

1.1 Particulars of its organization, functions and duties [Section 4(1)(b)(i)]

1.1.1. Name and Address of the Organization

BHAI PARMANAND DSEU SHAKARPUR CAMPUS - II
OPP. MADHUBAN COLONY, SHAKARPUR EXTN
DELHI- 110092.

1.1.2. Head of the Organization

CAMPUS DIRECTOR: PROF. GIRISH KUMAR SHARMA

1.1.3. Vision, Mission and key objectives

- To foster an intellectual and ethical environment in which both skill and spirit will thrive so as to impart high quality education, training and services with an international outlook. To create and develop technocrats and business leaders who will strive to improve the quality of life.
- To become a world class centre in providing globally relevant higher education in the various field of Information Technology and Management embedded with human values

1.1.4. Function and duties

- To provide quality degree in BBA (BFSI) course under DSEU, Delhi
- To provide quality degree in MCA (Master of Computer Applications) course under DSEU, Delhi.
- To provide quality degree in B.Sc (DA) course under DSEU, Delhi
- To be role model technical institute in Technical & Professional Education.
- Build up modern infrastructure and labs to abreast the students with latest emerging technology.
- To enhance industry-institute partnership and interaction.

Course	Duration	Affiliation	Full Time/ Part Time	Remark
MCA (MASTER OF COMPUTER APPLICATION)	2 years	Delhi Skill and Entrepreneurship University [DSEU] Delhi	FULL TIME	Admission of this course is started from 2021-22 AY onwards
B.Sc [Data Analytics]	3 years	Delhi Skill and Entrepreneurship University [DSEU] Delhi	FULL TIME	Admission of this course is started from 2021-22 AY onwards
BBA[BFSI]	3 years	Delhi Skill and Entrepreneurship University [DSEU] Delhi	FULL TIME	Admission of this course is started from 2021-22 AY onwards

Certificate Course – Modern Office Management	1 Year	Delhi Skill and Entrepreneurship University [DSEU] Delhi	FULL TIME	Admission of this course is started from 2023-24 AY onwards
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Teaching Activities

- Teaching duties as per norms of AICTE and DSEU
- Semester Exams are conducted in liaison with DSEU.
- Revision of Curriculum in consultation with DSEU.
- Teaching duties as per norms of AICTE and DSEU.
- Semester Exams are conducted in liaison with DSEU
- Academic Cell to cater to the academic need of students and provide date sheet, mark sheet, provisional certificate etc.

ii) Industry Institute Linkage.

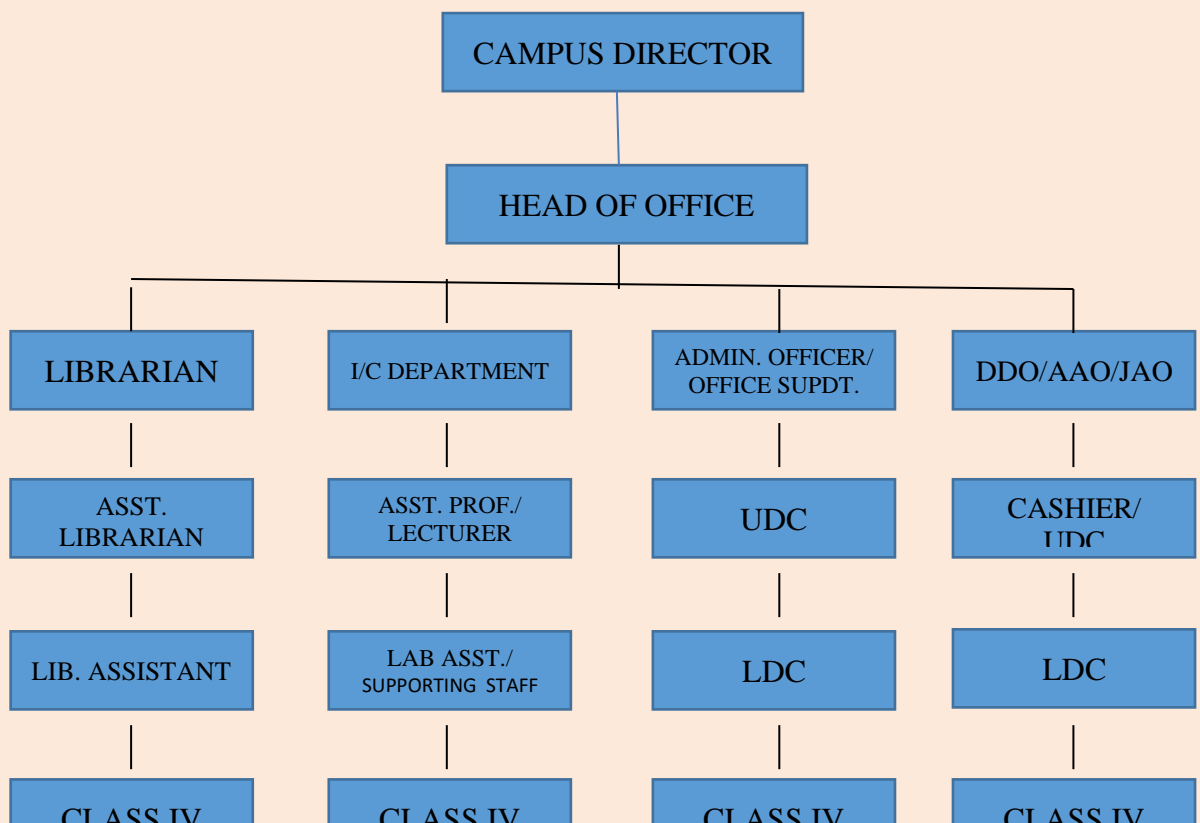
- Industrial visits are conducted for the students.
- Experts are invited from reputed industry to impart lectures in the latest and emerging areas of technology.
- Industrial Training is an integral part of the curriculum. Students undertake industrial projects and complete them under the guidance of faculty and industry.
- Training & Placement Cell tries to fetch suitable placement for the students.

FACULTY

- A large number of faculty members are post graduates in Engineering and Sciences.
- Others are keen to go in for higher education and some are registered for full time/ part time **M.E./Ph.D.** programs.
- Short term training programs are constantly being attended by faculty members.
- Faculty members having good industrial exposure.

1.1.5. Organization Chart

1.1.6. Any other details – the genesis, inception, formation of the department and HoDs from time to time as well as the committees / commissions constituted



1.2 Powers and Duties of its Officers and Employees **[Section 4(1)(b)(ii)]**

1.2.1 Powers and duties of officers (Administrative, Financial and Judicial)

CAMPUS DIRECTOR:

Administrative Powers:

1. Grant Earned leave, Casual Leave, RH. Medical Leave as per rules.
2. Grant LTC, Home Town, etc as per rule.
3. Issue of Medical cards to the staff members as per rules.
4. Reporting and reviewing ACRs of the staff.
5. Issuing memorandum to staff for non-compliance.
6. Settle the pension case of the pensioner (person going to retire)

Financial Powers:

As per Govt. Rules

STATUTORY & OTHER POWERS: NIL

DUTIES:

1. Academic & Administrative Management of the Institution
2. Providing academic and administrative leadership
3. Promotion of industry-institution collaboration and industry/oriented Research and Development.
4. Monitoring and evaluation of academic activities in the institutions.
5. Public relations and interaction with community.
6. Organizing and coordinating consultancy services.
7. Participating in policy and system planning at State, Regional and National levels for development of Technician Education.
8. Promoting and coordinating continuing education activities.

1.2.2 Powers and duties of other employees

HEAD OF DEPARTMENT:

Administrative/Financial/Statutory/Others Powers: Nil

DUTIES:

1. Providing leadership in teaching of Diploma courses.
2. Departmental administration.
3. Assisting in the administration of the institution.
4. Publication of technical papers.
5. Assistance in curriculum development and development of resource materials.

6. Innovations in technician education and evaluation.
7. Continuing education activities.
8. Public relation and interaction with the community.
9. Student counseling and student interaction.

FACULTIES:

Administrative/Financial/Statutory/Others Powers: Nil

DUTIES:

1. Teaching Diploma courses (lecturers and tutorials).
2. Design and developing of laboratory instructions.
3. Students' assessment and evaluation.
4. Innovation in instruction.
5. Developing resource materials and assisting in curriculum development.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Assisting in extra-curricular activities.
9. Assisting in department administration.
10. Student counseling.
11. Officer In-charge, Examination, Scholarship etc.*

In addition to the above duties, he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

* Duties & Responsibilities

A. Examination Work:

1. Issuance of Notice regarding submission of Examination Fee as per DSEU norms.
2. Collection of blank Examination forms from DSEU.
3. Distribution of examination forms to various departments.
4. Receiving of duly filled examination forms from various departments.
5. Checking, verification and scrutiny of examination forms and related documents.
6. Forwarding of examination forms to DSEU within the stipulated time.
7. Keeping of Record related to examination.
8. Any other examination duty or responsibility assigned by the Competent Authority in the interest of students and academic activities.

B. Sessional Work:

1. Submission of requirement of stationery for sessional examination.
2. Issuance of sessional stationery.
3. Finalization of sessional examination date sheet.
4. Conduct of two sessional examination per semester.
5. Compilation of sessional result.
6. Forwarding of sessional marks to DSEU
7. Keeping of sessional records.
8. Any other Sessional duty or responsibility assigned by the Competent Authority in the interest of students, academic activities and necessary for the smooth conduct of sessional examination.

C. Scholarship Work:

1. Issuance of circulars for obtaining applications for various types of scholarship like SC/ST, Minority, Merit, Merit-cum-mean etc.

2. Obtaining duly filled applications from various departments.
3. Verification and scrutiny of applications forms.
4. Consolidation of application forms.
5. Forwarding of application forms to different agencies.
6. Keeping of relevant record.
7. Any other Scholarship related work duty or responsibility assigned by the Competent Authority in the interest of students, academic activities.

1.2.3 Rules / Orders under which powers and duty are derived

As per DTTE (HQ), AICTE and DSEU

1.2.4 Exercised

As per DTTE (HQ), AICTE and DSEU

1.2.5 Work allocation

As per DTTE (HQ), AICTE and DSEU

1.3 Procedure followed in Decision-Making process **[Section 4(1)(b)(iii)]**

1.3.1 Process of decision making identify key decision making points

- Administrative decisions related to the institution are taken by Head of the Institution, namely Campus Director & DTTE.
- Academic policy decisions are taken at the level of Principal Secretary, DTTE, DSEU, AICTE & DSEU other allied agencies.

1.3.2 Final Decision making authority

- Financial decisions are taken as per financial rules and up to the extent of the powers delegated by Principal Secretary, DTTE to various levels of hierarchy in the Department.

1.3.3 Related provisions, acts, rules etc.

As per Government orders from time to time

1.3.4 Time limit for taking a decision, if any

As per Government orders from time to time

1.3.5 Channel of supervision and accountability

As per Government orders from time to time

1.4 Norms set for the discharge of functions **[Section 4(1)(b)(iv)]**

1.4.1 Nature of functions / service delivery

Academic Cell (As per AICTE norms)

- Teaching is carried out strictly as per the Academic calendar issued by Board of Technical Education/ GGSIP University, Govt. of Delhi.
- Maintain data base of students (personal and academic record).
- Maintain result details.
- Merit, Merit-cum-Mean Scholarship.
- Issue of Bonafide Certificate, Provisional Certificate etc.
- Receiving the results from DSEU/ GGSIP University and informing the same to the students through the institute website and What's App groups of various departments and students groups

Administrative Cell (as per Govt. rules)

- Deals with all service related matters.
- Salary preparation and submission to PAO-XIII
- Cashier to maintain the relevant registers and files

1.4.2 Norms / standards for functions / service delivery

As per DTTE, AICTE and DSEU guidelines

1.4.3 Process by which these services can be accessed

- Through Institute website complaint/feedback form**
- Through PGMS Portal of Delhi Govt**

1.4.4 Time –limit for achieving the targets

As per the guidelines issued by the concerned authorities

1.4.5 Process of redressal of grievances

- Through Class Proctors**

- (d) **Through Departmental In-Charges**
- (e) **Through Proctorial Board**
- (f) **Through Institute website complaint/feedback form**
- (g) **Through PGMS Portal of Delhi Govt**

1.5 Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b)(v)]

1.5.1 Title and nature of the record / manual / instruction

1.5.2 List of rules, regulations, instruction manuals and records

- **Academic Wing :**
 - Activity Norms followed
 - Teaching as per Academic calendar - As per AICTE & GGS IP University
 - Conduct of sessional exams - As per DSEU & GGS IP University
 - Cultural activities - As per DSEU & GGS IP University
 - Sports activities - As per DSEU & GGS IP University
 - Issue of Bonafide & Provisional Certificates - As per DSEU & GGS IP University
 - Forwarding of concession forms viz. Railway, Bus etc.
 - Scholarships - As per DSEU & GGS IP University
- **Administrative Wing :**
 - Activities
 - Functions related to services matters of employees - As per Govt. rules.
 - Updating of service records - As per Govt. rules.
 - Updating of leave records - As per Govt. rules.
 - Updating of promotion records - As per Govt. rules.
 - Transfer/deputation records etc. - As per Govt. rules.
 - Settlement of pension cases - As per Govt. rules.
 - Weeding out of old records - As per Govt. rules.
- **Accounts Wing :**
 - Activity
 - Functions related to employees - As per FR/SR
 - Salary of staff - As per Govt. rules
 - Annual Increment - As per Govt. rules
 - Arrears/pay revision/pay fixation etc.- As per Govt. rules
- **Stores :**
 - Activity
 - Maintenance & updating of stock registers of Consumables & Non-consumables
 - Items - As per Govt. rules.
 - Auction & condemnation of obsolete items- As per Govt. rules.

1.5.3 Acts / Rules manuals etc.

1.5.4 Transfer Policy and Transfer Orders

AS per government rules

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

1.6.1 Categories of documents

1. Students Results
2. Students Internal Assessment Marks
3. Students Fee Paid Details
4. Staff Details
5. Department Details

1.6.2 Custodian of documents / categories

A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Academic record	Details of results, details of students, their scholarship, attendance record	Academic Branch	5 years
2.	Administrative record	Service book and Personal File	Administration Branch	Permanently retained.
3.	Accounts	Salary & other financial record	-do-	Permanent
4.	Purchase	Purchase records of M&E, consumable, stationery, furniture etc.	-do-	Permanent
5.	Stores	Consumables & Non-consumables records	-do-	Permanent
6.	Library	Records of books, magazines, journals etc.	Library	Permanent
7.	Departments	Sessional test papers	Department I/Cs	Upto 5 years
8.	Training & Placement	Placement record, training record, industrial visits, expert lectures	TPO	Upto 5 years

1.7 Boards, councils, committees and other bodies constituted as part of the Public Authority **[Section 4(1) (b) (viii)]**

1.7.1 Name of Boards, Council, Committee etc.

1. Proctorial Board
2. Sexual Harassment Committee
3. Anti-Ragging Committee
4. Grievances Redressal Committee
5. Anti-Tobacco Committee
6. Campus Safety Committee

1.7.2 Composition

HoDs, Lecturers/ Assistant Professor/ Associate Professor, Staff

1.7.3 Dates from which constituted

From time to time

1.7.4 Term / Tenure

One Year

1.7.5 Powers and functions

- To maintain the smooth functioning of the institution.
- To maintain discipline among the students

1.7.6 Whether their meetings are open to the public?

No

1.7.7 Whether the minutes of the meetings are open to the public?

No, if required the minutes of meeting will be provided to the public

1.7.8 Place where the minutes if open to the public are available?

List of boards, councils, committees etc.

S.No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1.	Technical Committee	Departmental I/Cs – Chairperson Two Lecturers	Formulation and inspection of technical specifications	As and when required.

			of Machinery & Equipment	
2.	Purchase Committee	Principal-Chairperson Departmental I/Cs, JAO, DDO Accounts Officer (External)	Scrutinizing of purchases as per Govt. rules.	As and when required
3.	Library Committee	Library I/C- Chairperson Department I/Cs	Scrutinizing of purchases of books as per Govt. rules.	As and when required
4.	Proctorial Board	Lecturer-Chairperson Two Lecturers	Management of discipline of students.	As and when required
5.	Women Harassment Committee	Principal-Chairperson Two Senior Ladies Members	To examine the harassment against women.	As and when required
6.	Staff Development Cell	Lecturer	To keep liaison with Short Term & Long Term courses for upgradation of staff	As and when required
7.	Misc. Fund Committee	Principal-Chairperson Student Advisor DDO	To scrutinizing the purchases from the non-Govt. fund.	As and when required
8.	Welfare of Minorities (SC/ST Cell)	Lecturer	To look into the matter of welfare of the concerned students	As and when required

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
Till further orders	No	No	As and when required	

1.8 Directory of Officers and employees [Section 4(1)(b)(ix)]

1.8.1 Name and designation

Sl. No	Name	Designation
1	DR. GIRISH KUMAR SHARMA	CAMPUS DIRECTOR
2	SH. JAIPAL RAGHUNATHRAO BHOWATE	ASSOCIATE PROFESSOR
3	SH. ASHOK KUMAR	ASSISTANT PROFESSOR
4	SH. S.K. AWASTHI	ASSISTANT PROFESSOR

5	SMT. HARVINDER KAUR	ASSOCIATE PROFESSOR
6	SH. G.T.V.L.N. CHARYULU	ASSISTANT PROFESSOR
7	SH. KAUSHAL MEHTA	ASSOCIATE PROFESSOR
8	SH. P.P. CHITRE	ASSOCIATE PROFESSOR
9	SH. S.P.AJITH KUMAR	ASSOCIATE PROFESSOR
10	SH. DEEPAK SHARMA	ASSOCIATE PROFESSOR
11	SH. SRIKANT PATEL	ASSOCIATE PROFESSOR
12	SH. PANKAJ LATHAR	ASSOCIATE PROFESSOR
13	DR. MAMTA MITTAL	ASSOCIATE PROFESSOR
14	MRS. PREETI BEDI	ASSISTANT PROFESSOR
15	SH. SAJNEEV KUMAR	LECTURER
16	MRS. MEENU KALRA	LECTURER
17	SH. ASHOK KUMAR	LIBRARIAN
18	SH. NAVEEN KUMAR	WSI
19	SH.TARUN KUMAR	LDC
20	SH.SHAMEEM SEFI	LDC
21	SH. K P SINGH	ACCOUNTS CONSULTANT
22	SH. SARVAN KUMAR	WSA
23	Sh.PANI RAM	WSA
24	SMT. KIRAN	SWEEPER
25	SMT. LAXMI DEVI	SWEEPER
26	SH. SUNIL	WSA
27	SH. RAJESH	WSA

1.8.2 Telephone, fax and email ID

Telephone: 011-22543891

E-mail ID: bpibs.delhi@nic.in

1.9 Monthly Remuneration received by officers & employees including system of compensation **[Section 4(1)(b)(x)]**

1.9.1 List of employees with Gross monthly remuneration

S.No.	Name of the faculty / Staff	Designation	Monthly Salary w.e.f January 2020
1	DR. GIRISH KUMAR SHARMA	CAMPUS DIRECTOR	As per 7 th CPC
4	SH. JAIPAL RAGHUNATHRAO BHOWATE	ASSOCIATE PROFESSOR	As per 7 th CPC

5	SH. ASHOK KUMAR	ASSISTANT PROFESSOR	As per 7 th CPC
6	SH. S.K. AWASTHI	ASSISTANT PROFESSOR	As per 7 th CPC
7	SMT. HARVINDER KAUR	ASSOCIATE PROFESSOR	As per 7 th CPC
8	SH. G.T.V.L.N. CHARYULU	ASSISTANT PROFESSOR	As per 7 th CPC
9	SH. KAUSHAL MEHTA	ASSOCIATE PROFESSOR	As per 7 th CPC
10	SH. P.P. CHITRE	ASSOCIATE PROFESSOR	As per 7 th CPC
11	SH. S.P.AJITH KUMAR	ASSOCIATE PROFESSOR	As per 7 th CPC
12	SH. DEEPAK SHARMA	ASSOCIATE PROFESSOR	As per 7 th CPC
13	SH. SRIKANT PATEL	ASSOCIATE PROFESSOR	As per 7 th CPC
14	SH. PANKAJ LATHAR	ASSOCIATE PROFESSOR	As per 7 th CPC
15	DR. MAMTA MITTAL	ASSOCIATE PROFESSOR	As per 7 th CPC
16	MRS. PREETI BEDI	ASSISTANT PROFESSOR	As per 7 th CPC
17	SH. SAJNEEV KUMAR	LECTURER	As per 7 th CPC
18	MRS. MEENU KALRA	LECTURER	As per 7 th CPC
19	SH. ASHOK KUMAR	LIBRARIAN	As per 7 th CPC
20	SH. NAVEEN KUMAR	WSI	As per 7 th CPC
21	SH.TARUN KUMAR	LDC	As per 7 th CPC
22	SH.SHAMEEM SEFI	LDC	As per 7 th CPC
23	SH. K P SINGH	ACCOUNTS CONSULTANT	As per 7 th CPC
24	SH. SARVAN KUMAR	WSA	As per 7 th CPC
25	Sh.PANI RAM	WSA	As per 7 th CPC
26	SMT. KIRAN	SWEEPER	As per 7 th CPC
27	SMT. LAXMI DEVI	SWEEPER	As per 7 th CPC
28	SH. SUNIL	WSA	As per 7 th CPC
29	SH. RAJESH	WSA	As per 7 th CPC

1.9.2 System of compensation as provided in its regulations

As per Government rules

1.10 Name, Designation and other particulars of Public Information Officers [Section 4(1)(b)(xvi)]

1.10.1 Name and designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) and Appellate Authority

1. **First Appellate Authority: Prof. Girish Kumar Sharma, Campus Director**
2. **Public Information Officer: Sh. S p Ajith Kumar**
3. **Assistant Public Information Officer: Sh. Shrikant Patel**

1.10.2 Address, Telephone numbers and e-mail ID of each Designated official

Public Authority	Designation	Address	Telephone Number	E-mail ID
FAA	Campus Director	BP DSEU Shakarpur Campus - II, Shakarpur, Delhi - 110092	011- 22543891	bpibs.delhi@nic.in
PIO	Associate Professor	BP DSEU Shakarpur Campus - II, Shakarpur, Delhi - 110092	011- 22543891	bpibs.delhi@nic.in
APIO	Associate Professor	BP DSEU Shakarpur Campus - II, Shakarpur, Delhi - 110092	011- 22543891	bpibs.delhi@nic.in

1.11 No. of employees against whom Disciplinary action has been proposed / taken **[Section 4(2)]**

1.11.1 No. of employees against whom disciplinary action has been
(i) Pending for Minor penalty or major penalty proceedings

NIL

1.11.2 (ii) Finalized for Minor penalty or major penalty proceedings

NIL

1.12 Programmes to advance understanding of RTI

1.12.1 Educational Programmes

Yes

1.12.2 Efforts to encourage public authority to participate in these Programmes

Participating in seminars and workshops, trainings

1.12.3 Training of CPIO / APIO

Yes

1.12.4 Update & Publish guidelines on RTI by the Public Authorities concerned

Yes. From time to time

1.13 Transfer Policy and Transfer Orders **[F.No.1/6/2011-IR dt.15-4-2013]**

1.13.1 Transfer Policy and Transfer Orders

As per government rules executed by DTTE Delhi.