

MANUAL-8
A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND
OTHER BODIES CONSTITUTED
[Section 4 (1) (b) (viii)]

S. No.	Particulars	Details
1	Name of Boards, Council, Committee etc.	Given in the Office Order
2	Composition	Given in the Office Order
3	Dates from which constituted	Date of Issue of Office Order
4	Term/ Tenure	Till the next order
5	Powers and functions	Powers and Function varies from committee to committee
6	Whether their meetings are open to the public?	Meetings are not open to the public.
7	Whether the minutes of the meetings are open to the public?	Minutes of the meetings can be open to the public under RTI Act.
8	Place where the minutes if open to the public are available?	Minutes of the meetings can be available with Chairman of each committee (Sr. No. 1 of each committee).



Delhi Skill and Entrepreneurship University

Govt. of NCT of Delhi

Crafting Excellence

DSEU OKHLA-III CAMPUS

(Formerly G. B. PANT INSTITUTE OF TECHNOLOGY)

OKHLA PHASE -III, NEW DELHI-110020

Website : www.dseu.ac.in, www.gbpiit.ac.in

Email: gbpiddseu.delhi@gbpiit.ac.in

gbppte.delhi@nic.in

Ph. 011-26826620

F. No: GBPIIT/Esst.(02)/ Part file /2020-21/ 127

Date: 21/4/22

OFFICE ORDER

In supersession of all the previous orders regarding the various committees constituted for day to day functioning of the institute, the committees are re-constituted as follows with immediate effect:

Sl. No	Committee/Cell	Members
1	Proctorial Board/Disciplinary Committee	1. Dr. Rita Malik , I/C Sc.& Humn. (Chairperson) 2. Mr V K Tiwari, I/C Elect. Engg. 3. Mr. Manoj Mishra, I/C Auto. Engg.
2	Public Relation Officer	1. Mr.Rajat Pardal, I/C Prod. Engg. 2. Ms.Susmita Biswas , Assistant Professor (Senior Scale)
3	DDO	1. Salary and other purposes : Sh. V.K. Tiwari, I/C (Elect. Engg.) 2. NGF : Vimal Katiyar. Associate Professor
5	Women Grievance Cell/Internal Complaints Cell	1. Ms. Asha Devi Singh, Associate Professor 2. Ms. Sushmita Biswas. Assistant Professor (Senior Scale) 3. Ms. Nilanjana Ray , Associate Professor
6	Anti ragging Monitoring Cell/ Anti Ragging Committee.	1. Mr. S. M. Tarique, Associate Professor 2. Mr. Dilip Paswan , Lecturer (Cont.) 3. Mr. S. P. Bharti, WSS. 4. Mr. Parvesh Kumar , WSI. 5. Ms. Suman Dhawan, WSI.
7	RTI	1. Dr. S.V. Vageesha , Campus Director (FAA). 2. Dr. Amira Nisar, Assistant Professor (Senior Scale) SPIO, 3. Mr. Jai Prakash, Associate Prof. - Link Officer (SPIO). 4. Mr. Manoj Kumar , Assistant Professor , ASPIO . 5. AAO, (ASPIO), Accounts/Admn. 6. Mr. Rajesh B. Walde, Assistant Professor(Senior Scale) (N.O.), 7. Mr. Dillip Kumar Patra {DA (RTI)}
8	Public Grievance Cell /PGMS	1. Mr. Rajat Pardal , I/C Prod. Engg. 2. Mr. S.K.Patra, Associate Professor . 3. Mr. Dillip Kumar Patra , WSA (Cont.)
9	Academic Cell	1. Ms. Nilanjana Ray , Associate Professor 2. Mr. A.K. Mishra, Associate Professor 3. Mr. Dina Nath, WSI 4. Ms. Babita, WSI
10	Purchase Cell	1. Dr. Jai Parkash , Associate Professor (PO) 2. Mr. H.Rama Murthy Naik , Assistant Professor(Senior Scale) (APO) 3. Dr.Sahil Koul , Lecturer (GeM Buyer) 4. Mr. Devinder Kumar, Assistant Professor(Selection Grade) (GeM Consignee)

Handwritten signature/initials

11	Representative from Department for Purchase	<ol style="list-style-type: none"> 1. Mr. N. K. Garg, Assistant Professor (Auto Engg.) 2. Mr. Prashant C. Ramteke, Assistant Professor (Senior Scale) (Civil Engg.) 3. Mr. Devender Kumar, Assistant Professor (Selection Grade) (Electrical) 4. Mr. Satish, Assistant Professor (Senior Scale) (Mechanical) 5. Mr. Manoj Kumar Sah, Assistant Professor (Production) 6. Ms. Suman Dhawan, WSI 7. Mr. Raju (Admin) 8. Mr. Rajnish (Accounts) 9. Mr. Dillip Kumar Patra (Principal Office)
12	Miscellaneous Accounts Committee	<ol style="list-style-type: none"> 1. Campus Director 2. Student Adviser /I/C Sports. 3. Concerned HOD 4. AAO
13	Staff Development Officer	<ol style="list-style-type: none"> 1. Dr. Rita Malik, I/C Humanity. 2. Sh. R.K. Yadav, FI
14	Student Adviser	<ol style="list-style-type: none"> 1. Mr. Mr. Jai Prakash, Associate Professor 2. Mr. Manoj Sah, Assistant Professor 3. Virender Singh, Academic Manager.
15	Placement Cell	<ol style="list-style-type: none"> 1. Dr. R.K. Kaushik, Associate Professor 2. Dr. Sandeep Handa, Associate Professor 3. Mr. Rahul Jain, WSI
16	Stores	<ol style="list-style-type: none"> 1. Mr. S.P. Bharti, WSS, Store Officer. 2. Mr. Umakanta Mahanto, Store Keeper
17	Sports	<ol style="list-style-type: none"> 1. Mr. Jitender Bansal, FI. 2. Ms. Suman Dhawan, WSI. 3. Mr. Mahipal, WSI.
18	Part Time	<ol style="list-style-type: none"> 1. Mr. Ivan C. Bhengra, I/C. 2. Mr. S. M. Tarique, Associate Professor 3. Mr. Mangal deep Singh, LME.(Cont.) 4. Mr. Ajay Pratap Singh, LCE, (Cont.) 5. Mr. Sarjeet Singh Vaid, WSA 6. Mr. Ashok Kumar, WSA.
19	Part time (Day Diploma)	<ol style="list-style-type: none"> 1. Mr. Ivan C. Bhengra, I/C Part time 2. Mr. Dillip Kumar Patra, WSA
20	B. Voc Program	<ol style="list-style-type: none"> 1. Mr. M. K. Mishra, I/C HOD (Auto) Incharge/Chairman. 2. Mr. N K Garg, Assistant Professor, Nodal Officer 3. Mr. A.K. Mishra, Assistant Professor, Nodal Officer 4. Mr. P. C. Ramteke, Assistant Professor, (Senior Scale) Asstt. Nodal Officer 5. All Heads Concerned
21	Time Table	<ol style="list-style-type: none"> 1. Mr. Amit Kumar Yadav, Assistant Professor 2. Ms A D Singh, Associate Professor
22	Scholarship	<ol style="list-style-type: none"> 1. Mr. R.S. Chauhan, Assistant Professor (Senior Scale) 2. Mr. Jitendra P. Bansal, FI 3. Mr. Mahipal Singh, WSI.
23	Integration/Environmental Co-ordination committee	<ol style="list-style-type: none"> 1. Dr. S.V. Vageesha, Campus Director. 2. Mr. M.K. Gupta, I/C (Civil Engg.) 3. Mr. Sharad Dubey, Cluster Manager, DSEU.
24	Security	<ol style="list-style-type: none"> 1. Mr. Deepak, Assistant Professor, CSO 2. Mr. Sharad Dubey, Cluster Manager, DSEU. 3. Mr. Sudhir Bhardwaj (Maint), SO. 4. Mr. Jagdish Chandra, Estate manager DSEU.
25	Sanitation/ Sewage disposal/ Garbage Disposal	<ol style="list-style-type: none"> 1. Mr. R.C. Puta, Assistant Professor (Senior Scale). Incharge 2. Mr. Sharad Dubey, Cluster Manager, DSEU. 3. Mr. Jagdish Chandra, Estate manager DSEU.
26	Library	<ol style="list-style-type: none"> 1. Mr. A. K. Mishra, Associate Professor, Incharge 2. Mr. P.C. Ramteke, Assistant Professor (Senior Scale) 3. Mr. S.P. Gautam, Lecturer (Cont.) 4. Mr. Virender Singh, Academic Manager, DSEU.
27	AMC Committee/ maintenance of Photo Copier, Computer & Teaching aids	<ol style="list-style-type: none"> 1. Mr. S.M. Qumaruzzuman, Associate Professor 2. Mr. Md..Deedar Shamsi, TA (Contr)
28	Condemnation Committee	Campus Director, Incharge of Concerned Deptt., Lab Incharge, Senior Faculty, Expert invitee, University Representative..

29	Exam Cell	As per prevailing Rotation Policy
30	Attendance (Biometric)	1. Mr. Rajesh Walde, Assistant Professor (Senior Scale) 2. Mr. Dillip Kumar Patra, WSA, (Cont.)
31	AICTE/MIIRD / BTE Affiliation	1. Mr. Amit Kumar Yadav, Assistant Professor. 2. Mr. Rajesh Walde, Assistant Professor (Senior Scale) 3. Mr. Md. Deedar Shamsi, TA (Cont.)
32	Technical Committee Department- wise	Lab Incharge, One Assistant Professbr.
33	Edusat	1. Mr. R. C. Puta, Assistant Professor (Senior Scale) 2. Mr. S. M. Quamaruzzaman, Associate Professor .
34	Litigation	1. Mr. M. K. Gupta, I/C HOD (Civil) , Advisor(L.O.) 2. O.S./AAO (ALO) 3. Mr. Neeraj , Junior Assistant.
35	SC/ST Assistance/coordination Cell	1. Mr. Satvir Singh, FI., 2. Mr Mahipal Singh, WSI
36	Repair & Maintenance of Equipment & Machinery	1. Mr. S.P. Bharti WS 2. Mr. Sudhir Bhardwaj, (Maint)
37	DTC Bus Passes	1. Mr. M.K. Varma , Associate Professor (Electrical) 2. Mr. Manoj Kumar Sah, Assistant Professor,(Production) 3. Mr. P. C. Ramteke, Assistant Professor (Senior Scale) . (Civil)/ADAM 4. Mr. R.K. Yadav, (Automobile). 5. Mr. R. K. Kaushik (Mechancial).
38	Takniki Siksha Sansthan Karya Samiti (TASSKS)	1. Mr. S.K. Patra, Associate Professor. 2. Mr. R.K. Kaushik, Associate Professor 3. Mr. Satish Kumar , Assistant Professor (Senior Scale) 4. Mr. Mahipal Singh, WSI
39	Tender Document	1. Dr. Jai Prakash , Associate Professor 2. Mr. Dillip Kumar Patra.WSA(Cont.)
40	Committee for conducting Workshops on Personality Development / Comm. Skills.	1. Ms Sushmita Biswas , Assistant Professor (Senior Scale) 2. Ms. Nilanjana Roy, Associate Professor 3. Mr. Deepak, Assistant Professor
41	Cultural Committee	1. Mr. Jai Prakash, Associate Professor 2. Mr. Devinder, Assistant Professor (Selection Grade)
42	Canteen Committee	1. Mr. R.C Puta , Assistant Professor (Senior Scale) 2. Mr. Sudhir Bhardwaj,ME
43	PWD (Civil), PWD(Electrical), PWD (Horticulture) Coordination Committee.	1. Mr. Jagdish Chandra, Estate manager (Civil, Electrical, Horticulture) 2. Mr. Prashant C. Ramteke, Assistant Profl. (Senior Scale) (Civil) 3. Mr. Devindra Kumar, Assistant Professor (Selection Scale), I/C (Electical) 4. Dr. Ranbir Singh, Associate Profassor, I/C (Horticulture)
44	Committee for Skill Development & PMKVY.	1. Mr.R.S. Sharma , Associate Professor. 2. Mr. Satish Kumar , Assistant Professor (Senior Scale)
45	Committee for MBIL.	1. Dr. S.V. Vageesha, Campus Director. 2. Mr. Ivan C. Bhengra , Assistant Professor (Selection Grade) Advisor cum Co- ordinator. 3. Mr. A.S. Bhaumic, Assistant Professor , Trainer in Chief.
46	E-Office/Website/IT	1. Mr. Amit Kumar Yadav, Assistant Professor , Nodal Officer 2. Mr. Rajesh B.Walde, Assistant Professor (Senior Scale) 3. Mr. Md. Deedar Shamsi, TA (Contr)

47	Solar System.	1. Mr. S.M. Quamaruzaman., Associate Professor. 2. Mr. Ivan C Bhengra, I/C Part time (Evening). 3. Mr. Jitendra Bansal, FI
48	Disciplinary Committee	1. Dr. Rita Malik, I/C Sc& Humn. (Chairman) 2. Mr. S. Handa, Associate Professor. 3. Mr. Ravinder Chouhan, Assistant Professor (Selection Grade) 4. Mr. Deepak Sharma, Assistant Professor
49	Class Monitoring Committee	1. Dr. Rita Malik, I/C Sc& Humn., Chairman 2. Mr. Manojn Mishra, I/C Auto Engg. 3. Mr. Ravindra Kumar, Associate Professor. 4. Mr. Dilip Paswan, Lecturer (Cont.). 5. Mr. Sandeep Handa, Associate Professor.
51	Annual magazine Committee	1. Mr. Rajat Pardal, I/C Prod. Chairman. 2. Mr. Ivan, I/C PT 3. Ms. Sushmita Biswas, Assistant Professor (Senior Scale). 4. Ms. A.D. Singh, Associate Professor.
52	Eco- Club.	1. Ms. Asha Devi, Associate Professor. 2. Mr. Raj Pal Singh, WSA
53	Grievance Redressal Officer (GRO) PWD	1. Mr. M.K. Varama, Associate Professor. 2. Mr. S. Handa, Associate Professor.
54	World Class Skill Centre	1. Mr. Manoj Mishra, I/C HOD (Auto Engg.) 2. Mr. V.K. Tiwari, I/C HOD (Civil Engg.)
55	Internal Quality Assurance Cell	1. Mr. Prashant Ramteke, Assistant Professor (Senior Scale). 2. Dr. Sahil Koul, Lecturer
56	NCC Activities	1. Sh. Parvesh, WSI.
57	Barrier free Environment	1. Mr. M.K. Varma, Associate Professor 2. Dr. A.D. Singh, Associate Professor

F: No: GBPIT/Esst.(02)/ Part file /2020-21/ 127

Copy to:

1. Registrar, DSEU.
2. All HOD's/ I/C Section, GBPIT
3. DA(G)/ DA(NG). GBPIT.
4. AAO, GBPIT.
5. R& I Section.

(Dr. S.V. Vageesha)
Campus Director

Date: 21/4/22

(Dr. S.V. Vageesha)
Campus Director



DSEU
Crafting Excellence

**Delhi Skill and
Entrepreneurship University**

Govt. of NCT of Delhi

DSEU OKHLA-III CAMPUS

(Formerly G. B. PANT INSTITUTE OF TECHNOLOGY)

OKHLA PHASE -III, NEW DELHI-110020

Website : www.dseu.ac.in, www.gbpiit.ac.in

Email: gbpittseu.delhi@gbpiit.ac.in

gbppte.delhi@nic.in

Ph. 011-26826620

F. No: GBPIT/Esst.(02)/ Part file /2020-21/ 142

Date: 25/4/22

CORRIGENDUM

In continuation of order F. No: GBPIT/Esst.(02)/ Part file /2020-21/ 127 dated 21/04/2022 following committees are reconstituted as follows:

Sl. No	Committee/Cell	Members
1	Women Grievance Cell/Internal Complaints Cell	1. Ms. Asha Devi Singh, Associate Professor 2. Ms. Sushmita Biswas, Assistant Professor (Senior Scale) 3. Ms. Nilanjana Ray, Associate Professor 4. Mr. Satyaveer Singh, Lecturer, (Cont.) 5. Mr. Nand Kishor, TA 6. Vikash Aggarwal (Student) 7. Mridul Singh (Student) 8. Pridhi Saini (Student)
2	SC/ST Assistance/coordination Cell Committee	1. Mr. R.C. Puta, Assistant Professor (Senior Scale) 2. Dr. Sandeep Handa, Associate Professor 3. Ms. Sushmita Biswas, Assistant Professor (Senior Scale) 4. Mr. Satvir Singh, FI, 5. Mr. Gulshan Kumar, TA
3	Student Advisor/Counselor	1. Mr. Mr. Jai Prakash, Associate Professor 2. Mr Manoj Sah, Assistant Professor, 3. Virender Singh, Academic Manager.DSEU.
4	Time Table	1. Mr. Amit Kumar Yadav, Assistant Professor, I/C 2. Ms A D Singh, Associate Professor (Civil Enggg.) 3. Sh. Deepak, Assistant Professor (Automobile Engg.) 4. Ms. Sushmita Biswas, Assistant Professor (Senior Scale) (Sc.& Humn.) 5. Sh. Satish Kumar, Assistant Professor (Senior Scale) (Mechanical Engg.) 6. Mohd Owais Qidwai, Lecturer(Cont.) (Mechanical Engg.)

(Dr. S.V. Vageesha)
Campus Director

Date: 25/4/22

F. No: GBPIT/Esst.(02)/ Part file /2020-21/ 142

Copy to:

1. Registrar, DSEU.
2. All HOD's/ I/C Section, GBPIT
3. DA(G)/ DA(NG). GBPIT.
4. AAO, GBPIT.
5. R& I Section.

(Dr. S.V. Vageesha)
Campus Director

25/4/22