

Client's / Citizen's Charter

(2014-2015)

Directorate of Technical Education, Assam

Govt. of Assam

Kahilipara, Guwahati - 781019

Website: www.dteassam.in E-mail: dteassam@gmail.com

Phone: (0361) 2382276 Fax: (0361) 2385126

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Preface

Technical Education in Assam started with the establishment of Prince of Wales Institute of Engineering & Technology at Jorhat before independence in 1927. Later on, the Establishment of Assam Engineering Institute in 1948 and Assam Engineering College in 1956 is considered a landmark in the development of Technical Education in the State of Assam. It has been a long journey of evolution of State technical Education in the State of Assam. The Directorate of Technical Education, Assam was established at 1960. At present, there are 4 (four) Engineering Colleges, 10 (ten) Polytechnic Institutions and 1 (one) Junior Technical School, under this Directorate.

This Directorate also houses the State Council for Technical Education, Assam which conducts various exams related to Diploma Level Courses.

Functions:

- Augmentation and modernization of the existing Technical Educational institutes
- To establish more Technical Institutes
- To improve quality of Technical Education by adequate reforms
- Introduction of new and relevant courses
- Introduction of Vocational Courses in the Institution of higher learning

Objectives

- Improving access to Higher and Technical Education for making inclusive growth
- Improving quality of Higher and Technical Education
- Introduction of vocational courses and Integrated skill development
- Reorientation of course curriculum and introduction of new courses
- Faculty Development

Vision

To realize human resource potential of the state with Technical Education Sector with equity and excellence

Mission

1. To improve Equity, Access and Quality in Technical Education.
2. To improve Employment Generation through Technical Education.
3. Augmentation of existing institutions and establishment of new institutions of Higher learning.

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Sl No.	Client Citizen Services Rendered	Service / Performance standards (No. of days within which citizen is entitled for service delivery)	Process / Workflow	Documents Required	Fee (if any)	Contact Details of office responsible for the service delivery.
1.	Issue of Original Diploma Certificate	2-3 Weeks		<ol style="list-style-type: none"> 1. Forwarding letter through the Principal 2. Photo copies of overall Mark sheets 		Controller of Examinations, SCTE Contact No. (0361) 2299090 Email : scteassam@gmail.com
2.	Issue of Duplicate Mark-sheet / Certificate of Diploma Courses	15 days		<ol style="list-style-type: none"> 1. Forwarding letter through the Principal 2. Police verification report in case of lost Mark sheet /Certificate. 3. New Paper cutting (announcement through news paper) 	Deposit of Rs. 200/- (per mark sheet) in favour of : State Council for Technical Education, Assam / Polytechnic Admission Test SBI A/c No. 32865661131	Controller of Examinations, SCTE Contact No. (0361) 2299090 Email : scteassam@gmail.com

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3.	Name Correction in Diploma Marksheet / Certificate	10 days		1. Forwarding letter through the Principal	Deposit of Rs. 100/- (per marksheet) in favour of : State Council for Technical Education, Assam / Polytechnic Admission Test SBI A/c No. 32865661131	Controller of Examinations, SCTE Contact No. (0361) 2299090 Email : scteassam@gmail.com
4.	Duplicate Registration	3 Day		1. Forwarding letter through the Principal 2. Police verification report in case of loss 3. New Paper cutting (announcement through news paper)	Treasury Challan of Rs. 20/- Head of Account "0202- Technical Education – Sports, Arts and Culture"	Controller of Examinations, SCTE Contact No. (0361) 2299090 Email : scteassam@gmail.com

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5.	Migration (Diploma)	3 Day		<ol style="list-style-type: none"> 1. Forwarding letter through the Principal 2. Original Registration Card 3. Photo copies of Overall marksheet (if pass out) 	Treasury Challan of Rs. 50/- Head of Account "0202-Technical Education – Sports, Arts and Culture"	Controller of Examinations, SCTE Contact No. (0361) 2299090 Email : scteassam@gmail.com
6.	Merit Scholarship / Stipend and Book Grant under NEC Scheme	Selected list within 30 days from the last date for submission of forms.	Applications are invited by the Director of Technical Education, Assam through Advertisements and a Committee is constituted by the Govt. and selects eligible students of Technical and Professional Courses every year	<ol style="list-style-type: none"> 1. Mark sheet, Certificates, Admit Card from HSSLC onwards 2. Permanent Residence Certificate 3. Caste Certificate (if necessary) 		Research Officer, Directorate of Technical Education Assam, Khailipara, Ghy – 19 Contact: (0361) 2382276

7.	State Merit Scholarship/Book Grant	30 days	Applications are invited by the Director of Technical Education, Assam through Advertisements and selects eligible students of Diploma, Degree, P.G., ME & M.Tech Engineering Courses	<ol style="list-style-type: none"> 1. Mark sheet, Certificates, Admit Card from HSSLC onwards 1. Permanent Residence Certificate 2. Caste Certificate (if necessary) 		Research Officer, Directorate of Technical Education Assam, Khailipara, Ghy – 19 Contact: (0361) 2382276
8.	Merit -cum- Means Scholarship (Minority Scholarship) Website: www.momascholarship.gov.in or www.minorityaffairs.gov.in	Within 15 days from the last date for submission of forms. Selected list is submitted to the Director of Char Area (Nodal Officer)	Applications are invited by the Director of Technical Education, Assam through Advertisement from the notified Minority Communities for Technical & Professional Courses and a Committee is constituted by the Govt. and selects eligible Students and submit it to the Director, Char Area who is the Nodal Officer of the Scholarship.	<ol style="list-style-type: none"> 1. Affidavit of Minority status 2. Income Certificate 3. Permanent Residence Certificate (PRC) 4. Mark sheet / Certificate from HSLA onwards 5. In case of Hosteller, Certificate from Principal 		Research Officer, Directorate of Technical Education Assam, Khailipara, Ghy – 19 Contact: (0361) 2382276