



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Established by Govt. of Delhi vide Act 6 of 2009
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

F. No: DTU/Registrar/Minutes/2016-17 | 3036

Dated: 09.11.2017

MINUTES OF THE MEETING

11th MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the 11th Meeting of All Deans/ HoDs, Branch Incharges & Conveners of the 4th Convocation Committee 2017 called by Hon'ble Vice Chancellor on 06.11.2017 at 3.30 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

1.	Vice Chancellor	17.	Sh. Kamal Pathak	33.	Sh. Nand Kishore
2.	Pro VC (I)	18.	Prof. Rajeshwari Pandey	34.	Sh. D.P. Dwivedi
3.	Prof. A. Trivedi	19.	Prof. Narendra Kumar (II)	35.	Sh. Bimal Jain
4.	Prof. Pragati Kumar	20.	Prof. Reeta Wattal	36.	Sh. S.K. Khanna
5.	Prof. Nirendra Dev	21.	Prof. Jai Gopal Sharma		
6.	Prof. S. Indu	22.	Prof. N.S. Raghava		
7.	Prof. Vishal Verma	23.	Dr. S.G. Warkar		
8.	Prof. R.S. Mishra	24.	Dr. A.S. Rao		
9.	Prof. R.S. Walia	25.	Dr. Vinod Kumar		
10.	Prof. S.C. Sharma	26.	Sh. Manoj Kumar		
11.	Prof. Archana Rani	27.	Sh. Rajesh Rohilla		
12.	Prof. Sangita Kansal	28.	Sh. Rajesh Birok		
13.	Prof. D. Kumar	29.	Dr. Nitin Puri		
14.	Prof. A.K. Gupta	30.	Dr. Dinesh K. Vishwakarma		
15.	Dr. Kapil Sharma	31.	Dr. R. Kaushik		
16.	Dr. Seema Singh	32.	Sh. Anil Kumar		

At the outset, the Vice Chancellor welcomed all the members and introduced Sh. Devi Prasad Dwivedi, IAS (Retd.) who has joined DTU as Consultant (Finance & Planning) with effect from 31.10.2017 and took up the review of previous meetings issues and then the new issues:

B. Review of 2nd Monday issues :

	Agenda	Discussion/Decision in 11 th meeting
2.10	Pro VC (I) requested HoDs to collect one lab file of each subject and review the same in the department and submit the report to VC.	All HoDs were requested to fix up the meeting with Pro VC (I) for deciding the date & time of visit by Pro VC (I) to the departments for review of the collected lab files. Action : All HoDs

C. Review of 3rd Monday issues :

	Agenda	Discussion/Decision in 11th meeting
3.3	It has been discussed that University should have Lokpal/ Ombudsman in the University to resolve the issues. Process for appointment of Lokpal/ Ombudsman to be initiated on urgent basis.	The High Power Search Committee has been constituted by Hon'ble LG, Delhi/ Chancellor of DTU Action: Registrar
3.4	It has been discussed that the University must have the Career Guidance Cell under T&P which shall guide the students for their career options.	Under process Action : HoD (T&P)
3.5	VC pointed out that there is a need of analysis of feed back received from the students for further betterment of the university. Director (IQAC) has been requested to carry out feed back analysis and submit the report to VC.	COE informed that designing of performa to get feed back from students through online system is in progress and students will be able to get their admit card for final examination only after submission of online feed back for all the courses. Also all HoDs/Deans were requested to provide the data required by Director, IQAC at the earliest. Action: COE/ All Deans/HoDs

D. Review of 4th Monday issues :

	Agenda	Discussion/Decision in 11th meeting
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities.	Presentation shall be made as per schedule given below: Dean (UG) : 04.12.2017 Dean (PG) : 01.01.2018 Dean (IA) : 05.02.2018 Dean (CE) : 05.03.2018 Dean (AA) : 02.04.2018 Dean (IRD) : 09.04.2018

E. Review of 5th Monday issues :

	Agenda	Discussion/Decision in 11th meeting
5.5	<p>Head (CC) was requested to complete the E-Office implementation project by 1st July, 2017. The Head (CC) also shown his concern about non-availability of data from different sections/ officers for creation of emails.</p> <p>VC has requested to all the concerned that the required information must be given on urgent basis.</p>	<p>Head (CC) informed that the trainings have been scheduled in DTU in the month of November. It has been decided that pilot implementation to be initiated from 1st December.</p> <p>Action : Head (CC)/ Registrar</p>

F. Review of 7th Monday issues :

	Agenda	Discussion/Decision in 11th meeting
7.2 (e)	<p>It has been decided that the MOOCS (MASSIVE OPEN ONLINE COURSES) will be made available to the students from next semester depending upon feasibility. HoDs were requested to identify the MOOC related to their departments in BOS meeting for the students of 6th semester. Also prepare guidelines for monitoring and evaluation.</p>	<p>The following Committee has been constituted to prepare the regulations for MOOC course.</p> <p>(a) Pro VC (I) : Chairperson (b) Dean (UG) : Member (c) Dean (PG): Member (d) Dean (IRD): Member</p>

G. Review of 8th Monday issues :

	Agenda	Discussion/Decision in 11th meeting
8.1	<p>Printing of Booklet of Curriculum : Dean, Acad (UG) was requested to provide the booklet of curriculum to all HoDs and PDF of the same may be uploaded on the University website.</p>	<p>OIC (S&P) to expedite the printing work.</p> <p>Action: OIC (S&P)</p>
8.2	<p>All HoDs were requested to submit Syllabus, Scheme and other related documents to Dean (PG) office to compile the syllabus and scheme of M.Tech Programs and also decided that a Committee be framed comprising of the following :</p> <p>(i) Dean (PG) (ii) Head of the concerned Deptt.</p> <p>Further, Dean (PG) is authorized to co-opt the other members of the Committee.</p>	<p>DR (PG) informed that Syllabus have been compiled and sent to OIC (S&P) for printing.</p> <p>Action : OIC (S&P)</p>

8.6	The matter related to Electricity supply and purchase of computers for T&P Deptt. was discussed and it has been decided that the matter of Electricity supply has been discussed with the Executive Engineer. And for purchase of computer, HoD (T&P) will submit the proposal to HoD (CC).	Under process Action : Executive Engineer/ HoD (CC)
8.9	AICTE approval of B.Tech (Evening) Course : It was apprised that at present B.Tech (Evening) Program is not approved by the AICTE. It has been decided that the University should submit the proposal to AICTE for approval of the B.Tech (Evening) Program and OIC,B.Tech (Eve) was requested to submit the proposal.	OIC, B.Tech (Eve) was requested to prepare a comprehensive proposal taking all faculty members who have been recruited particularly for B.Tech (Eve) program for submission to the AICTE for approval. Action : OIC,B.Tech (Evening)

H. Review of 9th Monday issues :

	Agenda	Discussion/Decision in 11th meeting
9.1	Dean (CE) presented the detailed outline for starting programs under Continuing Education for skill development programs. It has also been discussed that program like 3D printing or the program which help the participant to get the job in the market should also be conducted. It has been decided that the University-share of the earning received from such programs will be spent for development of the facility required for Continuing Education. COE was requested to prepare regulation for such short term programs.	Dean (CE) informed that the few courses has been received for conducting of the courses. Guidelines for conducting such courses is in progress. Action: Dean (CE)/ COE
9.3	OIC (S&P) was requested to propose the attendance monitoring system which has been submitted by one of our student and is already in practicing in Patiala.	Pro VC (I) briefed the details of Attendance Monitoring System and it was decided that this system will be implemented for all programs with effect from 1 st Jan,2017. Head (CC) was requested to resolve the issue of wifi connectivity in some of the class rooms latest by 15.12.2017. Action : Head (CC)

9.4	Head (CC) was requested to expedite the matter of ERP to ensure an early implementation.	Implementation of ERP is in progress. Action : HoD (CC)
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I. Review of 10th Monday meeting issues :

	Agenda	Discussion/Decision in 11th meeting
10.2	It was brought into notice of the VC, that sometimes traffic chaos takes place in front of main gate. It has been decided that a meeting is to be conducted with DCP (Traffic Police) to find out the solution of Traffic Jam in front of DTU main gate.	OIC (GA) was requested to arrange for a visit of VC, Pro VC and Registrar to the main gate near boys hostel to explore the possibility for its operation. Action: OIC (GA)
10.3	Expression of Interest (EOI) of CC TV for comprehensive security of main Campus as well as East Delhi Campus to be sorted out at the earliest.	Under Process. Action : Security Officer
10.4	Vice Chancellor informed that Dr. E. Sreedharan, Principal Adviser, DMRC shall deliver the convocation address, Hon,ble LG will preside over the function and Dy CM will be the Guest of Honour.	
10.6	It has been decided that the action related to Sewage Treatment Plant (STP), Composting Plant in compliance of the NGT need to be done on urgent basis.	Under Process Action: Executive Engineer
10.7	A Committee has been constituted for framing the guidelines regarding conduct of cultural activities and security arrangements in the Campus :- (a) Dean (IRD) (b) Dean (SW) (c) Registrar (d) COE (e) Chairman (CC) (f) DR (F&A) (g) PRO (h) Security Officer (i) The Committee will submit the report in the next meeting.	Under process Action : Committee Members

REVIEW OF TARGET 2017 DOCUMENTS :

The Target 2017 document approved by the Vice Chancellor was circulated to all concerned for necessary action regarding the concerned matters. Consequent upon review, the status of the action taken till date is as follows :-

1. Infrastructural Developments :

(a) Construction under phase II :

- (i) Finance Deptt. of Delhi has given the concurrence for 241 crores for the construction under phase II.
- (ii) Fire Deptt. has cleared the file.
- (iii) Further Executive Engineer informed that the matter is under process and the structural Consultant shall be appointed very soon.
- (iv) VC informed that the construction will be started by 1st April 2018.

Action : Executive Engineer

(b) Renovation of sitting space for Professor/Associate Professors:

Some of the rooms at 3rd floor of Civil Block have been renovated. Dean (IRD) has already shifted to the new room.

Action : Executive Engineer

(c) Service condition of DCE/DTU:

The file has been sent to the Government for approval.

(d) Facilities for differently abled persons :

- Executive Engineer informed that ramps have been made at various locations to make the campus barriers free & friendly for differently abled persons.
- It has been decided that the similar ramp should be made between T&P and Computer Centre.
- Sh. Anil Kumar, DR (PG) will be the Nodal Officer for disability affairs.

Action : Executive Engineer/DR (PG)

(e) DJB water for students, faculty and residents :

Work is in under progress.

Action : Executive Engineer

(f) Enhancing facilities in class rooms :

Due arrangements have been made in some of the class rooms to equip them with projector, audio system etc. Work is in under progress to complete the arrangements in all the class rooms.

Action : Executive Engineer

(g) To make DTU as Zero discharge Campus

- (i) Installation of Chimney in Kitchen of Messes has been done
- (ii) Installation of Bins for biodegradable and non biodegradable waste has been executed.
- (iii) Policy regarding disposal of Kitchen Waste of messes/hostels : Girls & Boys as a raw material for biogas plant has been finalized and executed.

Action : Executive Engineer/Dr. J.P. Kesri

(h) Policy for garbage management

Expression of Interest (EOI) has been published and companies have given presentation on 07.11.2016. Tender process to be initiated soon.

Action : Executive Engineer

- (i) **Policy for installation maintenance of drinking water facility**
Executive Engineer was requested to take up the matter on priority.
Action : Executive Engineer

2. Administrative & Academic Initiatives:

- (a) **Introduction of Choice Based Credit System (CBCS):**
It has already been implemented from the academic session 2017-18 for B.Tech and B.Tech (Eve) programs (5th & 6th semester)
- (b) **Automation**
The work order has been placed to M/s.Libsys for ERP including student life cycle, finances, procurement, purchases, administrative decisions etc.
Action : HoD (Computer Centre)
- (c) **Appointment of Adjunct/meritus faculty :**
Some appointments have been made.
- (d) **Institution of annual reward system for good teachers:**
This proposal has been made and will be placed for consideration before the BoM.
Action : Dean (PG)
- (e) **Improvement of Sports facility :**
Some improvement have been made in some of the facilities. Work is in progress.
Action : Chairman, Sports
- (f) **Convocation Regulations:**
Committee has submitted its recommendations and it is under progress.
Action: Dean (PG)
- (g) **Policy for admission of foreign students:**
Preparation of policy is under progress. Many foreign students have already been admitted in various UG and PG Programs.
Action : Dean (IA)

3. Other Initiatives:

- (a) **Digital communication:**
Process of establishing E-office implementation is in under progress.
Action : Computer Centre
- (b) **Policy framework for Ethics Committee :**
Ph.D ordinance has already formulated and approved by AC & BoM and N.S.S unit is in place while process for making unit for N.C.C is under progress.
Action: Dean (SW)
- (c) **Book on the illustrious alumni of DCE/DTU &**
(d) **Coffee Table Book of DTU :**
Work is in under progress.
Action: PRO
- (e) **New Courses:**
The committee under the Chairmanship of Pro VC (I) has been constituted and some new courses shall be started in next session.
Action : Pro VC (I)

REVIEW OF 4th CONVOCATION 2017:

After discussion the following decisions were taken :

1. It has been decided that Prof. Rajan Yadav, HoD (DSM) shall arrange for getting measurement for preparation of gowns for Hon'ble LG, Dy CM and other dignitaries.
Action : Prof. Rajan Yadav, Convener
2. Sh. Anil Kumar, DR (PG) has been co-opted in the Hospitality & Catering Committee for making the arrangement for High Tea for Convocation 2017.
Action : Sh. Anil Kumar, DR (PG)
3. It has been decided that Saraswati Vandana, National Anthem & Stage Management Committee to make due arrangements on dias for accommodating all members of the procession.
Action : Prof. N.S. Raghava, Convener

The meeting ended with vote of thanks to the Chair.



(Kamal Pathak)
Registrar (Incharge)

Copy to :

1. PA to Vice Chancellor, for kind information of the Hon'ble VC.
2. PA to Pro VC (I) for kind information of the Pro Vice Chancellor (I)
3. PA to Pro VC (II) for kind information of the Pro Vice Chancellor (II)
4. All Deans & HoDs
5. All Branch Incharges
6. All Conveners of the Convocation Committee 2017