

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HIGHER & TECHNICAL
EDUCATION**

CITIZEN'S CHARTER



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GOVERNMENT OF PUDUCHERRY
CITIZEN CHARTER OF
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION

VISION

The Citizen Charter has been brought out to highlight and fully achieve the policy decisions and to make the administration transparent, accountable and citizen friendly, to give information to the people to ensure quick response to their needs and to redress their grievances, if any.

MISSION

To provide greater opportunities in the field of higher education

To ensure equal access to all the eligible persons and in particular to the vulnerable sections.

To establish new professional institutions and strengthen the existing ones.

To roll out policies and programmes for encouraging and innovating Government and private Higher Education Institutions, academic reforms and improvement of infrastructure.

BRIEF HISTORY:

The Directorate of Higher & Technical Education was bifurcated from the erstwhile Directorate of Education during 2003 to set up a separate establishment for dealing with the matters pertaining to the Higher Education. The Government of Puducherry, to impart quality Higher Education, has established various colleges in the Government sector and also under various Societies. Apart from this, private initiative in the field of Higher Education is also being encouraged by providing No Objection Certificate for Private Managements to start Arts & Science Colleges and Professional Colleges.

There is one Central University by the name of “Pondicherry University” located at Kalapet, Puducherry. Most of the Government Arts & Science Colleges, Professional Colleges, and Engineering & Medical colleges are affiliated to Pondicherry University. It also offers various PG/M.Phil/Research programmes in its

campus. Further impetus was given to the Higher Education during the financial year 2010-11, when the National Institute of Technology was started in Karaikal, offering wide exposure to our students.

There are seven Government Arts & Science Colleges, one Govt. Polytechnic college and one Govt. Law College in the U.T. of Puducherry as detailed below:

Sl. No.	Name of the Institution
1.	Kanchi Mamunivar Centre for Post Graduate Studies, Puducherry. (Autonomous)(www.kmcpgs.puducherry.gov.in)
2.	Bharathidasan Govt. College for Women, Puducherry.(Autonomous) (www.bgcw.puducherry.gov.in)
3.	Tagore Govt. Arts and Science College, Puducherry. (www.tac.puducherry.gov.in)
4.	Arignar Anna Govt. Arts & Science College, Karaikal. (www.aagac.puducherry.gov.in)
5.	Avvaiyar Govt. College for Women, Karaikal. (www.agcw.edu.in)
6.	Mahatma Gandhi Govt. Arts College, Mahe. (www.mggac.puducherry.gov.in)
7.	Dr.SRK Govt. Arts College, Yanam. (www.drsrcgacyanam.puducherry.gov.in)
8.	Motilal Nehru Govt. Polytechnic College, Puducherry. (www.dhte.puducherry.gov.in/mngpc)
9.	Dr. Ambedkar Govt. Law College ,Puducherry. (www.drambedkarlawcollege.com)

Apart from these, there are four Societies, run under the purview of this Directorate, as detailed below:

Sl. No.	Name of the Society	Name of the Institution under the Society
1.	Pondicherry Institute of Post Matric Technical Education Society (PIPMA TE)(dhte.puducherry.gov.in/pipmate.html.)	Women's Polytechnic College, Puducherry.
		Karaikal Polytechnic College, Karaikal.
		Indira Gandhi Polytechnic College, Mahe.
		Dr. B.R. Ambedkar Polytechnic College, Yanam.
		Women's Polytechnic College, Karaikal.

2.	Engineering College (Pondicherry) Society	Pondicherry Engineering College, Puducherry. (www.pec.edu.in)
3.	Pondicherry Society for Higher Education (PONSHE) (dhte.puducherrygov.in/ponshe.html .)	Perunthalaivar Kamarajar College of Education, Karaikal. (www.pkcekkl.edu.in)
		Indira Gandhi College of Arts & Science, Puducherry.
		Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam, Puducherry. (www.pkartscollege.org .)
		Rajiv Gandhi Arts and Science College, Thavalakuppam, Puducherry (www.rgasc.org .)
4.	Engineering College (Karaikal) Society	Kasthurba College for Women, Villianur, Puducherry. Perunthalaivar Kamarajar Institute of Engineering and Technology, Karaikal. (www.pkiet.edu.in)

II. OBJECTIVES OF HIGHER EDUCATION POLICY

The desire of the local inhabitants of Puducherry who equate knowledge with wealth is making Puducherry a knowledge hub. The tireless effort of the people of Puducherry to transform this tiny Union Territory into a knowledgeable society is bearing fruit already. Puducherry is proving that it is not the size of the state that determines the number of academic institutions but the desire of the people, ably supported by the efforts of the Govt., which matters in providing quality education.

The setting up of Govt. Medical College in Puducherry and National Institute of Technology in Karaikal are the unforgettable milestones in this tireless mission. Our vision is to take this journey forward by providing 100% access, better enrollment in Higher Education and to give ample opportunities to the students to develop their career. Our mission is to empower the youth to choose and lead a life appropriate to his talents by ensuring facilities for Higher Education to all those who pass their School Education.

III. ACTIVITIES OF THE DIRECTORATE

The main functions of this Directorate are as follows:

- Allocation of seats in various professional colleges in other States for the students of U.T. of Puducherry and sponsoring of students to the seats reserved in other States by MHRD are filled through CENTAC. (www.centac.prof.net.in)
- Admission of students for Arts and Science Courses in Puducherry region through CAPASC (Centralised Admission Procedure for Arts and Science Courses)
- Starting of new Colleges, sending proposals to Govt. for approval and issue of NOC for starting private professional Engineering, Arts & Science College, B.Ed. Colleges and starting of new courses etc., and providing infrastructure facilities to the colleges.
- Admission committee and Fee committee have been constituted under the Chairmanship of the Retired Judges of the High Court, Chennai to regulate the process of admission and charging of fees in the Private Unaided Professional Engineering, Medical and B.Ed. Colleges. (dhte.puducherry.gov.in)
- In order to ensure that no meritorious students are prevented on grounds of financial constraint from an academic career in the field of Medical, Engineering, etc. the Govt. of Puducherry has introduced financial assistance scheme viz “Perunthalaivar Kamarajar Financial Assistance Scheme” (PKFAS) to reimburse the Tuition Fee directly to the Institutions in respect of the students selected through CENTAC studying Medical /Engineering courses in the Private Unaided Professional Institutions. Tuition fees have been waived in the Govt. aided Professional Colleges.
- Grant of Scholarship under various Scholarship Schemes:
 - i) Pondicherry State Post Matric Scholarship Scheme
 - ii) Financial Assistance to Post Graduate Students
 - iii) Fellowship for Research studies in Tamil/Telugu/Malayalam/French language
 - iv) Central Sector Scheme of Scholarship for College and University Students by MHRD
- Matters relating to NCC/NSS in Colleges.

Under the Directorate of Higher & Technical Education the following Four Society colleges are functioning and 100% grant in aid is provided to the society colleges.

PONDICHERRY INSTITUTE OF POST MATRIC TECHNICAL EDUCATION (PIPMATE)

The Puducherry Institute of Post-Matric Technical Education (PIPMATE) is an autonomous Society sponsored by the Government of Puducherry established in October 1988 with the following objectives.

- To impart Post-Matric Technical Education and Training in various Engineering subjects and make it sensitive and relevant to the changing Industrial, Technological, Social environment and Non-Engineering areas.
- To provide an easy access to the working personnel in industry and to the weaker sections of the society, especially in the rural areas .
- To enlarge the coverage of programmes to the new and emerging areas

Management of the Society:

The functioning of the society is managed by a Governing Body. The Secretary to Government (Education), Puducherry is the Chairman and Director of Higher and Technical Education, Puducherry is the Member Secretary of the Society. Other committees such as Finance Committee, Building Committee and Purchase committee etc were constituted to advise the Governing Body in the activities of the society.

Academic Activities:

Five Polytechnic colleges viz. are functioning under PIPMATE imparting 3-years Diploma courses.

- 1. Women's Polytechnic College Puducherry,**
- 2. Karaikal Polytechnic College Karaikal,**
- 3. Dr. B R Ambedkar Polytechnic College Yanam ,**
- 4. Indira Gandhi Polytechnic College Mahe &**
- 5. Women's Polytechnic College Karaikal**

PONDICHERRY SOCIETY FOR HIGHER EDUCATION (PONSHE)

Two Societies namely Union Territory of Pondicherry Colleges of Education Society (UTPCES) and the Union Territory of Pondicherry Arts Science and Technology Colleges Society (UTPASTCS) were formed in the year 2000 and 2001 respectively. The former society was formed to impart Teaching Education Technology to the youth of this Union Territory and the latter for teaching arts and science courses. In view of the similar administrative and financial functioning of these Societies the Government have since amalgamated these Societies into one and named it as "PONDICHERRY SOCIETY FOR HIGHER EDUCATION" (PONSHE). The Secretary to Government (Edn.), is the Chairman of the Society and the Director of Higher & Technical Education is the Member Secretary of the Society.

The following colleges are at present, functioning under the aegis of this society:-

1. Perunthalaivar Kamarajar College of Education, Karaikal. (PKCE)
2. Indira Gandhi College of Arts & Science, Kathirkamam, Puducherry. (IGCAS)
3. Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam, Puducherry. (PKAC)
4. Rajiv Gandhi Arts & Science College, Thavalakuppam, Puducherry. (RGASC)
5. Kasthurba College for Women, Villianur, Puducherry. (KCW)

PONDICHERRY ENGINEERING COLLEGE

Pondicherry Engineering College is an Institution sponsored by the Union Territory of Pondicherry. The College was started in 1984 under the VII Five Year Plan. It is an autonomous Institution for the purposes of administration, staff recruitment and College development and is managed by a Board of Governors. The College is affiliated to Pondicherry University, Pondicherry, for the academic purposes. The College has been growing from strength to strength since its inception.

The well planned Departmental buildings, library, hostels, students' amenities centre, Open Air Theatre, residential quarters for staff with neatly laid out roads, lawns and gardens constitute the PEC campus which is about 210 acres.

PERUNTHALAIVAR KAMARAJAR INSTITUTE OF ENGINEERING AND TECHNOLOGY

There is one Engineering College and one Medical College and Research Institute run by Private Managements in Karaikal. As such, there is no Engineering College in Karaikal region run by the Government. Hence, the College was established under the “Engineering College (Karaikal) Society (Reg. No.780 of 2007/23.07.2007) registered under the Societies Registration Act 1860. The PKIET started functioning from the academic year 2007-08. It is an autonomous Institution for the purposes of administration, staff recruitment and College development and is managed by a Board of Governors. The College is affiliated to Pondicherry University, Pondicherry, for the academic purposes. The College has been growing from strength to strength since its inception.

SERVICES RENDERED BY THE DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION

Sl. No.	Nature of service	Time Frame	Particulars of service	Requirements	Process involved	Contact Person	Fee
1	Admission of students for Arts and Science Courses	During May/June of every year (After publication of results of +2/equivalent examination)	<p>1. Admission to seats (as advertised every year) in Government Arts and Science Colleges / Government run Society Colleges in Puducherry Region through CAPASC.</p> <p>2. In other regions of this UT, admission carried out directly by the Government Colleges concerned.</p> <p>3. For Private Arts & Science Colleges in all regions, admission at College Level itself.</p>	Passing out of Higher Secondary Course or equivalent, with minimum specified marks in the required subjects - Selection based purely on merit	Submission of application with required copies of Certificates	<p>The Convenor, CAPASC, Bharathidasan Govt. College for Women, Puducherry-605003.</p> <p>The Principals of the Colleges concerned.</p> <p>The Principals of the Colleges concerned.</p>	<p>As charged from time to time</p> <p>As charged from time to time</p> <p>As charged from time to time.</p>

2	Admission of students for Professional Courses (Engineering, Medical, Para-medical)	During May/June of every year (After publication of results of +2/equivalent examination)	1. Admission to seats (as advertised every year) in Government and Private Professional Colleges in all regions of this UT through CENTAC. 2.For management quota in Private Professional Colleges in all regions, admission at College Level itself through Common Entrance Test .	Passing out of Higher Secondary Course or equivalent, with minimum specified marks in the required subjects - Selection based purely on merit	Submission of application with required copies of Certificates	The Convenor, CENTAC, Puducherry Engineering College, Pillaichavady, Puducherry – 605014. The Principals of the Colleges concerned.	Counselling Fee as per advertisement every year. As charged from time to time.
3	Admission to Professional Courses offered in other states, subject to allocation of seats by the Central Government	During May / June of every year (After publication of results of +2/equivalent examination)	Admission to Professional Courses as per communication received from MHRD, New Delhi: Ayurveda – 1	Passing out of Higher Secondary Course or equivalent, with minimum specified marks in the	Submission of application to CENTAC and also separate application to the Health	The Convenor, CENTAC, Puducherry Engineering College, Pillaichavady, Puducherry – 605014	As charged from time to time

			Siddha – 2 Homoeopathy - 1 and Unani – 1	required subjects - Selection based on merit and first-come basis.	Department, Tamil Nadu, where seats are usually allotted by Govt. of India		
4	Grant of Scholarship under “Perunthalaivar Kamarajar Financial Assistance Scheme” (PKFAS)	Process for verification of application and payment of Scholarship commence after one year of study in Professional Colleges. Disbursement time subject to allocation and availability of funds	An amount of ` 25000 is paid per academic year for the students for Engineering Courses, subject to fulfilling the required conditions. An amount of ` 225000 is paid per academic year to the students for M.B.B.S Course, subject to fulfilling the required conditions.	Payment of Scholarship is done only to the students selected through the CENTAC	Submission of application with required copies of Certificates through Heads of Institutions	The Director, Dte. Of Higher and Technical Education, Lawspet, Puducherry- 605008	Nil
5	Pondicherry State Post Matric Scholarship Scheme (60 Awards)	During Sept/October of every year (After completion of	An amount of `600 to `1200 is paid @ ` 60/120 per month for 10 months in a year	Subject to availability of funds and based on means and	Submission of application with required	The Director, Dte. Of Higher and Technical Education, Lawspet,	Nil

		admission in colleges)		merit	copies of Certificates through Heads of Institutions	Puducherry-605008	
6	Financial Assistance to Post Graduate Students (66 Awards)	- Do -	An amount of `1200/- (for 10 months) is paid @ `120 per month	Subject to availability of funds and based on means and merit	-do-	The Director, Dte. Of Higher and Technical Education, Lawspet, Puducherry-605008	Nil
7	Fellowship for Research studies in Tamil/Telugu/Malayalam/French language (2 awards for each language)	- Do -	An amount of `70000 /- (or 12 months) is paid @ `5000 per month and contingent grant of `10,000 per year	Based on merit	-do-	The Director, Dte. Of Higher and Technical Education, Lawspet, Puducherry-605008	Nil
8	Central Sector Scheme of Scholarship for College and University Students by MHRD (78 Awards)	- Do -	An amount of `10000/20000 is paid @ `1000/2000 per month (for 10 months)	Passing out of Higher Secondary Course or equivalent, with minimum 80% marks and income below `6 lakhs per annum	-do-	The Director, Dte. Of Higher and Technical Education, Lawspet, Puducherry-605008	Nil

IV. CONTACT PERSON AND ADDRESS

The Director
Directorate of Higher & Technical Education
PIPMATE Complex, Lawspet,
Puducherry – 605 008.
Tel. 0413 2251763/225554/2253393
Fax: 0413 2254590

V. Right To Information Act 2005:

Public Information officers

The Superintendent (Establishment / Accounts/Technical),
Directorate of Higher & Technical Education,
PIPMATE Complex, Lawspet,
Puducherry – 605 008.
Tel. 0413 225554/2253393

First Appellate authority

The Officer on Special Duty,
Directorate of Higher & Technical Education,
PIPMATE Complex, Lawspet,
Puducherry – 605 008.
Tel. 0413 225554/2253393 Fax: 0413 2254590

VI. Conclusion

The Govt. in general and this Department in particular is for attending to the needs of the people. Thus it follows that the citizen has every right to get the best from the department and for which he/she has every right to get himself/herself heard by any Officer without hesitation.

Organizational set up

DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION, PUDUCHERRY

