of Registrar |
| 83. | Ms. Rakshita | Jr. Office Assistant | Dean Acad.(UG) |
| 84. | Sh. Amit Kumar Singh | Jr Technical Assistant | Automobile Engineering |
| 85. | Sh. Chhail Bihari | Senior Mechanic | Bio-Technology |
| 86. | Sh. Narender Bisht | Senior Mechanic Gp-I | Mechanical Engineering |
| 87. | Sh. Net Ram | Senior Mechanic Gp-I | Mechanical Engineering |
| 88. | Sh. Nitin Kumar | Jr. Office Assistant | Result Section |
| 89. | Sh. Rakesh Kumar | Jr Technical Assistant | EEE |
| 90. | Sh. Sachin Kumar Singh | Jr. Office Assistant | Accounts Branch |
| 91. | Sh. Mukesh Kumar | Jr Technical Assistant | Software Engineering |
| 92. | Ms. Lata Rani | Jr. Office Assistant | Accounts Branch |
| 93. | Ms. Komal | Jr Technical Assistant | EEE |
| 94. | Ms. Shyam Lata | Jr. Office Assistant | Applied Maths |
| 95. | Sh. Mukesh Kumar Gupta | Jr Technical Assistant | EEE |
| 96. | Ms. Priyanka Rawat | Jr. Office Assistant | Project Office |
| 97. | Ms. Afsana | Jr. Office Assistant | Computer Engineering |
| 98. | Sh. Jawed Alam | Junior Mechanic | Poly Sc. & Chem. Tech. |
| 99. | Sh. Rakesh Khatri | Jr Technical Assistant | Automobile Engineering |
| 100. | Sh. Sandeep Mishra | Jr Technical Assistant | Engineering Physics |
| 101. | Sh. Jagvir Singh | Jr Technical Assistant | EEE |
| 102. | Sh. Suresh | Jr Technical Assistant | Engineering Physics |
| 103. | Ms. Saumya Mauric | Junior Mechanic | Bio-Technology |
| 104. | Sh. Aman Verma | Junior Mechanic | Poly Sc. & Chem. Tech. |
| 105. | Sh. Anil Butola | Jr Technical Assistant | EEE |
| 106. | Sh. Jitendra Singh | Senior Mechanic | Bio-Technology |
| 107. | Sh. Pawan Kumar | Jr Technical Assistant | Software Engineering |
| 108. | Sh. Rajat Kumar | Jr Technical Assistant | Software Engineering |
| 109. | Ms. Renu Rani | Jr Technical Assistant | EEE |
| 110. | Sh. Sirajuddin | Junior Mechanic | Poly Sc. & Chem. Tech. |
| 111. | Ms. Shivali Chandna | Jr. Office Assistant | Hostel Office |
| 112. | Ms. Swati Pawar | Jr. Office Assistant | Information Technology |
| 113. | Sh. Upendra Nath Saraswat | Jr. Office Assistant | Accounts Branch |
| 114. | Ms. Gazaala Khanam | Jr. Office Assistant | Civil Engg. |
| 115. | Sh. Vinod Toppo | Jr. Office Assistant | General Branch |
| 116. | Ms. Meena Kumari | Jr. Office Assistant | Applied Physics |

Further, (1) the case of extension of Sh. Rakesh Pal, Junior Office Assistant presently deputed in Academic Branch (UG) and B.Tech (Evening) has been kept on hold till the final outcome of the enquiry committee.



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

No. F.DTU/0013/2012/Council/

15210-25

Dated :

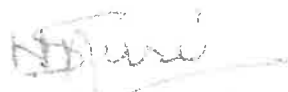
9/7/15

ORDER

In exercise of the power conferred under DTU Act read with Section 22, sub-section 2(d) & (e) of Delhi Technological University (Amended) Act, 2012 (Delhi Act 13 of 2012), the Competent Authority has nominated the following persons as the members of the Board of Management, DTU with immediate effect:

1. Prof. A.K. Gupta, Professor, Civil Engg. Deptt.
2. Prof. Vikas Rastogi, Professor, Mechanical Engg. Deptt.


The term of the office of the nominated members of the Board of Management shall be 03 years.


Col. Neeraj Suri (Retd.)
Registrar

Copy to:-

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi, 6, Raj Niwas Marg, Civil Lines, Delhi-110054
2. Pr. Secretary to Hon'ble Chief Minister, Delhi, Delhi Secretariat, New Delhi-110002
3. OSD to Chief Sectt., Delhi Sectt., New Delhi-110002
4. SO to VC for kind information to the Vice Chancellor, DTU.
5. Sh. S. N. Sahai, Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
6. Smt. Punya Salila Srivastava, Pr. Secretary, DTTE, Govt. of NCT of Delhi, Muni Mayaram Marg, Pitam Pura, Delhi.
7. Prof. G.K. Mehta, Former Director, Nuclear Science Centre, Delhi , Apartment 4-9/2, Whispering Greens, Sapna Ghar CGHS Ltd., Plot No. 6 B, Sector-11, Dwarka, New Delhi-110075
8. Sh. K.L. Chugh, Chairman Emeritus ITC Ltd., N-79 Panchsheel Park New Delhi-110017
9. Sh J.V. Ramamurthy, President & Chief Operating Officer, HCL Infosystems, E- 4, 5, 6, Sector-11, Noida-201301 (UP)
10. Dr. Arbind Prasad, Director General, FICCI Federation House, 1, Tansen Marg, New Delhi-110001
11. Prof. S K Garg, Pro Vice Chancellor, DTU
12. Prof. Vishal verma, Dean Academic (PG), DTU
13. Prof. H.C. Taneja, Dean. Alumni & International Affairs, DTU
14. Prof. Ashok K. Gupta, Professor, Civil Engg Deptt., DTU
15. Prof. Vikas Rastogi, Professor, Mech. Engg. Deptt., DTU

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Col. Neeraj Suri (Retd.)
Registrar



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 3 of 2009
GOVERNMENT OF NCT OF DELHI
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No. F.DTU/Recdt./Cont./AP/1013

Date: 17/10/2015

OFFICE ORDER

The Competent Authority is pleased to offer of deployment as Assistant Professor on contractual basis to the following contractee till date 14.06.2016 on the condition of the pay in the pay band of Rs. 15,600-59,100/- to Rs. 18,000/- ACP of Rs. 6,000/- +DA only on the following terms & conditions :-

1. The above appointment will be upto 14.06.2016 or till the regular appointments are made whichever is earlier.
2. The appointment can be terminated by the University giving one month's notice or giving one month's salary, without assigning any reason.
3. In case the appointee wishes to leave the assignment he/she will have to give one month's notice or by depositing one month's salary.
4. The appointee shall take full teaching load as prescribed in the curriculum. This will in no case be less than 16 hours/week.
5. The appointee shall not be entitled to any benefit for provident fund, pension, gratuity, medical attendance, any treatment or any other benefits available to University Employees, appointed on regular basis.
6. The appointee will not be entitled to University Residential Accommodation or HRA in lieu thereof.
7. The contractual appointment will not grant the appointee any right or claim for regular appointment to the post.
8. The appointee shall be on the whole-time employment of the University and shall not accept any other appointment, paid or otherwise, during the currency of the contract.
9. The appointee shall be entitled for 8 days casual leaves (CL) and 2 days restricted holidays (RH) with the approval of the HOD of concerned department in a year in addition to Government holidays. No other leave will be admissible.
10. The contractual appointee shall submit an undertaking stating that "he/she understands that the appointment to the post is of purely temporary nature and that he/she will have no right to claim for the extension of the contractual appointment or absorption into a regular appointment to the post."

Dr. Girdhar
on BOM file

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| S. No. | Name of the candidate | Name of the Department |
|--------|-------------------------|--------------------------------------|
| 1. | Anil Kumar Rajak | Applied Mathematics |
| 2. | Dr. Neha Tyagi | Engineering Physics |
| 3. | Dr. Smita Rastogi Verma | Bio Technology |
| 4. | Dr. Kirti Bhandari | |
| 5. | Dr. Saurabh C Saxena | |
| 6. | Dr. Prakash Chandra | |
| 7. | Dr. Monika Sharma | |
| 8. | Rita Raj | Civil Engg. |
| 9. | Kusum Lata | Computer Engineering |
| 10. | Indu Singh | |
| 11. | Rahul Gupta | |
| 12. | Geetanjali Garg | Software Engineering |
| 13. | Ram Murti Rawat | |
| 14. | Kumar Mayank | |
| 15. | Kumar Vimal | Electronics & Communication Engg. |
| 16. | Amit Kumar Gautam | |
| 17. | Shikha | |
| 18. | Suman Rani | |
| 19. | Pooja Parihar | |
| 20. | Neha Kardam | Electrical Engg. |
| 21. | Amritesh Kumar | Electrical & Electronics Engineering |
| 22. | Sikander Ali Khan | |
| 23. | Gour Anunay Ashok Kumar | Environmental Engg. |
| 24. | Gitanjali Bhola | Information Technology |
| 25. | Ashima Mittal | |
| 26. | Sudhanshu Kr. Das | Automobile Engg. |
| 27. | T.M. Jamir | |
| 28. | Ravi Butola | |
| 29. | Mohit Tyagi | Mechanical Engg. |
| 30. | S.M. Pandey | |
| 31. | Parveen Kumar | |
| 32. | Mohd. Suhaib | |
| 33. | Mukesh Shamrao | Production Engg. |
| 34. | Manish Sharma | T & P |

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Col Neeraj Suri (Retd.)
Registrar

Copy to the following for information & necessary action:

1. S.O. to Vice Chancellor for information to Hon'ble VC.
2. PA to Pro Vice Chancellor for information to the Pro Vice Chancellor.
3. PA to Registrar.
4. HoD Concerned.
5. DDO.
6. ~~Consultant (Council & Planning)~~
7. Official Concerned.

(Dr. S. K. Mishra)
Asst. Registrar (Adm.)

