DELHI TECHNOLOGICAL UNIVERSITY

MINUTES

of

43rd Meeting

BOARD OF MANAGEMENT

Date   : 21.05.2021

Time   : 11:00 A.M.

Venue : Online through Video Conferencing

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

INDEX

Delhi Technological University

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

No.F.DTU/ORG/BOM/Meeting/09/Vol-XVI   Dated : 25/5/2021

Minutes of 43rd meeting of the Board of Management held online on 21st May, 2021 at 11:00 A.M.

The following were present:

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

Sh. S.L. Bhandarkar, Deputy Director (SB), Training and Technical Education, Government of NCT of Delhi; Sh. D.P. Dwivedi, Consultant (Finance & Planning), Prof. Amit Mukherjee HoD USME, and Sh. Kamal Pathak, Controller of Examinations, Delhi Technological University attended the meeting as Special Invitees.

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

Minutes of the meeting are as follows:

Agenda 43.1   :   Opening remarks by the Vice Chancellor.

Hon'ble Vice Chancellor welcomed all the members of the Board of Management in its 43rd meeting on 21-05-2021. He informed that presently Delhi is facing lockdown due to COVID-19 pandemic. However, Delhi Technological University has started online classes including practical and project monitoring with effect from 17-05-2021 so as to ensure end of session by 31-05-2021. Efforts shall be made to declare the results of all semesters except B.Tech first year by 15-06-2021 so that the final year students may able to join industry and pre final year students can start their internships in time. He also informed that the admission process for post graduate programs M.Tech, MBA, EMBA and Ph.D. programmes have been started by the University for the new academic session 2021-2022. However, the admission process for B.Tech (1st Year), B.B.A. and B.A. (Economics) will be started later as these programmes are based on the declaration of JEE and 12th class result announced by the Central Board of Secondary Education/State Boards.

He further informed that the University has lost two Ph.D. students including one international student from Tunisia due to COVID-19 pandemic. All the members observed two minutes' silence to pay homage to the departed souls.

Agenda 43.2 : **Confirmation of the minutes of 42ⁿᵈ meeting of the Board of Management held on 31.03.2021.**

It was submitted to the Board of Management that the minutes of the 42ⁿᵈ meeting of the Board of Management, DTU held on 31.03.2021, were circulated among all the members vide forwarding No. DTU/ORG/BOM/Meeting/09/Vol-XVI/3198-3208 dated 31.03.2021. No comments have been received from any of the members.

Decision : The Board of Management confirmed the minutes of the 42ⁿᵈ meeting of the Board of Management.

Agenda 43.3 : Action taken report on the decisions taken in the 42nd meeting of the Board of Management held on 31.03.2021.

The Board of Management was informed that 7 agenda were discussed in the last meeting held on 31.03.2021. The details of the agenda, decisions taken thereon and the action taken by the University were given as here under for information of the Hon'ble members:

Item No.	Agenda Item	Decision Taken	Action taken by Council Branch	Action Taken Report
42.1	Opening remarks by the Vice Chancellor.	Noted.	Noted.	Matter of record.
42.2	Confirmation of the minutes of 41st meeting of the Board of Management held on 01.03.2021.	The Board of Management confirmed the minutes of the 41st meeting of the Board of Management.	Taken on record.	Matter of record.
42.3	Action taken report on the decisions taken in the 41st meeting of the Board of Management held on 01.03.2021.	The Board of Management took the Action Taken Report on record.	Taken on record.	Matter of record.
42.4	Provision for Retirement Benefits to Delhi Technological University employees.	The Board of Management considered and approved the provision for Retirement Benefits to Delhi Technological University Employees.	Decision conveyed Controller of Finance.	The relevant account has been opened and a sum of Rs. 20 crore has been deposited in the financial year 2020-21.
42.5	Approval of the minutes of the meeting of promotion under Career Advancement Scheme from Assistant Professor in the Pay Scale of Rs.15600-39100(PB III), AGP of Rs.6000 (Stage 1) & Level 11 under 7th CPC to Assistant Professor in the Pay Scale of Rs.15600-39100(PB III), AGP 7000 (Stage	The Board of Management considered and approved the minutes of meeting of the Screening/ Selection Committees for promotion under Career Advancement Scheme from Assistant Professor with AGP 6000 Stage 1 to Assistant Professor with AGP 7000 Stage 2 and Associate Professor in the Pay Scale of Rs.37400-67000 with AGP 9000 Stage 4 to Professor in the Pay Scale of Rs.37400-67000 with AGP 10000 Stage 5 of the DTU faculty members. Following are the	Decision conveyed to Deputy Registrar (Establishment).	Order for promotion has been issued by Establishment branch.

		2) in the 6th CPC & Level 12 under 7th CPC and Associate Professor in the pay scale of Rs. 37400-67000, AGP of Rs.9000 (Stage 4) under 6th CPC & Level 13 A under 7th CPC to Professor in the Pay Scale of Rs. 37400-67000, AGP Rs.10000 (Stage 5) in 6th CPC & Level 14 under 7th CPC.	faculty members promoted under CAS: From AGP 6000 (Stage 1) to AGP 7000 (Stage 2)- 1. Dr. Bharti Singh 2. Dr. Mukhtiyar Singh 3. Dr. Renuka Bokolia 4. Dr. Richa Sharma 5. Dr. Deshraj Meena 6. Dr. Yashna Sharma 7. Dr. Anup Kumar Mandpura From AGP 9000 (Stage 4) to AGP 10000 (Stage 5)- 1. Dr. Gurjit Kaur 2. Dr. Poornima Mittal 3. Dr. Mohd. Rizwan 4. Dr. Vinod Kumar Yadav One candidate from Department of Applied Physics considered for promotion from Stage 4 to Stage 5 is of Erstwhile DCE. Therefore, his case has been sent to Government of Delhi for approval.		
42.6	Approval for creation of Teaching Posts in the discipline of Innovation, Entrepreneurship and Venture Development in the University School of Management and Entrepreneurship at East Campus, New Delhi.	The Board of Management considered and approved the creation of 08 teaching posts in the disciplines of Innovation, Entrepreneurship and Venture Development in USME at East Campus, New Delhi.	Decision conveyed Head, USME for framing of recruitment rules.	Recruitment Rules for these teaching posts have been recommended by the Academic Council and are being placed in the ensuing 43rd meeting of the Board to be held on 21-05-2021 for its approval.
42.7	Any other item with the permission of the chair.	No other item.	Noted.	No action required.

Decision : The Board of Management took the above Action Taken Report on record.

Agenda 43.4 : To consider and approve the proposal for starting of M. Tech.in Industrial Engineering & Management in the Department of Mechanical Engineering from the academic year 2021-22.

It was submitted to the Board of Management that- In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, it was proposed to start M. Tech in Industrial Engineering & Management from the academic year 2021-22. The Mechanical Engineering Department proposed to start this M. Tech. programme with an intake of 30 students.

The nomenclature was as per the list of M. Tech courses in All India Council for Technical Education.

The scheme and detailed syllabus were first discussed in workshop conducted in the department, participated by outside experts from Industry academia and all faculty of department. The suggestions given by the members in the workshop were incorporated.

Further, the modified scheme & syllabus was placed before the Board of Studies of Department of Mechanical Engineering and the comments received in the BoS meeting had also been incorporated and were placed as Annexure at page 14 to 46 in the agenda note.

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.4. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009 the Board of Management considered and approved the proposal for starting of M. Tech. in Industrial Engineering & Management in the Department of Mechanical Engineering.

It was also decided that the course will commence after obtaining the approval from AICTE. The Vice Chancellor was authorized to decide the commencement of program in phased manner because the department has proposed three new M.Tech programs vide agenda no. 43.4, 43.5 and 43.6.

Agenda 43.5 : **To consider and approve the proposal for starting of M. Tech. in Energy System and Management under Centre for Energy and Environment in the Department of Mechanical Engineering from the academic year 2021-22.**

It was submitted to the Board of Management that- In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, it was proposed to start M. Tech in Energy Systems & Management from the academic year 2021-22. The Mechanical Engineering Department proposes to start this M. Tech. programme with an intake of 30 students.

The nomenclature was as per the list of M. Tech courses in All India Council for Technical Education.

The scheme and detailed syllabus were first discussed in a workshop conducted in the department, participated by outside experts from Industry Academia and all faculty of department. The suggestions given by the members in the workshop were incorporated.

Further, the modified scheme & syllabus was placed before the Board of Studies of Department of Mechanical Engineering and the comments received in the BoS meeting had also been incorporated. The scheme and syllabus were placed as Annexure at page 47 to 89 in the agenda note.

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.5. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : **In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, the Board of Management considered and approved the proposal for starting of M. Tech. in Energy System and Management under Centre for Energy and Environment in the Department of Mechanical Engineering.**

It was also decided that the course will commence from 2021-22 only after obtaining the approval from AICTE. The Vice Chancellor was authorized to decide the commencement of program in phased manner because the department has proposed three new M.Tech programs vide agenda no. 43.4, 43.5 and 43.6.

Agenda 43.6 : **To consider and approve the proposal for starting of M. Tech. in Computer-Aided Analysis and Design in the Department of Mechanical Engineering from the academic year 2021-22.**

It was submitted to the Board of Management that- In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, it was proposed to start M. Tech in Computer Aided Analysis and Design from the academic year 2021-22. The Mechanical Engineering Department proposes to start this M. Tech. programme with an intake of 30 students.

The nomenclature was as per the list of M. Tech courses in All India Council for Technical Education.

The scheme and detailed syllabus were discussed in a workshop conducted in the department, participated by outside experts from Industry academia and all faculty of department. The suggestions given by the members in the workshop were incorporated.

Further, the modified scheme & syllabus were placed before the Board of Studies of Department of Mechanical Engineering and the comments received in the BoS meeting had also been incorporated and placed as Annexure at page 90 to 131 in the agenda note.

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.6. The Academic Council recommended the matter with some modifications to the Board of Management, Delhi Technological University for its approval. Necessary modifications had been incorporated.

Decision : In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, the Board of Management considered and approved the proposal for starting of M. Tech. in Computer-Aided Analysis and Design in the Department of Mechanical Engineering.

It was also decided that the course will commence from 2021-22 only after obtaining the approval from AICTE. The Vice Chancellor was authorized to decide the commencement of program in phased manner because the department has proposed three new M.Tech programs vide agenda no. 43.4, 43.5 and 43.6.

Agenda 43.7 : To consider and approve the proposal for starting of M. Tech. in Data Science in the Department of Software Engineering from the academic year 2021-22.

It was submitted to the Board of Management that- In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, it was proposed to start M. Tech in Data Science from the academic year 2021-22. Data Science is gaining importance in academia and industry. Hence, the Software Engineering Department proposed to start this M. Tech. in Data Science programme initially with an intake of 30 students.

The Scheme of Teaching and Evaluation was also placed as Annexure at page 132 to 162 in the agenda note.

The selection criteria will be valid GATE score in CS/IT/SW and the eligibility of the candidates will be as follows:

B. Tech./B.E. degree in Computer Science/Computer Engineering/Software Engineering/Information Technology/Mathematics and Computing/Electronics and Communication/ Electrical Engineering.

OR

MCA/M.Sc. (Computer Science/Information Technology) with Mathematics at B.Sc./BCA Level.

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.13. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : In exercise of powers conferred under section 23 (2) (xii) read with section 7(1) of Delhi Technological University Act, 2009, the Board of Management considered and approved in principle the proposal for starting of M. Tech. in Data Science in the Department of Software Engineering with following modification which has been incorporated:

The selection criteria will be valid GATE score in Computer Science & Engineering/ Information Technology/ Software Engineering/ Electrical Engineering/ Electronics and Communication Engineering and the eligibility criteria of the candidates will be as follows:

B. Tech./ B.E. degree in Computer Science/ Computer Engineering/ Software Engineering/ Information Technology/ Mathematics and Computing/ Electronics and Communication/ Electrical Engineering.

It was also decided that the course will commence from 2021-22 only after obtaining the approval from AICTE.

Agenda 43.8 : Approval for Delhi Technological University Statutes (Sixth), 2021 relating to determination of Seniority of the University Teachers in the Discipline/ Department/ University.

It was submitted to the Board of Management that Section 30 of the Delhi Technological University Act 2009 provides that – *"the Statutes may provide for all or any of the following matters namely:-*

Section 30 ....(j) the principles governing the seniority of employees of the University" .

The fixation of seniority of the University teachers in the Discipline/Department has not been finalized in the University so far. A committee of the following members, therefore, was constituted by the Competent Authority for this purpose:

1.	Prof. A. Trivedi, Dean (IRD)	Chairperson
2.	Prof. Madhusudan Singh, Dean (UG)	Member
3.	Prof. Nirendra Dev, COF	Member
4.	Prof. Amit Mookerjee, HoD (USME)	Member
5.	Sh. D.P. Dwivedi, Consultant (F&P)	Member
6.	Prof. Samsher, Registrar	Member Secretary

The Committee made deliberations on different dates and took note of the instructions of the University Grants Commission (UGC) in para 16.3 and further instructions of All India Council for Technical Education (AICTE) in para 3.3 for implementation of 7th Pay Commission on the subject recommendations. The relevant paras of UGC and AICTC instructions are given below:-

16.3 **Inter-se seniority between the direct recruited and teachers promoted under CAS**
The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply for all other matters of seniority.

3.3 **Inter-se seniority between the directly recruited and teachers promoted**
The inter-se seniority of a directly recruited shall be determined with reference to the date of joining and for the teachers promoted with

reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government/UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

After taking cognizance of clause 16.3 of UGC & 3.3 of AICTE guidelines for implementation of 7th CPC and considering the other aspects, Committee made recommendations for determination of seniority of University Teacher within the discipline/department and at the level of University. It also made recommendations for seniority of Head of Departments/Deans.

On the basis of the these recommendations, Delhi Technological University Statutes (Sixth), 2021 had been prepared as under:-

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 31 read with section 30 of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009), the Board of Management hereby, makes the following Statutes of the Delhi Technological University, Delhi, relating to determination of Seniority of the University Teachers in the Discipline/ Department/ University namely : --

1. **Short title and commencement.—**

   (1) These Statutes may be called the Delhi Technological University Statutes (Sixth), 2021.

   (2) They shall come into force on the date of their publication in the official Gazette.

2. **Definitions.–**

   (1) In these Statutes, unless the context otherwise requires,

   (a) **University"** means Delhi Technological University (DTU).
   (b) **"Department"** means a department of studies of the university
   (c) **"Functional Cluster"** means Industrial research & development, undergraduate studies, post graduate studies, student welfare, alumni affairs, continuing education, outreach and extension activities, international affairs, student discipline and such functional clusters created to deal with such other aspects as the Board of Management deems it necessary.

(d) **"Dean"** shall be the head of the functional cluster assigned to him/her and shall be responsible for the conduct and maintenance of the standards of the work in the functions assigned to him/her.

(e) **"Head"** means Head Of Department.

(f) **"CAS"** means Career Advancement Scheme.

(g) **"University Teacher"** means Professor, Associate Professor and Assistant Professor including Professor, Associate Professor and Assistant Professor of the erstwhile Delhi College of Engineering, working in the university.

(2) Words and expressions used but not defined in these Statutes and defined in the Act, shall have the same meanings as assigned to them in the Act.

3. **The Seniority of Teachers within Discipline will be decided as provided here under.--**

(i) The seniority of Professor/Associate Professor/Assistant Professor in the discipline shall be maintained separately and shall be determined on the basis of their date of joining in the university. In case more than one University Teacher joins on the same date then the seniority shall be considered according to the date of birth of the University Teacher. Those who born earlier will rank senior. If date of birth is also same, then the University Teacher having more experience in University as regular University Teacher shall be the criterion for the determination of seniority.

(ii) The seniority of the University Teacher promoted under CAS shall be from the date of their eligibility in the same discipline as indicated in the recommendations of the selection committee of the respective candidates.

(iii) The cases where the University Teacher has been selected to the higher post initially through CAS promotion, later also selected through direct recruitment or vice versa, the seniority of such University Teacher will be considered from the earlier date of joining either by CAS or direct recruitment in the same discipline.

4. **The seniority of teachers within the Department will be decided as provided hereunder:-**

A Department may consist of one or more disciplines. If there is only one discipline then the procedure mentioned at (3) above shall be applicable. If there are more than one discipline then seniority shall be determined as under.

The seniority of Professor/Associate Professor/Assistant Professor in the department shall be maintained separately and shall be determined on the basis of their date of joining in the department. However, in case of different disciplines within the department, the earlier date of joining will be considered for determination of the seniority of the University Teacher. The University Teacher joining on an earlier date shall be senior to the later one. In case more than one University Teacher joins on the same date then the seniority shall be considered according to the date of birth of the University Teacher. Those who born earlier will rank senior. If date of birth is also same then the University Teacher having more experience in university as regular University Teacher shall be the criterion for the determination of seniority.

5. **Seniority of teacher at the University level will be decided as provided hereunder:-**

The seniority of Professor/Associate Professor/Assistant Professor in the university shall be maintained separately and shall be determined on the basis of their date of joining in the university. However, in case the date of joining of the University Teacher working in different discipline/department is same then the date of birth will be taken for determination of the seniority. Those who born earlier will rank senior. In case more than one University Teacher joins on the same date, then the seniority shall be considered according to the date of birth of the University Teacher. Those who born earlier will rank senior. If date of birth is also same, then the University Teacher having more experience in university as regular University Teacher shall be the criterion for the determination of seniority.

6. **Inter-se Seniority of Head of Departments and Deans will be decided as provided hereunder.--**

(i) Seniority of the Head of the Departments shall be determined on the basis of total cumulative tenures of Headship in Delhi Technological University/Delhi College of Engineering irrespective of the gap between tenures.

(ii) Seniority of the Deans shall be determined on the basis of total cumulative tenures of Deanship in Delhi Technological University/ Delhi College of Engineering irrespective of the gap between tenures and functional cluster.

7. **Substantive position of Professor/ Associate Professor/ Assistant Professor will be decided as provided hereunder :-**

(i) If the University Teacher is appointed on direct recruitment but later promoted under CAS, in such cases the substantive post shall be the post on which University Teacher has been directly recruited.

(ii) If the University Teacher is appointed on CAS but later he is promoted under direct recruitment on the later date within discipline, in such cases the substantive post shall be post on which University Teacher has been directly recruited.

(iii) If the incumbent University Teacher of any discipline joins other discipline on direct recruitment, his seniority shall be decided according to the seniority of Professor/Associate Professor/Assistant Professor in the new discipline. He will hold the substantive post in the new discipline.

8. **Power to remove difficulties.--**

(i) Subject to the provisions of the Act, Statues and Ordinances, the issues not covered hereunder or in the event of differences of interpretation, the Vice Chancellor may take a decision. The decision of the Vice Chancellor shall be final.

(ii) In special circumstances, the Vice Chancellor may approve amendment, modification, insertion or deletion which in his opinion is necessary or expedient for the smooth running of the university.

By Order and in the Name of the Lt. Governor of the National Capital Territory of Delhi.

The said recommendations were considered by the Academic Council in its 28th meeting held on 30-04-2021vide agenda number 28.15. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : The Board of Management considered and approved the Delhi Technological University Statutes (Sixth), 2021 relating to determination of Seniority of the University Teachers in the Discipline/ Department/ University with following modification, which have been incorporated in the Statute:

Add the sentence "Those who born earlier will rank senior" in point number 3(i) and 4 of the Statute.

Agenda 43.9 : Rationalization of intake in 06 Undergraduate programs (Computer Science & Engg., Information Technology, Software Engg., Mathematics & Computing Engg., Electronics & Communication Engg. and B.Des).

It was submitted to the Board of Management that in the 9th meeting of University Admission Committee held on 01.04.2021, it was decided to rationalize the existing seats of following six Undergraduate programmes along with Bachelor of Design programme as detailed below :-

S.No.	Branch	Sanctioned Intake (JAC) (2020-21)	Revised Intake (JAC) (2021-22)
1.	Computer Science& Engg (CSE)	450	480
2.	Information Technology Engg (IT)	150	180
3.	Software Engineering (SE)	150	180
4.	Electronics & Communication Engg (ECE)	230	240
5.	Mathematics & Computing Engg (MCE)	150	180
6.	Bachelor of Design (B.Des)	95	120

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.10 and 28.17. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : **The Board of Management considered and approved the rationalization of intake in 06 Undergraduate programs (Computer Science & Engg., Information Technology, Software Engg., Mathematics & Computing Engg., Electronics & Communication Engg. and B.Des).**

Agenda 43.10 : Approval for enhancement of intake in 4 M.Sc. programmes from Academic Year 2021-2022.

It was submitted to the Board of Management that an online meeting was convened by the Hon'ble Vice Chancellor on 11/05/2021 at 11:30 AM to review the intake of students in the 4 M.Sc. Programmes offered by the University namely M.Sc. (Biotechnology), M.Sc. (Chemistry), M.Sc. (Mathematics) and M.Sc. (Physics) from the year 2021 onwards. The following were present:

1. Prof. Yogesh Singh, Hon'ble Vice Chancellor
2. Prof Suresh C. Sharma, Dean (Academic-PG)
3. Prof. Pravir Kumar, HOD (Biotechnology)
4. Prof. Rinku Sharma, HOD (Applied Physics)
5. Prof. S. G. Warkar, HOD (Applied Chemistry)
6. Prof. S. Siva Prasad, HOD (Applied Mathematics)
7. Sh. Kamal Pathak, Controller of Examinations
8. Dr. Rishu Chaujar, Associate Dean (Academic-PG)

At the first instance, Prof. Rinku Sharma, Chairperson of the M.Sc. Admission Committee apprised the following:

1. The M.Sc. Programmes were started in 2019 in the Departments of Applied Mathematics, Applied Physics and Biotechnology with an intake of 30. Consequent upon introduction of EWS quota and rationalizing the seats, the intake of each M.Sc. programme was enhanced from 30 to 40 in the year 2020. In addition to this, the Academic Council and BOM have approved introduction of M.Sc. Chemistry programme from 2021.

2. It is important to state that DTU had been receiving a good number of applications every year for M.Sc. Programmes almost 3 to 5 times the intake available.

3. It was also noted that since in the present scenario of the pandemic, many Indian students could not go abroad for higher studies this year, the Ministry of Education constituted a committee headed by the UGC Chairman to improve the student opportunities in the good Indian universities so that the Indian talent can be retained.

4. It was also observed that the M.Sc. pass-outs are also eligible for appearing in GATE which is an eligibility condition for admission to M.Tech programmes. Further, an increase in the University's PG strength will have a positive impact on the University rankings.

In view of the position explained as above, the intake capacity of 4 M.Sc. Programmes was proposed to increase from 40 to 60 in each programme with effect from the ensuing academic year i.e. 2021-2022 onwards.

The admission process of the M.Sc. Programmes was scheduled to commence from 15/05/2021 onwards. The enhancement of intake capacity in four M.Sc. programmes had been approved by the Chairman, Academic Council for placing before the Board of Management for its approval.

Decision : The Board of Management considered and approved for enhancement of intake from 40 to 60 in each four M.Sc. programmes with effect from the Academic Year 2021-2022 onwards.

Agenda 43.11 : To consider and approve the recommendations of the committee to re-examine the existing rules for change of name of student in academic records.

It was submitted to the Board of Management that a committee was constituted by the Competent Authority vide office order No F.No 105 No 105(806)/DTU/Policy-ruling name change/2020-21/9996-10004 dated 05 Mar 2021 to re-examine the existing rules for change of name of student(s) in academic records of DTU and also to suggest points to be included in the said rules. A detailed discussion was made by the committee on the existing DTU rules. Subsequent to review of existing rules, the committee went through/referred relevant policies/ rules/documents of other reputed educational institutions/universities like, CBSE, Delhi University & GGSIPU and made following recommendations :-

The cases pertaining to such requests may be divided into two categories:-

(a) **Category `A'- related to Correction.** Correction in name to the extent of correction in spelling errors, factual typographical errors in the candidate's name/ surname, name of father/mother/guardian/date of birth etc. may be considered within 05 years of the declaration of results. If the request comes after 05 years the case may be considered by the Vice Chancellor on its merit.

(b) **Category `B' - related to Change.** The change in the name/ surname of candidate, date of birth, and name of father/ mother/ guardian name may be considered within 05 years of declaration of results provided the changes have been admitted by CBSE/ State Boards/Other related Boards/ Universities wherein from the qualifying examination was passed.

All such requests covered in category A & Category B may be considered within 05 years of declaration of final result of the programme to which the student was admitted to the University. If the request comes after 05 years the case may be considered by the Vice Chancellor on its merit.

Following documents need to be submitted by the students while applying:

(a) **For category A**

i. An application in prescribed format duly forwarded by the Head of the concerned Department.

ii. An affidavit as per prescribed format on a non-judicial stamp paper worth Rs. 20/- (in original) executed in the court and sworn before First Class Magistrate, First Class Metropolitan Magistrate/Executive Magistrate/Sub Divisional Magistrate regarding change in name. (Original)

iii. Self-attested copy of Roll Number issued by the University.

iv. Fee receipt of payment of prescribed fee by the University for correction/change of name.

v. A copy of revised certificates issued by CBSE or any other Board/ University from wherein the qualifying examination was passed bearing the corrected name/surname, name of father/mother, Date of Birth.

vi. In case mistake is found from the University side, no fee will be charged for any correction.

(b) **For category B** : In addition to the documents mentioned for Category `A', the student should also submit following document:-

i. Original copy of the Government of India Gazette, notifying the change in name.

ii. Original copy of two newspapers (daily English/ Hindi newspaper at the national level and daily newspaper in a vernacular language circulated in the locality city), in which the desired change has been published.

iii. Original undertaking, in prescribed format duly sworn before the Judicial Magistrate, first class Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.

Once approved by the Competent Authority, the name of student/ father/ mother/guardian, date of birth as applicable shall be read as:-

The name after change will be read as changed name alias/nee earlier name in DTU record.

Further, the revised mark-sheet/degree/certificate shall bear the following details:

"This mark-sheet/degree is issued subsequent of the name change of _____(old name) to_____(new name) as notified vide _____dated_____"

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.11. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : The Board of Management considered and approved for revision of existing rules for correction/change of name of student in academic records with following modifications which have been incorporated:

1. *Replace 03 years with 05 years* in Category 'A'-related to correction and in Category 'B'- related to change.
2. Add sentence, *"If the request comes after 05 years the case may be considered by the Vice Chancellor on its merit."*
3. Fee receipt of payment of prescribed fee by the University for correction/change of name iv. under the heading 'For Category A'.
4. Add new point number vi. as- *"In case mistake is found from the University side, no fee will be charged for any correction."* under the heading 'For Category A'.

Agenda 43.12 : Approval for Recruitment Rules for appointment to the post of Professor, Associate Professor and Assistant Professor in the discipline of MBA- Innovation, Entrepreneurship and Venture Development.

It was submitted to the Board of Management that as per section 10(2)(b) of the Delhi Technological Statute (First), 2009 the Board of Management is conferred with the power *"to prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council"*.

Accordingly, the Department of Management, USME had framed Recruitment Rules for faculty positions for the post of Professor, Associate Professor and Assistant Professor in the disciplines of MBA- Innovation, Entrepreneurship and Venture Development to meet the acute shortage of faculty in the department. The existing faculty was insufficient to cater to the needs of the students at large. Hence, it become necessary to recruit regular faculty for the smooth functioning of the department. Accordingly, recruitment rules were framed by a committee.

Recruitment Rules for the post of Professor, Associate Professor and Assistant Professor in above mentioned discipline were as under:

PAY SCALE, ESSENTIAL QUALIFICATIONS, RELEVANT BRANCH, AGE LIMIT AND RELAXATIONS FOR THE POST OF PROFESSOR IN THE DISCIPLINE OF INNOVATION, ENTREPRENEURSHIP AND VENTURE DEVELOPMENT

Designation, Pay Matrix Level & Entry Pay	Essential Qualifications and Experience	Relevant Branch	Age Limit
Professor Level-14 Entry Pay - 1,44,200	**'A'** **Essential Qualifications:-** I. First class or equivalent in MBA/M.COM/ICWA, with postgraduate diploma in entrepreneurship/ Masters degree in any discipline with specialization in innovation, entrepreneurship, venture development or related discipline. II. Qualifications as above with Ph.D. or equivalent, in relevant branch. **III.** (a) At least total 6 research publications at the level of Associate Professor in	Innovation, Entrepreneurship & Venture Development, Family Business & Entrepreneurship, Family owned Business	55 years 'Relaxations' 1. The age is relaxable for SC/ST candidates upto 5 years and for OBC candidates upto 3 years in respect of vacancies reserved for them respectively. 2. Relaxable for Government Servants upto 5 years in accordance with the instructions

	SCI/ SSCI/SCIE journals/ UGC/AICTE approved list journals and at least 2 successful Ph.D. guided as Supervisor/Co-supervisor.		or orders issued by the Central Government 3. Relaxable for teachers of government funded institutions of higher education for 5 years. 4. Age relaxable for the PWD category candidates in accordance with the instruction/ orders issued by the central government /GNCT from time to time

'OR'

(b) At least 10 research publications at the level of Associate Professor in SCI/ SSCI/SCIE journals/ UGC/AICTE approved list journals.

'OR'

(c) Five patents granted

'OR'

(d) Any combination of III (a), (b) and (c) such that two research papers in SCI/ SSCI/SCIE journals/ UGC/AICTE approved list journals is equivalent to one patent granted.

IV. Experience:-

(a) A minimum of 10 years of experience in teaching /research /industry/entrepreneurship/incubation

AND

(b) out of above 10 years at least 03 years shall at the post equivalent to that of an Associate Professor

OR

Out of above 10 years at least 05 years experience as incubatee startup/ successful graduate startup/mentor-experts/industry investment practioners/ IP and regulatory expert/ design expert, commercialization, value chain development expert/ proprietor (Proprietary Firm) founder, co-founder, promoter of a company/startup; Additionally, out of ten years at least 3 years experience is required at the post equivalent to that of an Associate Professor.

Notes :

1. Any deviation in the nomenclature of the relevant branches as mentioned above may also be considered by the University.
2. AMIE/IETE qualifications in relevant branches mentioned in the RR are also eligible.
3. B.Sc. (Engineering), B.E., B.Tech, B.S. (Four years) shall be considered as equivalent.
4. M.Sc. (Engineering), M.E., M.Tech, M.S. shall be considered as equivalent.
5. Selection Committee, may in cases of exceptional merit, recommend additional increments in case of higher qualifications, experience and academic achievements by the candidates.
6. Persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
7. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If conversion formula for CGPA to percentage marks is not given/defined, CGPA will be converted into equivalent marks by multiplying the CGPA by a factor of 10.

PAY SCALE, ESSENTIAL QUALIFICATIONS, RELEVANT BRANCH, AGE LIMIT AND RELAXATIONS FOR THE POST OF ASSOCIATE PROFESSOR IN THE DISCIPLINE OF INNOVATION, ENTREPRENEURSHIP AND VENTURE DEVELOPMENT

Designation, Pay Matrix Level & Entry Pay	Essential Qualifications and Experience	Relevant Branch	Age Limit
Associate Professor Level-13 A1 Entry Pay - 1,31,400	**'A'** **Essential Qualifications:-** I. First class or equivalent in MBA/M.COM/ICWA, with postgraduate diploma in entrepreneurship/ Masters degree in any discipline with specialization in innovation, entrepreneurship, venture development or related discipline. II. Qualifications as above with Ph.D. or equivalent, in relevant branch. III. (a) At least total 6 research publications in SCI/ SSCI/SCIE journals/ UGC/AICTE approved list journals. 'OR'	Innovation, Entrepreneurship & Venture Development, Family Business & Entrepreneurship, Family owned Business.	50 years 'Relaxations' 1. The age is relaxable for SC/ST candidates upto 5 years and for OBC candidates upto 3 years in respect of vacancies reserved for them respectively. 1. Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government 2. Relaxable for teachers of government funded institutions of higher education for 5 years. 3. Age relaxable for the PWD category candidates in accordance with the instruction/ orders issued

	(b) Three patents granted 'OR' (c) Any combination of III (a), (b) such that two research papers in SCI/ SSCI/SCIE journals/ UGC/AICTE approved list journals is equivalent to one patent granted. **IV** **Experience:-** A minimum of 08 years of experience in teaching /research /industry/entrepreneurship/incubation experience as incubatee startup/ successful graduate startup/mentor-experts/industry investment practioners/ IP and regulatory expert/ design expert, commercialization, value chain development expert/ proprietor (Proprietary Firm) founder, co-founder, promoter of a company/startup		by the central government /GNCT from time to time.

Notes :

1. Any deviation in the nomenclature of the relevant branches as mentioned above may also be considered by the University.
2. AMIE/IETE qualifications in relevant branches mentioned in the RR are also eligible.
3. B.Sc. (Engineering), B.E., B.Tech, B.S. (Four years) shall be considered as equivalent.
4. M.Sc. (Engineering), M.E., M.Tech, M.S. shall be considered as equivalent.
5. Selection Committee, may in cases of exceptional merit, recommend additional increments in case of higher qualifications, experience and academic achievements by the candidates.
6. Persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
7. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If conversion formula for CGPA to percentage marks is not given/defined, CGPA will be converted into equivalent marks by multiplying the CGPA by a factor of 10.

PAY SCALE, ESSENTIAL QUALIFICATIONS, RELEVANT BRANCH, AGE LIMIT AND RELAXATIONS FOR THE POST OF ASSISTANT PROFESSOR IN THE DISCIPLINE OF INNOVATION, ENTREPRENEURSHIP AND VENTURE DEVELOPMENT

Designation, Pay Matrix Level & Entry Pay	Essential Qualifications and Experience	Relevant Branch	Age Limit
Assistant Professor Level-10 Entry Pay - 57,700/-	**'A'** **Essential Qualifications:-** I. First class or equivalent in MBA/M.COM/ICWA, with postgraduate diploma in entrepreneurship/ Masters degree in any discipline with specialization in innovation, entrepreneurship, venture development or related discipline. **Desirable:-** Professional experience as incubatee startup/ successful graduate startup/mentor-experts/industry investment practioners/ IP and regulatory expert/ design expert, commercialization, value chain development expert/ proprietor (Proprietary Firm) founder, co-founder, promoter of a company/startup.	Innovation, Entrepreneurship & Venture Development Family Business & Entrepreneurship, Family owned Business	35 years 'Relaxations' 1. The age is relaxable for SC/ST) candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. 2. Relaxable for Government Servants upto 5 years in accordance with the instruction or orders issued by the Central Government 3. Relaxable for teachers of government funded institutions of higher education for 5 years. 4. Age relaxable for the PWD category candidates in accordance with the instruction/ orders issued by the central government /GNCT from time to time.

Notes :

1. Any deviation in the nomenclature of the relevant branches or degrees as mentioned above may also be considered by the University.
2. AMIE/IETE qualifications in relevant branches mentioned in the RR are also eligible.
3. B.Sc. (Engineering), B.E., B.Tech, B.S. (Four years) shall be considered as equivalent.
4. M.Sc. (Engineering), M.E., M.Tech, M.S. shall be considered as equivalent.

5. Selection Committee, may in cases of exceptional merit, recommend additional increments in case of higher qualifications, experience and academic achievements by the candidates.

6. Persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.

7. The University shall conduct a screening test for short listing of candidates. The shortlisted candidates will make a presentation before a committee in the concerned department and other invitees of DTU, prior to appearing before the Selection Committee.

8. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If conversion formula for CGPA to percentage marks is not given/defined, CGPA will be converted into equivalent marks by multiplying the CGPA by a factor of 10.

The matter was considered by the Academic Council in its 28th meeting held on 30-04-2021 vide agenda number 28.12. The Academic Council recommended the matter to the Board of Management, Delhi Technological University for its approval.

Decision : **In exercise of the powers conferred under section 10(2)(b) of the Delhi Technological Statute (First), 2009, the Board of Management considered and approved the Recruitment Rules for appointment to the post of Professor, Associate Professor and Assistant Professor in the discipline of MBA- Innovation, Entrepreneurship and Venture Development.**

Agenda 43.13 : Nomination of members for Planning Board of the University.

It was submitted to the Board of Management that the existing Planning Board was reconstituted way back in the year 2018. The tenure of existing members of the Planning Board had expired on 27-03-21. As such there was need to nominate new members for the Planning Board.

As per the section 26 of Delhi Technological University Act, 2009 – *"There shall be constituted a Planning Board of the University to be the principal planning body of the University and shall also be responsible for monitoring the development of the University".*

Further, vide Clause 12 sub-clause (1) of Statutes (First) , it is defined that *"the Planning Board shall consist of Vice-Chancellor and **not more than six members to be nominated by the Board Of Management".***

Clause 12 sub clause (2) specifies that *"All the members other then Vice Chancellor, shall hold office for a term of three years".*

Accordingly, list of new members was proposed by the Hon'ble Vice Chancellor and placed before the Board of Management for its consideration.

Decision : The Board of Management considered and nominated following six members for the Planning Board of the University as per provision laid down in the Statues (First) of the University:

1. **Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad, Haryana.**
2. **Prof. Anu Singh Lather, Vice Chancellor, Ambedkar University Delhi, Delhi.**
3. **Prof. J. P. Saini, Vice Chancellor, Netaji Subhash University of Technology, Dwarka, Delhi.**
4. **Prof. Neharika Vohra, Vice Chancellor, Delhi Skill and Entrepreneurship University, Dwarka, Delhi.**
5. **Prof. M.N. Doja, Director, Indian Institute of Information Technology, Sonepat, Haryana.**
6. **Prof. Rajive Kumar, Member Secretary, All India Council for Technical Education, Delhi.**

The Board of Management also nominated following persons to the Planning Board as special invitees:

1. **Prof. A. Trivedi, Dean, IRD**
2. **Prof. Pragati Kumar, Electrical Engineering Department**
3. **Prof. Nirendra Dev, Civil Engineering Department**
4. **Prof. Narendra Kumar-II, Electrical Engineering Department**
5. **Sh. D.P. Dwivedi, Consultant, F&P**

Agenda 43.14 : Approval for enhancement of facilities at the existing Health Centre.

It was submitted to the Board of Management that-

1. The Vice Chancellor constituted the following committee to identify the requirements of Human Resource and Infrastructure required for the enhancement of the facilities at the existing Health Centre of the university:

    i)   Sh. Kamal Pathak, Controller of Examinations, Chairman
    ii) Dr. Rajesh Birok, OIC (Health Centre), Member
    iii) Sh. Anil Kumar, Deputy Registrar (Gen. Admn.), Member
    iv) Sh. Bimal Jain, Ex. Engineer, Engineering Cell, Member
    v)   Sh. Jasbir Singh, Senior Accounts Officer, Member
    vi) Dr. Nitin K. Puri, Security and Transport Officer, Member Secretary

2. The members discussed the various aspects pertaining to the subject matter with regard to the present student strength of the university and facilities available in the existing Health Centre.

3. Here it is noteworthy to mention that the existing Health Centre of the university was started in the year 1997 when the student strength of the university was around 2200 only. Initially, 2 Part-time Physicians were engaged and subsequently, an Eye Specialist, Dentist, Orthopaedic Specialist, Physiotherapist and Supporting Staff were also engaged in similar mode i.e., part-time.

4. Since then the university has grown multifold in terms of programs offered and the strength of students, faculty and staff. As on date, around 14000 students are enrolled in the university. Out of which, around 3000 stay in the hostels. In addition to this, around 300 families of faculty and staff are also residing in the campus.

5. Consequent upon due deliberation on the issue, the committee opined that in view of the increased strength of students, faculty and staff of the university, there is a dire need of enhancement of the facilities at the existing Health Centre in the DTU campus. Accordingly, the committee is of the view that Human resource and Infrastructure of the Health Centre may be strengthened.

6. Further, the committee also observed that the space available at the existing Health Centre is not adequate. Therefore, the erstwhile International Guest House may be used as transit location for the addition of six Hospital Beds with facility of oxygen supply and other related accessories. Subsequently, another floor will be constructed on the existing Health Centre and the facilities shall be shifted to that location.

7. In view of the position explained in the preceding paragraphs, the committee unanimously recommended that the sufficient number of regular posts of Medical Staff as detailed below may be created to meet out the medical requirements of the university:

S.No.	Post	Pay Scale (as per 7th CPC)	Number of Posts
1.	Doctors/Medical Officers (Male/Female)	Level -10	3
2.	Staff Nurse	Level -07	6
3.	X-Ray Technician	Level -06	1
4.	Lab Technician	Level -06	4
5.	Pharmacist	Level -05	1
6.	Health Attendant (Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner, etc.)	Level -01	6

The Recruitment Rules for all the above mentioned posts will be applicable as prescribed in the Directorate of Health Services, Government of Delhi.

The annual financial implications towards creation of the above mentioned posts shall be Rs. 1.70 Crore.

The recommendations of the committee for creation of above mentioned posts of Medical Staff was also placed before the Finance Committee in its 24th meeting held on 20-05-2021 for consideration. The Finance Committee considered the matter vide agenda number 24.4 and recommended it to Board of Management, DTU for approval and further for submission to Government of NCT of Delhi for its approval.

Decision : 1. The Board of Management considered and recommended for creation of above mentioned 21 posts for the University Health Centre to the Government of NCT of Delhi for seeking its approval.

2. It was also decided to purchase one ambulance equipped with Advance Life Support (ALS) systems in the University Health Centre for transport of emergency patients to hospitals.

Agenda 43.15 : **Report of the Committee constituted to examine the case of Adoption of Pay Scales of DASS Gr-II and Revision of Pay Structure for Senior Office Assistant and Stenographer Grade-II in Delhi Technological University held on 23.03.2021 and 05.05.2021.**

It was submitted to the Board of Management that -

1. The competent authority constituted a committee to examine the case of adoption of pay scale of DASS Gr-II and revision of pay structure for Senior Office Assistant and Stenographer Gr-II in Delhi Technological University. The details of members are as:

   1. Sh. Kamal Pathak, COE   Chairperson
   2. Sh. Anil Kumar, Dy. Registrar (GA)   Member
   3. Dr. Pradeep Kumar Teotia, AR (Estt.)   Member Secretary

2. In pursuance with Meeting Notice vide No.F.1/2-836/2021/Estt./DTU/1008 dated 22.03.2021, the meeting was held on 23.03.2021 and 05.05.2021 under the chairmanship of Sh. Kamal Pathak, Controller of Examinations, DTU to examine the case of adoption of pay scale of DASS Gr-II and revision of pay structure for Senior Office Assistant and Stenographer Gr-II in Delhi Technological University.

   The following were present: -
   1. Sh. Kamal Pathak, COE, DTU   Chairperson
   2. Sh. Anil Kumar, Dy. Registrar (GA), DTU   Member
   3. Dr. Pradeep Kumar Teotia, AR (Estt.), DTU   Member Secretary

   Dr. R. Kaushik, Deputy Registrar (Exam) was also present as special invitee in the meeting invited by the Chairman of the Committee.

3. During the meeting, the Committee was apprised that the representation has been received from the Senior Office Assistant and Stenographer Gr. II in regard to Adoption and revision of their pay structure in accordance to Order No. 57 dated 03.02.2015 issued from the Service Department of Government of NCT of Delhi wherein the pay structure of Grade-II (DASS) and stenographer Grade-II has been revised as PB-2 Rs.9300-34800 with GP of Rs.4600.

4. In the first instance, the Committee took a note of another order No. 56 & 58 dated 03.02.2015 *and Circular NO. 20/06/2016/S-I/Lit./3401 dated 21.10.2016 issued by Service Department* (Service-I Branch), Government of NCT of Delhi. The relevant portion of this letter is quoted below:

"The organization intending to give the similar pay structure /financial upgradation to its employees may decide the issue on its own in consultation with Finance Department and with due approval of Competent Authority, keeping in view following points:

(i) Pay Scale in various Pay Commissions in respect of the DASS cadre posts and their corresponding post in the organization;
(ii) Duties and responsibilities of both these posts;
(iii) Mode of recruitment;
(iv) Hierarchy of posts of the organization; and
(v) Educational and other qualification, experience etc. required for recruitment of the posts as available in the respective RRs."

5. Accordingly, the Committee prepared a comparative statement thereby covering all aspects mentioned in the preceding para in the following format:

S. No	Points	DASS Gr-II/Stenographer Gr-II (Delhi Govt.)	SOA/Steno Gr. II (DTU)
1.	*Pay Scale in various Pay Commissions in respect of the DASS cadre posts and their corresponding post in the organization*	GP 4600 as per 6th CPC, Level-7 as per 7th CPC	GP 4200, as per 6th CPC Level-6 as per 7th CPC
2.	*Duties and responsibilities of both these posts*	<u>Assistant Section Officer</u> (i) Opening, maintenance and custody of files; (ii) put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts ; (iii) go through the receipts and ensure that the receipts, with urgency grading, are dealt with first; (iv) move the receipt to a file; (v) if a file exists for this receipt, add the receipt to the existing file; (vi) in case a file does not exist, a file will be opened; (vii) DH will add the data/metadata required for creating a new file.	<u>For SOA*</u> (i) Opening, maintenance and custody of files; (ii) put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts ; (iii) go through the receipts and ensure that the receipts, with urgency grading, are dealt with first; (iv) move the receipt to a file; (v) if a file exists for this receipt, add the receipt to the existing file; (vi) in case a file does not exist, a file will be opened; (vii) DH will add the data/metadata required for creating a new file. A

A number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file;

(viii) reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt.

(ix) DH will have to give a serial number and page number to all the letters received and issued. In an electronic environment, the system will automatically assign a new serial number to the receipt, which will be visible on the top centre of all the pages of the receipt. The system will also automatically assign a new page number to each page of the receipt, which will be visible on top right hand corner of the page;

(x) link related file, if any. In an electronic environment, with the help of knowledge management, and collaboration/interaction tools in the system, search and link other e-files or documents, if any, referred to in the receipt, or having a bearing on the issues raised therein;

(xi) identify and examine the issues involved in the case and record a note;

(xii) submit the case to the appropriate higher officer; and

(xiii) in an electronic environment metadata may be used for such purposes.

For:-Stenographer/Personal Assistant#

(i) Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer;

(ii) managing of appointments/engagements;

(iii) attending to the telephone calls and receiving visitors;

number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file;

(viii) reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt.

(ix) DH will have to give a serial number and page number to all the letters received and issued. In an electronic environment, the system will automatically assign a new serial number to the receipt, which will be visible on the top centre of all the pages of the receipt. The system will also automatically assign a new page number to each page of the receipt, which will be visible on top right hand corner of the page;

(x) link related file, if any. In an electronic environment, with the help of knowledge management, and collaboration/interaction tools in the system, search and link other e-files or documents, if any, referred to in the receipt, or having a bearing on the issues raised therein;

(xi) identify and examine the issues involved in the case and record a note;

(xii) submit the case to the appropriate higher officer; and

(xiii) in an electronic environment metadata may be used for such purposes.

For:-Stenographer*/Personal Assistant*

(i) Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer;

(ii) Managing of appointments/engagements;

(iii) attending to the telephone calls and receiving visitors;

(iv) maintaining the papers required to be retained by the officer;

		(iv) maintaining the papers required to be retained by the officer; (v) destroying by shredding/burning the stenographic record of the confidential and secret letters; and (vi) assisting the officer in such a manner as she/he may direct.	(v) destroying by shredding/burning the stenographic record of the confidential and secret letters; and (vi) assisting the officer in such a manner as she/he may direct.
3.	*Mode of recruitment*	Direct/Promotion	Direct/Promotion
4.	*Hierarchy of posts of the organization*	**For DASS Gr-II (GP 4600 as per 6th CPC, Level-7 as per 7th CPC)** (i) Superintendent (DASS Gr-I) (ii) Head Clerk (DASS Gr-II) **For Stenographer (GP 4600, Level-7 as per 7th CPC)** (i) Stenographer Gr-I (ii) Stenographer Gr-II	**For SOA* (GP 4200 as per 6th CPC, Level-6 as per 7th CPC)** (i) Section Officer* (ii) Senior Office Assistant* **For Stenographer (GP 4200, Level-6 as per 7th CPC)** (i) Stenographer Gr-I (ii) Stenographer Gr-II
5.	*Educational and other qualification, experience etc. required for recruitment of the posts as available in the respective RRs*	**For DASS Gr-II** Bachelor's Degree from a recognized University. **For:Stenographer/Personal Assistant** (i) 12th pass from a recognized School/Board/University (ii) Must qualify the Stenography test with the following norms:- The candidate will be given a dictation in English/Hindi for 10 minutes at the speed of 100 w.p.m. The dictated matter should be transcribed on Computer in 40 minutes (English) or 55 minutes (Hindi).	**For SOA*** Bachelor's Degree from a recognized University or equivalent with at-least five years of relevant experience in PB-I, Rs.5200-20,200 Grade Pay Rs. 2400/- (6th CPC)/Level-4, Entry Pay Rs.25500/- for SOA and typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. **For Stenographer** Bachelor's Degree from a recognized University or equivalent with speed of 100 w.p.m. in Shorthand and 40 w.p.m. in typing in English on Computers.

* The BoM of the university in its 3rd Meeting held on 12.06.2010, vide agenda item no. 3.19 re-designated the ministerial posts in Erstwhile Delhi College of Engineering, Government of Delhi i.e. Superintendent, Head Clerk, UDC, LDC as Section Officer, Sr. Office Assistant, Office Assistant and Jr. Office Assistant respectively.

#Central Secretariat Manual of Office Procedure, May 2003

6. In view of facts mentioned in the above table, it is pertinent to mention that various criteria adopted by the university for recruitment of the said posts i.e. SOA and Stenographer Gr. II are similar to DASS Gr II of Govt of NCT of Delhi.

7. In pursuance with circular no. F.No. 20/06/2016/S-I/Lit./3401 dated 21.10.2016 from Services Department of Government of NCT of Delhi, the committee recommended that prior to further processing the request made by Stenographer Gr. II and Senior Office Assistants of the University for the adoption and revision of pay structure, the case may be referred to the Finance Department, Government of NCT of Delhi through Directorate of Training and Technical Education for obtaining its concurrence.

The annual financial implications towards revision of pay structure of Stenographer Gr.II and Senior Office Assistants shall be approximately Rs. 28 Lakhs.

The recommendations of committee were placed in the 24th Finance Committee meeting held on 20-05-2021. The Finance Committee vide agenda number 24.5 considered the proposal and recommended to Board of Management, DTU for approval. The revision of pay structure will be implemented w.e.f. from the issue of notification by the University after obtaining concurrence of Finance Department, Govt. of NCT of Delhi.

Decision : The Board of Management considered and recommended the revision of pay structure for Senior Office Assistant and Stenographer Gr-II in Delhi Technological University to the Finance Department, Government of Delhi for seeking its approval.

Agenda 43.16 : Any other item with the permission of the Chair.

(1) Hon'ble Vice Chancellor apprised the BoM that recently the All India Council for Technical Education Delhi has notified that annual fee from the students should be collected in four instalments. He apprised the matter to the members that DTU charges the full annual fee in the beginning of each academic year. However, in case of request of students from low income groups the appropriate fee concession or fee payment in installments are considered on case to case basis. In the last academic year during the pandemic, University adopted very liberal approach on this issue and benefitted most of the needy students of University through UGF and Government of NCT of Delhi schemes of fee waiver to the students of DTU. The University may face acute financial crisis if full annual fee is not collected at the beginning of the academic year and it will not be able to meet the targets of the University Generated Funds, if the said guidelines of AICTE is followed.

The matter was also placed before the Finance Committee in its 24th meeting held on 20-05-2021. The members of Finance Committee deliberated the matter and recommended that AICTE be replied to on this issue.

The Finance Committee resolved and recommended to the Board of Management that University should write to AICTE stating its position and inform to AICTE that University and the Government are giving adequate fee waivers and taking care of needy students on individual basis. The University will follow the practice adopted by it last year which was accepted and appreciated by all.

Decision : The Board of Management concurred with the decision of Finance Committee taken above and also authorized the Vice Chancellor to take decision on the collection of full annual Fee of the University.

(2) Matters for Ratification:

I. Appropriation of the funds for the FY 2021-22 for Rs. 206 Crore.

As per the Section 28(3)(e) of DTU Act, 2009, the Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University.

The Budget Estimate of DTU for the Financial Year 2021-22 has been approved for Rs. 206 Crore in the 23rd Finance Committee meeting dated 19.03.2021. The University Generated Fund has been estimated for Rs. 150

Crore. (approx). The GIA has been approved for Rs. 56 Crore for the FY 2021-22. As such appropriation of fund for the FY 2021-22 has been made for Rs. 206 Crores (150 Cr.+56 Cr.), with the approval of Hon'ble Vice Chancellor/Chairman Finance Committee, DTU.

The Board of Management was requested to ratify the proposal for appropriation of the funds for the FY 2021-22.

II. **Opening of bank account for DTU Employees Retirement Benefits Fund.**

As per the Section 23(III) of DTU Act, Board of Management is to manage and regulate the finance, accounts, investment, properties, business and all other administrative affairs of the University.

The Board of Management, DTU has approved the provision of Rs. 20 Crore towards for Retirement Benefits to DTU employees covered under National Pension Scheme in its 42nd meeting held on 31.03.2021.

An opening of bank account is under process in the State Bank of India (SBI), DTU, Bawana Road, Delhi with the approval of Hon'ble Vice Chancellor, DTU for the administrative convenience and to streamline the accounting and reconciliation of the funds for compliance of above mentioned provision for Retirement Benefits to DTU employees covered under National Pension Scheme (NPS).

The Finance Committee requested ratified the proposal for opening of bank account for DTU Employees Retirement Benefits Fund in its 24th meeting held on 20-05-2021 and recommended to the Board of Management for approval.

Decision : The Board of Management ratified the above two matters.

The meeting ended with a vote of thanks to the members.

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

(Prof. Madhusudan Singh)
Registrar

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

(Prof. Madhusudan Singh)
Registrar

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