



**DELHI INSTITUTE OF TOOL ENGINEERING**  
GOVT OF NCT OF DELHI  
Wazirpur Industrial Area, Delhi – 110 052  
☎ 27006105, Fax: 011 -27377440



Ref. F.2(8)/Admn/DITE/C-I/85

Dated: 30<sup>th</sup> August, 2018

**ORDER**

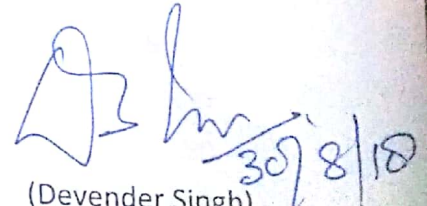
**Sub.: Reconstitution / Consolidation of various committees of DITE – Reg.**

In supersession of this office order of even no dated 29<sup>th</sup> July 2016 the Competent Authority has approved various committees that will start functioning w.e.f. 31<sup>st</sup> August 2018.

2. Each Committee has a provision of Chairman / Nodal Officer / Superintendent/Presiding Officer/Editor/Admission Officer etc. 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. Director-cum-Principal is the final authority for interpretation for the scope of work/activities to be conducted by any of the committee and in organisational interest can allocate any additional work to a committee or an individual.
5. Nodal officers of various committees will also be the custodians for relevant records/files.
6. This supersedes all previous orders notified in this regard.

This issues with the prior approval of Competent Authority.

Encls: As above.

  
(Devender Singh)  
Secretary  
Ph :27006105

To,

1. All Concerned & HOD's.
2. Notice Board, C- I and C- II, DITE

Copy to:

1. Chairman (DITE) & Director, TTE
2. Director-cum-Principal, DITE
3. System Analyst, DITE – with the request to upload this order on the website of DITE on main page under frame / heading 'Committees'.

Campus-II: Maa Anand Mai Marg, Okhla Industrial Area, Phase-II, New Delhi- 110 020 Ph. No. 011-26388920,  
Fax-26388920 email:secdite@gmail.com. Website: [www.dite.delhigovt.nic.in](http://www.dite.delhigovt.nic.in).

# DELHI INSTITUTE OF TOOL ENGINEERING

## GOVT. OF NCT OF DELHI

### Various Committees of DITE

#### 1. TRAINING & PLACEMENT CELL:

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
<b>Campus-II</b>			1. As per order no. Ref. F.2(8)/Admn/DITE/C-I/84 dated 30 <sup>th</sup> August, 2018.
1	Dr. Narayan Agarwal, HOD(PG)	TPO-C-II	
2	Shri Praveen Kumar Assistant Professor	Member	
<b>Campus -1</b>			As above
1.	Shri C. S. Srivastava, OSD (Admin)	TPO-C-I	
2.	Shri Ritesh Sehgal, Jr. Technical Officer	Member	

#### 2. INTERNAL COMPLAINTS COMMITTEE:

Sl.No.	Name & Designation	Status in the Committee	Scope of Work
1	Dr. Narayan Agarwal, HOD(PG)/ Shri Sandeep Suri Dean (Tech)	Nodal Officer*	1. Timely resolving of internal complaints forwarded by Administration.
2	Shri Sanjay Kumar, Assistant Director, (A&A).	Member	
3	Shri Praveen Kumar, Assistant Professor	Member	
4	Smt. Uma Rani, Librarian	Member	
5	Shri C. S. Srivastava, OSD (Admn.)	Member	
6	Mrs. Baljeet Kaur, Assistant	Member	

\*If the complaint pertains to Campus – I, HOD (PG) will be the Nodal Officer & if it pertains to Campus – II, Dean (Technical) will be the Nodal Officer i.e. vice- a-versa.

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

#### 3. EXAMINATION & RESULT COMMITTEE:

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri Sandeep Suri, Dean (Tech)	Superintendent
2.	Shri C.S. Srivastava, OSD (Admn.)	Dy. Superintendent
3.	Sh.Janendra Kumar, Jr Technical Officer	Member
<b>Campus – II</b>		
1.	Shri Gaurav Arora, Assistant Professor	Superintendent
2.	Shri Arun Gupta, Assistant Professor	Dy. Superintendent
3	Smt. Anubha Gupta, Sr. Technician	Member
*The Superintendent and Dy. Superintendent will rotate on academic year basis beginning from academic year 2018-19 for Campus-II. The Superintendents will be the custodians for all relevant records pertaining to the branch. The Superintendent at C-I may nominate an Assistant Superintendent for external exams of BTE. Smt. Mukta Walia,Assistant for C-I and Smt Anubha Gupta for C-II will attend all secretarial work pertaining to this committee .		

#### 4. SPORTS & CULTURAL COMMITTEE

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
<b>Campus – I</b>			i. These committees will plan calendar of events to be conducted in DITE ii. Conducting of sports function /cultural activities/Prize distribution function /fete etc. iii. Requirement and ensuring availability of sports/ and musical equipment's etc iv. Any other relevant work allotted by the Competent Authority.
1.	Shri Satish Bhatti Jr. Technical Officer	Nodal Officer	
2.	Shri Anil Tyagi, Jr. Technical Officer	Member	
3	Shri Johnson Mattu, Jr. Technical Officer	Member	
<b>Campus – II</b>			
1.	Smt. Kiran Pal, Assistant Professor	Nodal Officer	
2.	Sh. Vaibhav Chandra, Assistant Professor	Member	
3.	Sh. Prosenjit Ghosh, Jr. Technical Officer	Member	

#### 5. LIBRARY COMMITTEE:

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
<b>Campus – I</b>			i. Assessment/availability of sufficient no. of Books/journals/e-Journal magazines/newspapers etc. as per the prescribed syllabus and norms. ii. Book bank facility. iii. Development of e-resources in the Library. iv. Compiling of questions papers of previous years. v. Any other relevant work allotted by the Competent Authority.
1.	Shri Sandeep Suri, Dean (Technical)	Nodal Officer	
2	Shri S.N.Das, Assistant Director (T)	Member	
3.	Smt. Amita Gupta, MTS	Member	
<b>Campus – II</b>			
1	Dr. Narayan Agarwal, HOD(PG)	Nodal Officer	
2	Sh.Kanwarjeet Singh ,HOD B.Tech (TE)	Member	
3	Smt. Uma Rani, Librarian	Member	

#### 6. DSSD FEE FIXATION COMMITTEE

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
1.	Dean (Technical)	Nodal Officer	i. Committee approved from file no F.2(48)/STTC/DITE/C-I ii. Exploring of new skill development courses iii. Fixation /revision of fee for the Short-Term courses. iv. Any other relevant work allotted by the Competent Authority.
2.	HOD (DSSD) C-I	Member	
3.	HOD (DSSD)C-II	Member	
4	OSD (ADMN)	Member	

**7. PHYSICAL VERIFICATION COMMITTEE (STORES):**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri Phalguni Ghosh, Assistant Director (T)	Nodal Officer
2.	Sh.M.S.Rawat, Jr. Technical Officer	Member
3.	Sh. Rajesh Kumar, Sr. Technician	Member
<b>Campus – II</b>		
1.	Shri S. N. Das, Assistant Director(T)	Nodal Officer
2.	Shri Sanjay Kumar, Jr. Technical Officer	Member
3.	Sh. Surinder Singh, Sr. Technician	Member

**8. PHYSICAL VERIFICATION COMMITTEE (LIBRARY):**

Sl.No.	Name & Designation	Indicative Status in the
<b>Campus – I</b>		
1.	Smt. Uma Rani, Librarian	Nodal Officer
2.	Mrs. Niva Angelina Minj, UDC	Member
3.	Mr. Subhash, Technician	Member
<b>Campus – II</b>		
1.	Sh. Mahender Singh, Jr. Technical Officer	Nodal Officer
2.	Sh. Hitesh Verma, Jr. Technical Officer	Member
3.	Smt. Amita Gupta, MTS	Member

**9. INTERNAL AUDIT COMMITTEE (TIME OFFICE):**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Deputy Director (Admn.)	Nodal Officer
2.	Shri Sanjay Kumar, Assistant Director (A&A)	Member
3.	Smt. Niva Angelina Minj, UDC	Member
<b>Campus – II</b>		
1.	OSD (Admin)	Nodal Officer
2.	Shri Sanjay Kumar, Assistant Director (A&A)	Member
3.	Mrs. Kuldeep Kaur, Assistant	Member

**10. COMMITTEE FOR ESTABLISHMENT / DEVELOPMENT OF LABS, WORKSHOPS, COMPUTER CENTRE, FURNITURE REQUIREMENT FOR TRAINING AND STAFF AND OTHER CAPITAL INFRA-STRUCTURE.**

Sl.No.	Name & Designation	Status in the Committee
1	Dr. Narayan Agarwal, HOD (PG)	Nodal Officer
2.	Shri Sandeep Suri, Dean (Technical)	Member
3.	Accounts Functionary of DITE	Member
4.	Sh. R.K.Dhammi, HOD (Purchase)	Member

5	Sh. Kanwarjeet Singh,,HOD (TE)	Member
6	Sh. R.K.Jain, Assistant Director (T)	Member
7	Shri C.S. Srivastava, OSD(Admn.)	Member
8.	Shri Sanjeev Kumar, System Analyst	Member
9.	Expert (Internal/External),if required	Member

**11. INSTITUTIONAL AND STATUTORY REQUIREMENTS COMMITTEES:**  
**[AICTE/JAC/AISHE/NAD/ INCUBATION CENTRE/ANNUAL REPORTS ETC.]**

Sl.No.	Name & Designation	Status in the Commit	Indicative Scope of work
1.	Dr. Swati Varshney, Assistant Professor	Nodal Officer, AICTE and NIRF	<ol style="list-style-type: none"> <li>1. All necessary work pertaining to EOA, deficiencies, approval/application for new courses, submission of data for NIRF and all relevant correspondence with AICTE, NIRF and custodian of relevant files /approvals /records.</li> <li>2. Any other relevant work allotted by the Competent Authority.</li> </ol>
2	Dr. Shalini Sharma, Assistant Professor	Nodal Officer, JAC, AISHE & Annual Reports of DITE	<ol style="list-style-type: none"> <li>1. All necessary work pertaining to JAC, deficiencies, Correspondence with GGSIPU &amp; DTTE, submission of data for AISHE and all relevant correspondence for JAC, AISHE with relevant organisations and custodian of relevant files /approvals /records.</li> <li>2. Preparation of Annual reports of DITE</li> <li>3. Any other relevant work allotted by the Competent Authority.</li> </ol>
3	Smt. Charu Gaur, Assistant Professor	Nodal Officer, Incubation & NAD.	<ol style="list-style-type: none"> <li>1. All necessary work pertaining to setting up and operationalizing the incubation Centre, development of incubatees ecosystem, conduct of workshops and liaison with other Incubation centres / Govt. agencies. and custodian of relevant files /approvals /records.</li> <li>2. All necessary work pertaining to NAD</li> <li>3. Any other relevant work allotted by the Competent Authority.</li> </ol>

**12. GUEST FACULTY ENGAGEMENT COMMITTEE:**

Sl.N	Name & Designation	Status in the	Indicative Scope of work
1.	Shri Vaibhav Chandra, Assistant Professor	Nodal Officer for AY-2018-19	1. Assessment of the Guest Faculty, T.A, LDC etc. and moving proposals, handling all relevant work up to preparation of panel with the approval of Competent Authority and custodian of relevant files /approvals /records.  2. Any other relevant work allotted by the Competent Authority.
2.	Dr Swati Varshney, Assistant Professor	Nodal Officer for AY 2019-20	
3.	Sh. Sanjay Kumar, Jr. Technical Officer	Member	

**13. SCHOLARSHIP AFFAIRS COMMITTEE:**

Sl.No	Name & Designation	Status in the Committee	Indicative Scope of work
<b>Campus – I (For Diploma Courses)</b>			1. Liasoning with Scholarship office, GGSIPU or any other organization for any type of scholarship.  2. Timely collection and verification of all types of scholarship.
1.	Shri Mahender Singh, Jr. Technical Officer	Nodal Officer	
2.	Shri Gopal Vashisth, Jr, Technical Officer	Member	
<b>Campus – II (For Under-graduate and Post graduate Courses)</b>			
1.	Shri Praveen Kumar, Assistant Professor	Nodal Officer	
2.	Sh Rajesh Kumar-I, Sr Technician	Member	

**14. SWACHH ABHIYAN COMMITTEE:**

Sl.N	Name & Designation	Status in the	
<b>Campus – I</b>			1. Liasoning with any external agency for Swachh Abhiyaan.  2. Implementation of Swachh Abhiyan activities in DITE.
1.	Shri R.K Jain Assistant Director (IRD)	Nodal Officer	
2.	Shri S.K.Dahiya,JE	Member	
4.	Shri Guru Dutt, Technician,	Member	
<b>Campus – II</b>			
1.	Shri B.N.Tiwari, Dy. Director (T)	Nodal Officer	
2.	Shri Phalguni Ghosh, Assistant Director (T)	Member	
3.	Shri Bharampal, Caretaker	Member	

**15. ANTI RAGGING SQUAD:**

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
<b>Campus-I</b>			1. Preservance of Anti-ragging environment for students. 2. Spreading awareness to the students about what all acts/work are considered as ragging.
1.	Sh. Sandeep Suri, Dean (T)	Nodal Officer	
2.	Shri C.S. Srivastava, OSD (Admn.)	Member	
3 & 4.	1 <sup>st</sup> year Batch Coordinator of Diploma in TE & ME	Members	
<b>Campus-II</b>			
1	Dr. Narayan Agarwal, HOD(PG) &(MET)	Nodal Officer	
2	Sh. Kanwarjeet Singh HOD (TE)	Member	
3 & 4	1 <sup>st</sup> year Batch Coordinator of TE & MET	Member	

**16. COMMITTEE FOR INSTITUTIONAL SUPPORT/ FACULTY DEVELOPMENT PROGRAMMES, WORKSHOP PARTICIPATION, ORGANISING OF CONFERENCES/PARTICIPATION/EVALUATION OF PAPERS FOR JOURNALS /CONFERENCES:**

Sl.No.	Name & Designation	Status in the Committee
1.	Sh. B.N.Tiwari, Deputy Director (T)/Admn	Nodal Officer
2	Dr. Narayan Agarwal, HOD(PG)	Member
3.	Sh. Sandeep Suri, Dean (Technical)	Member
4.	Sh. Kanwarjeet Singh, HOD(TE)	Member

**17. COMMITTEE FOR CONDEMNATION OF UNSERVICEABLE /OBSOLETE /SURPLUS STORES:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri R.K.Jain Assistant Director (T)	Nodal Officer
2.	Shri S.N.Das, Assistant Director (T)	Member
3.	Shri Sanjeev Kumar, System Analyst	Member
4.	Shri Ranbir Singh, Technician	Member
5.	Shri Anil Tyagi , Jr. Technical Officer	Member
<b>Campus – II</b>		
1.	Shri Phalguni Ghosh, Assistant Director	Nodal Officer
2.	Shri Gaurav Arora, Assistant Professor	Member
3.	Smt Sarojini ,UDC	Member
4.	Shri Rajesh Kumar, Sr. Technician	Member
5.	Shri Ratnesh Kumar Singh, Sr Technician	Member

**18. COMMITTEE FOR DISPOSAL OF SCRAP ITEMS/STORES APPROVED FOR CONDEMNATION:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri C.S.Srivastava, OSD (Admn)	Nodal Officer
2.	Shri Tej Singh, Assistant	Member
3.	Shri Gorakh Nath Aggarwal, UDC	Member
4.	Shri Bachhu Lal, HSG	Member
<b>Campus – II</b>		
1.	Shri B.N. Tiwari, Deputy Director (T)/Admin.	Nodal Officer
2.	Shri Phalguni Ghosh, Assistant Director	Member
3.	Smt. Sarojini, UDC	Member
4.	Shri Rajesh Kumar, Technician	Member

**19. ADMISSION COMMITTEE:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri Sandeep Suri, Dean (Technical)	Admission Officer
2.	Shri C.S. Srivastava, OSD (Admn.)	Member
3.	Shri Sanjeev Kumar, System Analyst	Member
4.	Shri Sanjay Kumar, Jr. Technical Officer	Member
<b>Campus – II</b>		
1.	Shri R. K. Gupta, Assistant Director(T)	Admission Officer
2.	1 <sup>ST</sup> and 4 <sup>th</sup> Year Batch Coordinator of Tool Engineering	Member
3.	1 <sup>ST</sup> and 4 <sup>th</sup> Year Batch Coordinator of Mechatronics.	Member

**20. COMMITTEE FOR ACADEMIC AFFAIRS:**

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
<b>Campus-I</b>			1.Liasioning&Correspondence with BTE. 2.Bus pass forms attestation, 3.Issuing of Bonafide, Fee structure, any other certificate issuing to the students. 4.Guest faculty payments and allied affairs. 5. Nodal Officer will be Custodian of relevant files /approvals /records.
	Shri Sandeep Suri, Dean (Technical)	Nodal Officer	
2	Shri Janendra Kumar, Jr. Technical Officer	Member	
3	Shri Sanjay Kumar, Jr. Technical Officer	Member	



<b>Campus-II</b>			
1	Shri Rajeev Kr. Gupta, Assistant Director (T)	Nodal Officer	1. Liaisoning & Correspondence with University, fee reconciliation with GGSIPU etc. Admission Cancellations etc. 2. Bus pass forms attestation, 3. Guest faculty payments and their allied affairs. 4. EDP Section of DITE. 5. Nodal Officer will be Custodian of relevant files /approvals /records.
2	Shri Ashish Mishra, Sr. Technician	Member	

## **21. NCC / NSS COMMITTEE:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri Ravinder Kumar, Technician	Nodal Officer
2.	Student Representative of 4-yrs Diploma in Tool & Die Making [to be nominated by Dean (T)]	Member
3	Student Representative of 3-yrs Diploma in Mechanical Engineering Tool & Die Making [to be nominated by Dean (T)]	Member
<b>Campus – II</b>		
1.	Shri Kanwarjeet Singh, Assistant Professor	Nodal Officer
2.	1 <sup>st</sup> year Batch Coordinator of TE	Member
3.	1 <sup>st</sup> year Batch Coordinator of Mechatronics	Member

## **22. CANTEEN COMMITTEE:**

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work
<b>Campus – I</b>			1. Management of canteen Affairs 2. Engagement of canteen contractor /renewal of contract etc. 3. Any other relevant work allotted by the Competent Authority.
1.	Shri Gopal Vashisht, Jr. Technical Officer	Nodal Officer	
2.	Shri Anil Tyagi, Jr. Technical Officer	Member	
3.	Student's Representative to be nominated by Dean (Tech)/HOD's Diploma	Member	
<b>Campus – II</b>			
1.	Sh. M.S.Rawat, Jr. Technical Officer	Nodal Officer	

2.	Sh. Rajesh Kumar-I Sr. Technician	Member
3.	Student's Representative to be nominated by HOD(TE)	Member

**23. EDITORIAL COMMITTEE / INSTITUTIONAL PUBLICATIONS:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – II</b>		
1.	Director cum Principal	Editor in Chief
2.	Dr. Narayan Agarwal, HOD(PG)	Associate Editor
3.	Dr. Shalini Sharma, Assistant Professor	Editor
4.	Sh. Kanwarjeet Singh, Assistant Professor	Member, Editorial Board
5.	Sh. S.N Das, Assistant Director (T)	Member, Editorial Board

**24. PUBLIC GRIEVANCE CELL:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1	Shri S.N.Das, Assistant Director(T)	Nodal Officer
2	Shri Gopal Vashisht, Jr. Technical Officer	Member
3	Shri C.S. Srivastava ,OSD(Admin)	Member
<b>Campus – II</b>		
1.	Shri B.N.Tiwari, Deputy Director (T)/Admin.	Nodal Officer
2.	Sh. R.K.Gupta, Assistant Director (T)	Member
3.	Smt. Uma Rani, Librarian	Member

**25. DISCIPLINARY COMMITTEE FOR STUDENTS:**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus-I</b>		
1.	Shri Sandeep Suri, Dean (T)	Nodal Officer
2	Shri C. S. Srivastava, OSD (Admn.)	Member
3	Shri S.N. Das, Assistant Director (T)	Member
<b>Campus-II</b>		
1.	Dr. Narayan Agarwal, HOD(PG)	Nodal Officer
2.	Shri B. N. Tiwari, Deputy Director(T/Admn)	Member
3.	Shri Kanwarjeet Singh, HOD(B.Tech,TE)	Member

## **26. FINANCE COMMITTEE OF DITE:**

<b>Sl.No.</b>	<b>Name &amp; Designation</b>	<b>Status in the Committee</b>
1.	Director-cum-Principal, DITE	Chairman
2.	Secretary, DITE	Member
3	Deputy Controller of Account TTE	Member
4	Accounts functionary of DITE	Member
5	Dr. Narayan Agarwal, HOD(PG)	Member
6	Shri. Sandeep Suri, Dean (Technical)	Member

## **27. CCL COMMITTEE :**

<b>Sl.No.</b>	<b>Name &amp; Designation</b>	<b>Status in the Committee</b>
1	Dr. Narayan Agarwal, HOD(PG)	Nodal Officer
2	Shri Sandeep Suri, Dean (Technical)	Member
3	Shri B.N.Tiwari, Deputy Director (T) (Admin)	Member
4.	Shri C.S. Srivastava, OSD(Admin)	Member

## **28. BUILDING & WORKS COMMITTEE:**

<b>Sl.No.</b>	<b>Name &amp; Designation</b>	<b>Status in the Committee</b>
<b>Campus-I</b>		
1	Shri Sandeep Suri, Dean (Technical)	Nodal Officer
2	Shri C.S.Srivastava, OSD(Admin)	Member
3	Shri S.K. Dahiya, Jr. Technical Officer	Member
4.	H.O.D.(DSSD) for W.C.S.C.	Member
5.	Sh. Partap Singh, Technician	Member
<b>Campus-II</b>		
1	Dr. Narayan Agarwal, HOD(PG)	Nodal Officer
2	Shri B.N. Tiwari, Deputy Director (T) (Admin)	Member
3	Shri S.K. Dahiya, Jr. Technical Officer	Member
4.	H.O.D.(DSSD) for W.C.S.C.	Member
5	Smt. Charu Gaur, Assistant Professor for Incubation Centre	Member
6.	Sh. Ratnesh Kumar Singh, Sr. Technician	Member

### **29. SEXUAL HARASSMENT COMMITTEE:**

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*

(\*The proposal is under process for replacement of Member NGO and a letter in this regard has been sent to Nari Suraksha Smiti for nominating a representative.)

### **30. SPIO / APIO, DITE**

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – I</b>		
1.	Shri R.K.Jain, Assistant Director (T)	SPIO
2	Smt. Mukta Walia, Assistant	APIO

Sl.No.	Name & Designation	Status in the Committee
<b>Campus – II</b>		
1.	Shri B.N.Tiwari, Deputy Director (T)(Admin)	SPIO
2	Smt. Niva Angelina Minj, UDC	APIO

### **31. LOCAL PURCHASE COMMITTEE:**

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work/order
1	HOD (Purchase Department)	Nodal Officer	As per office order no.
2	Dean (Academic)*, DITE	Member	F.2(41)/Admn.
3	HOD (User Department)	Member	/DITE/C-I/987 dated
4	Account Functionary of DITE	Member	19/2/2016

(\* The Dean (Academic) is a functional designation and no incumbent is presently designated as Dean (Academic) and alternatively the Dean (T) is member of LPC till a suitable incumbent is nominated as Dean (Academic).

### **32. STANDING PURCHASE COMMITTEE:**

Sl.No.	Name & Designation	Status in the Committee	Indicative Scope of Work/Order
1	Dean (Technical), DITE	Chairman	Order No. F.2(240)/Admn/DITE/C-I/04 dated 10 <sup>th</sup> April, 2017
2	Joint Director (Plg.)/Deputy Director (SB), DTTE, GNCTD	Member	
3	Dy. Controller of Accounts, TTE, GNCTD, Pitampura-Delhi.	Member	
4	A member to be nominated by the Principal G.B.Pant Engineering College, Okhla (Assistant Professor or above)	Member	
5	Assistant Director (Accounts & Admn.)/Account Functionary of DITE	Member	
6	HOD of User Department.	Member	
7	HOD of Purchase Department	Member	

### **33. OUTCOME BUDGET INDICATORS COMMITTEE**

S.NO	INDICATOR (OUTPUTS /OUTCOMES)	NAME OF THE OFFICERS RESPONSIBLE FOR ACHIEVEMENT OF TARGETS AND REPORTING FOR COMPILATION
1	Total number of students in the Campus	1. Sh. Ashish Mishra, EDP Section (However the HOD (Diploma), HOD (Tool Engineering), HOD (Mechatronics), HOD (PG) and Admission Officers for both the Campuses will provide the data to EDP Section.
2	Number of new students admitted (UG & PG)	2. Admission Officer, DITE Campus-II will provide the details both in soft copy as well as duly signed hard copy to EDP Section. The target is 138.
3	Number of new students admitted (Diplomas & Certificate Courses)	1. HOD (Diploma's) will provide the details both in soft copy and duly signed hard copy to EDP Section. The target is 120. 2. The HOD's (DSSD) will provide the details both in soft copy and duly signed hard copy. [Target is 430]
4	% age of girls in newly enrolled students.	1. Same as above. [Target 5%]
5	Number of faculty position sanctioned	1. OSD(Admn.) will provide the details both in soft copy and duly signed hard copy to EDP Section.
6	% age of faculty position filled.	
7	Number of Research Seminars / Conferences organized.	1. Sh. Kanwarjeet Singh, HOD (TE) will provide the details both in soft copy and duly signed hard copy to EDP Section. The target is 5.

8	Number of Industrial Consultancy or Production Project undertaken	1. Sh. R.K.Jain , HOD (IRD) will provide the details both in soft copy and duly signed hard copy to EDP Section and the target is Rs 40 lakh .
9	Total revenue generated from Industrial consultancy or Production Projects (Rs in lakhs)	
10	Total value of Research grant raised by faculty (Rs. In lakhs)	1. Dr. Narayan Agarwal HOD (PG), The outcome targets of 2018-19 is Rs. 20 Lakhs. He may however, allocate targets to the permanent faculty of DITE under intimation to DP. He will provide the details both in soft copy and duly signed hard copy to EDP Section.
11	Number of faculty who published Research Papers	1. Sh. Kanwarjeet Singh HOD (TE) will compile the data and the target for publishing the Research Papers is 20 and he may allocate targets to the permanent faculty of DITE under intimation to DP. He will provide the details both in soft copy and duly signed hard copy to EDP Section.
12	Number of Research paper published	
13	Number of students who received Campus placement offers (UG/PG)	1. Dr. Narayan Agarwal, TPO-I. The target for 2018-19 is 120. He will provide the details both in soft copy and duly signed hard copy to EDP Section.
14	Number of students who received Campus placement offers (Diploma and Certificate courses)	1. Sh. C.S. Srivastava-TPO-II The target for 2018-19 is 120 for Diploma courses. He will provide the details both in soft copy and duly signed hard copy to EDP Section. 2. Sh. S.N.Das and Sh. Phalguni Ghosh , HOD (DSSD) target for 2018-19 is 105 for DSSD. They will provide the details both in soft copy and duly signed hard copy to EDP Section.
15	Number of students graduated (UG/PG)	1. HOD (TE) and HOD (PG), target for 2018-19 is 138. They will provide the details both in soft copy and duly signed hard copy to EDP Section.
16	Number of students graduated (Diploma & Certificate courses)	1. HOD (Diploma), target for 2018-19 is 120. 2. HOD's (DSSD) total target is 430 and both HOD will be responsible for achieving and reporting the targets. 3. They will provide the details both in soft copy and duly signed hard copy to EDP Section.
15	Number of Patents filed	1. The target is 1 and the HOD (PG), HOD(TE) and HOD(IRD) will pursue this target.

### **34. CAMPUS SAFETY TEAM FOR WOMEN**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Status in the Committee</b>	<b>Scope of work</b>
1.	Smt. Uma Rani, Librarian	Nodal Officer	1. To familiarize students with code of conduct pertaining to woman safety including female students, Gender sensitization and initiate to conduct self-defence training, orientation of student and conduct of workshops etc.
2	Smt. Mukta Walia, Assistant	Member	
3.	Smt. Anubha Gupta, Sr. Technician	Member	

#### **NOTE:**

1. The Director-cum-Principal is the final authority for interpretation for the scope of work/activities to be conducted by any of the committee.
2. The Nodal officers of various committees will also be the custodians for relevant records/files.
3. The Director-cum-Principal in organisational interest can allocate any other work to a committee or an individual.