

CITIZENS CHARTER

DEPARTMENT OF TECHNICAL EDUCATION

OUR ACTIVITIES

The department controls and coordinates Chandigarh College of Engineering & Technology (Diploma Wing), Sector 26, Chandigarh.

OBJETIVES

1. Facilitate provision of State of Art quality education and training in all areas of Technical and Technical Education.
2. To develop strong linkages with industries to ensure relevance and effectiveness of our products.
3. Promote organization of continuing and non formal education programs to serve the needs of society.
4. Encourage the generation of revenue by institution and its utilization for institutional development.
5. Promote entrepreneurship qualities.
6. Promote awareness and benefits of Technical Education in rural area and facilitate transfer of technology.
7. Facilitate continuous staff development.
8. Facilitate net working and collaboration among the various institutions in the state.
9. Collaborate with national and international organizations committed to excellence in Technical Education.

Details of course along with duration, sanctioned intake, admission qualification in respect of each of the above institution is as per Annexure A enclosed or one can visit Institute's website-www.ccetdiploma.edu.in or www.chdtechnicaleducation.gov.in

10. Integrating Persons with Disabilities in the Main Stream Technical and Vocational Education (PWD Scheme)

In accordance with "National Policy on Education-1986" and "The Persons with Disabilities Act-1995", the ministry of Human Resource development, Govt. of India, envisaged a centrally sponsored scheme for selected institutes to integrate the persons with disabilities in the main stream of technical and vocational education. The scheme proposes to train 25 students through regular three years Diploma programmes. The primary objective of the scheme is to promote services for the people with disabilities so that they are encouraged to become functional independent and productive member through opportunities in education, vocational and technical training and socioeconomic rehabilitation.

For further enquires and admission contact:

1. Mrs. Sanjana Arora, Principal-cum-Chief Co-ordinator Phone :0172-2750942
2. Er. Sh. S.S.Rao, Project Champion, 0172-2794942

11. Community Development through Polytechnics (CDTP)

The main objectives of the scheme are :

- To impart Skill Development training to the intended target groups.
- To provide Technical and Support Services to rural masses and slum dwellers

Incharge Co-ordinator CDTP : Er R.P.Dhiman, 9478924860

12. Tuition Fee Waiver Scheme (TFWS)

Seats upto maximum 5% (supernumerary in nature) of sanctioned intake shall be available under this scheme for students belonging to economical weaker section as per guidelines of AICTE/PSBTE & I.T/U.T Chd. Admn from time to time.

13. Placement

Most of students of this college are recruited in leading organizations such as Tech Mahindra, Essar Gujarr, L & T, Ashok Leyland, Technology Solutions, SML Isuzu Ltd., Rico, Atlas Copco. Ltd. ITC Foods, HCL Technologies, India Limited and many more. The college has spacious Lecture Halls, well equipped laboratories and workshop for imparting practical as per the curriculum. The college campus encompasses playgrounds for various games, bank with ATM facility, neat and clean canteen, hostels for girls and boys, guest house, staff complex and multi-gym.

ENQUIRIES

All efforts will be made to settle any complaint relating to this institute expeditiously.

ANNEXURE-A

CITIZENS CHARTER
CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY (DIPLOMA WING,
SECTOR 26, CHANDIGARH

Sr. No.	WORK/ACTIVITY	HOD's/OFFICE INCHARGES/CONCERNED OFFICER	TIME PERIOD
1.	Information Regarding Admission	O/o Punjab State board of Technical Education (PSVTE) & IT, Sector 36, Chandigarh & Visit the website www.punjabteced.net or www.punjabteched.com For details also visit www.ccetdiploma.edu.in	As per PSBTE Schedule
2.	Result Declaration	O/o PSBTE & IT, Sector 36, Chandigarh & to be viewed on www.punjabteched.net or www.punjabteched.com	As per PSBTE notification
3.	Issuance of Certificates, Detail Mark Certificate (DMC), Diploma and Transcripts	Training Assistant & Clerk of the institute a and when received from O/o PBSTE & IT	As per PSBTE notification time to time. As and when received from the O/o Registrar of PSBTE
4.	Issuance of duplicate certificate	O/o Registrar PSBTE &IT, Sector 36, Chandigarh or visit www.punjabteched.net or www.punjabteched.com	As per PSBTE notification time to time
5.	Verification of certificates	Concerned HOD's/O/incharges of various Department and then by office.	Within one or two weeks
6.	Migration certificate	Visit O/o PSBTE & IT, Sector 36, Registrar Chandigarh or website www.punjabteched.net or www.punjabteched.com	As per PSBTE notification time to time or their Academic calendar
7.	Informatin regarding scholarship or students	a) Mrs.Ishminder Kaur, Incharge Scholarship for Minority students & SC/ST b) Mrs. Navneet Kaur, Asstt. Incharge Scholarship	As per the notification received from the education department Chandigarh Administration
8.	Character Certificate	Training assistant & Clerk	Within a week of submitting the application

Sr. No.	WORK/ACTIVITY	HOD's/OFFICE INCHARGES/CONCERNED OFFICER	TIME PERIOD
9.	Security Refund	Cashier and Student Fund Clerk(SFC)	Two weeks from the date of submission of No Dues Certificate
10.	Bus Pass	Sh. Hardeep Kumar (Incharge Bus Pass)	7-10 days from the date of submission of application
11.	Registration No. and Card	Training assistant & clerk & Student Fund Dealing Hand	One to two months after the issue of Registration Card and registration No. by PSBTE & IT
12.	Fee certificate for income tax and other purpose	Cashier	7-10 days after the submission of application
13.	Issue of Roll No.	Head of respective department or Officer Incharge or respective department of Dean Students	Generated online as per the schedule of PSBTE by the students themselves or by the office for benefit of all the students.
14.	Maintenance and upkeep of all labs	Concerned lab attendant, Lab Assistant, WSA under the guidance of HOD/Officer Incharges/Lecturer of respective department	Through out the session
15.	Deposits of Fees	Cashier & Student Fund Dealing Hand	As per Academic calendar
16.	Teaching and maintaining of discipline in classes	All HOD's/Incharges of various department and all lecturers of respective departments	As per academic calendar given by PSBTE.