

CITIZENS' CHARTER

DEPARTMENT OF EDUCATION

1. Introduction

The Department of Education has the following institutes and services to cater to the educational needs of the citizens in the Union Territory of Pondicherry :

INSTITUTIONS	School Education	Primary Schools Middle Schools High Schools Higher Secondary Schools
	Vocational Education	Higher Secondary Schools Technical Hr. Sec. School
	Technical Education	Polytechnic/PIPMATE* Engineering College*
	Collegiate Education	Arts Colleges Centre for P.G.Studies Law College
	Teacher Education	DIET*
	Sports Education	School of Sports*
	Art Education for Children	Bal Bhavans

* - Autonomous Institutions

SERVICES	Regular/Formal Education
	Welfare Schemes for Teachers and Students
	Extra curricular activities (NSS,NCC,Scouts & Guides)
	Recognition of Private Schools Grant - in - Aid
	Teacher Education Environment Education Audio - Visual Education Non Formal/Adult/Population Education
	Free Coaching Classes for Competitive Exams
	Seats Reserved in Professional Courses in Other States

Welfare Schemes for Teachers and Students

Two funds, one for the teachers and the other for the students are being operated by the department of education for the welfare of teachers and students. They are:

1. National Foundation for Teachers Welfare
 - Financial assistance for daughter's marriage.
 - Financial assistance, if the teacher expires while in service.
2. Student medical assistance fund
 - Financial assistance is provided to students for medical expences, on payment of nominal premium.

The information in this regard can be had from the office of the Joint Director, Directorate of Education.

Recognition of privately managed schools :

Any citizen who wishes to establish a school in the UT of Pondicherry, has to address the Director of Education in the form prescribed under the Pondicherry Educational Rules. Details, in this regard can be procured from the Joint Director's office, Directorate of Education, Pondicherry. The Director of Education can be approached for redressal of any grievances in this respect.

Grant - in - Aid

Education Department provides financial assistance in the form of Grant - in - Aid to recognised schools. The details can be had from Director.

Free Coaching Classes

Free Coaching classes are provided for various Competitve Examinations like B.S.R.B., Civil Services, N.T.S.C., Medical & Engineering, Staff Selection Commission and for the exams conducted by GAD, Pondicherry. The minority communities are eligible for admission. Other communities are considered for left out vacancies. For the exams conducted by GAD, coaching is restricted to the candidates sponsored by GAD. The information in this regard can be had from the Co-ordinator/Headmaster of Thiru.Vi.Ka Govt. Boys High School, Savarirayalu Street, Pondicherry.

CENTAC

Selection for admission to Professional Colleges in the U.T. including Privately managed Colleges, are made through a common written test conducted by the Centralised Admission Committee (CENTAC), notifications for which shall appear in all leading Newspapers. The Principal, Pondicherry Engineering College may be approached for details.

2. General Informations

With regard to the Department of Education, the interest of citizen is observed on the

following issues :

1. Courses / Services offered
2. Admission
3. Quality of Education
4. Facilities / Scholarships offered by government
5. Co-curricular and Extra-curricular activities
6. Action on complaints

A citizen is first required to approach the Head Master / Principal of Institution on any issue mentioned above. The representation may be given on a plain paper. If no reply is received within 10 days or the citizen is not satisfied with the reply, he may approach the higher officers as indicated in the tables.

3. Institutional Grievances

INFORMATION AND REDRESSAL OF CITIZENS' GRIEVANCES IN RESPECT OF INSTITUTIONS

Sl.No.	Institution	Officer from whom information can be obtained/to whom complaint is to be made first	Officer to be approached in the event of grievances not looked into by the officer at col(3)	Officer to whom grievances to be addressed if not satisfied with the officer at col(2)	Officer with whom the ultimate redressal lies	Remarks/ Eligibility
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Primary Schools	Head Master	CEO;DD(WE); DEL. to DE	JD(EE)	DE	Above 5 yrs of age
2.	Middle Schools	- do -	- do -	JD(EE)	DE	
3.	High Schools	- do -	- do -	JD(EE)	DE	
2.	Hr. Sec. Schools	Principal/VP	JD(SE)	---	DE	List of Vocational courses enclosed
5.	Tech. Hr. Sec. School	- do -	DD(VE)	---	DE	
6.	Polytechnic	Principal	AD(TE)	---	Secy(Edn)	10th Pass
7.	Colleges	- do -	DE	---	Secy(Edn)	12th Pass
8.	Bal Bhavan	Unit Supervisor	JD(EE)	---	DE	Open for all Age 9 to 16

4. Services Grievances

INFORMATION AND REDRESSAL OF CITIZENS' GRIEVANCES IN RESPECT OF SERVICES

Sl.No.	Services	Officer from whom information can be obtained/to whom complaint is to be made first	Officer to be approached in the event of grievances not looked into by the officer at col(3)	Officer with whom the ultimate redressal lies

(1)	(2)	(3)	(4)	(5)
1.	Welfare Schemes for teachers/students	JD(EE)	---	DE
2.	NSS	Principal	State Co-ordinator(NSS)	DE
3.	NCC	HM/Principal	Group Commander(NCC)	DE
2.	Scouts & Guides	- do -	CEO	DE
5.	Sports	- do -	JD(Sp)	DE
6.	Environment Education	Officer on Special Duty State Training Centre	---	DE
7.	Non-formal/Adult/Pop. Edn.	DD(AE)	---	DE
8.	Audio - Visual Education	DD(WE)	---	DE
9.	Reservation of seats in professional Colleges in other States (List enclosed)	Officer on Special Duty Directorate of Education	---	DE

JD(Sp) -

Joint Director of Education(Sports)
Indra Gandhi Sports Complex
Uppalam
Pondicherry - 1
Ph : 357207

DD(AE) -

Dy. Director(Adult Edn.)
Kurusukuppam
Pondicherry - 12
Ph : 226074

5. Vocational Courses

VOCATIONAL COURSES OFFERED AT HIGHER SECONDARY LEVEL IN PONDICHERRY STATE

Sl.No.	Name of the School	Name of the Course
1.	Thiruvalluvar GGHS, Pondicherry	1. Food Preservation 2. Office Secretaryship
2.	VOC Govt. HSS, Pondicherry	1. Office Secretaryship 2. Banking Assistance
3.	Sri NKC Govt. HSS, Kurusukuppam	1. Medical Lab. Assistant 2. Dress Designing & Making 3. Office Secretaryship
2.	Sinnatha Govt. GHSS, Mythialpet	1. Office Secretaryship
5.	Govt. HSS, Kalaapet	1. Fisheries 2. Composing & Printing

6.	Govt. Tech. HSS, Lawspet	<ol style="list-style-type: none"> 1. Building Maintenance 2. Radio & TV 3. Auto Mechanic 4. BMCP 5. Elec. Domestic Appliances 6. General Machinist 7. Welding 8. Fitting 9. Letter Press Printing
5.	Govt. HSS, Kalaapet	<ol style="list-style-type: none"> 1. Fisheries 2. Composing & Printing
7.	Navalar NGHSS, Lawspet	<ol style="list-style-type: none"> 1. Marketing Salesmanship 2. Acc. & Auditing
8.	Ilango Adigal GHSS, Muthirapalayam	<ol style="list-style-type: none"> 1. Radio & TV 2. BMCP 3. Elec. Motor Rewinding
9.	Kannagi GGHSS, Villianur	<ol style="list-style-type: none"> 1. Office Secretaryship 2. Dress Designing
10.	Vivekananda Govt. GHSS	<ol style="list-style-type: none"> 1. Crop Production 2. BMCP
11.	Kamban Govt. GHSS, Nettapakkam	<ol style="list-style-type: none"> 1. BMCP 2. Composing & Printing 3. Office Secretaryship
12.	KK GHSS, Madagadipet	<ol style="list-style-type: none"> 1. Plant Production 2. Auto Mechanic 3. BMCP 4. Elec. Domestic Appliances
13.	Jeevanandam GHSS, Mudaliarpet	<ol style="list-style-type: none"> 1. Office Secretaryship
14.	ASGGHSS, Mudaliarpet	<ol style="list-style-type: none"> 1. Dress Designing
15.	Barathi GHSS, Bahour	<ol style="list-style-type: none"> 1. Dress Designing 2. Office Secretaryship 3. BMCP
16.	GHSS, Thenoor, Thirunallar, Karaikal	<ol style="list-style-type: none"> 1. Office Secretaryship with Shorthand 2. Insurance 3. Elec. Domestic Appliances

		4. General Machinist
17.	Govt. GHSS, Thirunallar, Karaikal	1. Dress Designing & Making
18.	GHSS, T.R.Pattinam, Karaikal	1. Marketing 2. Auditing & Accounting
19.	Annai Teresa GGHSS, Karaikal	1. Dress Designing & Making 2. Medical Lab. Assistant



DE -

Director
Directorate of Education
Saram
Pondicherry - 13
Ph : 336526

CEO -

Chief Educational Officer
Laporte Street
Pondicherry - 1
Ph : 336199

AD(TE) -

Additional Director (Tech. Edn)
Directorate of Education

Chief Educational Officer
Thalatheru
Karaikal
Ph : 32473

JD(SE) -

Joint Director (SE)
Directorate of Education

Chief Educational Officer
Mahe
Ph : 332613

JD(EE) -

Joint Director (EE)
Directorate of Education

Delegate to Director of Edn.
Yanam
Ph : 21280

DD(VE) -

Dy. Director (Voc. Edn.)
Directorate of Education

DD(WE) -

Dy. Director (Women's Edn.)
Directorate of Education

Directorate of Education :

PBX : 337066, 336805, 336628

6. Arts / Science

PARTICULARS OF THE COURSES OFFERED IN ARTS AND SCIENCE COLLEGES

Colleges	P.G. Centre	Tagore Arts	T.A.C. Thavalakuppa	P.Kamaraj Arts	Barathidasan Govt. Arts	A.A.G. Arts	A.G.C. for	M.G.G.	Dr.S.R.D. G. Arts
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Economic s	¤								
Soc. Work						¤			
Public Ad m.						¤			
M.Sc.,									
Maths	¤								
Physics	¤								
Chemistry	¤								
Botany	¤								
Zoology	¤								
Comp.Sci.	¤								
Home Sci.	¤								
M.Com.,	¤								
M.Phil.,	¤								
Ph.D.,	¤								

7. Reservation

RESERVATION OF SEATS IN OTHER STATES

Course	No. of Seats	State
<u>MEDICAL</u>		
1. M.B.B.S.	2	Kerala
2. B.A.M.S.(Ayurvedic) (Telugu Medium)		
3. B.H.M.S.(Homeopathy)	1	Andhra Pradesh
4. "	2	Tamil Nadu
5. B.U.M.S.(Unani)	1	West Bengal
6. B.S.M.S.(Siddha)	1	Tamil Nadu
7. B.Pharm	2	"
8. "	1	"
9. B.Sc.,(Nursing)(Women)	1	Kerala
10. D.Pharm (Diploma)	1	"
11. D.Pharm (Diploma)	5	"
12. MLT(Girls)(Diploma)	1	Maharashtra
	2	New Delhi
<u>ENGINEERING</u>		
<u>Degree :</u>		
1. BioMedical Engineering	1	Maharashtra
2. Construction	1	"
3. Industrial Electronics	2	"
4. Mining	1	"
5. Polymer Engg.Tech.	1	"
6. Textile Engg. Tech.	1	"
7. Man Made Textile Tech.	1	"
8. Water Mgmt. Engg.	1	"
9. Architecture Engg.	2	Karnataka

10. Environment Engg.	2	"
11. Instrumentation Engg. Tech.	3	"
12. Automobile Engg.		
13. Chemical Engg. Tech.	1	Tamil Nadu
14. Metallurgical Engg.	1	"
15. Production Engg. Tech	1	"
	2	"
Diploma :		
1. Architecture & Asst.ship	2	Tamil Nadu
2. Chemical Engg.	2	"
3. Commercial Practice	1	"
4. Production & industrial Mgmt.	1	Maharashtra
5. Production Engg.	1	"
6. Fabrication & Erection	2	Goa
7. Commercial Arts(Girls)	1	Gujarat



8. Organisation Chart

DIRECTORATE OF EDUCATION							
A.D(TE)		J.D(SE)					
Principal Polytechnic		Principal/V.Principal (Hr.Sec.School)		J.D(EE)		J.D(Sp.)	
Directorate							
D.D (ADMIN)	D.D(V.E)	AVEO	S.A.O	OSD (Coll.Edn)	OSD (Planning)	JAO (Int.Audit)	RO (Land Acq)
Inspectorate							
D.D(F.E)	D.D(A.E)	D.D(W.E)	OSD (S.T.C)	C.E.O (Pondy)	C.E.O (Karaikal)	C.E.O (Mahe)	Delegate to D.E(Yanam)
H.M-French Schools in Pondy	Midday Meals; Adult; NF Edn Continuing Education	H.M-High Schools & Middle Schools of Urban Areas & all Girls Schools in Pondy	STC DIET	H.M-High & middle Schools of Rural Areas	H.M-High & middle Schools of Karaikal	All Schools Except HSS in Mahe	All Schools in Yanam



9. Conclusion

The Government 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 has every right to get himself heard by any officer functioning for him.

