

Citizens Charter

Department of Technical Education

OUR ACITIVITIES

The Department controls and coordinates Govt. Polytechnic For Women, Sector 10-D, Chandigarh.

OBJECTIVES

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 counting and non formal education program to serve the needs of society.
4. Encourage the generation of revenue by institution and its utilization for institutional development.
5. Promote entrepreneurship development
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
10. Details of courses along with duration, sanctioned intake, admission qualification in respect of each of above institution is as per **Annexure A** enclosed or one can visit Institute's Website – www.gpwchandigarh1.org or www.chdtechnicaleducation.gov.in

ENQUIRIES

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

-Sd/-
Principal
Govt. Polytechnic For Women,
Sector 10-D, Chandigarh.

CITIZENS CHARTER
GOVT. POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH.

Sr. No.	WORK / ACTIVITY	HOD's/ OFFICE INCHARGES/ CONCERNED OFFICER	TIME PERIOD	Designation of the Appellate Authority
1.	Information Regarding Admission	O/o Punjab State Board of technical Education (PSBTE)&IT, Sector 36, Chandigarh & Visit the website www.phunjabteched.net or www.punjabteched.com For details also visit www.gpwchandigarh1.org	As per PSBTE Schedule	Principal, GPW Sector-10-D, Chandigarh
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, Details mark certificate (DMC), Diploma and Transcripts	Training Assistant & Clerk of the institute as and when received from O/o PSBTE & IT.	As per PSBTE notification time to time. As and when received from the O/o Registrar of PSBTE	
4.	Issuance of Duplicate Certificates	O/o Registrar PSBTE&IT, Sector 36, Chandigarh or visit www.phunjabteched.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, Chandigarh or website www.phunjabteched.net or www.punjabteched.com	As per PSBTE notification time to time or their Academic calendar	
7.	Information regarding scholarship or students	a). Nodal Officer, Mrs. N. K. Sethi for Minority Students b). Mrs. Neetika paul for SC/ST Students.	As per the notification received from the education deppt. Chd. Admn.	
8.	Character Certificate	Training assistant & Clerk	Within a week of submitting the application	
9.	Security Refund	Cashier and student fund clerk (SFC)/ Dealing hand student fund	Two week from the date of submission of no. due certificate.	
10.	Bus Pass	Mrs. N. K. Sethi (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 or two months after the issue of Registration Card and registration No. by PSBTE & IT.	

ANNEXURE-A**CITIZENS CHARTER**
GOVT. POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH.

Sr. No.	WORK / ACTIVITY	HOD's/ OFFICE INCHARGES/ CONCERNED OFFICER	TIME PERIOD	Designation of the Appellate Authority
12.	Fee certificate for income tax and other purpose	Cashier	7- 10 days after the submission of application.	Principal, GPW Sector- 10-D, Chandigarh
13.	Issue of Roll No.	Head of respective department or office Incharge of respective deptt. or 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 unkeep of all labs	Concerned lab attendant, Lab assistant, WSA under the guidance of HOD/ Office Incharges/ Lecturer of respective deptt.	Through out the session	
15.	Deposit of fees	Cashier & Student Fund Dealing Hand	As per Academic calendar	
16.	Teaching and maintaining of discipline in classes	All Hod's/ O/Incharges of various deptt. and all lecturers of respective deptt.	As per academic calendar given by PSBTE.	

Principal,
Govt. Polytechnic For Women,
Sector 10-D, Chandigarh.