

PONDICHERRY SOCIETY FOR HIGHER EDUCATION (PONSHE)

LAWSPET, PUDUCHERRY-605 008

CITIZEN'S CHARTER

CONTENTS

Page No.

| | | |
|----|---------------------------|------|
| 1. | Preface | 1 |
| 2. | Management of the Society | 2 |
| 3. | Activities | 3-6 |
| 4. | Organisational Chart | 7 |
| 5. | Services | 8 |
| 6. | Redress of Grievance | 9-10 |

PREFACE

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" which was registered on 15.03.2007 with Registration No. 397 of 2007 under Societies Act and is functioning under the Chairmanship of the Secretary to Govt. (Education) with the following objectives:

- To start and administer Colleges to impart teaching in Arts, Science and Technology and Teacher Education.
- To impart Education in Diploma, Under Graduate, Post Graduate and Research Courses in different subjects so as to administer a high standard of Education.
- To provide all types of in-service programmes for teachers and students and to provide a Forum for Research and Training in all fields of Higher Education.

Under this Society, presently one College of Education in Karaikal Region and four Arts & Science Colleges in Puducherry Region are functioning.

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 the Director of Higher & Technical Education, Puducherry is the Member Secretary of the Society. Other Committees such as Advisory Committee, Tender Committee etc. were constituted to advise the Governing Body in various activities of the Society.

ACTIVITIES

The following Colleges are at present functioning under the aegis of this Society imparting Arts & Science and B.Ed./D.T.Ed. courses:

Perunthalaivar Kamarajar College of Education, Karaikal. (PKCE)

Indira Gandhi College of Arts & Science, Kathirkamam, Puducherry.
(IGCAS)

Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam, Puducherry.
(PKAC)

Rajiv Gandhi Arts & Science College, Thavalakuppam, Puducherry.
(RGASC)

Kasthurba College for Women, Villianur, Puducherry. (KCW)

i. PERUNTHALAIVAR KAMARAJAR COLLEGE OF EDUCATION, KARAIKAL.

The Perunthalaivar Kamarajar College of Education, Karaikal (previously known as the Karaikal College of Education) was established under the aegis of the erstwhile Union Territory of Pondicherry Colleges of Education Society. The College was earlier housed in the Campus of the Office of the Chief Educational Officer, Thalatheru, Karaikal and from the month of May 2007, it started functioning in its own building at Nehru Nagar, Thalatheru, Karaikal.

The NCTE - SRC granted recognition initially to this College to run the one year B.Ed. Course from the academic year 2001-2002 with an intake of 60 students. The Pondicherry University has granted Permanent Affiliation to the College. Later on, the intake capacity of 60 students was increased to 100 students from the academic year 2004-05 by the NCTE and the D.T.Ed. Course was also started during 2006-07. The subjects offered under this stream are as follows:-

| Sl.No. | Name of the Course | Annual Intake |
|--------|----------------------------|----------------------|
| 1 | B.Ed. (Tamil) | 100 students overall |
| 2 | B.Ed. (English) | |
| 3 | B.Ed. (Maths) | |
| 4 | B.Ed (Physical Science) | |
| 5 | B.Ed. (Biological Science) | |
| 6 | B.Ed. (Social Science) | |
| 7 | B.Ed. (Commerce) | |
| 8 | D.T.Ed. | 50 |

ii. INDIRA GANDHI COLLEGE OF ARTS & SCIENCE, KATHIRKAMAM.

Indira Gandhi College of Arts and Science started functioning from the Academic year 2001-02 under the aegis of this Society and is running in the premises of the Government Girls' Higher Secondary School, Kathirkamam, Puducherry-9. Since then this College has been offering non-conventional Semi Professional Under Graduate Degree Courses in emerging areas as detailed below:-

| Sl.No. | Name of the Course | Annual Intake |
|--------|-----------------------------|---------------|
| 1 | B.Sc.(Biotechnology) | 33 |
| 2 | B.Sc.(Applied Microbiology) | 33 |
| 3 | Bachelor of Comp. Applns. | 33 |
| 4 | B.Sc.(Statistics) | 33 |
| 5 | B.Com.(Foreign Trade) | 33 |

iii. PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE, KALITHEERTHALKUPPAM

This College was started during the Academic year 1998-1999 by the Government of Puducherry and during the Academic year 2004-2005, it was brought under the fold of this Society. The college has its own building. Presently the following Courses are offered in this college:-

| Sl.No. | Name of the Course | Annual Intake |
|--------|-----------------------------------|---------------|
| 1 | B.A.(Functional Tamil) | 44 |
| 2 | B.Sc.(Mathematics) | 44 |
| 3 | B.A.(Tourism & Travel Management) | 33 |
| 4 | B.C.A. | 30 |
| 5 | B.Com. | 30 |

IV. RAJIV GANDHI ARTS & SCIENCE COLLEGE, THAVALAKUPPAM

This College was started during the Academic Year 1995-1996 as an Annex of Tagore Arts College, Lawspet, Puducherry to cater mainly to the needs of the students from rural areas. This College is functioning in the premises of the Government Higher Secondary School, Thavalakuppam. Subsequently, in the year 2003, it was brought under the fold of the erstwhile Union Territory of Pondicherry Arts, Science and Technology Colleges Society. Presently the following courses are offered in this College: -

| Sl.No. | Name of the Course | Annual Intake |
|--------|--------------------------------|---------------|
| 1 | B.Com. | 40 |
| 2 | B.Com.(Cooperative Management) | 40 |
| 3 | B.C.A. (Computer Application) | 30 |
| 4 | B.Sc. (Computer Science) | 30 |
| 5 | B.B.A. | 30 |

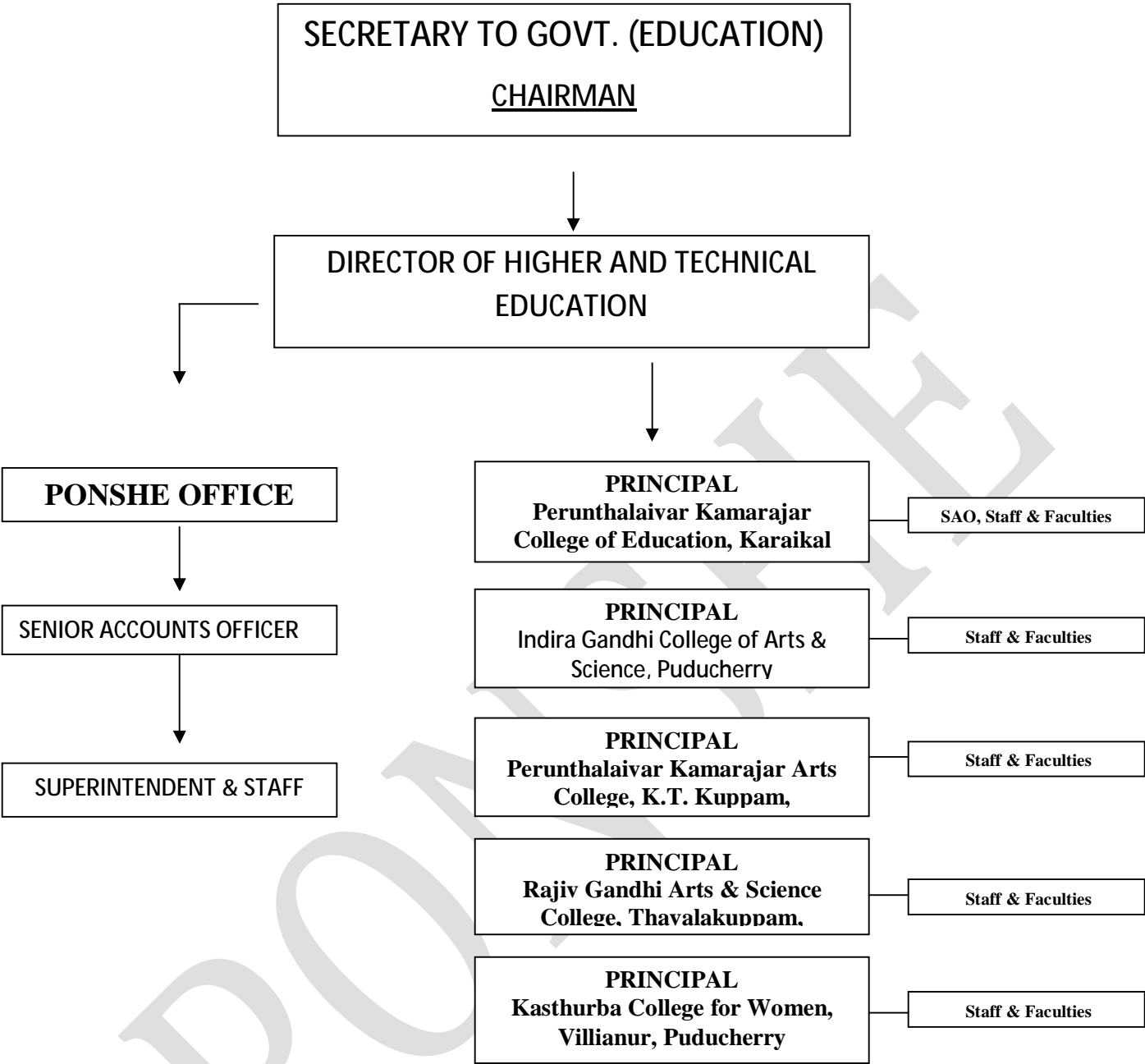
v. KASTHURBA COLLEGE FOR WOMEN, VILLIANUR.

This College was started during the Academic year 2005-2006, exclusively for catering to the need of the rural women. This College is functioning in the premises of the Kannagi Government Girls' Higher Secondary School, Villianur. Presently the following Courses are offered in this college: -

| Sl.No. | Name of the Course | Annual Intake |
|--------|--------------------------|---------------|
| 1 | B.A.(Social Work) | 25 |
| 2 | B.A.(Historical Studies) | 25 |

PONDICHERRY SOCIETY FOR HIGHER EDUCATION (PONSHE)

ORGANISATIONAL CHART



SERVICES

- PONSHE is providing conventional & non-conventional, Semi-Professional Under Graduate Arts & Science, Commerce Courses in the emerging areas to the students of rural areas. Around 1550 students are pursuing Under Graduate Degree Courses. Besides 100 students are pursuing B.Ed. Course and 100 students D.T.Ed. Course.
- Students from SC Community studying in the constituent colleges are offered soft skill development courses, personality development courses, remedial coaching classes etc. for their better prospects in addition to their regular course.
- Conduct of Campus Interview to the passed out students on tie up with leading companies.
- Quality Assurance Cell / Placement Cell, Parent Teachers Association for the better prospects of the students and college Administration.

COLLEGE WISE POST DETAILS

PONDICHERRY SOCIETY FOR HIGHER EDUCATION, PUDUCHERRY

| Sl. No. | Name of the Post | No. of Posts |
|---------|-----------------------|--------------|
| 1 | Senior Accts. Officer | 1 |
| 2 | Superintendent | 2 |
| 3 | Assistant | 3 |
| 4 | Data Entry Operator | 1 |
| 5 | UDC | 2 |
| 6 | LDC | 1 |
| 7 | Peon | 1 |
| TOTAL | | 11 |

INDIRA GANDHI COLLEGE OF ARTS & SCIENCE, KATHIRKAMAM, PUDUCHERRY

| Sl. No. | Name of the Post | Discipline | No. of Posts |
|---------|---------------------|----------------|--------------|
| 1 | Principal | - | 1 |
| 2 | Assistant Professor | Tamil | 2 |
| 3 | Assistant Professor | Hindi | 1 |
| 4 | Assistant Professor | French | 1 |
| 5 | Assistant Professor | English | 3 |
| 6 | Assistant Professor | Maths | 1 |
| 7 | Assistant Professor | Statistics | 6 |
| 8 | Assistant Professor | Chemistry | 1 |
| 9 | Assistant Professor | Bio-tech. | 3 |
| 10 | Assistant Professor | Commerce | 2 |
| 11 | Assistant Professor | Comp. Sc. | 6 |
| 12 | Assistant Professor | Economics | 1 |
| 13 | Assistant Professor | Foreign Tr. | 2 |
| 14 | Assistant Professor | Phy.Edn. | 1 |
| 15 | Assistant Professor | Biological Sc. | 1 |
| 16 | Assistant Professor | Microbiology | 3 |
| 17 | Librarian | - | 1 |
| 18 | Superintendent | - | 1 |
| 19 | Asst. Librarian | - | 1 |
| 20 | Assistant | - | 2 |
| 21 | Stenographer Gr.II | - | 1 |
| 22 | Lab Technician | BCA Lab | 2 |
| 23 | Lab Technician | Bio-tech. Lab | 2 |
| 24 | Lab Technician | Statistics Lab | 1 |
| 25 | UDC | - | 1 |
| 26 | Store-keeper Gr.II | - | 1 |
| 27 | Driver | - | 2 |
| 28 | Driver (HMTV) | - | 1 |
| 29 | Lab Attender | - | 6 |
| 30 | Peon | - | 2 |
| 31 | Sanitary Assistant | - | 2 |
| 32 | Marker | - | 1 |
| TOTAL | | | 62 |

PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE, KALITHEERTHALKUPPAM

| Sl. No. | Name of the Post | Discipline | No. of Posts |
|---------|---------------------|------------|--------------|
| 1 | Principal | - | 1 |
| 2 | Assistant Professor | Tamil | 5 |
| 3 | Assistant Professor | Maths | 4 |
| 4 | Assistant Professor | English | 2 |
| 5 | Assistant Professor | French | 1 |
| 6 | Assistant Professor | Comp. Sc. | 1 |
| 7 | Assistant Professor | Phy.Edn. | 1 |
| 8 | Assistant Professor | Tourism | 3 |
| 9 | Assistant Professor | History | 1 |
| 10 | Superintendent | - | 1 |
| 11 | Assistant Librarian | - | 1 |
| 12 | Assistant | - | 1 |
| | UDC | - | 2 |
| 13 | Store-keeper Gr.II | - | 1 |
| 14 | Peon | - | 2 |
| TOTAL | | | 27 |

RAJIVE GANDHI ARTS & SCIENCE COLLEGE, THAVALAKUPPAM

| Sl. No. | Name of the Post | Discipline | No. of Posts |
|---------|---------------------|-------------|--------------|
| 1 | Principal | - | 1 |
| 2 | Assistant Professor | Tamil | 1 |
| 3 | Assistant Professor | Maths | 1 |
| 4 | Assistant Professor | English | 1 |
| 5 | Assistant Professor | Economics | 1 |
| 6 | Assistant Professor | Commerce | 6 |
| 7 | Assistant Professor | Co-op Mgmt. | 2 |
| 8 | Assistant Professor | Phy.Edn. | 1 |
| 9 | Superintendent | - | 1 |
| 10 | Assistant Librarian | - | 1 |
| 11 | Assistant | - | 1 |
| 12 | UDC | - | 2 |
| 13 | Store-Keeper Gr.II | - | 1 |
| 14 | Peon | - | 2 |
| TOTAL | | | 22 |

KASTHURBA COLLEGE FOR WOMEN, VILLIANUR

| Sl. No. | Name of the Post | Discipline | No. of Posts |
|---------|---------------------|-------------|--------------|
| 1 | Principal | - | 1 |
| 2 | Assistant Professor | Tamil | 2 |
| 3 | Assistant Professor | English | 2 |
| 4 | Assistant Professor | History | 4 |
| 5 | Assistant Professor | Social Work | 3 |
| 6 | Assistant Professor | Psychology | 1 |
| 7 | Superintendent | - | 1 |
| 8 | Assistant Librarian | - | 1 |
| 9 | Assistant | - | 1 |
| 10 | UDC | - | 1 |
| 11 | Peon | - | 1 |
| 12 | Sanitary Assistant | - | 2 |
| TOTAL | | | 20 |

PERUNTHALAIVAR KAMARAJAR COLLEGE OF EDUCATION, KARAIKAL

| Sl. No. | Name of the Post | Discipline | No. of Posts created |
|---------|------------------------|--------------------|----------------------|
| 1 | Principal | - | 1 |
| 2 | Asst. Professor (B.Ed) | Tamil | 1 |
| 3 | Asst. Professor (B.Ed) | English | 1 |
| 4 | Asst. Professor (B.Ed) | Biological Science | 1 |
| 5 | Asst. Professor (B.Ed) | Social Science | 1 |
| 6 | Asst. Professor (B.Ed) | Psychology | 1 |
| 7 | Asst. Professor (B.Ed) | Mathematics | 1 |
| 8 | Asst. Professor (B.Ed) | Physical Science | 1 |
| 9 | Asst. Professor (B.Ed) | Commerce | 1 |
| 10 | Asst. Professor (B.Ed) | Physical Education | 1 |
| 11 | H.O.D. (D.T.Ed) | - | 1 |
| 12 | Lecturer (D.T.Ed) | Tamil | 1 |
| 13 | Lecturer (D.T.Ed) | English | 1 |
| 14 | Lecturer (D.T.Ed) | Mathematics | 1 |
| 15 | Lecturer (D.T.Ed) | Science | 1 |
| 16 | Lecturer (D.T.Ed) | Social Science | 1 |
| 17 | Librarian | | 1 |
| 18 | Assistant Librarian | | 1 |
| 19 | Instructor in E.T. | | 1 |
| 20 | Instructor in I.C.T. | | 1 |
| 21 | Sr. Accounts Officer | | 1 |
| 22 | Superintendent | - | 1 |
| 23 | Assistant | - | 1 |
| 24 | UDC | - | 1 |
| 25 | LDC | | 1 |
| 26 | Driver | | 2 |
| 27 | Attender | | 3 |
| 28 | Peon | - | 1 |
| 29 | Sanitary Assistant | - | 2 |
| TOTAL | | | 33 |

REDRESS OF GRIEVANCE

In case of non-compliance of the services of the Society in any stage, the service recipients can contact the below mentioned Officers.

1. The Secretary to Government (Education),
Chairman (PONSHE),
Chief Secretariat,
Puducherry-605 001.
Phone: 0413-2334082
2. The Director of Higher and Technical Education,
Member Secretary (PONSHE),
Lawspet,
Puducherry-605 008.
Phone:0413-2257831
3. The Senior Accounts Officer,
PONSHE,
Lawspet,
Puducherry-605 008.
Phone:0413-2257832
4. The Principal,
PERunthalaivar Kamarajar College of Education,
Thalatheru, Nehru Nagar,
Karaikal -609 605.
Phone:04368 231390 / 231490

5. The Principal,
Indira Gandhi College of Arts & Science,
Kadirkamam, Puducherry – 605 009
Phone: 0413-2277868 / 2275510

6. The Principal,
Perunthalaivar Kamarajar Arts College,
Kali theerthalkuppam
Puducherry - 605 107.
Phone: 0413-2641381

7. The Principal,
Rajiv Gandhi Arts & Science College,
Thavalakuppam ,
Puducherry – 605 007
Phone-0413-2618180

8. The Principal,
Kasthurba College for Women,
Kannagi GGHSS Campus,
Villianur, Puducherry – 605 110
Phone: 0413-2661627