



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 /1366

Dated: 12.7.2017

MINUTES OF THE MEETING

7TH MONDAY MEETING OF DEANS, HODS AND BRANCH INCHARGES

Minutes of the seventh Meeting of All Deans/ HoDs and Branch Incharges called by Hon'ble Vice Chancellor on 05.07.2017 at 3.00 p.m in Room No. 307, Admn. Blcck, DTU. The following were present in the meeting:-

1.	Pro VC (I)	17.	Dr. L.N. Dass for HoD, Maths	33.	Dr. Nitin Puri
2.	Registrar	18.	Dr. Rajan Yadav	34.	Sh. Nand Kishore
3.	Prof. S.K. Singh	19.	Dr. Kapil Sharma	35.	Dr. R. Kaushik
4.	Prof. A. Trivedi	20.	Prof. D. Kumar	36.	Sh. Anil Kumar
5.	Prof. H.C. Taneja	21.	Dr. Neeta Pandey	37.	Sh. Bimal Jain
6.	Prof. Vishal Verma	22.	Sh. Kamal Pathak	38.	Sh. S.K. Khanna
7.	Prof. Nirendra Dev	23.	Prof. P.K. Suri		
8.	Dr. S. Indu	24.	Prof. G.C. Maheshwari		
9.	Dr. Rajni Jindal	25.	Dr. Rajeshwari Pandey		
10.	Prof. R.S. Mishra	26.	Dr. Mukhtiar Singh		
11.	Dr. R.S. Walia	27.	Prof. Narendra Kumar (II)		
12.	Dr. Seema Singh	28.	Dr. Ruchika Malhotra		
13.	Dr. Rinku Sharma for HoD (Applied Physics)	29.	Dr. Dinesh K. Vishwakarma		
14.	Prof. A.K. Gupta	30.	Sh. Manoj Kumar		
15.	Dr. Uma Nangia for HoD (Elect. Engg.)	31.	Sh. Rajesh Rohilla		
16.	Dr. Archana Rani	32.	Sh. Rajesh Birok		

At the outset, the Pro Vice Chancellor (1) welcomed all the members of the meeting and took up the review of previous meetings issues and then the new issues:

A. Review of 1st Monday issues :

	Agenda	Discussion/Decision in 7 th 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 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.	Pro VC (1) requested all HoDs to identify guest faculty required for the coming semester well before start of the classes and also allocate the room numbers for different classes. Action : All HoDs
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 Action: DR (Estt.)
1.18	The matter related to NPS was discussed and VC apprised that the Committee has already been constituted in this regard.	a) Consent from the Govt. has been obtained. b) BoM has passed the agenda related to NPS. c) The authorization letter has been sent to NSDL for further processing. Action : PVC (II) / Registrar / DR (Estt.)

B. Review of 2nd Monday issues :

	Agenda	Discussion/Decision in 7 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 by 30.6.2017 to VC.	HoDs will be submitting the report of the lab files and identify two best copies of lab records for NAAC/NBA/ISO visit. Action: All HoDs
2.11	Pro VC (I) requested the Deans & HoDs to suggest the revision in vision & mission of university in consultation with faculty.	Under process Action: All HoDs/ PVC (I)

C. Review of 3rd Monday issues :

	Agenda	Discussion/Decision in 7 th meeting
3.1	The matter related to formation of guidelines for award of Excellence in Teaching was discussed. It has been informed that Committee under Chairmanship of Prof. H.C. Taneja, Dean (PG) is working on it and recommendations will submit soon.	Under process Action: Dean (PG)



3.3	It has been discussed that University should have Lokpal/ Ombudsman in the University to resolve the issues. Process for appointment of Lokpal/ Ombudsman to be initiated on urgent basis.	The file has been sent to the Govt. for nomination of member of Search Committee. 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.	Under process. Action: Director (IQAC)/ HoD (CC)

D. Review of 4th Monday issues :

	Agenda	Discussion/Decision in 7th meeting
4.4	It was decided that guidelines be framed for standard format of M.Tech & B.Tech projects..	Under process. Action: Dean UG/ Dean PG
4.6	It was also decided that the Deans and other office bearers shall make presentation in this meeting on their ongoing activities.	Dean (IA) and Dean(CE) shall make the presentation in the next Monday Meeting. Action: Dean (IA) / Dean (CE)
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. Action: Dean (UG)/ Dean (PG)/ Chief Warden/ OIC (S&P)

E. Review of 5th Monday issues :

	Agenda	Discussion/Decision in 7th meeting
5.5	Head (CC) was requested to complete the E-Office implementation projected by 1 st 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.	Action : Head (CC)/ Registrar

F. Review of 6th Monday issues :

	Agenda	Discussion/Decision in 7 th meeting
6.3	The matter related to retention to faculty was discussed during the vacation and it has been decided that the HoD of the concerned department will take prior approval for recommendation of the faculty during the summer vacation based on the requirement. The faculty who have been assigned the administrative responsibilities, a similar approval will be taken from the Competent Authority by Registrar.	The guidelines for detention of faculty during summer vacation is under process. Action: HoDs/ DR (Estt.)

G. New issues were discussed in the 7th Monday meeting held on 05.07.17 :

7.1	Registrar informed that the inauguration of East Delhi Campus of DTU will be held on Friday, August 18, 2017 at 11.30 a.m by the Hon'ble Chief Minister of Delhi. Hon'ble Dy.Chief Minister and Speaker Vidhan Sabha will also grace the occasion.
7.2	Registration of 5 th semester, new scheme has been discussed in detail. (a) The registration for the courses will be made online and Examination Branch DTU will do the needful for online registration. (Action COE) (b) Guidelines in this regard will be uploaded by the examination branch for the information of the students. (Action COE) (c) University/ department electives will be provided on the basis of first cum first serve and the maximum limit of the student in each subject will be 75 and if the number of student opted for particular elective is less than 20 then course will not be floated and the student will be given options to take other available electives. (d) For department electives (DEC), 50 seats will be allocated for the student of respective department and 25 seats for other department. (e) It has been decided that the MOOCS (MASSIVE OPEN ONLINE COURSES) will be made available to the students from next semester depending upon feasibility. HoDs were requested to identify the MOOC related to their departments in BOS meeting for the students of 6 th semester. Also prepare guidelines for monitoring and evaluation. Action : All HoDs (f) It has been decided that each department will provide sufficient number of department electives/open electives. As a thumb rule one elective per course for every 60 students of 5 th semester in the department. Action : All HoDs (g) A time table template will be prepared by the academic branch UG for the students of 5 th semester Action: Dean UG

7.3	The matter regarding printing of Student Information Brochure has been discussed. All HoDs were requested to send the updated information regarding the department including Vision, Mission and Program Educational Objectives latest by 10.7.2017. <p style="text-align: right;">Action : All HoDs</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