

MANUAL-1
PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES
[Section 4(1) (b) (1)]

1. Name and Address of the organization

DSEU Okhla-1 Campus
(Formerly known as G. B. Pant Institute of Technology)
Okhla Industrial Estate, Okhla Phase III
New Delhi – 110020
Phone No. 011-26826620
Email : director-gbpit@dseu.ac.in , gbppte.delhi@nic.in

2. Head of the organization

Sh. S. V. Vageesha, Campus Director

3. Vision, Mission and Key objectives

- **Vision:** The vision of the institute is to transform the unskilled input to the desired skilled output.
- **Mission:** The prime mission of this institute is to bridge up the wide gap between engineers and skilled workers (I T I).
- **Key Objectives:** The main objective of the institute is to impart technical education in multifarious fields of engineering and generate trained technical manpower to cater to the needs & demands of the industries.

4. Function and duties

- Campus Director/Principal : Overall in-charge of the Institute/Office.
- Heads of Department (HODs) : To regulate the academic and administrative work of their respective departments.
- Lecturers : Conducting classes along with allied duties.
- Office Superintendent(O.S) : Overall in-charge of the office Establishment

- Accounts Section (D.D.O/A.A.O) : To manage accounts, salary, budget etc.
- Store Officer : To maintain the store of the Institute
- Purchase Officer : To manage purchase activities of the Institute
- Security Officer : To ensure the safeguard of the property of the Institute
- Librarian : To look after the smooth functioning of the library.

5. Organization Chart

See at the bottom of this page.

6. Other details

a) Brief history

DSEU Okhla-1 Campus was formerly known as G. B. Pant Institute of Technology and before that G. B. Pant Polytechnic. G. B. Pant Polytechnic was established in 1961. It was named after Pandit Govind Ballabh Pant, a renowned freedom fighter and an able administrator. This Polytechnic flaunts its name in the international arena by being the biggest Polytechnic in Asia. The institute is housed in a plot of area of more than 20.25 acres. It is self dependent as it consists of spacious Academic Complex, Residential Complex, Library, Workshops and playgrounds.

The institute was started with three conventional branches of engineering diploma courses (three years duration) i.e. Electrical Engg, Mechanical Engg & Civil Engg in 1961. Later on, in 1966 diploma course in Automobile Engg course was added followed by Production Engg in 1979. In 1972, the Post Diploma Course in Refrigeration & Air-Conditioning of 1 ½ years duration was introduced followed by Part-Time evening diploma courses of four years duration in Electrical, Mechanical and Civil Engineering to provide continuing education to the in service ITI passed students who are unable to join full-time day diploma courses but still wish to upgrade their knowledge and skills. Recently in 2015, the institute has started the degree level programme B.Voc. affiliated to GGSIP university.

b) Succession List of Principals

- 1) Sh. D. K. Datar (JUN 1961 TO OCT 1965)
- 2) Sh. K. Srinivasan (OCT 1965 TO OCT 1967)
- 3) Sh. V. S. Gangal (OCT 1967 to OCT 1968)
- 4) Sh. K. Srinivasan (Oct 1968 to SEP 1974)
- 5) Sh. S. K. Mitra (02.12.1974 to 25.05.1976)
- 6) Sh. R. N. Saxena (26.05.1976 to 30.04.1979)
- 7) Sh. Saghir Ahmad (01.05.1979 to 12.04.1981)
- 8) Sh. Pratap Singh (13.04.1981 to 20.07.1984)
- 9) Sh. R. N. Saxena (21.07.1984 to 20.08.1985)
- 10) Sh. Saghir Ahmad (21.08.1985 to 01.05.1991)
- 11) Sh. S. C. Sikka (07.05.1993 to 08.11.1993)
- 12) Sh. D. K. Sengupta (04.06.1991 to 06.05.1993)
- 13) Sh. S. C. Sikka (07.05.1993 to 08.11.1993)
- 14) Dr. N. V. Suryanarayana (09.11.1993 to 28.01.1997)
- 15) Sh. D. K. Sengupta (29.01.1997 to 12.10.1998, 14.12.1998 to 06.12.1999)
- 16) Sh. I. J. Garg (13.10.1998 to 13.12.1998, 07.12.1999 to 02.05.2002)
- 17) Sh. S. C. Sikka (03.05.2002 to 01.11.2002)
- 18) Sh. I. J. Garg (01.11.2002 to 09.12.2003)
- 19) Sh. B. D. Mendiratta (09.12.2003 to 31.01.2006)
- 20) Sh. I. J. Garg (01.02.2006 to 05.12.2010)
- 21) Sh. A. V. Patil (06.12.2010 to 06.09.2015)
- 22) Sh. V. K. Verma (07.09.2015 to 28.02.2019)
- 23) Dr. Sangita Passey (01.03.2019 to 20.02.2020)
- 24) Sh. R. K. Mangoch (21.02.2020 to 16.08.2021)
- 25) Sh. S. V. Vageesha (16.08.2021 to)

c) Details of services provided

Providing Degree and Diploma level technical education to the students.

d) Public Interaction

- Enquiry by the prospective students & their parents regarding the

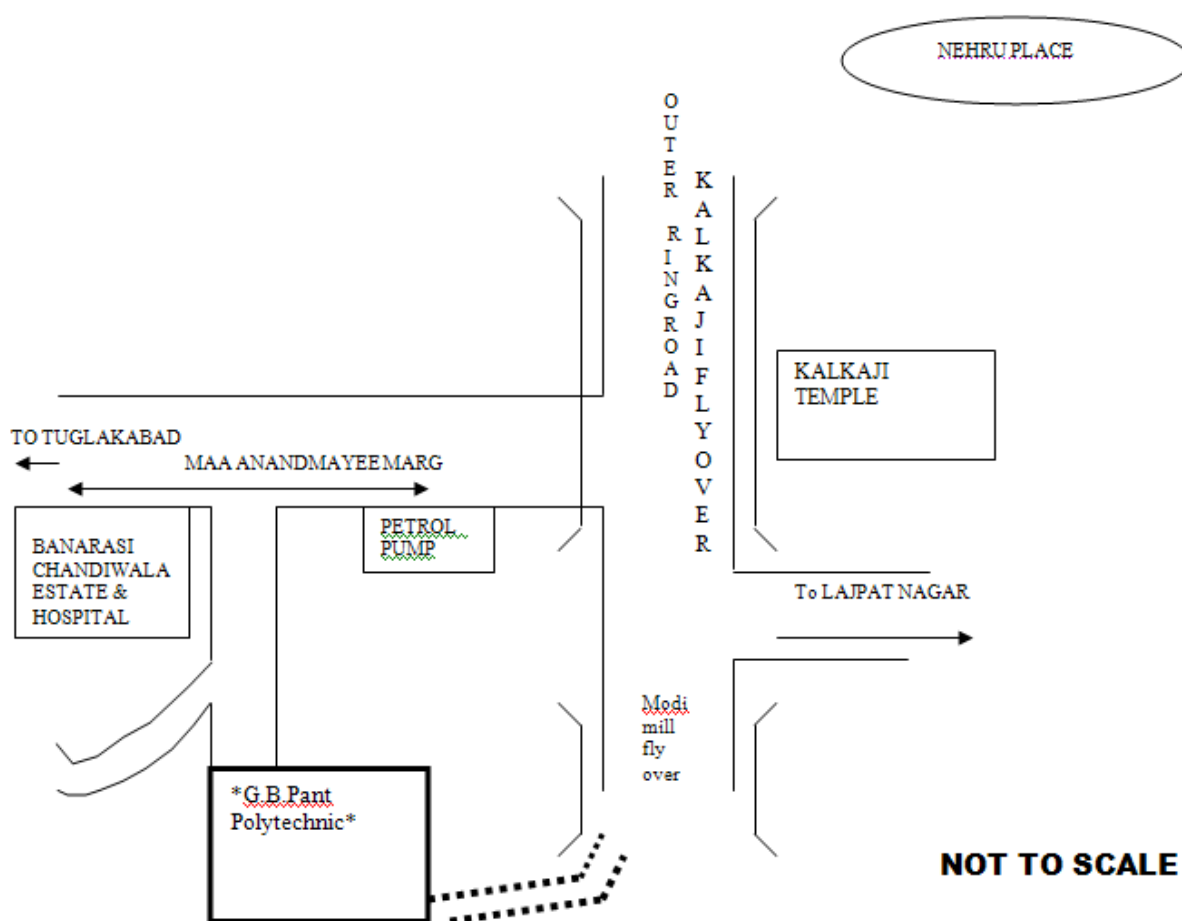
courses offered and placement opportunities. The Principal, H.O.Ds and Training & Placement Officer usually provide this information.

- The placement cell of this Institute strives to be in touch with the industries through a well set up communication network thus keeping alive the concept of Industry-Institute-Interaction.

e) Location

DSEU Okhla-1 Campus is located in the Okhla Industrial Estate, Okhla Phase III, New Delhi-110020, near Nehru Place in South Delhi. The institute is also connected to Raja Nahar Singh - Central Secretariat Metro line. The nearest metro station is Govinpuri Metro Station.

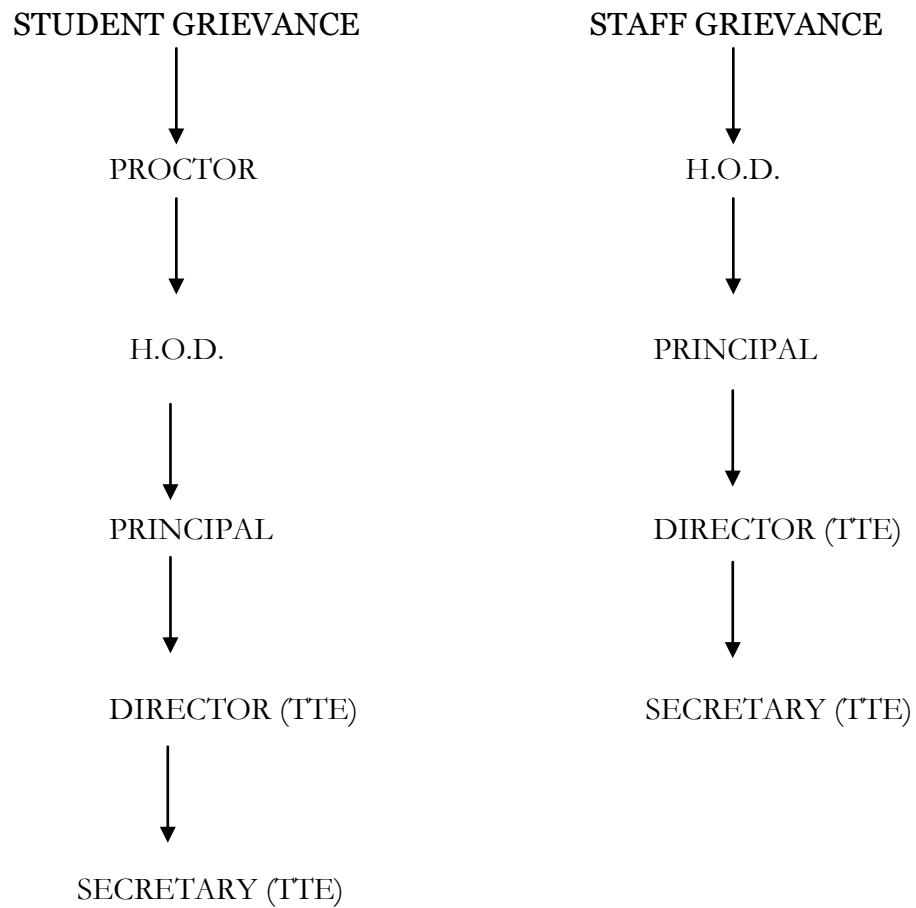
f) Map of office location



g) Working hours of office

➤ 08:30 A.M to 05:00 P.M. (Lunch break 12:30 P.M to 01:00 P.M)

h) Grievance Redress mechanism



4. ORGANISATION CHART

