

DELHI INSTITUTE OF TOOL ENGINEERING

GOVT OF NCT OF DELHI

Wazirpur Industrial Area, Delhi – 110 052

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

Ref. F.2(8)/Admn/DITE/C-I/ 729

Dated: 29th July, 2016

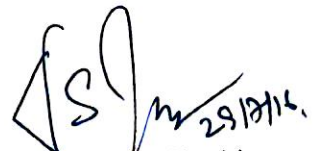
ORDER

Sub.: Reconstitution / Consolidation of various committees of DITE – Reg.

The Competent Authority has approved partial modification of various committees constituted vide order of even no dated 8th October, 2015. The details of these committees have been uploaded on the website of DITE under URL: <http://dite.delhigovt.nic.in/circular/DITE-Committees-29thJuly16.pdf> [on the main page with a frame heading 'Committees'] which may be referred.

2. Each Committee has a provision of Convener / Chairman / Nodal Officer / Superintendent who has to initiate the necessary action **suomoto** and the members of these committees will follow such directions to look after the day-to-day work for smooth functioning of the Institute.
3. Whereas the indicative scope of work pertaining to these Committees is self-explanatory in the nomenclature itself and therefore, 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 Competent Authority.


(Devender Singh)
Secretary
Ph :27373885

To,

All HOD's.

Copy forwarded for information to:

1. Director,TTE/Chairman(DITE)
2. The Special Director (TTE),
3. Director-cum-Principal, DITE
4. System Analyst, DITE – with the request to upload this order on the website of DITE on main page under frame / heading 'Committees'.
5. Notice Board, C- I and C- II, DITE

**DELHI INSTITUTE OF TOOL ENGINEERING
GOVT. OF NCT OF DELHI**

Sub: Various Committees of DITE

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

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

2. Internal Complaints Committee

Sl.No.	Name & Designation	Status in the Committee
1.	Dr. Narayan Agarwal, HOD(PG)/ Shri A. K. Sehgal, Dean (Technical)	*Chairman
2.	Shri Ganesan M., 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 HOD (PG) 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
<u>Campus – I</u>		
1.	Shri Gopal Vashisht, Instructor	Convener
2.	Shri Anil Tyagi, Technician	Member
3.	Shri Prem Pal Singh, Technician	Member
<u>Campus – II</u>		
1.	Shri Arun Gupta, Assistant Professor	Convener
2.	Shri Parveen Kumar, Assistant Professor	Member
3.	Shri Tej Singh, Cashier	Member

4. Library Committee

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1.	Dr. Narayan Agarwal, HOD(PG)	Chairman
2.	Shri R. K. Dhammi, HOD (MECH.)	Member
3.	Smt. Uma Rani, Librarian	Member
4.	Sh.Kanwarjeet Singh ,HOD B.Tech(TE)	Member
<u>Campus – II</u>		
1.	Shri A. K. Sehgal, Dean (Technical)	Chairman
2.	Shri Sandeep Suri, HOD(DME)	Member
3.	Shri C.S.Srivastava, OSD(Admin)	Member
3.	Smt. Amita Gupta, MTS	Member

5. DITE School of Skill Development Training Fee Fixation Committee:

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

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

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1.	Shri Phalguni Ghosh, Instructor	Convener
2.	Smt. Uma Rani, Librarian	Member
3.	Shri Tej Singh, Assistant ,Account	Member
<u>Campus – II</u>		
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
<u>Campus – I</u>		
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
<u>Campus – II</u>		
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
<u>Campus – I</u>		
1.	Shri S.N.Das , HOD(DSSD)	Convener
2.	Shri Gopal Vashisth, Instructor	Member
3.	Shri R.C.Sharda, Leading Technician	Member
4.	Shri Ritesh Sehgal, Technician	Member
<u>Campus – II</u>		
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
Campus – I (For Diploma Courses)		
1.	Shri Sandeep Suri, HOD(Diploma)	Member
2.	Shri Gopal Vashisth, Instructor	Member
3.	Shri Mahender Singh, Technician	Convener
Campus – II (For Under-graduate and Post graduate Courses)		
1.	Shri Kanwarjeet Singh, HOD(B.Tech)(TE)	Member
2.	Shri Praveen Kumar, Assistant Professor	Convener
3.	Shri Gaurav Arora, Assistant Professor	Member

10. Committee for Swachh Abhiyan

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
1.	Shri C.S.Srivastava, OSD(Admin)	Convener
2.	Shri Anil Tyagi, Technician	Member
3.	Shri S.K.Dahiya, JE	Member
4.	Shri Guru Dutt, Technician, MTS	Member
Campus – II		
1.	Shri B.N.Tiwari, Assistant Manager(Admn)	Convener
2.	Shri M. S. Rawat, Foreman/LT	Member
3.	Shri Tej Singh, Assistant,	Member
4.	Shri R. S. Rawat, Caretaker	Member

11. Anti Ragging Committee

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
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 st Year) & Diploma in ME	Members
Campus – II		
1.	Dr. Narayan Agarwal, HOD(PG)	Convener
2.	Shri Kanwarjeet Singh, Assistant Professor	Member
3 & 4.	Batch Coordinator (1 st Year) of TE & MET	Members

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

13.

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
1.	Shri A. K. Sehgal, Dean (Technical)	Convener
2.	Shri Sandeep Suri, HOD (DME)	Member
3.	Shri C.S. Srivastava, OSD (Admn.)	Member
4.	Shri S.N.Das, Assistant Manager	Member
5.	Shri Sanjeev Kumar, System Analyst	Member

6.	Subject Expert(Internal / External)	Member
Campus – II		
1.	Dr. Narayan Agarwal, HOD(PG)	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

14. Committee for Institutional Support for Faculty Development, Permission for FDP, Workshop Participation & Evaluation

Sl.No.	Name & Designation	Status in the Committee
1.	Director-cum-Principal, DITE	Chairman
2.	Dr. Narayan Agarwal, HOD(PG)	Member
3.	Sh R.K. Dhammi, HOD(Mechatronics)	Member
4.	Shri A. K. Sehgal, Dean (Technical)	Member

15. Committee for disposal of scrap items

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
1.	Shri C.S.Srivastava, OSD (Admn)	Convener
2.	Shri R. S. Jindal, Assistant	Member
3.	Shri Gorakh Nath Aggarwal, Assistant	Member
4.	Shri Bachhu Lal, HSG	Member
Campus – II		
1.	Shri B.N. Tiwari, Assistant Manager(Admin)	Convener
2.	Shri Phalguni Ghosh, Instructor	Member
3.	Shri Tej Singh, Assistant	Member
4.	Shri Rajesh Kumar, Technician	Member

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

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
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
Campus – II		
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

17. Admission Committee

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1.	Shri A K Sehgal, Dean(Technical)	Chairman/Convener
2.	Shri C.S.Srivastava, OSD (Admn.)	Member
3	Shri Sandeep Suri ,HOD(DT&DM)	Member
3.	Shri Sanjeev Kumar ,System Analyst	Member
4	Shri Sanjay Kumar, Technician	Member
<u>Campus – II</u>		
1.	Shri R. K. Dhammi, HOD(Mechatronics)	Chairman/Convener
2.	1 st Year Batch Coordinator of Tool Engineering	Member
3.	1 st Year Batch Coordinator of Mechatronics.	Member
4	Batch Coordinator of M.Tech(TE)	Member

18. Examination Committee(Theory & Practicals)

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1.	Shri A K Sehgal, Dean(Tech)	Superintendent
2.	Shri C.S.Srivastava, OSD (Admn.)	Member
3	Shri Sandeep Suri HOD(DT&DE)	Member
3.	Shri S.N.Das Assistant Manager	Member
4	Shri Sanjay Kumar, Technician	Member
<u>Campus – II</u>		
1.	Shri R. K. Dhammi, HOD(Mechatronics)	Superintendent
2.	Ms. Charu Gaur, Assistant Professor	Member
3.	Shri Phalguni Ghosh ,Instructor	Member
4	Shri Arun Gupta , Assistant Professor	Member
5	Dr. Swati Varshney , Assistant Professor	Member

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

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1.	Shri A.K.Sehgal ,Dean(Tech)	Convener
2	Shri Sandeep Suri, HOD(DME)	Member
3	Shri C.S.Srivastava, OSD(Admn)	Member
3.	Shri Sanjay Kumar, Technician	Member
4.	Shri Rajesh Singhal, Instructor	Member
<u>Campus – II</u>		
1.	Dr N. Agarwal HOD(PG)	Convener
2	Shri Vaibhav Chandra, Assistant Professor	Member
3	Shri R.K Dhammi,HOD(Mechatronics)	Member
4.	Dr. Swati Varshney, Assistant Professor	Member
5.	Shri Kanwarjeet Singh, HOD(B.Tech)[TE]	Member

20. Result Branch

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1.	Shri A.K.Sehgal ,Dean(Tech)	Convener
2	Shri C.S. Srivastava, OSD (Admn.)	Member
3	Shri Sandeep Suri, HOD (DT&DM)	Member
4	Shri Sanjeev Kumar, System Analyst	Member
<u>Campus – II</u>		
1.	Dr Narayan Agarwal ,HOD(PG)	Convener
2.	Shri Arun Gupta, Assistant Professor	Member
3.	Mrs. Kiran Pal, Assistant Professor	Member
4	Shri Gaurav Arora, Assistant Professor	Member

21. NCC / NSS Committee

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
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
<u>Campus – II</u>		
1.	Shri Gaurav Arora, Assistant Professor	Convener
2.	Shri Kanwarjeet Singh, Assistant Professor	Member
3.	Dr. Shalini Sharma, Assistant Professor	Member

22. Editorial Committee / Institutional Publications

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – II</u>		
1.	Dr. Narayan Agarwal, HOD(PG)	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)]	Member

23. Committee for concessional Bus Pass Facility for students

Sl.No.	Name & Designation	Status in the Committee
<u>Campus – I</u>		
1	Shri Sandeep Suri, HOD (DME)	Convener
2	Shri Rajesh Singhal, Instructor	Member
<u>Campus – II</u>		
1.	Shri R.K.Gupta, Instructor	Convener
2.	Dr. Shalini Sharma, Assistant Professor	Member

24. Public Grievance Cell

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
1	Shri S.N.Das, Assistant Manager	Convener
2	Shri Gopal Vashisht, Instructor	Member
3	Shri C.S.Srivastava ,OSD(Admin)	Member
Campus – II		
1.	Shri B.N.Tiwari, AM (Admin)	Convener
2.	Shri Vaibhav Chandra, Assistant Professor	Member
3.	Dr. Shalini Sharma, Assistant Professor	Member

25. Students Attendance Monitoring Committee

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

26. Machine Repairing Committee

Sl.No.	Name & Designation	Status in the Committee
Campus – I		
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.)	Member
Campus – II		
1.	Shri Phalguni Ghosh, Instructor	Convener
2.	Shri Kanwarjeet Singh, Assistant Professor	Member
2.	Shri Rajiv Gupta, Instructor	Member
3.	Shri M. S. Rawat, Foreman/LT	Member

27. Disciplinary Committee for Students

Sl.No.	Name & Designation	Status in the Committee
Campus-I		
1.	Shri A.K.Sehgal ,Dean(Technical)	Convener
2	Shri Sandeep Suri, HOD (DT&DM)	Member
3	Shri C. S. Srivastava, OSD (Admn.)	Member
4	Shri S.N. Das, HOD(DSSD)	Member

Campus-II		
1.	Dr. Narayan Agarwal, HOD(PG)	Convener
2.	Shri B. N. Tiwari, Assistant Manager (Admn)	Member
3	Shri R.K. Dhammi, HOD(Mechatronics)	Member
4.	Shri Kanwarjeet Singh ,HOD(B.Tech,TE)	Member

28. 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	Deputy Controller of Accounts, TTE	Member
4	Dr. Narayan Agarwal, HOD(PG)	Member
5	Shri A. K. Sehgal, Dean (Technical)	Member

29. CCL Committee of DITE

Sl.No.	Name & Designation	Status in the Committee
1	Dr. Narayan Agarwal, HOD(PG)	Convener
2	Shri A. K. Sehgal, Dean (Technical)	Member
3	Shri B.N.Tiwari, Assistant Manager (Admin)	Member
4.	Shri C.S.Srivastava, OSD(Admin)	Member

30. Building & Works Committee

Sl.No.	Name & Designation	Status in the Committee
Campus-I		
1	Shri A. K. Sehgal, Dean (Technical)	Nodal Officer
2	Shri C.S.Srivastava, OSD(Admin)	Member
3	Shri S.K. Dahiya, JE (Civil)	Member
Campus-II		
1	Dr. Narayan Agarwal, HOD(PG)	Nodal Officer
2	Shri B.N.Tiwari, Assistant Manager (Admin)	Member
3	Shri S.K. Dahiya, JE (Civil)	Member

31. 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

32.SPIO / APIO ,DITE

Sl.No.	Name & Designation	Status in the Committee
Campus - I		
1.	Shri A.K. Sehgal , Dean(Technical)	SPIO
2	Smt. Mukta Walia, Executive Assistant	APIO

Sl.No.	Name & Designation	Status in the Committee
Campus - II		
1.	Shri B.N.Tiwari, Assistant Manager(Admin)	SPIO
2	Smt. Niva Angelina Minj, LDC	APIO

33 . Local Purchase Committee

Sl.No.	Name & Designation	Status in the Committee
1	HOD(Purchase Department)	Convener
2	Dean(Academic),DITE	Member
3	HOD(User Department)	Member
4	Account Functionary of DITE or his representative.	Member

The other committees viz SPC, DPC Group A / B& C employees etc are sent for approval of the Administrative Department and will be notified accordingly.