



**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/2016-17/1608

Dated: 19.6.2017

**MINUTES OF THE MEETING**

**6<sup>TH</sup> MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES**

Minutes of the sixth Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 05.06.2017 at 3.00 p.m in Room No. 307, Admn. Block, DTU. The following were present in the meeting:-

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

At the outset, the Vice Chancellor welcomed all the members of the meeting and took up the review of previous meetings issues and then the new issues:

**A. Review of 1<sup>st</sup> Monday issues :**

	Agenda	Discussion/Decision in 6 <sup>th</sup> meeting
1.4	It has been decided that the HoDs will monitor the engagement of classes and will ensure that all the classes are held regularly and in time. It is further	Will take up in the last week of July before starting of the new academic session.

	mentioned that the weak areas in this regard, should be strengthened on top priority. For any mass bunk in the class, the concerned teacher/ HoD will be responsible to take corrective measures. Any irregularities in the attendance, may be reported in the weekly meeting.	
1.14	It was directed to all Branch Incharges that notification of the decisions of AC and BOM from 2009 onwards should be notified immediately if not done.	Notifications be modified and shall be issued as per standard format. <b>Action: DR (Estt.) / DR (PG)</b>
1.17	It has been decided that the vacant non teaching posts should be filled on priority basis and advertisement in this regard should be issued within two weeks. Also decided that the committee constituted for the purpose should fix the meeting at the earliest.	Under process <b>Action: DR (Estt.)</b>
1.18	The matter related to NPS was discussed and VC apprised that the Committee has already been constituted in this regard. The following points were suggested : <ul style="list-style-type: none"> <li>• To select suitable policy from SBI, LIC etc.</li> <li>• We should take inputs from 2-3 universities and make a proposal and to put up in the forthcoming BoM which is scheduled to be held on 9.6.2017.</li> <li>• The issue of gratuity and leave encashment will also be taken up.</li> </ul> VC requested all the members to work on this matter and submit the inputs if any in this regard to the committee.	Under process <b>Action : PVC (II) / Registrar / DR (Estt.)</b>

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

	Agenda	Discussion/Decision in 6 <sup>th</sup> meeting
2.10	Pro VC (I) requested HoDs to collect one lab file of each subject and review the same in the department and submit the report by 30.6.2017 to VC.	Under process <b>Action: All HoDs</b>
2.11	Pro VC (I) requested the Deans & HoDs to suggest the revision in vision & mission of university in consultation with faculty.	Under process <b>Action: All HoDs/ PVC (I)</b>

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

	Agenda	Discussion/Decision in 6 <sup>th</sup> meeting
3.1	The matter related to formation of guidelines for award of Excellence in Teaching was discussed. It	Under process <b>Action: Dean (PG)</b>

	has been informed that Committee under Chairmanship of Prof. H.C. Taneja, Dean (PG) is working on it and recommendations will submit soon.	
3.2	VC informed that the University must have some Ethics Committee to tackle the issues related to ethics in the university. Therefore, Ethics Committee has to be framed at the earliest.	Under process. <b>Action: Registrar</b>
3.3	It has been discussed that University should have Lokpal/ Ombudsman in the University to resolve the issues. Process for appointment of Lokpal/ Ombudsman to be initiated on urgent basis.	Under process. <b>Action: Registrar</b>
3.4	It has been discussed that the University must have the Career Guidance Cell under T&P which shall guide the students for their career options.	Under process <b>Action : HoD (T&amp;P)</b>
3.5	VC pointed out that there is a need of analysis of feed back received from the students for further betterment of the university. Director (IQAC) has been requested to carry out feed back analysis and submit the report to VC.	Under process. <b>Action: Director (IQAC)/ HoD (CC)</b>

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

	Agenda	Discussion/Decision in 6th meeting
4.4	It was decided that guidelines be framed for standard format of M.Tech & B.Tech projects..	Under process. <b>Action: Dean UG/ Dean PG</b>
4.5	It was decided that the scope of Summer Internship for external students in DTU may also be explored. Dr. Dinesh Vishwakarma to discuss the matter with Pro VC (I) and submit the proposal.	Under process. <b>Action: Dr.Dinesh K. Vishwakarma</b>
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities. On 5 <sup>th</sup> June – Dean (IA) shall make the presentation and on 12 <sup>th</sup> June – Dean (CE) shall make the presentation.	Under process <b>Action: Dean (IA) / Dean (CE)</b>
4.7	It was discussed that the material for printing of Prospectus/Brochure, Anti Ragging Booklet, Hostels Booklet shall be prepared and submit to OIC (S&P) for printing for the new session.	The printing will be carried out on the basis of rate contract for three different quality of papers. OIC (S&P) will initiate the process.  <b>Action: Dean (UG)/ Dean (PG)/ Chief Warden/ OIC (S&amp;P)</b>

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

	Agenda	Discussion/Decision in 6th meeting
5.5	Head (CC) was requested to complete the E-Office implementation projected by 1 <sup>st</sup> July, 2017. The Head (CC) also shown his concern about non-availability of data from different sections/ officers for creation of emails. VC has requested to all the concerned that the required information must be given on urgent basis. He further requested OIC (S&P) to constitute a committee for implementation of ERP.	<b>Action : Head (CC)/ Registrar</b>

**F. New issues were discussed in the 6<sup>th</sup> Monday meeting held on 05.06.17 :**

6.1	VC informed that the UGC has categorized the university in different groups on the basis of NAAC accreditation. Since, DTU has so far not applied for NAAC accreditation, therefore, DTU need to apply for NIRF under university, and for NAAC and ISO.	<b>Action : Dr. S. Indu, HoD (E&amp;C)</b>
6.2	The matter related to requirement of number of research papers for submission of Ph.D Thesis was discussed. It has been decided that only SCI Journals will be considered. However, in case SCI indexed Journal are not available for particular department, they have to submit the list of journals to be considered for publication of research papers through respective DRC before admission of the Ph.D candidates. The list of such journals to be revised on yearly basis by DRC before start of admission, and the same should be uploaded to DTU website.	<b>Action: Dean (PG)</b>
6.3	The matter related to retention to faculty was discussed during the vacation and it has been decided that the HoD of the concerned department will take prior approval for recommendation of the faculty during the summer vacation based on the requirement. The faculty who have been assigned the administrative responsibilities, a similar approval will be taken from the Competent Authority by Registrar	<b>Action: HoDs/ Registrar</b>
6.4	It has been decided that the degree/ mark sheet verification of the student will now be done by the office of COE in place of Dean (UG) & Dean (PG).	<b>Action : COE</b>

6.5	VC informed that two more doctors with specialization of Gynecologist and Psychiatrist has been engaged in the university for 3 hrs in two days in a week basis. Timing of call doctor need to be displaced prominently in each Deptt/Hostel/website. <p style="text-align: right;"><b>Action: OIC (GA)</b></p>
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The meeting ended with vote of thanks to the Chair.

  
**(Prof. Samsher)**  
Registrar

Copy to :

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