



GOVERNMENT OF GOA
**DIRECTORATE OF TECHNICAL
EDUCATION**

DTE BUILDING, ALTO-PORVORIM, BARDEZ, GOA, 403521

COMMON PROSPECTUS

FOR ADMISSION

TO

AICTE APPROVED

DIPLOMA COURSES

IN POLYTECHNICS IN GOA

SESSION 2015-2016

(FOR SSC+, HSSC+, HSSC (VOC.) & ITI)

(WITH APPLICATION FORM)

INFORMATION ON INSTITUTIONS

GOVERNMENT INSTITUTES					
1.	Name of the Institution	Government Polytechnic, Panaji	Government Polytechnic, Mayem	Goa College of Pharmacy	Government Polytechnic, Curchorem
2.	Postal address	Altino – Panaji , Goa	Mayem, Bicholim - Goa	18 th June Road, Panaji Goa	Near Kakoda Industrial Estate, Cacora-Goa
3.	Name of the Principal	Shri. Luis R. Fernandes	Shri Subhash P. Borkar	Dr. Gopalkrishna Rao	Shri. Ajit Gaonkar
4.	Phone No.	2225973/2432667	2361235/2363968	2226883	2654400/ 2967602/ 2967603
5.	Fax. No.	2432667	2361235	2226883	2654400
6.	Website	www.gpp.nic.in	www.gpb.nic.in	www.goagovt.nic.in/gcp	www.gpc.nic.in
7.	E-mail ID	gpp@sancharnet.in	gpbicholim@rediffmail.com	gcpprincipal@yahoo.com	diplomagpc@rediffmail.com

AIDED AND UNAIDED INSTITUTES					
1	Name of the institution	Institute of Shipbuilding Technology Goa	Agnel Polytechnic	Guardian Angel Institute of Hotel Management And Catering Technology	Agnel Institute of Food Crafts & Culinary Sciences
2	Postal address	Bogda, Vasco-da-gama, Goa-403 802	Agnel Technical Education Complex, Agnel Ganv, Verna Salcette – Goa 403 722	Guardian Angel complex, Curchorem-Goa-403 706	Agnel Technical Education Complex, Agnel Ashram, Agnel Ganv, Verna Salcette - Goa
3	Name of the Principal	Shri. Gopal Midlagajni	Shri. Subhash A. Lotliker	Fr. Joaquim Rebello	Shri. Alphonso Pereira
4	Phone No.	2520984/ 2524150	2791206	2650216/ 2651982/ 6470188/	2791211/ 2791916
5	Fax. No.	2524033	2791205	2650216	2791211/ 2791205
6	Website	www.isbt.ac.in	www.agnelpolytechnic.net	www.gaihm.org	www.aifccs.com
7	E-mail ID	isbt@isbt.ac.in/ isbt@sancharnet.in	agnelpolytechnic@rediffmail.com	gaihm1@yahoo.com	aifccsverna@yahoo.co.in

FOREWORD

Directorate of Technical Education, Government of Goa, has prepared this prospectus to process the admissions to Technical Diploma courses in the State of Goa. The information given herein is applicable to the Government, Government-aided and un-aided institutes/colleges in Goa offering Diploma courses in the fields of Engineering/Technology, Hotel Management and Pharmacy.

Directorate of Technical Education is also authorised to process admissions for following seats, for which separate prospectuses are issued.

1. Degree programmes in the professional Colleges in Goa
2. Direct admissions to Second Year of Degree courses for Diploma and B.Sc Degree holders

DEFINITIONS

The terms used in this document shall be interpreted as follows unless specifically mentioned otherwise.

1	Admission Centre	Office/place designated for processing admission: Directorate of Technical Education, Alto- Porvorim, Goa
2	Board	Board of Technical Education, Goa
3	Candidate	Applicant who desires to seek admission through this prospectus
4	Institutions	Polytechnics/Institutions listed in this prospectus
5	Competent Authority	Government of Goa, Secretary (Tech. Education), and Director of Technical Education
6	Director	Director of Technical Education, Government of Goa
7	Government	Government of Goa
8	Govt. Institutes	GPP, GPB, GPC, GCP
9	Sanctioned Intake	Intake capacity sanctioned by AICTE and Govt.
10	Aided Institution	Colleges/Polytechnics receiving grants from the Govt.
11	Unaided Institutions	Colleges/ Polytechnics/Institutes not receiving grants from the Govt.

Abbreviations

AICTE	All India Council for Technical Education, New Delhi
AIV	Agnel Institute of Food Craft and Culinary Sciences.
APV	Agnel Polytechnic, Verna.
BTE	Board of Technical Education, Goa State
CSP	Central, State Government Employees, and Persons in Private Occupations, Reserved Category for children of
DTE	Directorate of Technical Education
ESM	Ex-Servicemen, Reserved Category for
EWS	Economically Weaker Section (Annual Income below Rs. 3,00,000/-)
FF	Freedom Fighter, Reserved Category for
GAC	Guardian Angel Institute of Hotel Management and Catering Technology
GEN	General Category
GCP	Goa College of Pharmacy
GN	Goan Natives, Reserved Category for
GPB	Government Polytechnic, Bicholim
GPC	Government Polytechnic, Curchorem
GPP	Government Polytechnic, Panaji
Govt.	Government (of Goa)
HSSC	Higher Secondary School Certificate
SB	Institute of Shipbuilding Technology, Vasco
NRI	Non Resident Indians
OBC	Other Backward Communities, Reserved Category for
LA	Local Applicants
PH	Physically Handicapped, Reserved Category for
SC	Scheduled Castes, Reserved Category for
SCI	Supreme Court of India
SSC	Secondary School Certificate
ST	Scheduled Tribes, Reserved Category for

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ADMISSION COMMITTEE (For Admission to Diploma Courses in Goa)

1	Director of Technical Education or his nominee	Chairman
2	Representative of Principal, Government Polytechnic, Panaji	Member
3	Representative of Principal, Agnel Polytechnic, Verna.	Member
4	Representative of Principal, Government Polytechnic, Bicholim.	Member
5	Representative of Principal, Government Polytechnic, Curchorem.	Member
6	Representative of Principal, Institute of Shipbuilding Tech., Vasco	Member
7	Secretary, Board of Technical Education	Member
8.	Representative of Principal, Goa College of Pharmacy, Panaji.	Member
9.	Representative of Principal, Agnel Institute of Food Craft & Culinary Science, Verna.	Member
10	Representative of Principal, Guardian Angel Institute of Hotel Management and Catering Technology, Curchorem Goa	Member
11	Asstt. Director (CAD)/ Nominee of DTE.	Member Secretary

Address for communication:

Chairman, Diploma Admission Committee
 Directorate of Technical Education
 Alto-Porvorim, Bardez, Goa. 403 521
 Tel / Fax : (0832) 2413571, 2416370
 Website: www.dtegoa.gov.in

NB: REFER INNER & OUTER BACK COVER PAGE FOR SCHEDULE OF ADMISSION PROCESS & ROUNDS OF ADMISSION.

1. LIST OF COURSES AND INTAKE

1.1 Engineering and Technology (FOR SSC+ & HSSC+)

Code	Courses	Duration in years	Seats	Institutions
For SSC+				
CV	Civil Engineering	3	70	GPP,GPB
CT	Civil Engineering- (Const. Tech.)	4	40	APV
ME	Mechanical Engineering	3	200	GPP, GPB, ISBT, GPC, APV
EL	Electrical Engineering	3	60	GPP, GPB
EN	Electronics Engineering	3	70	GPP, APV
EC	Electronic & Communication. Engg.	3	60	ISBT, GPB
	Electronic & Communication. Engg.	3	30	APV (WW)
EE	Electrical & Electronics Engg.	3	40	GPC
CO	Computer Engineering	3	90	APV, GPC, GPP
MX	Medical Electronics	3	20	APV (WW)
AT	Automobile Engineering	4	40	APV
SH	Shipbuilding Engineering	4	40	ISBT
FB	Fabrication Tech. & Erection Engg.	4	30	GPP
FD	Food Technology	3½	15	GPP
EI	Electronics & Instrumentation	3	20	GPP
GT	Garment Technology	3	30	GPP
MN	Mining Engineering	3	20	GPB
AE	Architectural Engineering	3	30	GPP
For H.S.S.C+				
MO	Modern Office Practices	3	20	GPP
PY	Pharmacy	2	60	GCP
HM	Hotel Management & Catering Technology	3	100	AIV, GAC
	TOTAL		1085	
WW - Indicates courses under Women's Wing, which shall be open to male candidates if seats remain vacant, after all eligible female candidates, are admitted. In addition, 5% seats are available under Tuition Fee Waiver Scheme of AICTE.				

1.2 Engineering and Technology (For HSSC- Voc and ITI) Admission to Second Year Diploma

Institute → ↓	GPP		GPB		APV		ISBT		GPC		Total
	Code	Voc	ITI	Voc	ITI	Voc	ITI	Voc	ITI	Voc	
EN	4	4	-	-	4	2	-	-	-	-	14
ME	4	4*	4	4	4	4	4	4	4	4	40
CO	2	2	-	-	4	2	-	-	4	4	18
EE	-	-	-	-	-	-	-	-	4	4*	08
EL	4	2*	2	4	-	-	-	-	-	-	12
EI	2	2	-	-	-	-	-	-	-	-	04
EC	-	-	4	2	4	2	2	4	-	-	18
AT	-	-	-	-	4	4*	-	-	-	-	08
MX	-	-	-	-	2	2	-	-	-	-	04
CV	-	08	-	06	-	08	-	-	-	-	22
GT	6	-	-	-	-	-	-	-	-	-	06
MO	-	4	-	-	-	-	-	-	-	-	04
TOTAL	22	26	10	16	22	24	06	08	12	12	158

Note:* One seat is reserved for nomination by State Directorate of Craftsmen Training of ITI Instructors for 2nd year admission to Diploma Courses. If no eligible nominations are received by due date, these seats will be offered to ITI category.

In addition to the above, twelve seats at Agnel Institute of Food Craft and Culinary Sciences, Verna & eight seats at Guardian Angel Institute of HMCT, Curchorem are reserved for candidates completing I.T.I Trade in Hospitality Management (2years) Course under Centre of Excellence.

In case any of the Vocational/ITI trades are accorded approval by BTE, Goa for Direct Second Year Diploma admissions, the same would be considered.

2. RESERVATION OF SEATS

DISTRIBUTION OF DIPLOMA SEATS=1085 TOTAL + 5% SUPERNUMERARY TUITION FEE WAIVER SEATS

	Govt. Polytechnic Panaji (315 seats)													Agnel Polytechnic (230 seats)							Inst. of Ship Build Tech. (110 seats)				Govt.Polytechnic Bicholim (150 seats)						Govt.Polytechnic Curchorem (120 seats)				GCP (60 seats)	AIFCCS (40 seats)	GAI (40 seats)	TOTAL
	CV	AE	ME	EL	EN	FB	FD	EI	GT	CO	MO	Total	CT	AT	ME	CO	EN	EC	MX	Total	SH	ME	EC	Total	CIV	ME	EC	MN	EL	Total	ME	EE	CO	Total	PY	HM	HM	
TOTAL Seats	40	30	40	30	40	30	15	20	30	20	20	315	40	40	40	30	30	30	20	230	40	40	30	110	30	40	30	20	30	150	40	40	40	120	60	60	40	1085
ESM (1%)		1			1				1		3		1			1			2	1			1	1				1	0	1	0	1	1	1	1	11		
NRI			1	1	1	1		1	1		6	1	1	1	1		1	1	6	1	1		2	1	1			2	1	1	1	3	1	1	1	22		
CSP (3%)	1	1	1	1	1	1		1	1	1	10	1	1	1	1	1	1		6	1	1	1	3	1	1	1	1	1	5	2	1	1	4	2	2	1	33	
SC (2%)	1		1	1	1	1			0		1	6	1	1	1	1		1		5	1	1	1	3	1	1	1		1	4	1	1	1	3	1	1	1	24
GENERAL																																						
TFW (Supernumerary)	2	2	2	2	2	2	1	1	2	1	1	18	2	2	2	2	2	2	1	13	2	2	2	6	2	2	2	1	2	9	2	2	2	6	3	3	2	60
OPEN	19	14	20	14	19	15	8	11	15	10	9	154	20	19	21	14	14	14	11	113	18	20	16	54	15	20	15	10	16	76	19	18	20	57	29	29	18	530
PH	1	1	0	1	1		1			1	1	7	1				1	1		4	1			1	1		1		1	3		1	1	2	1	1	1	20
FF	1		0									1		1						1		1		1						1				1	1			6
GN	1	1	1						1		1	5	1		1				1	3	1			1		1			1	1	1	1		2	1	1	1	15
ST(12%)																																						
OPEN	5	4	5	4	5	4	1	1	4	2	2	37	4	4	4	3	3	4	2	24	5	3	4	12	2	4	4	2	3	15	5	4	5	14	7	7	4	120
PH	0							1				1		1						1		1		1		1				1		1		1				5
FF	0						1					1					1			1							1		1									3
GN	0											0				1				1		1		1				1	1									3
												39								27				14					18					15				131
OBC(27%)																																						
OPEN	11	8	10	7	11	8	3	4	7	5	5	79	11	11	9	8	8	7	5	59	11	10	7	28	7	10	7	5	7	36	10	11	10	31	15	15	11	274
PH	0	0					1		1			2			1			1	2			1	1		1	1		2			1	1	1	1	1	1	11	
FF	0	0						1				1			1				1																		2	
GN	0	0	1	1								2					1			1		1		1	1			1	2									6
												84								63				30					40					32	16	16	12	293
Total	40	30	40	30	40	30	15	20	30	20	20	315	40	40	40	30	30	30	20	230	40	40	30	110	30	40	30	20	30	150	40	40	40	120	60	60	40	1085

T.F.W: AICTE Tuition Fee Waiver Scheme

NOTE: AICTE Tuition Fee Waiver Scheme

Government has approved AICTE Scheme on tuition fee waiver in technical institutes.

As per the provisions of the scheme, each institution shall admit upto maximum of 5% of its sanctioned intake in the same discipline, as Supernumerary Seats. Admissions are to be done based on the same merit list as used for sanctioned intake.

Waiver is limited to approved tuition fee only and all other fees are to be paid by the beneficiaries. Under the scheme, tuition fee waiver shall be provided upto 5% of sanctioned intake of students.

The seats shall be supernumerary and shall not be transferred to other category of applicants. Candidates whose parents annual income from all sources does not exceed Rs.6,00,000/- shall be considered eligible for availing admission under the scheme. All eligible candidates from General Category Merit List shall be considered eligible for availing seats under Tuition Fee Waiver Scheme, provided they submit an Income Certificate in specified format together with their application Form stating that annual total income of their parents from all sources is less than Rs. 6.00 Lakhs in the year 2014-15. Candidates who fail to produce original Income Certificate during admission round shall not be considered for seats under AICTE Tuition Fee Waiver Scheme. Tuition fee waiver shall be granted for the duration of the course, and once a student is given tuition fee waiver, same shall be continued for the normal course duration.

3. RULES AND PROCEDURE

3.01 All notifications related to admission shall be notified in the five news papers of the State of Goa, viz. Navhind Times, Herald, Tarun Bharat, Gomantak (Marathi) & Sunaparant (Konkani). DTE is empowered to release notifications related to admissions in the newspapers.

3.02 This prospectus is uploaded on website: www.dtegoa.gov.in of the Directorate of Technical Education.

Applicants shall download, print and submit application form in person for Diploma Courses, at notified locations, on specified dates, along with application fee of Rs. 700/- payable vide Demand Draft drawn in favour of “Director of Technical Education” at Panaji – Goa, on any Scheduled Bank, **(or any other approved mode of remittance as may be duly notified)** and submit self attested copies of supporting documents and collect the Acknowledgement Card, on or before last date of submission of application form. *Applicants shall ensure that the validity of the Demand Draft is atleast 3 months from the date of issue.*

3.03 An applicant seeking admission to one or more Diploma courses and covering one or more categories shall submit **only one application form in person**, at **notified Application receiving Centre (DTE, Porvorim/ Ravindra Bhavan, Margao)**, in his/her own handwriting.

In case an applicant submits more than one application form, he/she should give registration number of earlier application on the later application form. The application submitted last will be considered and his/her earlier application(s) shall stand cancelled.

3.04 An applicant must enter **all** the Categories he/she is eligible and wishes to apply for. Applicant must note the following **combination of categories is not permissible:**

a) Category **1** & Category **7**.

b) Any of Category **1 to 9 (except 7)** and Category **10 to 12**.ie an applicant cannot combine any of the categories 1 to 9(except 7) with any of the categories from 10 to 12.

Request for change in Category will not be entertained after the last date of submission of application form.

3.05 The last date for receiving application at the notified Centre shall be as mentioned in the Schedule of admission process, on inner cover page. Any request for granting extension of time for submission of form or admission at a later date shall not be entertained.

3.06 Applications received after expiry of the last date shall be summarily rejected. Any correspondence in this regard shall not be entertained.

- 3.07 The application form must be accompanied by attested photocopies of relevant certificates and testimonials as per the list in the application form. A recent (taken not earlier than 3 months from the date of application) passport size photograph should be affixed to the application form in the space provided. One more copy of the **same photograph** should be affixed to the Acknowledgement cum Admit Card.
- 3.08. In case the applicant is admitted to any course, he/she will be required to submit the School Leaving Certificate or Transfer Certificate to the Principal as the case may be, within 15 days from the date of admission, failing which the admission shall stand cancelled.
- 3.09. The applicant claiming a seat in the reserved category of SC/ST/OBC is required to submit the caste certificate in the prescribed Proforma given in Annexure II & III from the competent authority. If the required certificate is not received by the due date, his/her application will be treated as an application for the general category provided the applicant fulfils academic condition of general category.
- 3.10. The receipt of application form will be acknowledged by the **notified Centre**. The applicant is advised to personally submit the application form on or before the due date, at the **notified Centre**. The **notified Centre** will scrutinize applications and accept only those forms, which are complete in all respect and issue Acknowledgement cum Admit Card.
- However, incomplete applications may be accepted only on the last date of submission, and applicants will be given an opportunity to comply with deficiencies within specific time limit. If any application remains incomplete after the due date, Admission Committee shall review the nature of deficiency and take decision to accept or reject the application. The decision of the Committee and Director of Technical Education shall be final.
- 3.11. Any change in the applicant's address should be immediately intimated to the **notified Centre**.
- 3.12. No personal communication will be sent to the applicants. In the event of any change in the schedule of admission, the same will also be notified through specified local newspapers.
- 3.13. The merit list shall be displayed at the Admission Centre in the Directorate of Technical Education, Alto-Porvorim, as per the specified schedule (on inner back cover page) All the applicants should verify the correctness of their merit position in the provisional merit list. In case any error is detected, the applicant should inform the Chairman, Admission Committee within 24 hours in writing, failing which, the applicant himself/herself shall be responsible for the consequences of such an error.

- 3.14. In case, an applicant has applied for verification (**including supplementary/compartment exam, improvement, revaluation**) of S.S.C./HSSC/Voc/ITI Examination marks, he/she should inform the Chairman of the Admission Committee, about his/her revised results in writing, along with a certified copy of the revised mark sheet by the due date. Failing this, his/her revised (higher) marks / results if any, shall not be considered for finalising the merit list. Revised marks will be reckoned only from such point of time onwards, and list of applicants already admitted, shall remain unchanged.
- 3.15 The academic eligibility shall be based on the marks obtained in the qualifying examination (i.e. SSC) only, except for Modern Office Practice, Hotel Management and Pharmacy courses, for which the qualifying examination is HSSC. The additional marks for extracurricular achievements shall not be added to determine eligibility. However, once eligible, additional marks shall be added to determine the position in order of merit.
- 3.16 In case the applicant has reappeared in the qualifying examination to improve the marks, the improved marks if any, shall be considered provided the candidate appears in whole examination in one sitting and not in specific subjects.
- 3.17 Admission shall be strictly based on Merit cum Choice.
- 3.18 Every eligible applicant who is desirous of seeking admission shall remain present **in person at the Admission Centre (DTE)** as per scheduled admission rounds along with **Acknowledgement cum Admit Card, documents in original and fees. Admitted Candidates permitted to withdraw submitted original documents for any purpose, shall have to submit the same again to the Admission Committee, before the subsequent round of admission** Applicants present will be given an opportunity to select a seat of choice, from the seats available at the point of his or her merit number.
- If the applicant fails to turn up for counselling as specified in the admission schedule, or does not accept admission offered, he/she shall forfeit the claim of seat as per his/her turn in merit position for that round, and the seat will be offered to the next person in the merit list.
- In case (during the round of admission) the applicant reports late for admission, his/her candidature shall be considered for the then available seats. The list/order of applicants already admitted shall remain unchanged.
- 3.19 All the applicants who are offered admission shall have to pay the requisite fees on the same day. The fees shall be accepted only through a Demand Draft, as mentioned in the chapter on fees.
- 3.20 Applicant must write his/her name, registration number, college and course to which admitted, on the back of Demand Draft before submitting the same to the Admission Committee.
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- 3.21 All the applicants selected for admission to Diploma courses shall be given provisional admission, and shall have to get medical fitness certificate either from Goa Medical College, Bambolim, or any other Medical Attendant, authorised by the Directorate of Health Services. The admission of the applicant shall be cancelled, in case he/she is declared medically unfit.
- 3.22 If any of the seats reserved for various categories remain vacant after completion of any round of admission for reserved category, these shall be transferred to **GENERAL CATEGORY** in the same round after calling out the name of the last candidate in the reserved category.
- 3.23 Inviting applications according to this Prospectus does not confer any right/claim for admission to any course.
- 3.24 The decision of the Admission Committee and the Director of Technical Education will be treated as final in interpreting the rules of admission.
- 3.25 Applicants, who have passed the qualifying examination from Universities/ Boards other than the Goa Board of Secondary & Higher Secondary Education shall be required to produce Eligibility Certificate from the Board of Technical Education, Goa, within one week after securing the admissions, (applicable to only those students who have passed from Board which does not figure in the Equivalence list of Goa Board of Secondary & Higher Secondary Education) to the Head of the Institution, without which, the admission shall not be confirmed.
- 3.26 Canvassing in any form by Applicant / Parents / Guardians to get an undue advantage may lead to rejection of application form or right of admission to the applicant.
- 3.27 Ministry of Human Resources Development (MHRD) Govt. of India reserves seats for other States/ Union Territories in the institutions of Goa in disciplines of Engineering and Technology. The seats allotted by MHRD are over and above the sanctioned intake capacity of the receiving Institutes. These seats shall not be available to local candidates, even if they remain vacant.
- 3.28 The applicants nominated by the concerned States shall be admitted only if they fulfil the eligibility conditions as laid down in this Prospectus and will have to obtain Eligibility Certificate from Board of Technical Education.
- 3.29 Only those applicants, who have applied in response to this Prospectus of **2015-2016** and submitted their applications duly completed in all respects at the **notified** Centres, on or before the last date /time, and satisfy the eligibility criteria will be considered for admission to the Diploma courses strictly in order of merit.
- 3.30 The final merit lists of all categories will be displayed on the Notice Board at the Admission Centre as per the time and date mentioned in the Schedule of Admission.

- 3.31 The Director of Technical Education reserves the right to modify the Schedule of Admission, if required.
- 3.32 Provisional eligibility list shall be prepared in order of merit for all applicants and for all categories, **including those who are not eligible**, and shall display deficiencies, if any.
- Separate merit lists shall be prepared for all the categories (1 to 12), in two groups: (a) SSC + group & HSSC + (b) Vocational, I.T.I categories. The applicants who qualify for more than one category shall be listed in all the categories where they are eligible.
- 3.33 Merit list will be finalised as per the given schedule in this Prospectus irrespective of whether verification of marks has been received or not.
- 3.34 Admission shall be offered to the applicants of general category, before that of SC/ST/OBC category. Unclaimed/vacant seats if any, from the reserved categories/Women's Wing shall be dereserved and transferred to General category at the end of the admission round of reserved categories. Claim of the applicants of reserved categories, shall not be accepted after the seats are transferred.
- 3.35 Physical presence of the applicant is necessary at the time of admission. During counselling, the parents /guardian of the applicant will be allowed to accompany the applicant to enable him/her to select a branch of choice, out of the available branches.
- 3.36 An applicant listed in the merit list shall be eligible for all rounds of admission, irrespective of whether he/she has attended/availed admission in the earlier rounds or not.
- 3.37 (a) If an applicant has taken admission to a particular seat and has cancelled the same for whatsoever reasons, he/she shall forfeit his/her claim for that allotted seat (i.e course and institution) in same/ further rounds of admission. Also an applicant once admitted to a particular seat (i.e course and institution) under any category, shall not be eligible to seek admission to the same seat (i.e same course and same institution) again under same/other category (for applicants eligible for more than one category), in same and subsequent admission rounds, under vertical mobility. An applicant, who has been provisionally admitted to a particular course shall not be considered for re-admission in the same round. **The provision of rule 3.37 (a) shall not apply for the purpose of taking admission to any seat for SC, ST and OBC candidate and for seats under Tuition Fee Waiver Scheme.**
- (b) All eligible candidates from General Category Merit List shall be considered eligible for availing seats under Tuition Fee Waiver Scheme, provided they submit an

Income Certificate in specified format together with their application Form B stating that annual total income of their parents from all the sources is less than Rs. 6.00 Lakhs in the Year 2014-15. Candidates who fail to produce original Income Certificate during admission round shall NOT be considered for seats under AICTE Tuition Fee Waiver Scheme.

All candidates are advised to exercise maximum care and caution while opting for seats during the admission rounds.

- 3.38 During **Second, and any subsequent round of admission (if any)**, vacancies created in a particular category/course during the round shall be filled in the same round. Interested candidates shall remain present till the end of the round in case they wish to avail these vacant seats. Vacated Tuition Fee Waiver seats shall be filled up from General category merit list, and Tuition Fee Waiver shall be offered to eligible candidates, admitted in the order of merit.
- 3.39 The Admission card shall be issued only to the applicants selected for admission to a course of study in the Institute on payment of specified fees and submission of original documents at the Admission Centre. The admission given at the Admission Centre shall be termed as Provisional Admission.
- 3.40 The provisionally admitted applicants shall report to the Head of the Institution within three working days of grant of admission and obtain acknowledgement thereof, failing which the admission is liable to be cancelled and thereafter no request will be considered for re-admission or participation in further rounds of admission. All admitted candidates shall familiarize themselves with the provisions of the Board of Technical Education Rules, and obtain the Enrolment No from the Institution, by submitting Enrolment form, and making payment of the requisite Enrolment Fee through the Institution in which they are admitted, within ten working days from the date of grant of admission, failing which admission is liable to be cancelled. Attested copies of statement of marks of qualifying examination and Admit Card issued by the Admission Centre need to be attached to Enrolment Form. Applicants who have been admitted to Professional Diploma course in earlier years, and seeking admissions in the current year by applying freshly, as per the provision of this prospectus shall be considered as a fresh applicants and his past performance in the Diploma Course, during his earlier admission shall not be considered for any purpose.
- 3.41 All admitted candidates shall be required to strictly abide by the provisions of rules and regulations prescribed by Government/ Institute, as regards their conduct and discipline. Ragging in any form is strictly prohibited and in case any applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be**
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refused or he/she shall be expelled from the educational Institution, if his explanation is not found satisfactory.

Attention of all applicants is drawn towards provisions of Goa Prohibition of Ragging Act, 2008 (Goa Act 9 of 2009) published in official Extra Ordinary Gazette series I, No. 26 dtd 17/07/09. Admitted candidates are advised to refer to Board of Technical Education rules, as regards to provisions related to grant of terms, attendance, award of class, and other requirements.

- 3.42 All the institutes shall depute their faculty members as member of the Admission Committee as per the requirement of Directorate of Technical Education, who shall also act as the link officer between DTE, Admission Committee, and the Institute. This member shall be responsible for application forms, original documents of the applicants and fees collected for that institute.
- 3.43 All Heads of the institutes covered under Centralised Admission are hereby empowered to admit candidates against the seats remaining vacant in any branch, after **Second, and subsequent round of admission (if any)**, with prior approval of this Directorate. The admission shall be given strictly in order of merit. The Institutes shall follow the merit list prepared by the Admission Committee to determine order of merit. In case the Merit list of Centralised Admission is exhausted, fresh Merit list shall be prepared from the new applicants on the same basis.
- 3.44 All the admissions shall be done after public notification in the specified newspapers. However, if only one or two seats are vacant, and the candidates are available in the merit list, candidates from the waiting list may be called by recorded communication in ratio of 1: 3 (3 candidates per vacant seat). The admission should be granted in presence of all the candidates.
- 3.45 The institutions shall not change any of the provisions of the prospectus (including eligibility, fees or rules for refund) while granting such admissions.
- 3.46 The Head of the institution (and the management in case of non Government institutes) shall be solely responsible for the settlement of any dispute, court case, etc. arising out of such admissions.
- 3.47 The Institutes shall not admit Foreign Nationals without permission of the Ministry of External Affairs, Govt. of India. Such candidates should as far as possible be admitted on nomination by ICCR (Indian Council for Cultural Relations) or GOI.
- 3.48 The institutions shall not encash the bank drafts of fees after **Second, and subsequent round of admission (if any)**, to facilitate immediate refund of fee during change of course/institute.
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- 3.49 Outside/ out of State candidates should confirm the hostel facilities in the Institutes before securing admissions.
- 3.50 All nominating agencies/ Governments should send the candidates so as to join within one month of the date of starting **of the academic session** or the last date notified, whichever is earlier, failing which the Board of Technical Education may or may not grant the term due to possible “shortage of attendance” DTE, Goa shall not take any responsibility of such admissions.
- 3.51 In the event seats remain vacant, after conducting the above specified rounds, Directorate of Technical Education is authorised to formulate and notify additional rounds of admission as per schedule to be drawn up in consultation with Board of Technical Education/Admission Committee, after taking into consideration all relevant aspects.
- 3.52 In the event of any mandatory directives from National Level Regulatory Bodies, Central/State Government, Hon. Supreme Court/High Court, rules of admissions, as well as other provisions in this prospectus may be suitably modified, with Government approval, and duly notified.

4. ELIGIBILITY CRITERIA

For admission to Technical Diploma courses, an applicant must satisfy all of the following criteria.

4.1 NATIONALITY

Admission to Technical Diploma courses in State of Goa is open to Indian nationals fulfilling the eligibility criteria under various categories. Non-resident Indians holding Indian passport may also apply for seats reserved under NRI category. Foreign Nationals must apply to Govt. of India under GOI nomination. Overseas Citizens of India (OCI)/ Persons of Indian Origin (PIO) cardholders are eligible for admissions to seats under NRI Category.

4.2 AGE

No age limit for admission to Diploma Courses has been prescribed.

4.3 EDUCATIONAL QUALIFICATION

4.3.1 FOR SSC+ /HSSC+ SEATS (See Note below)

An applicant must have passed the Secondary School Certificate Examination of the Goa Board or an examination conducted by the Central Board of Secondary Education, New Delhi, or any other examination, which in scope and standard, is deemed to be equivalent to the SSC/HSSC examination of Goa Board, and must have obtained, the minimum percentage of marks as prescribed for the admission to respective Professional Courses, as under:

- i) **Engineering Courses:** Candidate must have secured a minimum of **45%** marks in aggregate in the SSC (Std. Xth) or equivalent examination (**40%** marks for SC/ST/OBC) with Science, Mathematics and English as compulsory subjects.
- ii) **Hotel Management & Catering Technology:** Candidate must have secured a minimum of **35%** marks in aggregate in the HSSC (Science/Commerce/Arts/Vocational) or equivalent examination.
- iii) **Food Technology, Garment Technology:** Candidate must have secured minimum of **35%** marks in aggregate in the SSC, with Science, Mathematics and English as compulsory subjects.

iv) **Pharmacy:** Candidate must have secured a minimum of **35%** marks in aggregate in the HSSC (Science) or equivalent examination with Physics, Chemistry and Biology / Mathematics as compulsory subjects.

As per Pharmacy Council of India Regulations, candidates passing Senior Secondary School examination conducted by National Open School, New Delhi are not approved/eligible for admissions to D.Pharm.Sc.

v) **Modern Office Practice (MOP):** Candidate must have secured a minimum of **35%** marks in aggregate in the HSSC (Science/Commerce/Arts/Vocational) or equivalent examination.

NOTE: Eligibility criteria and Determination of merit for applicants with grades at qualifying examination

In case of applicants passing qualifying examination from CBSE/other recognized Boards, where grades are awarded and corresponding absolute marks are not available, Cumulative Grade Point Average would be considered for determining eligibility. For Engineering Courses, candidates need to obtain minimum CGPA of 5.0 in case of General Category, and 4.5 in case of SC/ST/OBC category. In case of Garment Technology course, applicants from General Category and SC/ST/OBC categories need to secure minimum CGPA of 4.0.

To determine merit list ranking the grades obtained by such applicants in individual subjects would be converted into equivalent marks.

Following table would be used to determine CGPA and equivalent marks:

Subject Grade	Grade Point	Equivalent Marks
A1	10.0	95
A2	9.0	85
B1	8.0	75
B2	7.0	65
C1	6.0	55
C2	5.0	45
D	4.0	35
E1	-----	-----
E2	-----	-----

Above method would be employed, only incase absolute marks obtained by applicant in relevant subjects are not furnished, *or concerned Board does not specify conversion factor/chart for converting Grades/CGPA into equivalent marks.*

4.3.2 FOR VOCATIONAL & I.T.I. SEATS (Direct Second Year Admission)

(a) Vocational Seats:

The applicant must have passed the qualifying examination i.e. Higher Secondary School Certificate Vocational (10+2), from Goa Board of Secondary & Higher Secondary Education, with minimum **50% (45% for SC/ST/OBC)** aggregate marks and must have studied Std. XI and Std. XII from the schools located in Goa and fulfil the residence clause applicable for general category. In case candidates fulfilling Residence clause are not available, vacant seats if any, shall be offered to other applicants passing Std XI and Std. XII from the schools located in Goa, followed by other applicants passing Std XI and Std. XII from the schools located outside Goa.

(b) ITI Seats:

The applicant must have passed the qualifying examination i.e. ITI certificate after passing SSC, from Industrial Training Institutes in Goa, under the State Directorate of Craftsman Training, with minimum **50% (45% for SC/ST/OBC)** aggregate marks and fulfil the residence clause applicable for general category. In case candidates fulfilling Residence clause are not available, vacant seats if any, shall be offered to other applicants passing ITI from the Industrial Training Institutes located in Goa under the State Directorate of Craftsman Training, followed by other eligible applicants passing ITI from the Industrial Training Institutes located outside Goa, recognised by NCVT/SCVT.

The applicants shall be eligible for admission to Direct Second year Diploma Courses corresponding to the streams of Vocational & ITI branches studied by them, as determined by Board of Technical Education, Goa. Only branches mentioned in the following table have been recognised for eligibility to Diploma courses.

VOCATIONAL & ITI BRANCHES RECOGNISED FOR ELIGIBILITY TO DIPLOMA COURSES (DIRECT SECOND YEAR):

S.N	Vocational Courses	ITI Courses	Diploma Courses	Seats	
				Voc	ITI
A	Computer Techniques, Electronics Technology, Maintenance & Repairs of Electrical Domestic Appliances	Computer Operator & Programming Asst., IT & Electronics, System maintenance, Desktop Publishing Operator, Mechanic R & TV, Medical Electronics, Electronic Mechanic, Instrument Mechanic, Electrician, Course under Centre of Excellence**(2years): Information Technology, Multiskilled Course in Electrical and Electronics***, Electrical Sector	Electrical and Electronics Engg	4	4
			Computer Engg.	10	8
			Electronic Engg	8	6
			Electronics & Communication	10	8
			Medical Electronics	2	2
			Electronics & Instrumentation	2	2
			Electrical Engg.	6	6
B	Auto Servicing Technology, Automobile Engineering & Technology	Fitter, Turner, Machinist, RAC Mechanic, Mechanic (Motor vehicle) Mechanic (Diesel), Draughtsman (Mechanical)*, Production & Manufacturing (2years) Course under Centre of Excellence*, Diploma in Multiskilled Industrial Technology (Mechanical) under S.C.V.T* Course under Centre of Excellence*(2years): Fabrication(Fitting & Welding)*, Automobile Sector	Automobile Engg	4	4
			Mechanical Engg.	20	20
C	---	Civil Draftsman	Civil Engg.	—	22
D	Commercial Garments Designing and Making	----	Garment Technology	6	—
E	----	Stenography (English) Secretarial Practice	Modern Office Practice	-	04
F		Hospitality Management (2years) Course under Centre of Excellence	Hotel Management & Catering Technology	-	20
			TOTAL	72	106

*To be considered only for Diploma in Mechanical Engineering.

** Eligible for Diploma in Electronics & Communication only

*** Eligible for Diploma in Electrical Engg./Electrical & Electronics Engg.

Note:

- In case, sufficient number of eligible candidates from ITI or Vocational are not available, vacant seats shall be transferred inter - se between ITI and Vocational Categories.*
- Vacancies reported by Institutes at 3rd Semester/Second Year shall be offered to Vocational/ITI category candidates proportionately.*

For purpose of eligibility, the percentage fractions of 0.5 and above shall be rounded off to next higher integer. e.g. Candidate scoring 49.5% marks in aggregate in the SSC Examination (General category) will be considered eligible and will figure in the merit list in the descending order of marks.

- In case any other Vocational/ITI trades are accorded approval by BTE, Goa for Direct Second Year Diploma admissions, the same would be considered.*

5. CLASSIFICATION OF CATEGORIES

Category 1: General

An applicant belonging to General Category must have studied and passed Std X/ Std XII or equivalent examination, as the case may be, from schools/colleges in the State of Goa and must have resided in Goa continuously for a minimum **period of 10 years** (5 years for those whose either of the parents/ grandparents is born in Goa) immediately preceding the last date/month of application.

Or

Be son/daughter of Government of Goa deputationists or employees posted outside Goa and must have passed the qualifying examination from Central Board of Secondary Education, New Delhi or other recognised State Boards.

An applicant who is found eligible according to the above criteria in a particular year shall continue to be considered as eligible for the subsequent 3 years.

Relaxations in Residential Requirements for Category 1 to 6 & 8

a) Any period spent by the applicant outside Goa on account of posting /leave/ training/ deputation of either of his / her parents being the Goa State Government Employee shall be counted towards the continuous residence of 10 years (5 years for those whose either of the parents/grand parents is born in Goa).

b) Any period spent by the applicant in another State, under the scheme of Exchange Programme as the student of Navodaya Vidyalaya from Goa, shall be counted towards 10 years continuous residence in Goa (5 years for those whose either of the parents/grandparents is born in Goa).

c) An applicant born in Goa and has studied and passed qualifying examination from schools /colleges/institutions in the State of Goa, should have minimum residence of overall 10 years (5 years for those whose either of the parents/ grandparents is born in Goa), as on last date of submission of application for admission.

Category 2: SC (Reservation 2 %)

Applicants belonging to any of the following five castes (included in the list of Scheduled Castes in the State of Goa) shall be eligible under this category, on production of caste certificate provided he/she meets all other conditions of General category **and** he/she or his/her forefathers belong to Goa or migrated to Goa before 16th February 1968¹:

Bhangui	Mahar	Mang
Chambhar (Hadi)	Mahyavanshi (Vankar)	
<p>1. By Presidential Order dated 19th February 1968, the area comprising the Union Territory of Goa was recognised as State of Goa under the Goa, Daman and Diu Re-Organisation Act, 1987. Any person or his forefathers, who have migrated to Goa after the issue of the Presidential Order dated 19th February 1968, shall not be entitled to any benefit of reservation as Schedule Caste/Schedule-Tribe or Other Backward class for admission to the Professional Colleges in Goa, even if their caste is specified as Schedule Caste/Schedule Tribe or Other Backward Class in relation to the State of Goa.</p> <p>2. Certificate bearing incorrect spelling of the Caste name will not be accepted.</p>		

Category 3: ST (Reservation 12 %)

Applicants belonging to the following eight castes included in the list of Scheduled Tribes in the State of Goa (Notification No. 13/14/90-SWD (Vol.II) dated 22-04-2003) shall be eligible in this category, on production of caste certificate provided he/she meets all other conditions of General category and he/she or his/her forefathers either belong to Goa or migrated to Goa before 16th February 1968¹.

Dhodia (Halpati)	Naikda (Nayaka)	Varli	Gawda
Dubla (Talavia)	Siddi	Kunbi	Velip

Category 4 : OBC (Reservation 27 %)

Applicants belonging to any of the following castes (included in the list of Other Backward Communities in the State of Goa) shall be eligible under this category, on production of caste certificate provided he/she belongs to **non-creamy layer** of OBC community as defined by the State/Central Government, meets all other conditions of residence under the General category **and** he/she or his/her forefathers belong to Goa or migrated to Goa before 16th February 1968.

Bhandari Naik	Koli	Satarkar
Christian Barber	Kharvi (I/c Christian Kharvi)	Shimpi
Christian Mahar	Kalaikar/Black Smith/Tin Smith	Thakar
Vishwakarma /Chari/ Mesta	Kumbhar (I/c Christian Kumbhar)	Teli
Dhangar	Mahalo, Nabhik, Nai, Napit, Nhavi	Christian Renders
Dhobi, Rajak, Madval (I/c Christian Dhobi)	Nathjogi	Komar pant
Gosavi	Pagui/Gabit	

Category 5 : PH (Reservation 3 %)

In accordance with the provisions of Section 39 of the Persons with Disabilities (Equal opportunities, Protection of Rights and full Participation) Act 1995 (Central Act 1 of 1996), a person suffering from not less than **40% (forty percent)** disability shall be eligible for the consideration under this Category. An applicant claiming consideration under this category must meet all other conditions of residence under General category and produce a certificate from the Medical Board of Goa Medical College regarding his/her disability and ability/fitness to undergo all parts of syllabus for the course, such as theory, practical, workshop etc. The percentage of disability should be recorded on the fitness certificate. (Vide Government of Goa notification No. 13/140/87-PHD dated 20/7/88 to determine the extent of disability.) The Admission Committee reserves the right to refer the case to Medical Board of Goa Medical College & Hospital, Bambolim, in case of dispute/doubt

Category 6 : FF (Reservation 1%)

The children of Registered Freedom Fighters from Goa shall be eligible under this category provided they meet all other conditions of the General category. For this purpose, children would mean natural offspring (i.e. children by birth) of registered Freedom Fighter.

Category 7 : CSP (Reservation 3%)

Applicants who don't meet the residential and other requirements of General category and whose either of the parents belong to one of the following subcategories shall be eligible for seats reserved under this category.

(a) An employee of Central Government and Central Government Public Sector Undertaking, including Defence and Para-Military personnel, serving in the State of Goa in the academic year preceding the year of admission or transferred to Goa in the month of submission of application form.

or

(b) An employee of Goa State Government including those of Goa State Government public sector undertakings and educational Institutions recognised by Govt. of Goa, but not an employee on daily wages / NMR / work charged.

Or

(c) A person residing in the State of Goa and the applicant must have studied and passed SSC qualifying examination from schools / colleges in the State of Goa.

Or

(d) An employee of Central/State Government and Central/State Government Public Sector Undertaking, including Defence and Para-Military personnel who have served in Goa and have retired from their service, when posted in the State of Goa, and their wards continued to study in the schools in State of Goa, and pass the qualifying exam from schools in Goa.

Applicants who satisfy the eligibility criteria of General Category **will not be** considered under this category.

Category 8: ESM (Reservation 1%)

An applicant to be considered eligible under this Category must fulfil the following criterion:

- 1. Must be Son/daughter of Ex-Servicemen.**
- 2. Passed Std. Xth / XIIth from Schools/Colleges in the State of Goa.**

Seats reserved under this Category shall be filled up in following preferential Order:

- a. Son/daughter of Ex-Servicemen, who or his spouse, or either of the grandparents of such candidate, must be born in Goa, provided the Ex-**

Servicemen is duly registered with Department of Sainik Welfare, Government of Goa.

- b. In case there are no eligible candidates or the seats remain vacant as per the conditions at (a) above, then, the seats will be offered to the candidates who are sons/daughters of Ex-Servicemen/widows registered with the Department of Sainik Welfare, Government of Goa for a minimum period of ten years.**
- c. In case there are no eligible candidates or the seats remain vacant as per conditions at (a) and (b) above, then, the seats will be offered to the candidates who are sons/daughters of Ex-Servicemen/widows registered with the Department of Sainik Welfare, Government of Goa for a minimum period of three years.**

In the above cases, candidates must submit Ex-Servicemen Certificate issued by Department of Sainik Welfare, Government of Goa valid for the particular academic year for which the admission is sought.

d. In case, there are no eligible candidates or the seats remain vacant as per conditions at (a), (b) and (c), above, then, the seats shall be offered to the candidates who are sons/daughters of Ex-Servicemen across the Country.

Those applicants of this category who satisfy the eligibility criteria of General Category will be eligible for both the categories.

Category 9: LA (No specific Reservation)

All applicants who have passed qualifying examination from the schools and colleges located in the State of Goa, but do not fulfil the residence requirements of the categories No. 1 to 8 may apply under this category. These applicants should tick mark category 9 on application form. All seats remaining vacant after admission of category 1 to 8 & 10, 11 shall be offered to these applicants.

Category 10: GN (Reservation 2%)

An applicant whose either of the parents/grandparents was born in Goa shall be eligible for seats reserved under this category, provided he/she does not fulfil the residence criteria of General Category. Candidates fulfilling General Category criteria shall not be considered under this category.

Category 11: NRI (Reservation up to 5%)

Non-resident Indian applicants holding Indian passport shall be eligible for consideration under this category provided he/she has studied and passed qualifying examination from school/colleges located outside India, in the country of his/her residence. NRI candidate must produce a certificate issued by Indian Diplomatic Mission or Chancellery or Commission

abroad under their seal stating that the father /parent of the applicant is an Indian resident in that country. Overseas Citizens of India (OCI)/ Persons of Indian Origin (PIO) cardholders are considered eligible for admissions to seats under NRI Category. Seats under this category shall first be offered to **NRI/OCI** applicants of Goan origin (i.e. whose either parents/grandparent is born in Goa) and thereafter, to other eligible NRI applicants. Such applicants shall pay fees applicable to NRI Category applicants.

There is no provision for “NRI sponsored” seats or by payment of “equivalent amount” against “vacant NRI seats”. (AICTE circular No. F.38-7/Legal/2001 dt. 03-10-2001).

Category 12: OGA (for remaining seats only)

An applicant from other States, who has passed the qualifying examination from schools and colleges outside the State of Goa, but within Indian Union, and fulfils academic eligibility conditions prescribed in this prospectus, shall be eligible for admission under this category for any seats that remain vacant after admitting all candidates in category No. 1 to 11 above.

Category 13: GOI

Reserved for Nomination by GOI/MHRD

Ten percent seats, over and above the sanctioned intake of each course are reserved by AICTE, for allotment to other States not having such facilities. Seats reserved under this category are non transferable.

Category 14 : Vocational

Applicants, who have passed HSSC in Vocational streams from the State of Goa and securing more than **50 %** (45% for SC/ST/OBC) aggregate marks and fulfil the residence clause applicable for general category shall be eligible under this category. Admission shall be only for the diploma programmes listed under the seats at Chapter 4. In case candidates fulfilling Residence clause are not available, vacant seats if any, shall be offered to other applicants passing Std XI and Std. XII from the schools located in Goa, followed by other applicants passing Std XI and Std. XII from the schools located outside Goa.

Category 15 : ITI

Applicants passing certificate courses after Std X, from Industrial Training Institutes in Goa, and securing more than **50%**(45% for SC/ST/OBC) aggregate marks and fulfil the residence clause applicable for general category shall be eligible under this category for the Diploma programmes corresponding to their trades. Admission shall be only for the Diploma programmes listed under the seats at Chapter 4. In case candidates fulfilling Residence clause are not available, vacant seats if any, shall be offered to other applicants passing ITI from the Industrial Training Institutes located in Goa, under the State Directorate of Craftsman Training,

followed by other applicants passing ITI from the Industrial Training Institutes located outside Goa recognised by NCVT/SCVT.

16: TUITION FEE WAIVER SCHEME: (5% SUPERNUMERARY SEATS)

Under this scheme, Candidates whose parents annual income from all sources does not exceed Rs. 6,00,000/- shall be considered eligible for availing admission under the scheme. All eligible candidates from General Category Merit List shall be considered eligible for availing seats under Tuition Fee Waiver Scheme, provided they submit an Income Certificate in specified format together with their application Form stating that annual total income of their parents from all sources is less than Rs. 6.00 Lakhs in the Year 2014-15. Candidates who fail to produce original Income Certificate during admission round shall not be considered for seats under AICTE Tuition Fee Waiver Scheme.

17: PROVISIONS RELATED TO RESERVATION OF SEATS TO VARIOUS CATEGORIES:

1. Seats are reserved for following categories (Groups), as per specified percentages to CSP, ESM, NRI, SC, ST Group, OBC Group, General Group.

2. Seats for PH, FF and GN category are provided under General, ST and OBC groups respectively, as detailed below:

a) General Group includes:

Open (General): Candidates fulfilling General category provisions of rule 6.1

PH (General) : Candidates fulfilling General category provisions of rule 6.1 & PH category Provisions of rule 6.5.

FF (General): Candidates fulfilling General category provisions of rule 6.1 & FF category Provisions of rule 6.6.

GN (General): Candidates fulfilling Goan Native category provisions of rule 6.10.

b) ST Group includes:

Open (ST): Candidates fulfilling ST category provisions of rule 6.3.

PH (ST) : Candidates fulfilling ST category provisions of rule 6.3 & PH category Provisions of rule 6.5.

FF (ST) : Candidates fulfilling ST category provisions of rule 6.3 & FF category Provisions of rule 6.6.

GN (ST): Candidates fulfilling Goan Native category provisions of rule 6.10 and belonging to any of the castes listed in rule 6.3, subject to production of caste certificate from competent authority.

c) OBC Group includes:

Open (OBC): Candidates fulfilling OBC category provisions of rule 6.4.

PH (OBC): Candidates fulfilling OBC category provisions of rule 6.4 & PH category Provisions of rule 6.5.

FF (OBC): Candidates fulfilling OBC category provisions of rule 6.4 & FF category Provisions of rule 6.6.

GN (OBC): Candidates fulfilling Goan Native category provisions of rule 6.10 and belonging to non creamy layer of the castes listed in rule 6.4, subject to production of caste certificate from competent authority.

3. Vacant, unclaimed seats from within any Group viz. General, ST, OBC i.e. PH, FF or GN shall be dereserved, and first transferred to open category within the same Group.

4. Vacant, unclaimed seats, from NRI, CSP, ESM, SC, ST Group and OBC Group shall be dereserved, and transferred to Open General category.

5. Candidates belonging to PH, FF, GN category, from General, ST or OBC community are required to submit applicable certificates, to avail reservations provided under respective groups

6. LIST OF DOCUMENTS TO BE ENCLOSED

Self-attested photocopies of relevant certificates and testimonials should be attached to the application form and the same shall be indicated in the list of documents attached, failing which the application form shall not be accepted.

1. Certificate of residence from the Mamlatdar, indicating period of continuous residence (minimum last 10 years) in Goa, preceding the month of application.

Alternatively, applicants may submit 'Bonafide student' certificate from recognised schools in the State, provided the period of Residence is clearly established from the same. In case of any ambiguity regarding the Residence, applicants shall submit Residence Certificate issued by the Mamlatdar.

Onus of consequences of any dispute arising, as regards fulfilment of Residence requirement by the applicant shall lie solely upon the applicant.

- a. In case, the continuous residence in Goa is less than 10 years but more than 5 years, and the applicant wants to claim concession on the grounds of parents/grandparents being born in Goa, the birth certificate of either of the parents/grandparents from the Registrar of Births & Deaths, and documents to establish their link with the applicant.
 - b. An applicant claiming concession in period of residence under Category 1 must produce attested photocopy of the Goa Government order indicating the place & period of deputation and posting outside the State of Goa.
 - c. In case Residence Certificate is issued by Mamlatdar on or before 31/12/14, applicant shall provide satisfactory documentary evidence regarding his/her continuous residence in the State of Goa, immediately preceding the last date/month of application.
2. Applicants claiming seats reserved for SC/ST category must produce a valid **Non Migrant** Caste Certificate in the prescribed pro-forma (Annexure II) from the Dy. Collector of the area concerned. Certificates issued by Village Panchayat /Mamlatdar shall not be accepted.
 3. Applicants claiming seats reserved for OBC category must produce Caste Certificate (**non-creamy layer and non-migrant**) in the prescribed pro-forma (Annexure III) from the Dy. Collector of the area concerned. Certificates issued by Village Panchayat/ Mamlatdar shall not be accepted.
 4. Applicants claiming seats reserved for Physically Handicapped (**Category 5**) must produce a certificate from the Medical Board of Goa Medical College regarding

his/her disability and ability/ fitness to undergo all parts of syllabus for the course, such as theory, practical, workshop, etc.

5. Applicants claiming seats reserved for the children of Freedom Fighters of Goa must produce a certificate in the prescribed pro-forma, from the Home Department, Secretariat, Goa, that either of his/her parents is registered as a Freedom Fighter of Goa indicating the date and registration number.
6. Applicants claiming seats reserved for the Children of Goa State/Central Government Employees including Goa State /Central Government / Public Sector Undertaking and Defence Personnel and Educational Institutions recognised by Govt. of Goa (**Category 7 a & b**) must produce till date Service Certificate (refer format in Annexure VIII) of the parent from the Head of Office/Department about posting of the parent. The Service Certificate should indicate the full name of the parent, designation, date of transfer order, place transferred from, date of joining and present status of posting.
7. Applicants claiming seats under the Children of Persons residing in Goa [7c] must produce a residence certificate from Mamlatdar, in respect of his/her parent's residence in Goa, preceding the date of submission of application for admission, and applicant having passed qualifying exam from schools in Goa. ***Applicants claiming seats under Category [7d] must produce certificate in respect of his/her parents having retired from their service, when posted in the State of Goa, and that their wards continued to study in the schools in State of Goa, and passed the qualifying exam from schools in Goa.***
8. Applicants claiming seats under the Children of Ex-Servicemen Category (8) must produce a certificate from the Secretary, Rajya Sainik Board/Department of Sainik Welfare, Goa indicating the full name, the registration date, Registration Number of Ex-Serviceman. ***Certificate shall clearly specify that it is issued for admissions which will be valid for that particular academic year for which the admission is sought.***
9. Applicants claiming seats reserved for the children of Goan Natives (**Category 10**) must produce a certificate of nativity (by birth in Goa), either of parents/grandparents from the competent authority i.e. documentary evidence based on documents issued by Government Authority clearly establishing their link with the applicant.
10. Applicants seeking admission under NRI/OCI category must furnish the following documents: -

- a) A certificate from Indian Diplomatic Mission, Chancellery, or Commission abroad under their seal that either of the parents of the applicant is an Indian Resident in that country.
 - b) **OCI /PIO Card /document issued by the Competent Authority.**
 - c) A certified copy of the passport as proof of being an Indian citizen or in its absence a certificate to this effect from Department of Home, Secretariat, Goa.
 - d) Provisional Eligibility Certificate from Board of Technical Education, Goa.
 - e) Documents in evidence of Goan Nativity (i.e. either parent/ grandparent born in Goa), wherever applicable.
11. Statement of marks of SSC/ HSSC/HSSC (Voc)/ITI or its equivalent examination, as applicable.
12. Leaving Certificate from school or college last attended.
13. All those claiming concession in tuition fees (Category 1, 5, 6 & 8) must submit at the time of admission 'Certificate of Income' in original issued by Panchayat, countersigned by the Block Development Officer (for village areas) or Chief Officer of Municipalities (for Municipal areas) stating the annual income of both the parents, from all the sources (including agricultural Income), is less than **Rs. 3,00,000/-**.

7. GUIDELINES FOR THE PREPARATION OF MERIT LIST

Only the candidates who fulfil the eligibility criteria prescribed in the prospectus shall be considered for being placed in the merit list.

7.1 The basis for preparing the merit list for admissions to different courses shall be as under:

i) Engineering /Technology:

- a) The candidate with higher marks in aggregate at SSC (Std. Xth) or equivalent examination shall be placed higher in the order of merit.
- b) In case two applicants have equal qualifying marks at SSC, the candidate with higher marks in the subject of Mathematics shall be placed higher in the order of merit.
- c) In case the marks in Mathematics are also equal, the applicant with higher aggregate marks in Science shall be placed higher in the order of merit.
- d) If conditions at (a), (b) & (c) above are also found equal, then the applicant with higher marks in the subject of English will be placed higher in the order of merit.

Note: Also refer to 'NOTE' under rule 4.3.1

ii) MOP & HMCT:

- a) The candidate with higher marks in aggregate at HSSC (Science/Commerce/Arts/Vocational) or equivalent examination shall be placed higher in the order of merit.
- b) In case two applicants have equal qualifying marks at HSSC(Science/Commerce/Arts/Vocational), the candidate with higher marks in the subject of English at HSSC shall be placed higher in the order of merit.
- c) In case the marks in English are also equal, the applicant with higher aggregate marks in SSC shall be placed higher in the order of merit.
- d) If conditions at (a), (b) & (c) above are also found equal, then the applicant with higher marks in the subject of English at SSC will be placed higher in the order of merit.

iii) D. Pharm:

- a) The candidate with higher marks in total of the subjects in Physics, Chemistry, Biology/Mathematics taken at HSSC (Science) or equivalent shall be placed higher in the order of merit.
- b) In case two applicants have equal marks at HSSC (Science) in the subjects of Physics, Chemistry and Mathematics / Biology, candidate with higher marks in the subject of Mathematics /Biology at HSSC shall be placed higher in the order of merit.
- c) In case the marks in Mathematics /Biology at HSSC are also equal, the applicant with higher aggregate marks in HSSC shall be placed higher in the order of merit.
- d) If conditions at (a), (b) & (c) above are also found equal then, the applicant with higher marks in the subject of English at HSSC will be placed higher in the order of merit.

iv) Vocational & ITI:

- a) The candidate with higher marks in aggregate at HSSC (Vocational)/ITI, as the case may be, shall be placed higher in the order of merit.
- b) In case two applicants have equal qualifying marks, the candidate with higher marks in the subject of Mathematics at SSC shall be placed higher in the order of merit.
- c) In case the marks in Mathematics at SSC are also equal, the applicant with higher aggregate mark in Science at SSC shall be placed higher in the order of merit
- d) If conditions at (a), (b) & (c) above are also found equal then the applicant with higher marks in the subject of English at SSC will be placed higher in the order of merit.

7.2 If all the conditions at (a), (b), (c) and (d) are found equal, then applicant with the earlier date of birth will be placed higher in the merit list.

While computing inter-se merit additional marks as given below shall be awarded:

1.	Applicants who have represented the country in a recognised sport or game at an International event, at least once during the period of Std. IX / X or XI/XII as applicable.	15 marks
2.	Applicants who have represented the State of Goa in a recognised sport or game at a National event, at least once during the period of Std. IX / X or XI/XII as applicable.	10 marks
3.	Applicants who have represented the State of Goa as N.C.C. Cadets at the Republic Day Parade in New Delhi during the academic year of Std. IX / X or XI/XII as applicable.	10 marks
4.	Applicants who have passed 'B' / 'C' certificate of NCC during Std IX / X or XI/XII as applicable.	5 marks
5.	Applicant who has been awarded Best N.C.C. cadet in India	15 marks
6.	Applicants who received National Bravery Award.	10 marks
7.	Applicants who received State Bravery Award.	5 marks

However, the total additional marks that may be added to any one applicant on account of (1), (2), (3), (4), (5), (6) and (7) above shall not exceed 15 (Fifteen) marks. The additional marks for extra-curricular achievements shall not be added to become eligible. However, once eligible, additional marks shall be computed towards position in order of merit.

8. DETAILS OF FEES & PAYMENT

(All fees are subject to revision, as approved by the Government)

8.1 Admission & Tuition fee (Rs.):

Government and Government aided Institutions

An applicant seeking admission to Diploma courses shall be required to pay fees as follows on the day of allotment of the seat, in order to confirm the admission.

Sr.No.	Item / Fees	GPP, GPB, GPC, APV, ISBT, GCP
1	Admission Fee (At the time of Admission)	1000
2	Tuition Fees Per Semester	9000
3	Institutional Fee	3000
	Total	13000

a) Details of Institutional Fee (Rs.)

Sr.No.	Item / Fees	GPP, GPB, GPC, APV, ISBT	GCP
1	Magazine Fee (Per Year)	200	200
2	Gymkhana and Cultural fee (Per Semester)	200	150
3	Fees for other facilities, including insurance (Per Semester)	200	150
4	Equipment and maintenance (Per Semester)	600	600
5	Library Deposits (Refundable)	500	500
6	Caution Money (Refundable)	500	500
7	Development fee (per semester)	800	700
8	Annual Social Gathering (yearly)	-	150
9	Student aid fund (yearly)	-	50
10	Total payable at Admission	3000	3000
11	Hostel Term Fees (Per Semester) #	1000	1000
12	Hostel deposit (Refundable) #	500	500
13	Hostel maintenance fee (per term)#	800	800

where applicable

Fee for NRI Candidates

Sr. No.	Item / Fees	GPP, GPB, GPC, APV, ISBT,	GCP
1	Admission (Once at the time of Admission)	Rs. 1000	Rs. 1000
2	Tuition Fees Per Semester	Rs.25,000	US 500\$
3	Institutional Fee	Rs. 3000	Rs. 3000
	Total	Rs. 29,000	Rs.4000 US \$ 550

Self-Financing Institutions

Details of fees (Rs. /YEAR) – for Diploma Course in Hotel Management & Catering Technology at Agnel Institute of Food Craft & Culinary Sciences, Verna and Guardian Angel Institute of Hotel Management & Catering Technology, Curchorem.

(Fees given below are in respect of students admitted in 2014-15. Fees for students admitted in 2015-16 shall be as recommended by State Level Fee Structure Committee and approved by the Government.)

a. Agnel Institute of Food Craft & Culinary Sciences, Verna

Item of Fees	First Year	Second Year	Third Year
1. Tuition fees	Rs.54,000/-	Rs.58,000/-	Rs.62,000/-
2. Development Fees	Rs.6,000/-	Rs.6,000/-	Rs.6,000/-
3. Training Food/Lab Fees	Rs.14,000/-	Rs.15,000/-	Rs.16,000/-
4. Equipment Maintenance and Operational Fees (Other fees)	Rs.10,000/-	Rs.10,000/-	Rs.10,000/-
5. Internal Exam Fees	Rs.250/-	Rs.250/-	Rs.250/-
6. Identity Card	Rs.100/-	Rs.100/-	Rs.100/-
7. Gymkhana Fees	Rs.300/-	Rs.300/-	Rs.300/-
8. Library fees	Rs.350/-	Rs.350/-	Rs.350/-
Total other fees	Rs.1000/-	Rs.1000/-	Rs.1000/-
Total	Rs.85,000	Rs.90,000/-	Rs.95,000/-
9. Library deposit (Refundable)	Rs.500/-	Rs.500/-	Rs.500/-
10. Caution Deposit (Refundable)	Rs.1,000/-	Rs.1,000/-	Rs.1,000/-

b. Guardian Angel Institute Of Hotel Management and Catering Technology, Curchorem.

Item of Fees	First Year	Second Year	Third Year
1. Tuition fees	Rs.44,000/-	Rs.50,000/-	Rs.56,000/-
2. Development Fees	Rs.6,000/-	Rs.6,000/-	Rs.6,000/-
3. Training Food/Lab Fees	Rs.12,000/-	Rs.13,000/-	Rs.14,000/-
4. Equipment Maintenance and Operational Fees (<i>Other fees</i>)	Rs.10,000/-	Rs.10,000/-	Rs.10,000/-
5. Internal Exam Fees	Rs.250/-	Rs.250/-	Rs.250/-
6. Identity Card	Rs.100/-	Rs.100/-	Rs.100/-
7. Gymkhana Fees	Rs.300/-	Rs.300/-	Rs.300/-
8. Library fees	Rs.350/-	Rs.350/-	Rs.350/-
Total other fees	Rs.1000/-	Rs.1000/-	Rs.1000/-
Total	Rs.73,000/-	Rs.80,000/-	Rs.87,000/-
9. Library deposit (Refundable)	Rs.500/-	Rs.500/-	Rs.500/-
10. Caution Deposit (Refundable)	Rs.1,000/-	Rs.1,000/-	Rs.1,000/-

8.2 CONCESSION IN FEES FOR SC/ST/OBC & EWS.

It has been decided by the Govt. to extend concession in the Tuition Fee to economically weaker students, residing in the State of Goa for more than ten years preceding the date of application for pursuing technical education and admitted against local seats for the current academic year in **Government & Government aided** Institutes.

1. The candidates belonging to reserved category i.e SC/ST/OBC, shall be eligible for 50% concession of fees for a minimum prescribed period of course of study.
2. The candidates admitted against the seats reserved for the category of **FF/PH/ESM** shall be eligible for concession of tuition fees (only) to the extent of 30%, for a minimum prescribed period of course of study.
3. The candidates admitted against the seats of **General, PH, FF and ESM** categories shall be eligible for concession of tuition fee to the extent of 50% for a minimum period of course of study, provided the income of the parents from all the sources does not exceed Rs. **3,00,000/-** per annum.
4. Maximum concession offered under any of above clauses shall not exceed 50%. (Combination of two clauses not permitted). There shall be no concession for the students from States other than State of Goa.

Note:

1. Admitted candidates belonging to SC/ST categories are advised to obtain details of Fee Waiver Scheme notified by Directorate of Higher Education for SC/ST students pursuing Higher Education and avail the same through the Institution in which they are admitted.

2. Admitted candidates may obtain details on “Dayanand Bhandarkar Scheme for Higher Education for orphans” notified by Directorate of Higher Education and avail the same through the Institution in which they are admitted.

8.3 Mode of Availing Concession

To avail concession an applicant shall follow procedure as under:

1. An applicant belonging to SC, ST, & OBC category need not produce any certificate, nor file any declaration.
2. An applicant admitted in category 1, 5, 6 & 8 shall have to produce a certificate in original from Village Panchayat/ Mamlatdar counter signed by Block Development Officer (for village areas) or Chief Officer of Municipalities (for Municipal areas) at the time of admission along with the other documents, stating the annual income of both the parents, from all the sources (including agricultural Income). The 50% concession in tuition fee shall be granted to the applicant if the above income is less than Rs. **3,00,000/-** per annum. (Annexure VII)
3. An applicant admitted in category 1, 5, 6 & 8 who is unable to produce the required income certificate shall pay the full fee at the time of admission. He may submit the same within 60 days from the date of admission and claim refund/ adjustment from the institute.
4. An applicant admitted in categories **FF/PH/ESM** need not produce any other certificate for 30% concession in tuition fee.

8.4 Mode of Payment

Following fees are payable through separate bank drafts of any Nationalised or Scheduled bank to the authority mentioned against the payment.

Admission fees

Admission Fee for Government/Government Aided/ Self-financed Institutions/ Common to all Disciplines	Rs.1000/-	Demand Draft to be drawn in favour of “Director of Technical Education” payable at Panaji or in cash at the time of admission
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Tuition, Institutional & Development Fees

All fees shall be paid through a Demand Draft in favour of the authority mentioned below for each course/Institute:

Fees at full and concessional rates in Rupees:

Institution	At full rate	Concession		Demand Draft to be drawn in favour of:
		@30%	@ 50%	
GPP	12000	9300	7500	Principal, Govt. Polytechnic, Panaji
GPB	12000	9300	7500	Principal, Govt. Polytechnic, Bicholim
GPC	12000	9300	7500	Principal, Govt. Polytechnic, Curchorem
APV	12000	9300	7500	Principal, Agnel Polytechnic, Verna
ISBT	12000	9300	7500	Principal, Inst.of Shipbuilding Technology, Goa, Vasco
GCP	12000	9300	7500	Principal, Goa College of Pharmacy, Panaji
GAC	73000	-----	-----	Principal, Guardian Angel Institute of HMCT, Curchorem
AIV	85000	-----	-----	Principal, Agnel Institute of Food Craft & Culinary Sciences, Verna

In addition to the above fee, Rs. **100** per term, will be payable at the beginning of each term, for facilities of locker (wherever available).

9. CANCELLATION & REFUND OF FEES

All Institutes and admissions covered in this prospectus are bound by these rules for the refund of fee. Institutions are not permitted to impose any other additional clause. Directorate of Technical Education shall not entertain any complaint by the student for refund from any institution or course not included in this prospectus.

9.1 Cancellation of Admission by Admitting Authority or Heads of the Institute

1. An applicant who has paid the admission fees at the Admission Centre but fails to report to the college within three working days of grant of admission may forfeit the claim for admission and his/her entire admission fee paid shall be forfeited.
2. If any information/certificate submitted by the applicant in connection with his/her admission is found to be incorrect later on at any time, his/her admission shall be cancelled forthwith and the entire fees shall be forfeited.
3. Admission offered to the applicants shall be cancelled, if at a later stage, the Board of Technical Education, Goa State declares that the applicant is not eligible for admission. In this case, the entire fees except admission fees will be refunded.
4. If the candidate expires or becomes invalid within 90 (Ninety) days of the date of last round of admission, the entire fees including admission fee shall be refunded.

9.2 Cancellation by Candidate

1. Vertical Mobility or transfer from one course/ institute to another, from one category to another, or from one branch to another in the same institute for the courses included within this prospectus shall not be treated as cancellation of admission. There shall be no deduction on this account. In such cases, the bank draft submitted by the student shall be returned to him and a new bank draft shall be accepted. In case of changes within the same institution, the fees shall be adjusted against the new branch.
2. Admission fee shall not be returned or refunded under any circumstances except clause 4 above.
3. If an applicant desires to cancel his/her admission for any reason whatsoever, during the centralised admission process, but before the start of the academic session (or the date decided by Board of Technical Education), he/she shall be allowed to do so. It shall

be presumed that the admission is cancelled at that stage and he/she shall forfeit the admission fees. The other fee shall be returned to him/her.

4. If an applicant cancels the admission after the start of the academic session (the date decided by Board of Technical Education), he/she shall be entitled for refund of fees, provided the refund is sought within 10 days from the date of start of academic session/date of first admission, whichever is later. Besides the admission fee, Rs. 500/- shall be deducted towards cancellation charges by the institution from where the admission is cancelled.
5. If an applicant cancels the admission after the start of the academic session (the date decided by the Board of Technical Education) within 30 days from the date of first admission, he/she shall be entitled for refund of fees, after deducting, Rs.1000/- towards cancellation charges by the institution from where the admission is cancelled, besides the admission fee.
6. If an applicant cancels the admission beyond 30 days after the start of the academic session/date of first admission, which ever is later, he/she shall be entitled for refund of fees, after deducting, Rs.1000/- towards cancellation charges by the institution, from which the admission is cancelled, provided the vacancy created due to his/her cancellation is filled up in subsequent rounds of admission. Such applicants shall apply for refund from the Institution, within 15 days of his/her cancellation.

9.3 OTHER INSTRUCTIONS

1. The application forms, original documents, and the bank drafts of the fee paid shall remain in the custody of the Admission Committee through the representative of the respective institutions until the **Second/ any other subsequent round of admission (if any)**. The bank drafts shall not be encashed till this time to facilitate on the spot refund of the fee, during vertical mobility. The Receipt of fees shall be issued by the Institute, if required.
2. After the **Second/ any other subsequent round of admission (if any)**, the refund of fees shall be sought from the Institutions. The Principals of the institute should ensure that the refund is made within 15 days from the date of cancellation and valid request for refund.
3. The Admission Committee shall be responsible for transfer of application form and Original documents of the applicants from one institute to other, because of vertical mobility, during the process of admission.

4. All fees and deposits pertaining to hostel shall be paid to and refunded by the Heads of respective institutes only and no correspondence should be made to the DTE.

5. Deposits are refundable only when the student leaves the Polytechnic and on producing of a clearance certificate. Application for refund of such deposits should be made within 6 months of leaving the course. Any dues incurred by a student to the Polytechnic including loss of library books or damage or the Institute's property, equipment and apparatus will be recovered from the student at the time of refunding the fees.

6. A student intending to leave the Polytechnic before the completion of the course shall have to give notice in writing to the Principal to that effect before the start of the new semester failing which he/she will be charged tuition fees for that semester or for which the admission is processed through D.T.E.

7. Full fees actually paid after deducting admission fees shall be refundable to the student who cancels his admission to join any other course in Goa affiliated to B.T.E. or Goa University or NIT Goa, provided, the student submits application for refund of fees along with proof of having been admitted to such a course within one month from the date of his/her admission, at the new Institute.

8. The caution money and Library deposit will be refundable to the student who leaves the Institute, deducting outstanding dues against him/her. 90% of the hostel fees (including room rent, water, and electric charges etc.) may be refunded if a student leaves the hostel within three weeks after the date of allotting him a seat in the hostel.

10. PRO-FORMA FOR CERTIFICATES
ANNEXURE – I CERTIFICATE OF RESIDENCE

OFFICE OF THE MAMLATDAR _____

Certificate No. _____

This is to certify that Shri/Kum. _____ aged _____ years, son/daughter of _____ is residing at House No. _____, situated in Ward / Road _____, Town / Village of _____, Taluka _____, since last _____ () years.

This certificate is issued at the request of Shri / Kum. _____ for the purpose of seeking admission to Professional Colleges in the State of Goa.

Mamlatdar _____

Place: _____

Date: _____

OFFICE STAMP

ANNEXURE - II CASTE CERTIFICATE (SC / ST)
CERTIFICATE

1. This is to certify that Shri/Kum. _____ Son/Daughter of _____ of village / town _____ of the State of Goa belongs to the _____ Caste / Tribe which is recognised as a Scheduled Caste under:

The Constitution (Goa, Daman and Diu) Scheduled Caste order, 1968

The Constitution (Goa, Daman and Diu) Scheduled Tribes order, 1968

2. Shri/Kum. _____ and or his/her family ordinarily resides in village/town _____ of Goa and is non-migrant / migrant (from the state of _____) as per the Presidential Order dated 19th February, 1968.

Place: _____

Date: _____

Signature: _____
Designation: Deputy Collector
(with seal of Office)

NOTE: The Term “Ordinarily reside” used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950.

ANNEXURE - III OBC Certificate

FORM OF BACKWARD CLASS CERTIFICATE OFFICE OF DISTRICT MAGISTRATE /SUB-DIVISIONAL MAGISTRATE / MAMLATDAR

This is to certify that Shri /Kum. _____ Son /Daughter of _____ of village / town _____ of the State of Goa belongs to the _____ caste/community, which is recognised as a backward class under the Government of India, Ministry of Welfare, resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 and resolution No. 12011/44/96-BCC (C) dated 6th December, 1996, published in Gazette of India, Extraordinary, Part I, Section I, dated 13th Sept, 1993 and dated 11th December, 1996 respectively, as also mentioned under Govt. of Goa notification No. 13/3/84-LAWD/OBC dated 12.6.1987, No. 13 /25/ 92-SWD-Part dated 4.10.1995, No. 13/1/97-SWD dated 3.3.1997, No. dated 13.5.1997, No. dated 12.12.1997, No. dated 23.9.1998, No. dated 30.6.2000 as amended.

Shri/Kum. _____ and or his/her family ordinarily resides at House No. _____ in village / town _____ Taluka _____ of Goa.

It is certified that he/she as on the date of issue of this certificate belongs to persons/sections of non-creamy / creamy layer mentioned in column 3 of the schedule of the Government of India, Department of Personnel & Training O.M.No. 36012/22/93/Est SCT of 1993.

Shri/Kum. _____ and or his/her family ordinarily resides in village/town _____ of Goa and is non-migrant / migrant (from the State of _____) as per the Presidential Order dated 19th February, 1968.

Signature: _____

Place: _____

Designation _____
(with seal of Office)

Date: _____

NOTE: The Term “Ordinarily reside” used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950.

ANNEXURE – IV ESM Certificate

No.RSB/CERT/
Government of Goa,
Rajya Sainik Board,
Collectorate Building,
Panaji - Goa.

Date: -

CERTIFICATE

This is to certify that Shri/Kum. _____ is the
son/ daughter of _____

Rank _____ who is registered as Ex-Serviceman in Goa
under Reg. No. _____ dated _____.

This certificate is issued at the request of above mentioned Ex-Serviceman, **for admission of his ward to Professional Courses in the State of Goa in year _____.**

Secretary
Rajya Sainik Board,
Government of Goa.

ANNEXURE – V FF Certificate

GOVERNMENT OF GOA
No. HD _____
Home Department (General)
Secretariat, Panaji, Goa.

Date :-

CERTIFICATE

This is to certify that Shri _____ father
/ mother of _____ is /was a bonafide freedom
fighter, registered under No. _____.

Under Secretary (Home)

ANNEXURE - VI Sports Certificate

No. DSYA/SE/SPORTS/CERT./
Government of Goa,
Directorate of Sports & Youth Affairs,
Panaji - Goa.

Date:

CERTIFICATE

This is to certify that Shri / Kum. _____ has represented India/Goa in _____ which participated in (discipline game)_____ held at _____ from _____ to _____ .

(Inter National /School National / Inter State / Sub. Jr. Nationals etc.)

This certificate is issued to him/her based on the strength of certificate submitted by him/her and the records available in this office in order to seek admission to Professional Colleges.

Director of Sports & Youth Affairs

To,
Master/Miss. _____

ANNEXURE – VII Income Certificate
CERTIFICATE

This is to certify that total annual income from all sources (including agricultural income) of Shri/Smt _____ and his/her spouse Shri/Smt _____ resident of _____ and parents of Miss / Master _____ for the year _____ is Rs. _____ Rupees _____.

This certificate is issued at the request of Shri / Smt _____ for being produced to Directorate of Technical Education / Professional Colleges for the purpose of claiming concession for their ward in tuition fees available for persons with income less than Rs. **3.00,000** /- per annum.

The undersigned is personally satisfied about the correctness of the certificate, which has been issued after making an inquiry through the Village Panchayat/Assistant Municipal Inspector of this council and on the basis of the report number _____ and dated _____.

Signed by Sarpanch / Secretary of Village Panchayat/
/AAO of Municipalities

Countersigned by Block Development Officer /
/Chief Officer of Municipalities

**ANNEXURE – VIII CENTRAL/STATE GOVERNMENT EMPLOYEES(CSP
CATEGORY)**

Proforma for Central/ State Employees to be submitted on Official letter head.

This is to certify that Shri/Smt. _____
parent of Master/Miss _____, who
has applied for admissions to Professional diploma Courses in the year 2015-16, in the State of
Goa is posted/ serving in Goa, since _____, as _____ in this
(date) (designation)
organisation till _____
(date)

Certified copies of transfer/ posting orders enclosed.

Seal of Office

Date:

Place:

Signature, Name and Designation
of Head of Office

**ANNEXURE – IX. BONAFIDE CERTIFICATE FORMAT: (to be issued on
letter head of the Institution)**

This is to certify that Mast./ Ms. _____ was a
Bonafide student studying in this Institution as per details indicated below:

Academic Year/s	Class/Standard (s)
-----	-----
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This certificate is issued on the basis of records available in this Institution.

Seal:

Date:-

Place:-

Signature, name and designation
of Head of Office.

APPLICATION FORM FOR ADMISSION TO FIRST YEAR OF DIPLOMA COURSES 2015-16

INSTRUCTIONS TO CANDIDATE

1. Read rules of admission and eligibility criterion as given in the prospectus before filling the form.
2. Applicant must fill the form in his/her own handwriting, after downloading & printing the same from the website, or obtaining it from the Application Receiving Centre, and submit the same at the Application Receiving Centre, on specified date, along with self attested copies of required documents, and an application fee of Rs. 700/-, payable vide Demand Draft, at Panaji, drawn on any Scheduled bank, in the name of 'Director of Technical Education', or any other approved mode of remittance, as may be duly notified.
3. Encircle the appropriate box (es) for the options.

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CATEGORY APPLIED FOR (Encircle all Categories eligible)

1	2	3	4	5	6	7	8	9	10	11	12	
GEN	SC	ST	OBC	PH	FF	CSP	ESM	LA	GN		NRI*	OGA
									ST	OBC		

**NRI Category applicants may indicate if they are of Goan Origin.*

COURSE APPLIED FOR (Encircle all Courses eligible)

a.

Based on SSC Marks
ENGINEERING

b.

Based on HSSC Marks		
MO	PY	HM

NAME OF THE CANDIDATE (In Block letters as recorded in the HSSC/SSC)

Surname							First Name							Middle Name							
Date of Birth: MM/DD/YY				Birth Place				Sex(M/F)				Nationality(Indian/NRI/PIO/OCI)									

PERMANENT / MAILING ADDRESS: _____

PH														City/Village:	State:	Pin:
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ACADEMIC PERFORMANCE

Exam	Name of Board	Name of School	Year of passing	No. of Attempts	%
X (SSC)					
XII (Arts/Sci/Com/Voc)					

DETAILS OF QUALIFYING EXAMINATION (SSC/HSSC)

SSC								XII(Arts / Science / Commerce/Voc)			
Total		Maths		Science		English		Total		English	
MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS

DETAILS OF QUALIFYING EXAMINATION (HSSC Science for PHARMACY only)

Exam seat No: _____ Exam held on month/year: _____ Total Marks: _____ Marks obtained: _____

Total		English		Physics		Maths		Chemistry		Biology		Other	
MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS

CLAIMS FOR ADDITIONAL MARKS (Details as indicated in the prospectus)

Heads	Year of participation/representation	Marks Claimed
Represented the Country/State in sports/NCC 'B' or 'C' Cert Exam/ Best N. C. C. Cadet in India /Republic Day Parade/ National/State Bravery Award		

Qualifying marks for Merit List:

SSC Marks: _____	XII (Arts/Sc/Com/Voc): _____
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CHECK LIST FOR THE DOCUMENTS TO BE ATTACHED

1. Please attach self certified photocopies of the certificates in following order.
2. No original document should be attached, as the Admission Committee shall not be responsible for loss of original document attached at the time of submission of the application form.
3. Please tick mark against the documents attached in the corresponding boxes.

ESSENTIAL DOCUMENTS			
Sr. No.	Document	Attached	Checked
1.	Photograph on the form		
2.	Certificate of date of birth		
3.	Statement of marks/Certificate/provisional certificate of passing SSC/HSSC		
4.	School/college leaving certificate		
5.	Certificate of residence		
6.	Certificate for reserved category claimed(SC/ST/OBC/PH/FF/CSP/ESM/GN/NRI)		
7.	Documents for relaxation in the period of residence, if any		
8.	Acknowledgement card with photograph		
9.	Income Certificate		
11.	Certificate in support of claim for additional marks		

DECLARATION OF APPLICANT

Certified that I, _____ am an Indian National/NRI/PIO/OCI and state that I have read and accepted the provisions of the Prospectus and have enclosed the certified copies of all the certificates in proper order as required and submitted the application complete in all respects. In the event of my application found to be deficient or incomplete, and rejected by Admitting Authority, I shall be held responsible for the same.

I, _____ hereby declare that the particulars furnished above are true, complete, and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect or ineligible being detected before or after the admission, appropriate action as deemed fit by the Competent Authority can be taken against me.

PLACE: _____

(Signature of the Applicant)

DATE: _____

Name as signed (Write in Capital letters)

DECLARATION BY PARENT / GUARDIAN OF THE APPLICANT

I, Shri/Smt. _____, Father/Mother/Guardian of Mr./Miss. _____, resident of Village/Town _____, District _____, in the State of _____ hereby declare that I have read and accepted the provisions of the Prospectus and the Particulars furnished in the application including total annual income of both parents, are correct to the best of my knowledge and belief. I declare that I shall be held responsible for timely payment of all fees, rent, and other charges in respect of my son/daughter/ward during the period of his/her studies in the College.

I, hereby declare that the Institute will not in any way be held responsible for accidents/injuries caused to my ward during the Classes, Practicals, Inplant Training in Industries, Educational Tours, Sports activity etc.

DATE: _____

(Signature of the Parent/Guardian)

PLACE: _____

Name as signed (Write in Capital letters)

For Office use only					
Form is complete and accepted					Remarks
Categories accepted					
Courses Eligible					
Additional marks					
Checked by					Verified by:

APPLICATION FORM FOR ADMISSION TO DIRECT SECOND YEAR OF DIPLOMA COURSES (VOC/ITI ONLY) 2015-16 .

REG. NO.							
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INSTRUCTIONS TO CANDIDATE

1. Read rules of admission and eligibility criterion as given in the prospectus before filling the form.
2. Applicant must fill the form in his/her own handwriting, after downloading & printing the same from the website, or obtaining it from the Application Receiving Centre, and submit the same at the Application Receiving Centre, on specified date, along with self attested copies of required documents, and an application fee of Rs. 700/-, payable vide Demand Draft, at Panaji, drawn on any Scheduled bank, in the name of 'Director of Technical Education', or any other approved mode of remittance, as may be duly notified.
3. Encircle the appropriate box (es) for the options.

Affix
photograph

CATEGORY			
GEN	SC	ST	OBC

Groups Based on VOC subjects		
14A	14B	14D
Elect.+	Mech+	Garment

Based on ITI trade (Groups)				
15A	15B	15C	15E	15F
Elect+	Mech+	Civil	SP	HM

Fulfills Residence Criteria applicable for General Category (Voc/ITI):

Yes	No
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NAME OF THE CANDIDATE (In Block letters as recorded in the HSSC/SSC/ITI)

Surname	First Name	Middle Name

Date of Birth: MM/DD/YY	Birth Place	Sex(M/F)	Nationality(Indian/NRI/PIO/OCI)

PERMANENT / MAILING ADDRESS: _____

PH		City/Village:	State:	Pin:
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ACADEMIC PERFORMANCE

Exam	Name of Board	Name of School	Year of passing	No. of Attempts	%
XII (VOC)					
I.T.I					

DETAILS OF QUALIFYING EXAMINATION (SSC/HSSC(Voc))

SSC						XII (Voc)				ITI			
Total		Maths		Science		English		Total		English		Total	
MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS	MAX	MARKS

CLAIMS FOR ADDITIONAL MARKS (Details as indicated in the prospectus)

Heads	Year of participation/representation	Marks Claimed
Represented the Country/State in sports/NCC 'B' or 'C' Cert Exam/ Best N. C. C. Cadet in India /Republic Day Parade/ National/State Bravery Award		

QUALIFYING MARKS FOR MERIT LIST:

XII(Voc.): _____	I.T.I: _____
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CHECK LIST FOR THE DOCUMENTS TO BE ATTACHED:

1. Please attach self certified photocopies of the certificates in following order.
2. No original document should be attached, as the Admission Committee shall not be responsible for loss of original document attached at the time of submission of the application form.
3. Please tick mark against the documents attached in the corresponding boxes.

ESSENTIAL DOCUMENTS			
Sr. No.	Document	Attached	Checked
1.	Photograph on the form		
2.	Certificate of date of birth		
3.	Statement of marks/Certificate/provisional certificate of passing (Voc)/ I.T.I		
4.	School/College leaving certificate		
5.	Certificate of residence		
6.	Certificate for reserved category claimed(SC/ST/OBC)		
7.	Documents for relaxation in the period of residence, if any		
8.	Acknowledgement card with photograph		
9.	Income Certificate		
10.	Certificate in support of claim for additional marks		

DECLARATION OF APPLICANT

Certified that I, _____ am an Indian National,/NRI/PIO/OCI and state that I have read and accepted the provisions of the Prospectus and have enclosed the certified copies of all the certificates in proper order as required and submitted the application complete in all respects. In the event of my application found to be deficient or incomplete, and rejected by Admitting Authority, I shall be held responsible for the same.

I, _____ hereby declare that the particulars furnished above are true, complete, and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect or ineligible being detected before or after the admission, appropriate action as deemed fit by the Competent Authority can be taken against me.

PLACE: _____

(Signature of the Applicant)

DATE: _____

Name as signed (Write in Capital letters)

DECLARATION BY PARENT / GUARDIAN OF THE APPLICANT

I, Shri/Smt. _____, Father/Mother/Guardian of Mr./Miss. _____, resident of Village/Town _____, District _____, in the State of _____ hereby declare that I have read and accepted the provisions of the Prospectus and the Particulars furnished in the application including total annual income of both parents, are correct to the best of my knowledge and belief. I declare that I shall be held responsible for timely payment of all fees, rent, and other charges in respect of my son/daughter/ward during the period of his/her studies in the College.

I, hereby declare that the Institute will not in any way be held responsible for accidents/injuries caused to my ward during the Classes, Practicals, Inplant Training in Industries, Educational Tours, Sports activity etc.

DATE: _____

(Signature of the Parent/Guardian)

PLACE: _____

Name as signed (Write in Capital letters)

For Office use only						
Form is complete and accepted				Remarks		
Categories accepted						
Courses Eligible						
Additional marks						
Checked by					Verified by:	

**GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
ADMISSION CENTRE 2015
DIPLOMA COURSES
ACKNOWLEDGEMENT CUM ADMIT CARD**

Photograph	Registration No						
	Name						
	Categories	SSC+	MOP	PY	VOC/ITI	FT, GT	HMCT
	Eligibility						
	Order of Merit						

DETAILS OF ADMISSION

Admission Round	Date	Course	Institute	Sign. of Admission Authority	Sign of Institute Authority
FIRST					
SECOND					
ADDITIONAL (if any)					

1. This acknowledgement card along with the Registration No. is the proof of acceptance of the application form by the admission committee.
2. This shall not be issued unless the form is complete in all respect.
3. This shall therefore be the identity of the applicant for any inquiry, complaint, or correspondence with the admission committee.
4. The admission card, intended to be submitted to the institute to register the admission with the institute, shall be given at the time of admission.
5. The admission card shall not be delivered in case the original documents are not submitted or the total fees payable is not paid at the time of admission.
6. The provisionally admitted applicants shall report to the Head of the Institution within three working days of grant of admission and obtain acknowledgement thereof, failing which the admission is liable to be cancelled and thereafter no request will be considered for re-admission or participation in further rounds of admission.
7. Candidates admitted to a particular Institute, in subsequent rounds, under vertical mobility shall submit his/her certified attendance record from the institute earlier admitted.

Schedule of Diploma Admission Process 2015–16.

Lists shall be displayed at 5.00 p.m. on designated dates.

S. No.	Activity / Event & Place	Date and Time	
		Only Hotel Management Course	For Other Courses
1.	Start of receiving application forms at notified Application receiving Centres (DTE, Porvorim/ Ravindra Bhavan, Margao)complete in all respect	19-05-15 (Tue)	25-05-15(Mon)
2.	Last date of receiving application forms at notified Application receiving Centres (DTE, Porvorim/ Ravindra Bhavan, Margao)complete in all respect	22-05-15 (Fri)	03-06-15(Wed)
3.	Display of eligibility list at Admission Centre (DTE, Porvorim)	02-06-15(Tue)	15-06-15 (Mon)
4.	Last date to comply with the deficiency/objections in the incomplete application forms (DTE, Porvorim)	03-06-15 (Wed)	17-06-15 (Wed)
5.	Display of Provisional merit list at Admission Centre at Directorate of Technical Education.	04-06-15 (Thu)	19-06-15 (Fri.)
6.	Display of Final Merit List at Admission Centre at Directorate Of Technical Education.	05-06-15 (Fri)	22-06-15(Mon)
7.	FIRST ROUND OF ADMISSION	08-06-15(Mon)	24-06-15 (Wed) to 29-06-15 (Mon)
8.	SECOND ROUND OF ADMISSION	06-07-15 (Mon.)	31-07-15(Fri) 01-08-15 (Sat) 03-08-15 (Mon)
9.	Additional rounds of admission (if any)	As notified in Newspapers	

- NB:** - 1) Director of Technical Education reserves the right to modify the schedule of Admission and details of norms of admission depending upon the exigency of situations.
- 2) Vacancies created during the second and subsequent rounds shall be filled on the same day and the candidates are requested to remain present till the end of the round.
- 3) Seats remaining vacant shall be notified in newspapers after the last round of admission. All these seats including vacancies created during such admission round at Institution shall be filled by the institutes at their level, in accordance with the provisions of the prospectus. The list of admitted candidates and final vacancy position should be informed to DTE.

FIRST ROUND OF ADMISSIONS TO FIRST YEAR & SECOND YEAR PROFESSIONAL DIPLOMA COURSES

Day & Date	Category/Groups	Course/Merit No.	Reporting time			
08/06/2015 Monday	All Categories of Candidates ,(General & Reserved) for Hotel Management	All Candidates, All Categories for Hotel Management Only	10.00 a.m.			
24/06/2015 Wednesday	VOC / ITI (Group A) (Group B) (Other Group)	All Candidates (Direct Second Year Diploma Admission)	10.00 a.m.			
			11.30 a.m.			
			2.00 p.m.			
	CSP, NRI, GN(General)	All Candidates, S.S.C. + courses (except Women's Wing Courses)	2.30 p.m.			
25/06/2015 Thursday	Open (General)	S.S.C. + courses (except Women's Wing Courses)	All Candidates			
			Merit no. 1-150			
			Merit no. 151-300			
			Merit no. 301-450			
26/06/2015 Friday	Open (General)	S.S.C. + courses (except Women's Wing Courses)	2.00 p.m.			
			Merit no.451-600			
			Merit no. 601-750			
			Merit no. 751-1000			
			Merit no. 1001 onwards			
27/06/2015 Saturday	Women's Wing Courses, (General & Reserved for EC, MX at APV)	All Candidates,(Women's wing Courses)	10.00 a.m.			
			GN(ST),Open(ST)	S.S.C. + courses (except Women's Wing Courses)	All Candidates	11.00 a.m.
			FF(ST), PH(ST),	S.S.C. + courses (except Women's Wing Courses)	All Candidates	12.00 noon
			Open (ST) for dereserved seats	S.S.C. + courses (except Women's Wing Courses)	All Candidates	12.30 p.m.
29/06/2015 Monday	Open (General) (for vacant seats dereserved)	S.S.C. + Courses	Merit no. 1-200			
			Merit no.201-400			
			Merit no.401-600			
			Merit no.601-800			
			Merit no.801-1000			
			Merit no.1001 onwards			
			LA & OGA	All Candidates, All Courses	5.00 p.m.	

SECOND ROUND

Day & Date	Category/Groups	Course/Merit No.	Reporting time		
06/07/2015 Monday	All Categories of Candidates ,(General & Reserved) for Hotel Management	All Candidates, All Categories for Hotel Management Only	10.00 a.m.		
31/07/2015 Friday	VOC / ITI (Group A) (Group B) (Other Group)	All Candidates (Direct Second Year Diploma Admission)	10.00 a.m.		
			CSP, NRI, GN(General),ESM	All Candidates S.S.C. + courses (except Women's Wing Courses)	10.30 a.m.
				Open (General)	S.S.C. + courses (except Women's Wing Courses)
	Open (General)	S.S.C. + courses (except Women's Wing Courses)	Merit no. 601-900		
01/08/2015 Saturday	SC	S.S.C. + courses (except Women's Wing Courses)	All Candidates	10.00 a.m.	
	All Categories of Candidates,(General & Reserved) for Pharmacy	All Categories of Candidates,(General & Reserved) for Pharmacy	All Candidates	10.15 a.m.	
	All Categories of Candidates,(General & Reserved) for MOP	All Categories of Candidates,(General & Reserved) for MOP	All Candidates	10.30 a.m.	
	Women's Wing Courses, (General & Reserved for EC, MX at APV)	All Candidates,(Women's wing Courses)		11.00 a.m.	
	GN(ST),Open(ST)	S.S.C. + courses (except Women's Wing Courses)	All Candidates	11.30 a.m.	
	GN (OBC),Open (OBC)	S.S.C. + courses (except Women's Wing Courses)	All Candidates	2.00 p.m.	
03/08/2015 Monday	Open(General) (for vacant seats dereserved)	S.S.C. + Courses	Merit no.1-600		
			Merit no.601-900		
			Merit no.901-1200		
			Merit no. 1201 onwards		
LA & OGA	All Candidates, All Courses	3.00 p.m.			

Note: 1. LA and OGA candidates will be offered seats, if vacant, at the end of General Category rounds, for each branch, during each round of Admission

2. During second and subsequent round of admissions all vacancies, including vacancies created during the round, will be filled up on the same day. All interested candidates are required to remain present till the end of the round.