



# CITIZEN'S CHARTER

## TECHNICAL EDUCATION DEPARTMENT

### HARYANA

DIRECTORATE OF TECHNICAL EDUCATION, HARYANA, PANCHKULA

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Directorate of Technical Education Haryana

Bays No. 7-12, Sector-4, Panchkula

Telephone No. 0172-2583249, [www.techeduhry.gov.in](http://www.techeduhry.gov.in)

The Department of Technical Education, Haryana is responsible for providing necessary technically trained manpower in various fields of Engg. and Technology covering Diploma, Degree, Post Graduate level courses through various Govt. /Govt. Aided/University Departments/Self Financing Polytechnics/Engg. Colleges/Institutions of Management/Computer/Pharmacy etc. established in the State so as to cater to the requirement of Industries/Departments/Organizations and other Agencies.

Classification of Institutions for which admissions are made by the Department is as follows:-

Type of Institutions	Government/University Deptt.		Aided		Self-Financed		Total	
	No. of Instt.	Intake	No. of Instt.	Intake	No. of Instt.	Intake	No. of Instt.	Intake
Engineering colleges	11	3225	0	0	124	49180	134	52405
MBA	12	890	0	0	112	8757	124	9647
MCA	9	540	0	0	35	2226	44	2766
B. Pharmacy	5	300	0	0	27	1740	32	2040
Hotel Mgt. & Catering Tech.	0	0	0	0	3	300	5	300
B. Arch.	2	120	0	0	18	920	14	1000

(i) New Govt. Engineering College at Nilokheri has been established in the year 2016-17.

2. Activities undertaken by the Department of Technical Education:

Website: [www.techeduhry.gov.in](http://www.techeduhry.gov.in)

S. No.	Activity Planning	Procedure	Officer Concerned	Schedule/Duration	Officers' Name & Designation in case action not taken.
1	2	3	4	5	6
1.	Setting up of new technical institutions offering AICTE approved courses (Govt. /Self Financed).	<p>1. To establish a new Under Graduate/Post Graduate/Diploma level Institution, Society/ Trust/Govt. Department is required to apply to AICTE, New Delhi for approval, and concerned University/Board as per the location for affiliation.</p> <p>The norms and requirements are available on the website of AICTE <a href="http://www.aicte-india.org">www.aicte-india.org</a>.</p>	Director Technical Education.	<p>1. New Polytechnic /increase in intake considered for Affiliation who apply within 15 days after the approval from AICTE</p> <p>2. The inspection of above said polytechnic will be done before the Diploma Entrance Examination (DET) i.e upto May every year.</p> <p>3. No Affiliation will be given after the cutoff date of admissions</p> <p>4. For UG/PG the inspection will be done within one month after getting the affiliation from university to ensure Compliance of deficiency/norms of the AICTE and affiliating University.</p> <p>* (State Govt. Views to be conveyed to R.O, AICTE, Within 15 days from date of receipt of application).</p>	Financial Commissioner and Principal Secretary, Technical Education/Director General Technical Education.

		<p>Note: - AICTE has been requested vide memo no. 44/50/2016-1TE dated 30.11.2016 to consider the following views of the State Govt. while granting approval to New Diploma /UG/PG Technical Institutions and increase in intake/ introduction of additional courses in the existing technical institutions for the session 2017-18.</p> <ol style="list-style-type: none"> <li>1. No new Self Financing Technical Institutions may be allowed for next session i.e. 2017-18 and any new technical institutions which is to be established by the State Govt. may be allowed.</li> <li>2. Approval for increase in intake / introduction of additional courses / new courses may be allowed rarely and on a highly selective basis for the institutions / Trusts having excellent track record in the field of Technical Education.</li> <li>3. For additional new course/ intake in the existing technical institutions, the cases may be considered for those institutions who could fill 70% of seats out of the sanctioned strength of the session 2016-17. Addition of new course/ increase in seats in place of any existing course surrendered may also be considered.</li> <li>4. For additional intake/courses in the existing Polytechnics, maximum intake may not exceed 420 and the institutes those are already having seats more than 420, the increase / introduction of additional course may not be considered.</li> <li>5. If the result of the technical institutes in the course is below the Board/University result in the previous year, the case for additional intake in that course may not be considered.</li> <li>6. If the result of the technical institutes in any of the course is below the Board /University result in the previous year, the case for additional course may not be considered.</li> <li>7. No new Polytechnic and no 2<sup>nd</sup> shift (evening shift) for offering diploma courses may be allowed in the existing building of U.G. Courses.</li> </ol>			
2.	Administrative issues pertaining to Guru Jambheshwar University of Science & Technology, Hissar, Deenbandhu Chhotu Ram University of Science &	Application addressed to Director General Technical Education for issues pertaining to staff etc.	Director Technical Education.	Within 7 working days if directly related to Head Office Within 5 working days the application will be forwarded to Concerned University with a direction to solve	

	Technology, Murthal, YMCA University of Science & Technology, Faridabad And State University of Performing and Visual Arts, Rohtak Ch. Devi Lal Memorial Govt. Engg. College, Panniwala Mota Sirsa and Govt. Engineering College, Nilokheri.			in 15 working days.	
3.	Development, Administration, Planning and Management of institutional facilities for Govt. /Govt. aided Diploma Institutions, providing academic and administrative leadership.	All development, administration and Management of institutional facilities for Govt. /Govt. aided Diploma Institutions are handled at Directorate of Technical Education.	Joint Director (Administration) Joint Director (Development) Joint Director (Planning).	Round the year. Within 7 working days if directly related to Head office Within 5 working days the application will be forwarded to Concerned institute with a direction to solve in 15 working days.	
4.	Release of funds allocated by FD for Govt. /Govt. aided Engg. Colleges/Technical University (GJUS&T Hissar, DCRUS&T Murthal, YMCAUS&T Faridabad) and State	Funds/Grant-in-Aid allocated by FD for Govt. /Govt. aided Engg. Colleges/Technical University/ Polytechnics are released through the Head of Technical Education Department.	Accounts Officer/Director General Technical Education.	Quarterly. Other fund related 7 working days	
5.	Scholarships and Social Welfare Schemes	a) SC- Scholarship under PMS Scheme of GOI  b) Tuition fee reimbursement to SC under SCSP Scheme of State	Joint Director (PMS) /Director General Technical Education.	Semester wise Within 7 working days if directly related to Head office Within 5 working days forwarded to Concerned institute with a direction to solve in 15 working days.	

### 3. Redressal of Grievances.

The list of senior officers to whom complaint can be filed is given in the Table below. Normally the grievances are redressed within one week of the filing of complaint. If there is any procedural requirement then the complaint will be redressed within 15 days. RTI has been implemented in the Department, Haryana State Board of Technical Education, Haryana State Technical Education Society as well as the field units.

#### LIST OF OFFICERS OF DIRECTORATE OF TECHNICAL EDUCATION/ HSBTE/HSTES.

Sr. No	Name of the Officer S/Sh.	Designation	Telephone Nos. Office	House Address
1.	Sh. Anil Malik, IAS	Principal Secretary to Govt. Haryana, Technical Education Department	2740960	# 519/16 Chandigarh,
2.	Sh. Saket Kumar, IAS	Director General, Technical Education	2584218	H No. #699/7, Chandigarh.
3.	Sh. K.K. Kataria	Director, Technical Education	2583259	H. No.905/7A, Chandigarh
4.	Dr. Yash Paul Berwal	Additional Director, Technical Education	2580041	H.No.875, Amravati Enclave, P.O. Chandi Mandir, (Pinjore Road Panchkula)
5.	Sh. Azad Singh Rathee	Additional Director, Technical Education	-	#Transit Flat 51, Sector 12-A, Panchkula
6.	Sh. Dharampal Chauhan	Additional Director, Technical Education	-	#427-P, Sector-21, Panchkula