



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 2023-24**

(FOR SSC+, HSSC+, XII<sup>TH</sup> (SCIENCE), HSSC (VOC.) & ITI)

**(WITH APPLICATION FORM PROFORMA)**

### INFORMATION ON INSTITUTIONS

#### GOVERNMENT INSTITUTES

<b>GOVERNMENT INSTITUTES</b>					
1.	<b>Name of the Institution</b>	<b>Government Polytechnic, Panaji</b>	<b>Government Polytechnic, Mayem</b>	<b>Goa College of Pharmacy</b>	<b>Government Polytechnic, Curchorem</b>
2.	<b>Postal address</b>	Altino – Panaji , Goa	Mayem, Bicholim - Goa	18 <sup>th</sup> June Road, Panaji Goa	Near Kakoda Industrial Estate, Cacora-Goa
3.	<b>Name of the Principal</b>	Shri. Subhash P. Borkar	Shri Subhash P. Borkar	Dr. Gopalkrishna Rao	Shri. Ajit Gaonkar
4.	<b>Phone No.</b>	0832-2225973/ 0832-2432667	0832-2361235/ 0832-2363968	0832-2226883	0832-2654400/ 0832-2967602/ 0832-2967603
5.	<b>Fax. No.</b>	0832-2432667	0832-2361235	0832-2226883	0832-2654400
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7.	<b>E-mail ID</b>	<a href="mailto:gpp@sancharnet.in">gpp@sancharnet.in</a>	<a href="mailto:gpbicholim.goa@gov.in">gpbicholim.goa@gov.in</a>	gcpprincipal@yahoo.com	diplomagpc@rediffmail.com <a href="mailto:principal-gpc.goa@nic.in">principal-gpc.goa@nic.in</a>

#### AIDED AND UNAIDED INSTITUTES

<b>AIDED AND UNAIDED INSTITUTES</b>					
1	<b>Name of the Institution</b>	<b>Institute of Shipbuilding Technology Goa</b>	<b>Agnel Polytechnic</b>	<b>Guardian Angel Institute of Hotel Management And Catering Technology</b>	<b>Agnel Institute of Food Crafts &amp; Culinary Sciences</b>
2	<b>Postal address</b>	Bogda, Vasco-da-gama, Goa-403 802	Agnel Technical Education Complex, Agnel Ganv, Verna Salcette – Goa 403 722	Guardian Angel Educational Complex, Curchorem- Goa-403 706	Agnel Technical Education Complex, Agnel Ashram, Agnel Ganv, Verna Salcette - Goa
3	<b>Name of the Principal</b>	Shri. Gopal Midlagajni	-----	Fr. Joaquim Rebello	Shri. Alphonso Pereira
4	<b>Phone No.</b>	2520984/ 2524150	2791206	7588660530/ 9420654304	2791211/ 2791916/
5	<b>Fax. No.</b>	2524033	2791205	----	2791211/ 2791205
6	<b>Website</b>	<a href="http://www.isbt.ac.in">www.isbt.ac.in</a>	<a href="http://www.agnelpolytechnic.ac.in">www.agnelpolytechnic.ac.in</a>	<a href="http://www.gaihm.edu.in">www.gaihm.edu.in</a> .	<a href="http://www.aifccs.co.in">www.aifccs.co.in</a>
7	<b>E-mail ID</b>	<a href="mailto:isbt@isbt.ac.in">isbt@isbt.ac.in</a>	<a href="mailto:agnelpolytechnic@rediffmail.com">agnelpolytechnic@rediffmail.com</a>	<a href="mailto:gaihmetxes@gmail.com">gaihmetxes@gmail.com</a>	<a href="mailto:aifccsverna@yahoo.co.in">aifccsverna@yahoo.co.in</a>

## 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 (as per specified criteria)
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
LA	Local Applicants
PwD	Persons with Disabilities
SC	Scheduled Castes
SCI	Supreme Court of India
SSC	Secondary School Certificate
ST	Scheduled Tribes

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**ACKNOWLEDGEMENT CUM ADMIT CARD**

**SCHEDULE OF DIPLOMA ADMISSION PROCESS 2023–24.**

**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.	Representative of Principal, Goa College of Pharmacy, Panaji.	Member
8.	Representative of Principal, Agnel Institute of Food Craft & Culinary Science, Verna.	Member
9.	Representative of Principal, Guardian Angel Institute of Hotel Management and Catering Technology, Curchorem Goa	Member
10.	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

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

Email- [dir-dte.goa@nic.in](mailto:dir-dte.goa@nic.in)

## 1. LIST OF COURSES AND INTAKE

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

Code	Courses	Duration in years	Seats	Institutions
<b>For SSC+</b>				
CV	Civil Engineering	3	88	GPP,GPB
CT	Civil Engineering- (Const. Tech.)	4	45	APV
ME	Mechanical Engineering	3	245	GPP, GPB, ISBT, GPC, APV
EL	Electrical Engineering	3	76	GPP, GPB
EN	Electronics Engineering	3	88	GPP, APV
EC	Electronics & Communication. Engg.	3	76	ISBT, GPB
	Electronics & Communication. Engg.	3	38	APV
EE	Electrical & Electronics Engg.	3	50	GPC
CO	Computer Engineering	3	126	APV, GPC, GPP
AT	Automobile Engineering	4	45	APV
SH	Shipbuilding Engineering	4	50	ISBT
FB	Fabrication Tech. & Erection Engg.	4	38	GPP
FD	Food Technology	3 ½	19	GPP
EI	Electronics & Instrumentation	3	25	GPP
GT	Garment Technology	3	38	GPP
AE	Architectural Assistantship	3	38	GPP
<b>For H.S.S.C+</b>				
MO	Modern Office Practices	3	25	GPP
PY	Pharmacy	2	75	GCP
HM	Hotel Management & Catering Technology	3	150	AIV, GAC
	<b>TOTAL</b>		<b>1335</b>	
In addition, 5% seats are available under Tuition Fee Waiver Scheme of AICTE.				

## 1.2 Engineering and Technology (For HSSC(SCI), HSSC Voc and ITI) Admission to Second Year Diploma

Institute → ↓	GPP			GPB			APV			ISBT			GPC			Total
	Code	XII (SCI)	Voc	ITI	XII (SCI)	Voc	ITI	XII (SCI)	Voc	ITI	XII (SCI)	Voc	ITI	XII (SCI)	Voc	
EN	2	2	1	-	-	-	2	1	1	-	-	-	-	-	-	09
ME	2	2	1*	2	1	2	2	1	2	2	2	1	2	2	1	25
CO	2	1	1	-	-	-	2	1	1	-	-	-	2	2	1	13
EE	-	-	-	-	-	-	-	-	-	-	-	-	2	2	1*	05
EL	2	1	1*	2	1	1	-	-	-	-	-	-	-	-	-	08
EI	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	03
EC	-	-	-	2	1	1	2	1	1	2	1	1	-	-	-	12
AT	-	-	-	-	-	-	2	2	1*	-	-	-	-	-	-	05
CV	3	-	2	2	-	2	3	-	2	-	-	-	-	-	-	14
GT	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	04
AA	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	04
SH	-	-	-	-	-	-	-	-	-	2	2	1	-	-	-	05
FB	2	1	1	-	-	-	-	-	-	-	-	-	-	-	-	04
FD	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	02
<b>TOTAL</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>08</b>	<b>03</b>	<b>06</b>	<b>13</b>	<b>06</b>	<b>08</b>	<b>06</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>06</b>	<b>03</b>	<b>113</b>

**Note:**\* One seat is reserved for nomination of ITI Instructors by State Directorate of Craftsmen Training for 2<sup>nd</sup> 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, eight seats at Agnel Institute of Food Craft and Culinary Sciences, Verna & 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 additional Vocational/ITI trades are accorded approval by BTE, Goa for Direct Second Year Diploma admissions, the same would be considered.

**In case there are no eligible candidates in any of the above groups, vacant seats from that group shall be offered to candidates in the following order:**

1. Std. XII<sup>th</sup> Science
2. Std. XII<sup>th</sup> Vocational
3. ITI



## 2. RESERVATION OF SEATS DISTRIBUTION OF DIPLOMA SEATS

		Govt. Polytechnic Panaji (409 seats)												Agnel Polytechnic (249 seats)						Inst. of Ship Build Tech. (138 seats)				Govt.Polytechnic Bicholim (164 seats)					Govt.Polytechnic Curchorem (150 seats)				GCP (75 seats)	AIFCCS (75 seats)	GAI (75 seats)	TOTAL	
		CV	AA	ME	EL	EN	FB	EI	FD	GT	CO	MO	Total	CT	AT	ME	CO	EN	EC	Total	SH	ME	EC	Total	CIV	ME	EC	EL	Total	ME	EE	CO	Total	PY	HM		HM
	TOTAL Seats	50	38	50	38	50	38	25	19	38	38	25	409	45	45	45	38	38	38	249	50	50	38	138	38	50	38	38	164	50	50	50	150	75	75	75	1335
	ESM (1%)	0	1	0	0	1	1	0	0	0	1	0	4	1	1	0	0	1	0	3	1	0	0	1	1	1	0	0	2	1	1	0	2	1	1	1	1
	NRI	0	0	1	1	1	1	1	0	1	1	0	7	1	1	1	1	0	1	5	1	1	0	2	1	1	0	0	2	1	1	1	3	1	1	1	2
	CSP (3%)	2	1	2	1	1	1	1	1	1	1	1	13	1	1	2	1	2	1	8	1	1	1	3	1	1	2	1	5	2	2	1	5	2	2	2	4
	SC (2%)	1	1	1	1	1	1	0	0	1	0	1	8	1	1	1	1	1	1	6	1	1	1	3	1	1	1	1	4	1	1	1	3	2	1	1	2
GENERAL	TFW (Supernumerary)	3	2	3	2	3	2	1	1	2	2	1	22	2	2	2	2	2	2	12	3	3	2	8	2	3	2	2	9	3	3	3	9	4	4	4	7
	EWS	5	4	5	4	5	4	3	2	4	4	2	42	5	5	5	4	4	4	27	5	5	4	14	4	5	4	4	17	5	5	5	15	8	8	8	139
	OPEN	19	14	19	14	20	14	10	8	15	15	9	157	17	17	17	16	15	15	97	20	20	15	55	14	18	16	16	64	18	18	21	57	28	29	29	516
	PwD	1	1	1	1	1	1	1	1	1	1	1	11	1	1	1	1	1	1	6	1	1	1	3	1	1	1	1	4	1	1	1	3	2	2	2	33
	FF	1	0	0	0	1	0	0	0	0	0	0	2	0	1	0	0	0	0	1	0	1	0	1	0	1	0	0	1	1	0	0	1	1	1	1	9
	GN	1	1	1	0	0	0	0	1	1	1	1	7	1	0	1	0	0	0	2	1	0	0	1	0	1	0	0	1	1	1	0	2	1	1	1	16
ST(12%)	OPEN	5	5	5	5	4	5	2	2	5	5	3	46	4	4	5	3	3	5	24	5	4	5	14	4	5	4	4	17	6	5	5	16	8	8	8	141
	PwD	1	0	1	0	1	0	0	0	0	0	0	3	1	1	0	0	0	0	2	1	1	0	2	1	1	0	0	2	0	1	1	2	1	1	1	14
	FF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	GN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1	0	1	0	0	0	1	1	0	0	0	0	0	0	0	3
OBC(27%)	OPEN	13	9	12	9	13	9	6	4	9	9	7	100	11	11	10	9	9	9	59	12	13	10	35	9	13	8	10	40	12	13	13	38	18	18	18	326
	PwD	1	1	1	1	1	1	0	0	0	0	0	6	1	0	1	1	0	1	4	1	0	1	2	0	1	1	0	2	0	1	1	2	1	1	1	19
	FF	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	3
	GN	0	0	1	1	0	0	0	0	0	0	0	2	0	1	0	0	1	0	2	0	1	0	1	1	0	0	0	1	1	0	0	1	1	1	1	10
Total	50	38	50	38	50	38	25	19	38	38	25	409	45	45	45	38	38	38	249	50	50	38	138	38	50	38	38	164	50	50	50	150	75	75	75	1335	

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.8,00,000/- 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. 8.00 Lakhs in the year 2022-23. 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 on the DTE website: [www.dte.goa.gov.in](http://www.dte.goa.gov.in), and notices related to the notifications shall be published in the three news papers of the State of Goa, viz Navhind Times(English), Gomantak (Marathi) and Bhangarbhuin(Konkani). Director of Technical Education is authorised to release notices related to admissions in the newspapers.

3.02 This prospectus is uploaded on website: [www.dte.goa.gov.in](http://www.dte.goa.gov.in) of the Directorate of Technical Education.

*Applicants shall download, print and submit application form at notified locations, on specified dates, along with self attested copies of specified documents and application fee of Rs. 1700/- to be remitted through approved mode of remittance, to be duly notified. Outside Goa candidates sending Forms by Post can remit the application fee vide Demand Draft payable in the name of 'Director of Technical Education' at Panaji-Goa.*

3.03 This Prospectus contains two separate application forms which are to be filled and submitted along with specified enclosures.

Form F----- for admissions to First Year of Diploma courses.

Form S-----for admissions to Direct Second Year of Diploma courses (i.e. Std. XII<sup>th</sup> Science, Std. XII<sup>th</sup> Vocational and ITI applicants).

Application fee of Rs.1700/- is to be paid with **each** of the application forms submitted(Form F/ Form S).

An applicant seeking admission to one or more Diploma courses and covering one or more categories shall submit applicable **application form(F/S) in person, at notified Application receiving Centre.**

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 notified in the Schedule of admission process. Any request for granting extension of time for

submission of form or admission at a later date shall not be entertained. Application forms are to be submitted as per notified schedule, before the last date specified. Enclosures of results, if not available by specified date of submission, due to non-declaration of results are to be submitted within 05 days of declaration of these results. Other applicable enclosures are required to be submitted by specified date.

However, Acknowledgement Card shall be issued to such applicants, only after complying with the requirements, within time limit specified by the Admission Committee. The decision of the Admission Committee shall be final in this regard.

- 3.06 Applications received after 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 be notified on the website.
- 3.13. The merit list shall be displayed on the website of the Directorate, [www.dte.goa.gov.in](http://www.dte.goa.gov.in) and at the Admission Centre in the Directorate of Technical Education, Alto-Porvorim, as per the specified schedule. 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 **in academic subjects**, except for Modern Office Practice, Hotel Management and Pharmacy courses, for which the qualifying examination is HSSC.
- 3.16 Admission shall be strictly based on Merit cum Choice.
- 3.17 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.

- 3.18 All the applicants who are offered admission shall have to pay the requisite fees on the same day. The fees shall be accepted by approved mode of remittance, which shall be duly notified.
- 3.19 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.
- 3.20 Inviting applications according to this Prospectus does not confer any right/claim for admission to any course.
- 3.21 The decision of the Admission Committee and the Director of Technical Education will be treated as final in interpreting the rules of admission.
- 3.22 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.
- 3.23 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.
- 3.24 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.
- 3.25 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.
- 3.26 Only those applicants, who have applied in response to this Prospectus of **2023-24** and submitted their applications duly completed in all respects at the **notified** Centres, on or before the specified last date /time, and satisfy the eligibility criteria will be considered for admission to the Diploma courses strictly in order of merit.
- 3.27 Director of Technical Education reserves the right to modify the Schedule of Admission, if required.
- 3.28 Provisional eligibility list shall be prepared 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 + for admissions to First Year of Diploma Course.

(b) HSSC (Science), HSSC Vocational, I.T.I categories, for admissions to Second Year of Diploma Course.

The applicants who qualify for more than one category shall be listed in all the categories where they are eligible.

- 3.29 Merit list will be finalised as per the schedule to be notified, irrespective of whether verification of marks has been received or not.
- 3.30 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. In case there are no eligible applicants in any Reserved Category, these seats shall be dereserved and transferred to General Category at the beginning of the admission round. Claim of the applicants of reserved categories, shall not be accepted after the seats are transferred.
- 3.31 Physical presence of the applicant is necessary at the time of admission. During counselling, the parent /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.
- 3.32 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.
- 3.33 (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 3.33 (a) shall not apply for the purpose of taking admission to any seat for SC, ST, OBC and EWS candidates, 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 F/S, stating that annual total income of their parents from all the sources, is less than Rs. 8.00 Lakhs in the Year 2022-23. 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.

**(c) All eligible candidates from General Category Merit List shall be considered eligible for availing seats under EWS, provided they submit an Income & Asset Certificate in specified format, stating that annual gross family income from all the sources is less than Rs. 8.00 Lakhs in the Year 2022-23, and that they fulfil other specified criteria as regards their Assets(as detailed at 5.19 in Chapter 5). Candidates who fail to produce original Income & Asset Certificate during admission round shall NOT be considered for EWS seats. All candidates are advised to exercise maximum care and caution while opting for seats during the admission rounds.**

3.34 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.

3.35 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.

3.36 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 Admission 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.

- 3.37 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 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 UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and 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. Candidates and their parents are informed to refer the website of UGC([www.antiragging.in](http://www.antiragging.in)) and submit the Undertaking in the specified manner therein, to the respective Institutions.**

- 3.38 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.
- 3.39 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.
- 3.40 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.
- 3.41 The institutions shall not change any of the provisions of the prospectus (including eligibility, fees or rules for refund) while granting such admissions.
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- 3.42 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.
- 3.43 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.
- 3.44 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.
- 3.45 Outside/ out of State candidates should confirm the hostel facilities in the Institutes before securing admissions.
- 3.46 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.
- 3.47 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.
- 3.48 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.
- 3.49 DTE reserves the right to modify any of the provisions related to admission procedures, in order to facilitate smooth conduct of admission process.

## 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 only.

### 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

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 **35%** marks in aggregate in the SSC (Std. X<sup>th</sup>) or equivalent examination.
- ii) **Hotel Management & Catering Technology/ 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.
- iii) **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.

**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. 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
<b>A1</b>	10.0	95
<b>A2</b>	9.0	85
<b>B1</b>	8.0	75
<b>B2</b>	7.0	65
<b>C1</b>	6.0	55
<b>C2</b>	5.0	45
<b>D</b>	4.0	35

Above method would be employed, only in case 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 HSSC (SCIENCE), HSSC (VOCATIONAL) & I.T.I. SEATS (Direct Second Year Admission)**

#### **(a) HSSC (SCIENCE):**

An applicant must have passed the Higher Secondary School Certificate (Science) Examination (10+2), with Mathematics as a subject, from 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 HSSC(Science) examination with Mathematics as a subject of Goa Board, and must have obtained, the minimum percentage of marks as prescribed for the admission to respective Professional Courses 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. XII from the schools located in Goa, followed by other applicants passing Std. XII from the schools located outside Goa.

#### **(b) 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, and must have studied Std. XII (Voc) 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. XII (Voc) from the schools located in Goa, followed by other applicants passing Std. XII (Voc) from the schools located outside Goa.

#### **(c) 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, 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):**

GROUP	Vocational Courses	ITI Courses	Diploma Courses	Seats					
				HSSC (SCI)	HSSC (Voc)	ITI			
A	Computer Techniques, Electronics Technology, Maintenance & Repairs of Electrical Domestic Appliances	Information & Communication Technology System Maintenance, System maintenance, 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	2 2- GPC	2 2-GPC	1# 1-GPC			
			Computer Engg.	6 2- GPP 2-APV 2-GPC	4 1-GPP 1-APV 2-GPC	3 1-GPP 1-APV 1-GPC			
				Electronic Engg	4 2- GPP 2-APV	3 2-GPP 1-APV	2 1-GPP 1-APV		
					Electronics & Communication	6 2- GPB 2-APV 2-ISBT	3 1-GPB 1-APV 1-ISBT	3 1-GPB 1-APV 1-ISBT	
			Electronics & Instrumentation	1 1- GPP		1 1-GPP	1 1-GPP		
				Electrical Engg.		4 2-GPP 2-GPB	2 1-GPP 1-GPB	2 1#-GPP 1-GPB	
			B		Auto Servicing Technology, Automobile Engineering & Technology	Automobile Engg	2 2-APV	2 2-APV	1# 1-APV
				Mechanical Engg.			10 2- GPP 2- GPB 2-GPC 2-APV 2-ISBT	8 2#- GPP 1- GPB 2-GPC 1-APV 2-ISBT	7 1#- GPP 2- GPB 1-GPC 2-APV 1-ISBT
						Shipbuilding Engg.	2 2-ISBT	2 2-ISBT	1 1-ISBT
							Fabrication Technology & Erection Engg.	2 2-GPP	1 1-GPP
C	---	Civil Draftsman				Civil Engg.		8 3- GPP 2- GPB 3-APV	0
							Architecture Asstt.	2 2- GPP	-
				D		Fashion Designing and Making		-----	Garment Technology
E	Hospitality Management (2years) Course under Centre of Excellence	Hotel Management & Catering Technology					-		
				TOTAL			51	30	46

#Seats reserved for nomination of ITI Instructors by State Directorate Craftsmen Training.

\*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:** 1. In case, sufficient number of eligible candidates from ITI or Vocational are not available, vacant seats shall be transferred inter - se amongst HSSC, VOC., & ITI Categories.

2. Vacancies reported by Institutes at 3<sup>rd</sup> Semester/Second Year shall be offered to HSSC(Science)/ HSSC Vocational/ITI category candidates proportionately.

3. As per AICTE regulations, candidates completing two year ITI course, after passing Std. X<sup>th</sup> (SSC), are eligible for admissions to Direct Second Year of Diploma Courses. 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

### 5.1 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.

### 5.2 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 1968<sup>1</sup>:

Bhangui	Mahar	Mang
Chambhar (Hadi)	Mahyavanshi (Vankar)	

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.
2. Certificate bearing incorrect spelling of the Caste name will not be accepted.

### 5.3 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 1968<sup>1</sup>.

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

### 5.4 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, Kharvi (I/c Christian Kharvi - and all synonymous communities such as Macchimar/Nustekar/Tisrekar/Kharekar/Byannis (I/c Christian Peixeria and Christian Journaleiro/Trabhaladors), Raponkar/Harkar/Magkar/Manshekar/Futanikar/Jalkar/Pagui (I/c Christian Pascadors), Tari/Tarukar/Hodekar(I/c Christian Maritino or Marinheiro), Agri(I/c Christian Saleiro/Saleineiro)	Shimpi
Christian Barber	Kalaikar/Black Smith/Tin Smith	Thakar
Christian Mahar	Kumbhar (I/c Christian Kumbhar)	Teli
Vishwakarma /Chari/ Mesta	Mahalo, Nabhik, Nai, Napit, Nhavi	Christian Renders
Dhangar	Nathjogi	Komar pant
Dhobi, Rajak, Madval (I/c Christian Dhobi)	Pagui/Gabit	
Gosavi	Satarkar	



### 5.5 Category 5– PwD

*In accordance with the provisions of The Right of Persons with Disabilities Act, 2016, seats are reserved in educational Institutions for Persons with benchmark disabilities, as defined in the Act. Such applicants need to produce a certificate of disability issued by competent Certifying Authority, as designated by the State Government.*

Accordingly, 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 OR any other Competent Certifying Authority as designated by the State Government regarding his/her disability and ability/fitness to undergo all parts of syllabus for the course, such as theory, practical, workshop etc. The Admission Committee reserves the right to refer the case to Medical Board of Goa Medical College & Hospital, Bambolim, in case of dispute/doubt.

### 5.6 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.

### 5.7 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(31/05/2023).

**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.

**5.8 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. X<sup>th</sup> / XII<sup>th</sup> 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.

**5.9 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.

**5.10 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 criteria of General

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Category. Candidates fulfilling General Category criteria shall not be considered under this category.

### **5.11 Category 11: NRI/OCI (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 also considered eligible for admissions to seats under NRI Category. OCI/PIO card holders are not required to study and pass qualifying exam from schools/colleges located outside India. One seat in each branch of study in Engineering in the Government colleges and upto 5% of self-financed seats in the un-aided colleges are reserved for the candidates under this category. Any seat remaining vacant under this category shall be reverted to the General Category. 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). Seats under this category shall first be offered to **NRI/OCI** applicants of Goan origin (i.e. whose either of the parent or grandparent is born in Goa) and thereafter, to other eligible NRI/OCI applicants. Such applicants shall pay fees applicable to NRI Category applicants.

### **5.12 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.

### **5.13 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.

### **5.14 Category 14 : Vocational**

Applicants, who have passed HSSC in Vocational streams from the State of Goa 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. XII(Voc) from the schools located in Goa, followed by other applicants passing Std. XII (Voc) from the schools located outside Goa.

### **5.15 Category 15 : ITI**

Applicants passing certificate courses after Std X, from Industrial Training Institutes in Goa, and fulfilling 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.

### **5.16 Category 16 : HSSC (SCIENCE)**

An applicant must have passed the Higher Secondary School Certificate (Science) Examination (10+2), with Mathematics as a subject, from 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 HSSC(Science) examination with Mathematics as a subject of Goa Board, and must have obtained, the minimum percentage of marks as prescribed for the admission to respective Professional Courses 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. XII from the schools located in Goa, followed by other applicants passing Std. XII from the schools located outside Goa.

### **5.17: TUITION FEE WAIVER SCHEME: (5% SUPERNUMERARY SEATS)**

Under this scheme, Candidates whose parents annual income from all sources does not exceed Rs. 8,00,000/- 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. 8.00 Lakhs in the Year 2022-23. Candidates who fail to produce original Income Certificate during admission round shall not be considered for seats under AICTE Tuition Fee Waiver Scheme.

### **5.18: PROVISIONS RELATED TO RESERVATION OF SEATS TO VARIOUS CATEGORIES:**

**(Applicable for admissions to First Year of Diploma Courses)**

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 PwD, 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 5.1.

PwD (General) : Candidates fulfilling General category provisions of rule 5.1 & PwD category Provisions of rule 5.5.

FF (General): Candidates fulfilling General category provisions of rule 5.1 & FF category Provisions of rule 5.6.

GN (General): Candidates fulfilling Goan Native category provisions of rule 5.10.

**b) ST Group includes:**

Open (ST): Candidates fulfilling ST category provisions of rule 5.3.

PwD (ST) :Candidates fulfilling ST category provisions of rule 5.3 & PwD category Provisions of rule 5.5.

FF (ST) : Candidates fulfilling ST category provisions of rule 5.3 & FF category Provisions of rule 5.6.

GN (ST): Candidates fulfilling Goan Native category provisions of rule 5.10 and belonging to any of the castes listed in rule 5.3, subject to production of caste certificate from competent authority.

**c) OBC Group includes:**

Open (OBC): Candidates fulfilling OBC category provisions of rule 5.4.

PwD (OBC): Candidates fulfilling OBC category provisions of rule 5.4 & PwD category Provisions of rule 5.5.

FF (OBC): Candidates fulfilling OBC category provisions of rule 5.4 & FF category Provisions of rule 5.6.

GN (OBC): Candidates fulfilling Goan Native category provisions of rule 5.10 and belonging to non creamy layer of the castes listed in rule 5.4, subject to production of caste certificate from competent authority.

3. Vacant, unclaimed seats from within any Group viz. General, ST, OBC i.e. PwD, 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 PwD, FF, GN category, from General, ST or OBC community are required to submit applicable certificates, to avail reservations provided under respective groups.

**5.19 RESERVATION FOR ECONOMICALLY WEAKER SECTIONS(EWS) IN ADMISSIONS TO PROFESSIONAL COURSES**

Government has approved implementation of reservation for Economically Weaker Sections(EWS) in admissions to Professional courses(Degree and Diploma).

These seats can be availed by candidates not covered under scheme of reservation for SC, ST and OBC, and whose family has gross annual income below Rs. 8.00 lakhs, and fulfil other specified criteria in O.M.No. 36039/1/2019-Estt.(Res) dated 31/01/2019, issued by DOPT, Ministry of Personnel, Public Grievances and Pensions, Govt. of India, as follows:

1. The term 'family' for this purpose will include the person(applicant) who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years, as also his/her spouse and children below age of 18.
2. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application i.e. for the year 2022-23.
3. Persons, whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
  - i) 05 acres of agricultural land and above.
  - ii) Residential flat of 1000 sq.ft. and above.
  - iii) Residential plot of 100 sq.yards and above in notified Municipalities.
  - iv) Residential plot of 200 sq.yards and above in areas other than the notified Municipalities.
4. The property held by a family in different locations or different places/cities would be clubbed while applying the land or property holding criteria to determine EWS status.

Applicants wishing to avail admissions to seats reserved for EWS are required to produce Income and Assets Certificate in specified format, issued by Mamlatdar of concerned Taluka.

Seats reserved for EWS shall be offered to eligible candidates from General Category Merit lists, not covered by SC, ST and OBC reservation. The number of seats to be offered to EWS, as notified in the **Distribution of seats in Chapter.2.** shall be subject to approval of respective regulatory authority viz.AICTE, and the State Government, at the time of admission round.

Admissions to seats reserved for EWS, in all Diploma courses, shall be offered during the General Category admission rounds.

Therefore, all applicants wishing to avail these EWS seats, during the General Category admission rounds must produce Income and Assets Certificate in specified format, issued by Mamlatdar of concerned Taluka, during the Admission rounds.

## 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 31/12/22, 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 PwD(**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. **Specimen format of the certificate to be furnished on official letter head is available at ANNEXURE VIII.**
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(as applicable): -



- 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, (for village areas) or Chief Officer of Municipalities (for Municipal areas) stating the annual gross 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 in academic subjects 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 in academic subjects 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) A) HSSC(Science) for Direct Second Year Admissions:**

- a) The candidate with higher marks in aggregate in academic subjects at HSSC (Science), 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 HSSC shall be placed higher in the order of merit.
- c) In case the marks in Mathematics at HSSC are also equal, the applicant with higher aggregate mark 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.

**B) HSSC(Vocational) & ITI for Direct Second Year Admissions:**

- 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 aggregate at SSC shall be placed higher in the order of merit.
- c) In case the marks at SSC are also equal, the applicant with higher mark in Mathematics 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 7.1 (a), (b), (c) and (d) are found equal, then applicant with the earlier date of birth will be placed higher in the merit list.

7.3 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

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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.

#### **For admissions to First Year Diploma Courses**

Sr.No.	Item / Fees	GPP, GPB, GPC, APV, ISBT, GCP
1	Admission Fee (At the time of Admission)	<b>1700</b>
2	Tuition Fees Per Semester	<b>24000</b>
3	Institutional Fee	<b>3000</b>
	<b>Total</b>	<b>28700</b>

#### **For admissions to Second Year Diploma Courses**

Sr.No.	Item / Fees	GPP, GPB, GPC, APV, ISBT, GCP
1	Admission Fee (At the time of Admission)	<b>1700</b>
2	Tuition Fees Per Semester	<b>22000</b>
3	Institutional Fee	<b>3000</b>
	<b>Total</b>	<b>26700</b>

#### **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	<b>Total payable at Admission</b>	<b>3000</b>	<b>3000</b>
11	Hostel Term Fees (Per Semester) #	<b>2100</b>	<b>2100</b>
12	Hostel deposit (Refundable) #	500	500
13	Hostel maintenance fee (per term)#	<b>1900</b>	<b>1900</b>

# where applicable

### Self-Financing Institutions

- A. Details of fees (Rs. /YEAR) payable by admitted candidates to 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. shall be duly notified, upon approval of the recommendations of the State Level Fee Structure Committee, by the Govt.**

### 8.2 CONCESSION IN FEES:

Govt. of Goa offers concession in the **Tuition Fee** (only) to the students pursuing professional education, having continuous residence in Goa for 10 years or more, preceding the date of application, and admitted in the Government and aided Institutions as follows:

1. The candidates belonging to reserved category i.e SC/ST/OBC, shall be eligible for 50% concession in fees for a minimum prescribed period of course of study.
2. The candidates admitted against the seats reserved for the category of **FF/PwD/ESM** shall be eligible for concession in 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, PwD, FF and ESM** categories shall be eligible for concession in 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.

### 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 (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/PwD/ESM** need not produce any other certificate for 30% concession in tuition fee.

### 8.4 Mode of Payment

Following fees are payable through approved modes(cash/card/net banking) to be notified, during admission rounds.

**A. ADMISSION FEES (ALL COURSES): Rs. 1700/-**

**B. TUITION, INSTITUTIONAL & DEVELOPMENT FEES FOR VARIOUS COURSES/INSTITUTIONS AT THE TIME OF ADMISSION(PER SEMESTER)**

Institution	At full rate (IN RUPEES)	Concession	
		@30%	@ 50%
GPP	27000	19800	15000
GPB	27000	19800	15000
GPC	27000	19800	15000
APV	27000	19800	15000
ISBT	27000	19800	15000
GCP	27000	19800	15000
GAC	#	-----	-----
AIV	#	-----	-----

**# ANNUAL FEE FOR FIRST YEAR TO BE NOTIFIED, UPON APPROVAL OF THE RECOMMENDATIONS OF THE STATE LEVEL FEE STRUCTURE COMMITTEE, BY THE GOVT.**

## 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 during the admission rounds 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. **However, in all cases referred to above, no refund of fees will be permitted, in case applicant seeks Vertical mobility/ transfer from a course/institution, where no further rounds of admissions are scheduled and/or conducted.**
2. Admission fee of Rs.1700/- shall not be refunded under any circumstances except clause 4 above.
3. A cancellation fee of Rs. 1,000/- shall be levied for cancellations before last notified date of admission round ( by DTE or as per norms of Regulatory Authorities, e.g., AICTE, PCI, etc.,) There shall be no refund of fees for cancellation (including transfer/vertical mobility, etc) after last notified date of admission round for that



particular course/institute( by DTE or as per norms of Regulatory Authorities, e.g., AICTE, PCI, etc.,)

### 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.
7. Fees actually paid after deducting admission fees and cancellation fee 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, IIT 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 19<sup>th</sup> 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 10<sup>th</sup> September, 1993 and resolution No. 12011/44/96-BCC (C) dated 6<sup>th</sup> December, 1996, published in Gazette of India, Extraordinary, Part I, Section I, dated 13<sup>th</sup> Sept, 1993 and dated 11<sup>th</sup> 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 19<sup>th</sup> 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 2023-24.**

**Secretary**

Rajya Sainik Board, Dept. of Sainik Welfare  
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 **2022-23** 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 Secretary of Village Panchayat and attested by Sarpanch

AAO of Municipalities and Countersigned by Chief Officer of Municipalities

**(This certificate is to be submitted only by candidates who wish to avail 50% concession in Tuition fees in Govt. Institutions.)**

**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 2023-24, 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)
-----	-----
-----	-----
-----	-----

This certificate is issued on the basis of records available in this Institution.

Seal:

Date:-

Place:-

Signature, name and designation of Head of Office



**ANNEXURE - X. FORMAT OF INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION(EWS)**

*(To be issued by Mamlatdar of concerned Taluka)*

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR 2023-24**

This is to certify that Shri/Kum. \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village / Street \_\_\_\_\_, Post Office District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakhs (Rupees Eight Lakhs only) for the financial year **2022-23**. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land above;
- II. Residential flat of 1000 sq.ft. and above;
- III. Residential plot of 100 sq.yards and above in notified municipalities;
- IV. Residential plot of 200 sq.yards and above in areas other than notified municipalities;

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognised as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of

Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size attested photograph of the applicant
---

*Note:*

*\*Income covered all sources i.e. salary, agriculture, business, Profession, etc.*

*\*\*The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.*

*\*\*\*The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.*



**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 HSSC(Sci./Voc)/I.T.I		
4.	School/College leaving certificate		
5.	Certificate of residence/Bonafide from School		
6.	Documents for relaxation in the period of residence, if any		
7.	Certificate for reserved category claimed(SC/ST/OBC) for fee concession		
8.	Acknowledgement card( <i>will be provided at Application Receiving Centre</i> ) to be affixed with photograph		
9.	Income Certificate		
10.	Copy of Aadhar Card		
11.	Certificate in support of claim for additional marks		
12.	Any other relevant documents.		

**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: ..... (Name & Signature)						Verified by:..... (Name & Signature)



**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 HSSC(Sci./Voc)/I.T.I		
4.	School/College leaving certificate		
5.	Statement of marks/Certificate of passing SSC		
6.	Certificate of residence/Bonafide from School		
7.	Documents for relaxation in the period of residence, if any		
8.	Certificate for reserved category claimed(SC/ST/OBC) for fee concession		
9.	Acknowledgement card( <i>will be provided at Application Receiving Centre</i> ) to be affixed with photograph		
10.	Income Certificate		
11.	Copy of Aadhar Card		
12.	Certificate in support of claim for additional marks		
13.	Any other relevant documents.		

**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:.....
(Name & Signature)						(Name & Signature)



**GOVERNMENT OF GOA**  
**DIRECTORATE OF TECHNICAL EDUCATION**  
**DIPLOMA COURSES-2023**  
**ACKNOWLEDGEMENT CUM ADMISSION CARD**

(THIS CARD MUST BE PRODUCED ALONG WITH THE ORIGINAL DOCUMENTS AT THE TIME OF ROUNDS BY THE APPLICANT)

Affix Photograph <i>(Copies of the same photo to be          affixed on all Forms &amp; the          Acknowledgement Card)</i>	<b>REG. NO. FORM F</b>					
	<b>REG. NO. FORM S</b>					
	<b>NAME</b>					
	<b>CATEGORIES</b>					
	<b>ELIGIBILITY</b>	<b>SSC+</b>	<b>MOP</b>	<b>PHARM</b>	<b>HSSC(SCI/VOC/ITI)</b>	<b>HMCT</b>
	<b>ORDER OF MERIT</b>					
	<b>CONCESSION</b>	<b>NIL</b>	<b>30%</b>	<b>50%</b>		

**DETAILS OF ADMISSION ROUNDS**

ADMISSION ROUND	DATE	COURSE	INSTITUTE	SIGN. OF ADMISSION AUTHORITY	SIGN OF INST. AUTHORITY
<b>FIRST</b>					
<b>SECOND</b>					
<b>ADDITIONAL (IF ANY)</b>					

1. This acknowledgement card along with the Registration No. is the proof of acceptance of the application form by the Admission Committee.
2. This Card shall not be issued unless the form is complete in all respect.
3. This Card shall therefore be the identity of the applicant for any inquiry, complaint, or correspondence with the Admission Committee.
4. This 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. This 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 2023–24.

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

S. No.	Activity / Event & Place	Date		
		Only Hotel Management Course	For Second Year Diploma Courses	For First Year Diploma Courses
1.	Start of receiving application forms complete in all respect	<p style="text-align: center;"><b>SCHEDULE OF ADMISSION ACTIVITIES, INCLUDING SUBMISSION OF APPLICATION FORMS, DISPLAY OF ELIGIBILITY &amp; MERIT LISTS, AND CONDUCT OF ROUNDS OF ADMISSIONS FOR VARIOUS COURSES SHALL BE NOTIFIED ON DTE WEBSITE.</b></p> <p style="text-align: center;"><b>ALL APPLICANTS SHALL THEREFORE REGULARLY REFER TO THE DTE WEBSITE FOR INFORMATION ON ADMISSION ACTIVITIES.</b></p>		
2.	Last date of receiving application forms complete in all respect			
3.	Display of eligibility list at Admission Centre (DTE, Porvorim)			
4.	Last date to comply with the deficiency			
5.	Display of Provisional merit list at Admission Centre at Directorate of Technical Education.			
6.	Display of Final Merit List at Admission Centre at Directorate Of Technical Education.			
7.	FIRST ROUND OF ADMISSION			
8.	SECOND ROUND OF ADMISSION			
9.	ADDITIONAL ROUND OF ADMISSION (IF REQUIRED)			

**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) Additional Rounds of Admission, if required, shall be duly notified.