DELHI TECHNOLOGICAL UNIVERSITY

BAWANA ROAD, DELHI - 10042

Internal Quality Assurance Cell (IQAC)

Minutes of the Second Meeting of IQAC held on 24/09/2018

Minutes of meeting

Draft

The second meeting of IQAC was held on 24/09/2018 at 11:00 AM in the Room No. 307, Second floor, Administrative Building, DTU. Following members were present during the meeting.

1. Prof. Yogesh Singh, Vice Chancellor, DTU
2. Prof. S. K. Garg, Pro Vice Chancellor-I, DTU
3. Prof. H. C. Taneja, Dean Academic (UG), DTU
4. Prof. A. Trivedi, Dean IRD, DTU
5. Prof. Nirendra Dev, HOD Civil Engg., DTU
6. Prof. Neeta Pandey, Deptt. of ECE, DTU
7. Prof. V. K. Minocha, Deptt. of Civil Engg., DTU
8. Prof. Samsher, Registrar, DTU
9. Prof. S. G. Deshmukh, Director IIITM Gwalior (on skype)
10. Sh. Arun Gupta
11. Sh. Kamal Pathak, Controller of Examination – Special Invitee
12. Sh. D. P. Dwivedi, Consultant (Finance & Planning) – Special Invitee
13. Dr. Anil K. Haritash, Associate Director IQAC – Special Invitee
14. Rajesh K. Yadav, Associate Director IQAC – Special Invitee
15. Dr. Nilam, Associate Director IQAC – Special Invitee

Agenda 2.1: Opening Remarks by the Chairperson

The Chairman welcomed all the members of newly constituted Internal Quality Assurance Cell. He informed the council about the latest Quality initiatives of the University to be implemented during the academic session 2018-19.

Agenda 2.2: Confirmation of the minutes of the 1st Meeting of IQAC held on 25.08.2017

The minutes of the 1st meeting of the IQAC held on 25.08.2017, were circulated among all the members vide Ref. No. DTU/IQAC/Minutes/2016-17/33 dated 31.08.2017. No comments have been received from any of the members.

Decision: The IQAC confirmed the minutes of the 1st IQAC meeting.

Prof. Madan Mohan Tripathi
Director
Internal Quality Assurance Cell (IQAC)
Delhi Technological University
Bawana Road, Delhi-110042

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Agenda 2.3: Action taken report on the decisions taken in the 1ˢᵗ meeting of the IQAC held on 25.08.2018

The IQAC discussed and noted the action taken report.

Decision: The IQAC took the action taken report on record.

Agenda 2.4: ISO 9001: 2015 certification of DTU

University has decided to go for ISO 9001:2015 certification. A team was formed vide office Order No. DTU/Reg./OO/2016-17/1315 dated 7/7/2017 for ISO implementation. The first training was conducted by STQC on 18-20 September 2018. A total 22 internal Auditors have been trained during 9-11 may 2018 by STQC to perform internal audit. A team of Internal Auditors was constituted for the Internal Audit of all the Academic and Administrative Department of the University. A cycle of three round of Internal Audit have been completed and report have been submitted to Director IQAC by the Internal Auditors. The Certification fee has been submitted to STQC and the external audit is expected to be started from 25 September 2018.

Decision: The IQAC took the development on record.

Agenda 2.5: Standard Operating Procedure (SOP) implementation at DTU by different departments/ sections/ divisions

Various Committees were formed vide office Order No. DTU/Reg./OO/2016-17/2489 dated 28/9/2017 to prepare Standard Operating Procedure (SOPs) of various departments and quality manual of the University. The SOPs are finalized and approved by Academic Council, DTU.

Decision: The IQAC took the development on record.

Agenda 2.6: NAAC visit and accreditation

It is submitted that DTU shall apply for NAAC Accreditation in the month of October 2018. Three days' Workshop was arranged by IQAC for NAAC-SSR/ NBA-SAR Accreditation in Collaboration with ESCI, Hyderabad. The teams have been formed to prepare the Qualitative and Quantitative data for the purpose of filling IQA and SSR vide Office Order no. DTU/IQAC/2018/20 dated 7/8/2018.

Decision: The IQAC took the development on record and suggested to complete the process at the earliest.

Agenda 2.7: NBA accreditation for departments

It is submitted that University shall be apply for NBA Accreditation for the Departments. Which were not including in the last cycle of NBA.

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Prof. Madan Mohan Tripathi
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Decision: The IQAC deliberated upon the agenda and agreed that those departments which are ready for NBA may apply for accreditation.

Agenda 2.8: Participating in QS Asia Ranking by DTU

It is submitted that DTU will be participating in TIMES Higher Education Ranking 2020.

Decision: The IQAC took the development on record.

Agenda 2.9: NIRF Ranking

DTU has participated in NIRF ranking in the year 2017 and 2018. It is proposed that DTU will be participating in NIRF ranking in 2019 also. Prof. S. G. Deshmukh suggested that a mock before actually applying may help to complete the gaps if any.

Decision: The IQAC took the development on record.

Agenda 2.10: Feedback from stakeholders such as Students, faculty, staff, parents, Alumni and employers

It is submitted that a satisfaction survey has been collected by IQAC and its report has been analyzed and submitted to Hon'ble Vice Chancellor. The regular feedback is also taken from students online before they can download their admit cards. It is proposed to conduct such survey twice a Semester (before Mid Semester & End Semester).

Decision: The IQAC took the development on record and suggested to conduct such feedback once in a semester and format of feedback may be shared with faculty members before start of the process.

Agenda 2.11: Centralized database creation and maintenance

It is submitted that Central data Base will be created and maintained by Computer Centre which can be used as Central Data repository for NBA , NAAC, NIRF, QS Asia ranks and report prepared for various agencies. The meetings were held with the team of computer center to finalize the templates. The development is under process.

Decision: The IQAC took the development on record.

Agenda 2.12: Annual Report 2017-18

It is submitted that Annual Report 2017-18 is under the process of preparations from 1 April 2017 to 31 March 2018. It is proposed to prepare Annual Report Academic year wise (1st August to 31st July).

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Decision: The IQAC decided to publish annual report academic year wise. This year annual report may be published from 1 April 2017 to 31 July 2018 to streamline the process.

Agenda 2.13: Monthly report from departments/ sections/ divisions

IQAC will collect monthly report from Departments/ Sections/ Divisions which can be used for various purposes. The data will be stored in Central repository of Computer Centre. The web based interface for the same is under the process of development.

Decision: The IQAC took the development on record.

Agenda 2.14: Training programs related to quality improvement

Training Program, has been organized by IQAC for ISO certification and auditing, NAAC-SSR and NBA-SFR filing. More such trainings will be organized in coming months.

Decision: The IQAC took the development on record.

Agenda 2.15: Benchmarking of Test/Quiz/ Assignments etc.

It was decided in 1st meeting of IQAC held on 25.08.2017 that the assignment /quiz/test to be conducted should not be less than four excluding the Mid Semester Examination. All the heads of departments may be requested to keep a record of the same. In addition to it, the assignments may be uploaded online on Moodle platform for downloading.

Decision: The IQAC took the development on record.

The minutes are issued with the approval of the Chairman for circulation to members.

(Prof. M. M. Tripathi)
Director IQAC, DTU
Prof. Madan Mohan Tripathi
Director
Internal Quality Assurance Cell (IQAC)
Delhi Technological University
Bawana Road, Delhi-110042

Cipy to:
1. PA to VC for kind information of the Vice Chancellor, DTU
2. Prof. S. K. Garg, Pro Vice Chancellor-I, DTU
3. Prof. H. C. Taneja, Dean Academic (UG), DTU
4. Prof. A. Trivedi, Dean IRD, DTU
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