



# DELHI INSTITUTE OF TOOL ENGINEERING

GOVT OF NCT OF DELHI

Wazirpur Industrial Area, Delhi – 110 052

☎ : 27373885, 27006108, 27006105, Fax: 011 -27377440



एक कदम स्वच्छता की ओर

Ref. F.2 (8)ADMN./DITE/C-I/ 580

Dated: 8<sup>th</sup> October, 2015

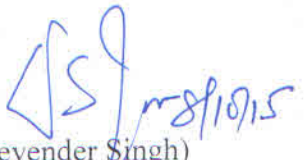
## ORDER

### Sub.: Reconstitution / Consolidation of Various Committees of DITE: Reg.

The Competent Authority has approved the reconstitution /consolidation of various committees to look after the day-to-day work for smooth functioning of the Institute. The consolidated list of these Committees has been uploaded on the website of DITE on the main page with a frame /heading 'Committees'.

2. Each Committee has a provision of Convener / Chairman / Nodal Officer/Superintendent who has to initiate the necessary action and the members of these committees will take directions from them. The indicative scope of work pertaining to that Committee is self explanatory in the nomenclature of the committee itself.
3. All indicative and delegated work to these committees must start immediately without fail.
4. This supersedes all previous orders notified in this regard.

This issues with the prior approval of the Committee Authority.

  
(Devender Singh)  
Secretary  
Ph :27373885

To:

### All Concerned.

Ref. F.2 (8)ADMN./DITE/C-I/

Copy forwarded for information to:

1. Director-cum-Principal, DITE
2. Special Commissioner of Industries (DITE), O/ O the Commissioner of Industries, GNCT of Delhi, Udyog Sadan, 419, FIE, Patparganj Industrial Area, Delhi
3. System Analyst, DITE – with the request to upload this order on the website of DITE on main page with a frame /heading 'Committees'
4. Notice Board, C-I and C- II.

Dated: 8<sup>th</sup> October, 2015

  
(Devender Singh)  
Secretary



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**Sub.: Reconstitution / Consolidation of Various Committees of DITE: Reg.**

**1. Training, Placement and Student's Personality Development Committee**

Sl.No.	Name & Designation	Status in the Committee
1.	Shri A. K. Sehgal, Dean (Technical)	Training & Placement Officer / Chairman
2.	Shri S. N. Das, Assistant Manager	Convener
3.	Shri Gaurav Arora, Assistant Professor	Member
4.	Shri Rajiv Gupta, Instructor	Member
5.	Shri Ritesh Sehgal, Technician	Member

**2. Internal Complaints Committee**

Sl.No.	Name & Designation	Status in the Committee
1.	Dr. Narayan Agarwal, Dean (Academic)/ Shri A. K. Sehgal, Dean (Technical)	*Chairman
2.	Shri V. S. Bisht, Vigilance Officer	Member
3.	Shri Praveen Kumar, Assistant Professor	Member
4.	Dr. Swati Varshney, Assistant Professor	Member
5.	Shri C. S. Srivastava, OSD (Admn.)	Member
6.	Mrs. Baljeet Kaur, Assistant	Member

\*If the complaint pertains to Campus ó I, this Committee will be chaired by Dean (Academic) and vice-a-versa i.e. if it pertains to Campus ó II then it will be chaired by Dean (Technical)

**NOTE: in case the complaint pertains to any member(s) of the Committee, then the concerned member(s) or chairman may rescue himself from the Committee.**

**3. Canteen Development, DITE , Campus - I**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri Arun Gupta, Assistant Professor	Convener
2.	Shri Parveen Kumar, Assistant Professor	Member
3.	Shri Tej Singh, Cashier	Member
<b><u>Campus – II</u></b>		
1.	Shri Gopal Vashisht, Instructor	Convener
2.	Shri Anil Tyagi, Technician	Member
3.	Shri Prem Pal Singh, Technician	Member

**4. Library Committee**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Chairman
2.	Shri R. K. Dhammi, HOD (MECH.)	Member
3.	Smt. Uma Rani, Librarian	Member
<b>Campus – II</b>		
1.	Shri A. K. Sehgal, Dean (Technical)	Chairman
2.	Shri B.N. Tiwari, HOD(DME)	Member
3.	Smt. Amita Gupta, MTS	Member

**5. Short-Term Training Fee Fixation Committee:**

Sl.No.	Name & Designation	Status in the Committee
1.	Shri A. K. Sehgal, Dean (Technical)	Convener
2.	Shri C. S. Srivastava, OSD (Admn.)	Member
3.	Shri Phalguni Ghosh, Instructor	Member

**6. Physical Verification Committee (for Stores/Library/Time office)\***

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri Phalguni Ghosh, Instructor	Convener
2.	Smt. Uma Rani, Librarian	Member
3.	Shri Tej Singh, Cashier /LDC	Member
<b>Campus – II</b>		
1.	Shri S. N. Das, Assistant Manager	Convener
2.	Smt. Amita Gupta, MTS	Member
3.	Shri Sanjay Kumar, Technician	Member

(\*The committee will do physical verification/audit for the campus as shown in the legend)

**7. Sports Committee**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri Satish Bhatti, Technician	Convener
2.	Shri Gopal Vashisth, Instructor	Member
3.	Shri Ramesh Chander Sharda, Leading Technician	Member
4.	Shri Johnson Mattu, Technician	Member
5.	Shri Sanjay Kumar, Technician	Member
<b>Campus – II</b>		
1.	Shri Vaibhav Chandra, Assistant Professor	Convener
2.	Shri Praveen, Assistant Professor	Member
3.	Ms. Charu Gaur, Assistant Professor	Member
4.	Mrs. Niva Angelina Minj, LDC	Member

## 8. Cultural Committee

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri Satish Bhatti, Technician	Convener
2.	Shri Gopal Vashisth, Instructor	Member
3.	Shri R.C.Sharda, Leading Technician	Member
4.	Shri Johnson Mattu, Technician	Member
5.	Shri Sanjay Kumar, Technician	Member
<b><u>Campus – II</u></b>		
1.	Mrs. Kiran Pal, Assistant Professor	Convener
2.	Dr. Shalini Sharma, Assistant Professor	Member
3.	Shri Gaurav Arora, Assistant Professor	Member
4.	Mrs. Niva Angelina Minj, LDC	Member

## 9. Committee Post Matric Scholarship Scheme for SC & OBC students

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I (For Diploma Courses)</u></b>		
1.	Shri Mahender Singh, Technician	Convener/Nodal Officer
2.	Shri Gopal Vashisht, Instructor	Member
<b><u>Campus – II (For Under-graduate and Post graduate Courses)</u></b>		
1.	Shri Praveen Kumar, Assistant Professor	Convener/Nodal Officer
2.	Shri M.S.Rawat, Technician Gr I	Member

## 10. Committee for Swatch Abhiyan

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri S.N. Das, Assistant Manager	Convener
2.	Shri Anil Tyagi, Technician	Member
3.	Shri R. C. Dahiya, Caretaker	Member
4.	Shri Subhash Hooda, MTS	Member
<b><u>Campus – II</u></b>		
1.	Shri R. K. Dhammi, Assistant Manager	Convener
2.	Shri M. S. Rawat, Technician	Member
3.	Shri Tej Singh, Cashier / LDC	Members
4.	Shri R. S. Rawat, Caretaker	Member

**11. Anti Ragging Committee**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri A. K. Sehgal, Dean (Technical)	Convener
2.	Shri C.S. Srivastava, OSD (Admn.)	Member
3 & 4.	Batch Coordinator of Diploma in TE(1 <sup>st</sup> Year) & Diploma in ME	Members
5	Smt Mukta Walia	Member
<b><u>Campus – II</u></b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Convener
2.	Shri Kanwarjeet Singh, Assistant Professor	Member
3 & 4.	Batch Coordinator (1 <sup>st</sup> Year) of TE & MET	Members
5	Smt Niva Angelina Minz	Member

**12. Committee for Establishment / Development & Repairs of Labs, Workshops, Computer Centre & Furniture requirement for Training and Staff.**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri A. K. Sehgal, Dean (Technical)	Convener
2.	Shri B.N. Tiwari, Assistant Manager	Member
3.	Shri C.S. Srivastava, OSD (Admn.)	Member
4	Shri R.K. Jain, Assistant Manager	Member
5	Shri Sanjeev Kumar, System Analyst	Member
6.	Subject Expert(Internal / External)	Member
<b><u>Campus – II</u></b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Convener
2.	Shri R.K. Dhammi, HOD(Mech.)	Member
3.	Shri Phalguni Ghosh, Instructor	Member
4.	Shri Praveen Kumar, Assistant Professor	Member
5.	Subject Expert(Internal / External)	Member

**13. Committee for Institutional Support for Faculty Development & Evaluation**

Sl.No.	Name & Designation	Status in the Committee
1.	Director-cum-Principal, DITE	Chairman
2.	Dr. Narayan Aggarwal, Dean (Academic)	Member
3.	Shri A. K. Sehgal, Dean (Technical)	Member
4.	Secretary, DITE	Member

#### 14. Committee for disposal of scrap items

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri Ravail Sharma, Assistant Manager	Convener
2.	Shri R.D.Sharma, Assistant Manager	Member
3.	Shri R. S. Jindal, Assistant	Member
4.	Shri Gorakh Nath Aggarwal, Assistant	Member
5.	Shri Bachhu Lal, HSG	Member
<b><u>Campus – II</u></b>		
1.	Shri Sanjay Gauri, Instructor	Convener
2.	Shri Phalguni Ghosh, Instructor	Member
3.	Shri Arun Gupta, Assistant Professor	Member
4.	Shri Tej Singh, Cashier/LDC	Member
5.	Shri Rajesh Kumar, Technician	Member

#### 15. Committee for Condemnation of unserviceable /obsolete /Surplus stores/ scrap items

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri R.K.Jain Assistant Manager	Convener
2.	Shri S.N.Das, Assistant Manager	Member
3.	Shri Sanjeev Kumar, System Analyst	Member
4.	Shri Rakesh Kumar, Assistant(Accounts)	Member
5.	Shri Anil Tyagi , Technician	Member
<b><u>Campus – II</u></b>		
1.	Shri Phalguni Ghosh, Instructor	Convener
2.	Shri Praveen Kumar, Assistant Professor	Member
3.	Shri Alok Saxena, Computer Programmer	Member
4.	Shri Tej Singh, Cashier/LDC	Member
5.	Shri Rajesh Kumar, Technician	Member

#### 16. Admission Committee

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri A K Sehgal, Dean(Technical)	Chairman/Convener
2.	Shri B.N.Tiwari, HOD(DME)	Member
3.	Shri Sandeep Suri ,HOD(DT&DM)	Member
3.	Shri Sanjeev Kumar ,System Analyst	Member
4.	Shri Sanjay Kumar, Technician	Member

<b>Campus – II</b>		
1.	Shri R. K. Dhammi, HOD(Mechatronics)	Chairman/Convener
2.	1 <sup>st</sup> Year Batch Coordinator of Tool Engineering	Member
3.	1 <sup>st</sup> Year Batch Coordinator of Mechatronics.	Member
4	Batch Coordinator of M.Tech(TE)	Member

### 17. Examination Committee(Theory & Practicals)

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri A K Sehgal, Dean(Tech)	Superintendent
2.	Shri B.N.Tiwari, HOD(DME)	Member
3	Shri Sandeep Suri HOD(DT&DE)	Member
3.	Shri S.N.Das Assistant Manager	Member
4	Shri Sanjay Kumar, Technician	Member
<b>Campus – II</b>		
1.	Shri R. K. Dhammi, HOD(Mechatronics)	Superintendent
2.	Shri Phalguni Ghosh ,Instructor	Member
3.	Ms. Charu Gaur, Assistant Professor	Member
4	Dr Shalini Sharma , Assistant Professor	Member

### 18. Academic Committee (Time Table, Guest Faculty, Students Welfare)

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri A.K.Sehgal ,Dean(Tech)	Convener
2	Shri B. N. Tiwari, HOD(DME)	Member
3.	Shri Sanjay Kumar, Technician	Member
4.	Shri Rajesh Singhal, Instructor	Member
<b>Campus – II</b>		
1.	Dr N. Agarwal Dean(Academic)	Convener
2	Shri Vaibhav Chandra, Assistant Professor	Member
3.	Dr. Swati Varshney, Assistant Professor	Member
4.	Shri Kanwarjeet Singh, Assistant Professor	Member

### 19. Result Branch

Sl.N o.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri A.K.Sehgal ,Dean(Tech)	Convener
2	Shri B. N. Tiwari, HOD(DME)	Member
3	Shri Sandeep Suri, HOD (DT&DM)	Member
4	Shri Sanjeev Kumar, System Analyst	Member
<b>Campus – II</b>		
1.	Dr Narayan Agarwal Dean(Academic)	Convener

2.	Shri Arun Gupta, Assistant Professor	Member
3.	Mrs. Kiran Pal, Assistant Professor	Member

20. **NCC / NSS Committee**

Sl.No	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1.	Shri Satish Bhatti, Technician	Convener
2.	Shri Gopal Vashisth, Instructor	Member
3.	Shri R.C.Sharda, Leading Technician	Member
5	Shri Janendra Kumar, Technician	Member
<b><u>Campus – II</u></b>		
1.	Shri Gaurav Arora, Assistant Professor	Convener
2.	Shri Kanwarjeet Singh, Assistant Professor	Member
3.	Dr. Swati Varshney, Assistant Professor	Member

21. **Editorial Committee / Institutional Publication**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – II</u></b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Convener
2.	Dr. Shalini Sharma, Assistant Professor	Member
3.	Ms. Charu Gaur, Assistant Professor	Member
4 & 5.	Two students representative one each from TE/MET [To be nominated by Dean (Academic)]	Members

22. **Committee for concessional Bus Pass Facility for students**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1	Shri B. N. Tiwari, HOD(DME)	Convener
2	Shri Rajesh Singhal, Instructor	Member
<b><u>Campus – II</u></b>		
1.	Shri Vaibhav Chandra, Assistant Professor	Member
2.	Dr. Shalini Sharma, Assistant Professor	Member

23. **Public Grievance Cell**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1	Shri B. N. Tiwari, HOD(DME)	Convener
2	Shri C.S.Srivastava ,OSD(Admin)	Member & Link Officer
3	Shri Gopal Vashisht, Instructor	Member
<b><u>Campus – II</u></b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Convener
2.	Shri R. K. Dhammi, HOD(MET) - Link Officer of Dean Academic)	Member & Link officer
3.	Shri Vaibhav Chandra, Assistant Professor	Member
4.	Dr. Shalini Sharma, Assistant Professor	Member



**24 Students Attendance Monitoring Committee**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1	Shri Sandeep Suri, HOD(DT&DM)	Convener
2	Shri Mahender Singh, Technician	Member
3	Shri Janendra Kumar, Technician	Member
<b><u>Campus – II</u></b>		
1.	Shri Praveen Kumar, Assistant Professor	Convener
2.	Dr. Swati, Assistant Professor	Member
3.	Mrs. Kiran Pal, Assistant Professor	Member

**25 Machine Repairing Committee/Workshop Development Committee.**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus – I</u></b>		
1	Shri A. K. Sehgal, Dean (Technical)	Convener
2	Shri S. N. Das, Assistant Manager	Member
3	Shri R.K. Jain, Assistant Manager	Member
4	Shri C.S. Srivastava, OSD (Admn.)/HOD-STTC	Member
<b><u>Campus – II</u></b>		
1.	Shri Phalguni Ghosh, Instructor	Convener
2.	Shri Kanwarjeet Singh, Assistant Professor	Member
2.	Shri Rajiv Gupta, Instructor	Member
3.	Shri M. S. Rawat, Technician	Member

**26 Disciplinary Committee for Students**

Sl.No.	Name & Designation	Status in the Committee
<b><u>Campus-I</u></b>		
1.	Shri A.K.Sehgal ,Dean(Technical)	Convener
2	Shri Sandeep Suri, HOD (DT&DM)	Member
3	Shri B. N. Tiwari, HOD(DME)	Member
4	Shri C. S. Srivastava, OSD (Admn.)	Member
<b><u>Campus-II</u></b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Convener
2.	Shri R.K. Dhammi, Assistant Manager	Member
3.	Dr. Swati Varshney, Assistant Professor	Member
4.	Shri C. S. Srivastava, OSD (Admn.)	Member

**27 CCL Committee of DITE**

Sl. No.	Name & Designation	Status in the Committee
1	Dr. Narayan Aggarwal, Dean (Academic)	Convener
2	Shri A. K. Sehgal, Dean (Technical)	Member
3	Shri C.S.Srivastava, OSD(Admin)	Member

**28 Sexual Harassment Committee of DITE**

Sl.No.	Name & Designation	Status in the Committee
1	Ms. Charu Gaur, Assistant Professor	Presiding Officer
2	Shri C.S.Srivastava, OSD(Admin)	Member
3	Dr. Swati Varshney , Assistant Professor	Member
4	Smt. Baljeet Kaur, Assistant	Member
5	Smt. Lalita Balkrishnan ,Representative of AIWC	Member ,NGO

**29 Local Purchase Committee (LPC) of DITE as approved in the 13<sup>th</sup> meeting of the Governing Council held on 23<sup>rd</sup> Feb 2015 for purchase of goods costing above Rs. 15,000/- and upto Rs. 10.0 Lakh. (To be made by inviting quotations/bids up to Rs 2 Lakh and beyond Rs. 2 Lakh by e- tendering)]**

Sl.No.	Name & Designation	Status in the Committee
1	HOD of the Purchase Department	Convener
2	HOD of the User Department	Member
3	Accounts functionary of DITE or his representative	Member
4	Deputy Commissioner of Industries (HR)	Member**

**\*\*Proposal has been sent to Chairman (DITE) to substitute the member in view of practical problems for participation. Subject to approval**

**30 Standing Purchase Committee (SPC) as approved in the 13<sup>th</sup> Meeting of the Governing Council held on 23<sup>rd</sup> February, 2015 for purchase of goods costing above Rs. 10.0 Lakh ( through e- tendering ) is as below:**

Sl.No.	Name & Designation	Status in the Committee
1	Director-cum-Principal.	Chairman
2	Additional Commissioner of Industries (DITE) or Special Commissioner of Industries (DITE)/or his representative.	Member
3	Principal, G.B.Pant Engineering College, Okhla, New Delhi or his representative .	Member
4	Accounts Functionary of DITE.(Representative of Finance Department)	Member
5	HOD of the User Department .	Member
6	HOD of the Purchase Department.	Member-Secretary
7	Representative of Finance Department,(DCA)-DHS (allocated for Industries Department in case of purchases above Rs 25lakh.)	Member

**31 Building and Works Committee**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus-I</b>		
1.	Shri A.K.Sehgal ,Dean(Technical)	Nodal Officer
2	Shri S. K. Dahiya, JE (Civil)	Member
3	Shri Rajesh Kumar, Technician Gr. II	Member
<b>Campus-II</b>		
1.	Dr. Narayan Agarwal, Dean (Academic)	Nodal Officer
2	Shri S. K. Dahiya, JE (Civil)	Member
3	Shri Rajesh Kumar, Technician Gr. II	Member

**32. Finance Committee of DITE**

Sl.No.	Name & Designation	Status in the Committee
1.	Director-cum-Principal, DITE	Chairman
2.	Secretary, DITE	Member
3	Account Functionary of DITE	Member
4	Dr. Narayan Aggarwal, Dean (Academic)	Member**
5	Shri A. K. Sehgal, Dean (Technical)	Member**

**\*\* Proposal sent to include the two members subject to approval of Chairman (DITE).Subject to approval**

**33SPIO / APIO, DITE**

Sl.No.	Name & Designation	Status in the Committee
1.	Shri A.K. Sehgal , Dean(Technical)	SPIO
2	Shri Rakesh Kumar, Assistant (Account)	APIO