

CITIZEN'S CHARTER 2010
OF THE
DIRECTORATE OF TECHNICAL EDUCATION
GOA

MISSION
GOALS
JURISDICTION
FUNCTIONS AND FUNCTIONARIES
WORK CULTURE

CONTENTS

1. MISSION	1
2. GOALS	1
3. JURISDICTION	2
4. FUNCTIONS AND FUNCTIONARIES	3
5. WORK CULTURE.....	4
LIST OF PROFESSIONAL INSTITUIONS (Degree Level).....	8
LIST OF TECHNICAL INSTITUIONS (Diploma Level).....	10
LIST OF (PROFESSIONAL) DEGREE LEVEL PROGRAMMES.....	11
LIST OF DIPLOMA LEVEL PROGRAMMES.....	12

1. MISSION

The Government of Goa in 1986 to promote, guide and regulate Technical and Institutions in the State of Goa created Directorate of Technical Education. The Mission of the Directorate of Technical Education is to

- Facilitate provision of State-of-Art quality education and training in all areas of Technical and Technician education.
- Develop strong linkages with industries to ensure relevance and effectiveness of our products.
- Promote organization of continuing and Non-Formal Education Programs to serve the needs of society.
- Encourage the generation of revenue by institutions and its utilization for institutional development.
- Promote entrepreneurship development.
- Promote awareness and benefits of Technical Education in rural areas and facilitate transfer of Technology.
- Facilitate continuous staff development.
- Facilitate networking and collaboration among the various institutions in the State.
- Collaborate with national and international organizations committed to excellence in Technical Education.

2. GOALS

- Promote and develop technical education in the State in a planned, integrated manner, consistent with National and State Policies.
- Plan long term and annual budget allocation for Technical Education of the State and ensure proper distribution among and within institutions and optimum utilization of funds.
- Develop need-based curricula for Diploma Programs and revise them periodically.
- Ensure standards of Technical education.
- Set appropriate standards of admission and monitor admissions.
- Support development of learning resources.

- Conduct examinations and award Diplomas.
- Disseminate the policies of government with respect to Technical education system to all stakeholders of Directorate of Technical Education.
- Monitor the standard of Institutions at regular intervals and initiate corrective measures.
- Prescribe the rules of recruitment, promotion for faculty and staff of Institutions, State Board of Technical Education and DTE and assist in the recruitment.
- Collaborate with AICTE, MHRD, NITTTR, Universities, Industries and other employer agencies and Directorates of other States.
- Support training and development of Teaching faculty and facilitate redressal of staff grievances.

3. JURISDICTION

The following Government Institutions are included under the Administrative and Financial control of Director of Technical Education, as the Head of the apex body for Technical Education.

1. Goa College of Engineering,
2. Goa College of Architecture,
3. Goa College of Pharmacy,
4. Goa College of Art,
5. Govt. Polytechnic, Panaji,
6. Govt. Polytechnic, Bicholim,
7. Govt. Polytechnic, Curchorem.

The following aided and non-aided technical institutions are also covered under purview of the Directorate.

1. Agnel Polytechnic, Verna, {aided}
2. Institute of Shipbuilding Technology, Vasco, {aided}
3. Guardian Angel Institute of Hotel Management and Catering Technology, Sanvordem, {un-aided}
4. Agnel Institute of Food Craft & Culinary Sciences, Verna {un-aided}
5. Padre Conceicao College of Engineering, Verna {un-aided}
6. Shree Rayeshwar Institute of Engineering, & Information Technology, Shiroda {un-aided}

The Director as Ex-Officio Chairman of Board of Technical Education is responsible for development of syllabi, academic and examination system, conduct of examination and award of certificates for Diploma and Post Diploma programmes conducted in the following institutions.

1. Government Polytechnic, Panaji,
2. Government Polytechnic, Bicholim,
3. Agnel Polytechnic, Verna
4. Institute of Shipbuilding Technology, Vasco
5. Government Polytechnic, Curchorem,
6. Institute of Hotel Management & Catering Technology, Curchorem
7. Goa College of Pharmacy, Panaji
8. Agnel Institute of Food Crafts & Culinary Sciences, Verna

Directorate is also entrusted by the Govt. of Goa for carrying out the admission procedure for the benefit of the students of the State and in accordance with rules and regulations of AICTE and Councils for respective professions (Medical, Dental, Homoeopathic Architecture & Pharmacy, etc). In order to save time and energy of the candidates seeking admissions, the Directorate arranges for common prospectus and centralized admission for all professional Degree & Diploma level programmes in the State separately. It includes Degree and Diploma programmes. (List of institutes is annexed to this document)

Directorate also conducts Goa Common Entrance Test (GCET) for admissions to First Year of Professional Degree Courses and G2CET for admission of Diploma and B.Sc Degree holders to Direct Second Year of Professional Degree Courses, in the State of Goa.

4. FUNCTIONS AND FUNCTIONARIES

	FUNCTIONS	FUNCTIONARIES
1.	Promote and develop technical education in the State in a planned, integrated manner consistent with National and State Policies. Ensuring quality of Technical Education	Director, Technical Edn.
2.	Monitoring standards of Degree level Technical Institution at regular intervals and initiate corrective measures	Director
3.	Prescribing the rules of recruitment and promotion for faculty member of Technical Institution and officials of Directorate Technical Education	Director
4.	Collaboration with AICTE, MHRD, Universities, Industries and Directorate (Technical Education) of other States	Director
5.	Preparation of Budget for Technical Education and Technical Institutions in the State.	Director, AAO
6.	Recommending and recognizing new institutions, and new courses and increase in the intake capacity in the existing institutions, for technical education, at Degree and Diploma level	Director
7.	Grievances of teaching & non-teaching staff of Technical Institutes & Directorate of Technical Education	Principals, & Director

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

4

8.	Monitoring standards of Diploma level Technical Institution at regular intervals and initiate corrective measures. Recommending, recognizing and affiliating technical institutions at Diploma level	Director
9.	Admissions to the First Year and Second Year of Degree level professional Programmes/colleges in the State, including preparation and sale of prospectus, conduct of Common Entrance Test (CET)	Dy. Director (CAD)
10.	Admissions to the First Year of Diploma level Technical Programmes/institutions in the State, including preparation and sale of prospectus	Dy. Director (CAD)
11.	Admissions to the First Year of Degree/Diploma level technical Programmes/colleges outside the state.	Dy. Director (CAD)
12.	Preparation of Term schedule, Examination schedule etc. for the Diploma level Institution	Secretary, BTE
13.	Conduct of Examination including appointment of Examiners, Paper-setting, Evaluation and Declaration of results of the Diploma Programmes.	Secretary, BTE
14.	Award of Diploma, mark-sheets and migration certificate etc to the candidates who have successfully completed the prescribed programme.	Secretary, BTE
15.	Development of need based curriculum and periodic revision of the same.	Secretary, BTE
16.	Training programs for enhancement of teaching skill and knowledge of the teaching faculty and supporting staff	Director

5. WORK CULTURE

	WORK	AUTHORITY & PROCEDURE	SCHEDULE
1.	Permission for New Institutions, New Courses, Increase in intake capacity of Technical Programmes	Director of Technical Education Apply to State Level Committee of AICTE and affiliating body (University or Board) through the Director of Technical Education	All year round
2.	Affiliating/Recognizing/Diploma level. Technical Institutions	Chairman, Board Of Tech. Education Apply to Chairman of Board of Technical Examination with letter of approval from AICTE. The Chairman shall appoint affiliation inspection committee to process the case.	All year round

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

5

3.	Monitoring standards of Technical Education & Institutions in the State.	Director of Technical Education By periodic inspections	Annual
4.	Preparation of Budget for Technical Education	Director of Technical Education	Annually & as and when required.
5.	Framing of recruitment rules for teaching, non teaching and administrative posts in the Technical institutes and Directorate/Board	Secretary,(Tech.Education) Govt. of Goa Under Secretary, (Personnel) Director of Technical Education Institute should submit proposal in prescribed proforma.	Within six months of receiving request from affiliated institute, if all papers are in order.
6.	Recruitment of teaching, non-teaching and administrative staff in DTE office & Tech. Institutes	Secretary,(Tech.Education) Govt. of Goa & Director of Technical Education	Within six months of receiving request from affiliated institute, if R.R.s are already existing.
7.	Implementation of AICTE Regulations, norms & payscales, etc.	Director of Technical Education	As per guidelines issued by AICTE.
8.	Grievances of Teaching Faculty of Technical Institutes and Faculty Welfare.	Respective Principals (as HOD) Director of Technical Education	Within one month of receipt Within two months of receipt
9.	Grievances of non Teaching Staff of Technical Institutes	Respective Principals (as HOD) Director of Technical Education	Within one month of receipt Within two months of receipt
10.	All administrative matters pertaining to Technical Institutes	Director of Technical Education	Within one month, depending on the nature of the work.
11.	Centralised	Director of Technical Education	Prospectus

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

6

	Admissions to the Professional Degree Courses/Colleges in the State of Goa	<p>Refer Prospectus of the year of admission. Normally common application form is issued for courses in Medicine, Dentistry Engineering, Architecture, Pharmacy and Homoeopathy.</p> <p>For admissions to Degree programme at Goa College of Art, Principal of Goa College of Arts, may be contacted</p>	<p>issued in Jan-Feb of the year of Admission. Applications are received around May-June as per the details in the prospectus. The Admission procedure continues up to September or the date fixed by the Goa University.</p>
12.	Centralised Admission to Technical Diploma Programmes	<p>Director of Technical Education</p> <p>Refer prospectus of the year of admission. Normally common application form is issued for all courses</p>	<p>Common Prospectus and Application form is issued in May of year of admission. Admission rounds continue till August.</p>
13.	Admission to Government of India seats, reserved for students of Goa, in Degree and Diploma courses.	<p>Director of Technical Education</p> <p>Apply to the Director of Technical Education, Goa, through separate prospectus and application form, for 24 seats allotted by Government of India.</p>	<p>As per Schedule given in the prospectus. Normally prospectus is available in May/June of the year of admission.</p>
14.	Conduct of Diploma Examination	<p>Secretary (BTE)</p> <p>Examination forms to be submitted to Board of Technical Education through institute, giving details of Name, Programme, Institute, and courses registered/reregistered. Dates of filling of forms and submission of forms to BTE are published in the term schedule.</p>	<p>Two times per year.</p> <p>Odd term – October/Nov.</p> <p>Even Term – April/ May</p>

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

7

		Time-table of examination is published two month in advance of the examination.	
15.	Declaration of results	Secretary BTE Result is declared as part of the exam procedure for all candidates appeared and not involved in any irregularity.	Within 40 working days of end of theory exam or practical examination, which ever is later.
16.	Issue of Mark-sheets	Secretary BTE Mark-sheet is issued as part of the exam procedure for all candidates appeared and not involved in any irregularity.	With in 45 working days of declaration of results
17.	Issue of Diplomas	Chairman, Board of Tech. Education & Secretary (BTE) If the student has successfully passed all courses and there is no irregularity or discrepancy.	Within eight months of final year result, if there are no complaints of malpractices fraud, improper conduct etc. against the candidates.
18.	Issue of Migration and other Certificates	Secretary (BTE) Apply to Secretary, Board of Technical Education giving details such as Name, Seat No., Enrolment No., Programme, Institute, Examination Passed etc. along with payment of fees.	Within three working days after receipt of application along with fees.

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

8

LIST OF PROFESSIONAL INSTITUTIONS (Degree Level)

(For Centralised admissions)

<u>Sr. no.</u>	<u>College</u>	<u>Address</u>	<u>Name of the Dean/Principal</u>	<u>Phone No.</u>	<u>Fax No.</u>	<u>Website</u>	<u>E-mail ID</u>
1	Goa Medical College	Goa Medical College, Bambolim Goa	Dr. V.N. Jindal	0832-2458727	0832-2458728	Nil	goamedicalcollege07@rediffmail.com
2	Goa Dental College & Hospital	Rajiv Gandhi Medical Complex, Bambolim Goa 403202	Dr. Pavan Kumar Chandra	0832-2459812-15	0832-2459816	Nil	Nil
3	Goa College of Engineering	Goa College of Engineering Farmagudi Ponda Goa 403401	Shri. Vivek B. Kamat	0832-2336301	0832-2336401 and 2335021	www.gec.ac.in	ppl@gec.ac.in
4	Padre Conceicao College of Engineering	Agnel Technical Education Complex Verna, Goa 403722	Dr. Luis C. Mesquita	0832-2791266/67	0832-2791268	www.pccegoa.org	agnelgoa@sancharnet.in
5	Shree Rayeshwar Institute of Engg. & Info Tech.	Shiv-Shail Karai Shiroda Goa 403103	Dr. N. Somayaji	0832-2307001, 2307032	0832-2307001	www.ritgoa.com	principal@ritgoa.com
6	Goa College of Pharmacy	18 th June Road, Panaji Goa 403001	Shri M.G. Pai	0832-2226882/ 83	0832-2226883	www.goagovt.nic.in/gcp	gocopharmacy@dataone.in

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

9

7	P.E. S.'s College of Pharmacy Education & Research	Post Box no. 73, Farmagudi Ponda Goa 403401	Dr. R.V. Gaitonde	0832- 2980501/ 2335020	0832- 2335020	www.pespharma.edu.in	principal@pespharma.edu.in
8	Goa College of Architecture	Dr. T.B.Cunha Educational Complex, Altinho, Panaji Goa	Prof. Ravi Hazra	0832- 2436435, 2227144	0832- 2227144	-----	gca_goa@sancharnet.in
9	Shri Kamaxidevi Homoeopathic Medical College & Hospital	"Shiv-Shail", Karai Shiroda- Goa	Dr. Arvind Kothe	0832- 2306842/ 2307447/ 2307442	0832- 2307007	www.homoeopathycollegegoa.org	arvindkothe@indiatimes.com

LIST OF TECHNICAL INSTITUTIONS (Diploma Level)

GOVERNMENT INSTITUTES					
1.	Name of the institution	Government Polytechnic, Panaji	Government Polytechnic, Mayem	Goa College of Pharmacy	Government Polytechnic, Curchorem
2.	Postal address	Althino – Panaji , Goa	Mayem, Bicholim - Goa	18 th June Road, Panaji Goa	Near Kakoda Industrial Estate, Cacora-Goa
3.	Name of the Principal	Shri. Luis R. Fernandes	Shri Subhash P. Borkar	Shri. M.G.Pai	Shri. Vivek B. Kamat
4.	Phone No.	2425973/2432667	2361235/2363968	2226883	2654400/ 2967602/ 2967603
5.	Fax. No.	2432667	2361235	2226883	2654400
6.	Website	www.gpp.nic.in	www.gpb.nic.in	www.goagovt.nic.in/gcp	http://egov.goa.nic.in/rtipublic/gpc
7.	E-mail ID	gpp@sancharnet.in	gpb@goatelecom.com	gocopharmacy@dataone.in	diplomagpc@rediffmail.com

AIDED AND UNAIDED INSTITUTES					
1	Name of the institution	Institute of Shipbuilding Technology Goa	Agnel Polytechnic	Guardian Angel Institute of Hotel Management And Catering Technology	Agnel Institute of Food Crafts & Culinary Sciences
2	Postal address	Bogda, Vasco-da-gama, Goa-403 802	Agnel Technical Education Complex, Agnel Ganv, Verna Salcette – Goa 403 722	Guardian Angel complex, Curchorem Goa-403 706	Agnel Technical Education Complex, Agnel Ashram, Agnel Ganv, Verna Salcette - Goa
3	Name of the Principal	Cdr. Buddhadeb Sengupta	Shri. Subhash A. Lotliker	Shri. Tony Menezes	Shri. Alphonso Pereira
4	Phone No.	2520984/ 2524150	2791206	2650216/ 2651982/ 6470188/ 9890544181	2791211/ 2791206/ 2791208
5	Fax. No.	2524033	2791205	2650216	2791211/

GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
CITIZEN'S CHARTER 2010

11

					2791205
6	Website	www.isbt.ac.in	agnelpolytechnic.org	www.guardianangel.8m.com	www.aifccs.com
7	E-mail ID	isbt@isbt.ac.in/ isbt@sancharnet.in	----	gaihmcgoa@sancharnet.in	aifccsverna@yahoo.co.in

LIST OF (PROFESSIONAL) DEGREE LEVEL PROGRAMMES

COURSES OF STUDY AND INTAKE

Courses	Duration	Seats	Institution	Code
M.B.B.S.	5 ½	100	GMC, Bambolim	MED
B.D.S.	5 ½	40	GDC, Bambolim	DEN
B.E (InformationTechnology)	4	60+6*	GEC, Farmagudi	ITG
B.E (Information Technology)	4	60 [#]	P.C.C.E, Verna	ITP
B.E (Information Technology)	4	60 [#] +6*	R.I.E.I.T., Shiroda.	ITR
B.E. (Computer)	4	60+6*	GEC, Farmagudi	COG
B.E. (Computer)	4	60 [#]	P.C.C.E Verna	COP
B.E. (Computer)	4	60 [#] +6*	R.I.E.I.T, Shiroda.	COR
B.E. (Electronics & Telecom.)	4	60+6*	GEC, Farmagudi	ETG
B.E. (Electronics & Telecom.)	4	60 [#]	P.C.C.E., Verna	ETP
B.E. (Electronics & Telecom.)	4	60 [#] +6*	R.I.E.I.T., Shiroda.	ETR
B.E. (Electrical & Electronics)	4	60+6*	GEC, Farmagudi	EEG
B.E. (Mechanical)	4	40+4*	GEC, Farmagudi	MEG
B.E. (Mechanical)	4	60 [#]	P.C.C.E., Verna	MEP
B.E. (Civil)	4	40+4*	GEC, Farmagudi, Ponda	CIV
B. Pharm. Sc.	4	60+6*	GCP, Panaji	PHM
B. Pharm. Sc.	4	60 [#]	PES, Farmagudi	PES
B. Arch.	5	30	GCA, Altinho, Panaji	ARC
B.H.M.S.	5 ^{1/2}	50	SKHMC, Shiroda	BHM
Total		1080+56*		

Out of 60 seats, 15 seats are reserved for Management Quota, admission for which shall be done at Institution

*Seats under AICTE Tuition Fee Waiver Scheme

LIST OF DIPLOMA LEVEL PROGRAMMES

Engineering and Technology (FOR SSC+ & HSSC+)

Code	Courses	Duration in years	Seats	Institutions
For SSC+				
CV	Civil Engineering	3	60	GPP, GPB
CT	Civil Engineering-(Const.)	4	20	APV
ME	Mechanical Engineering	3	190	GPP, GPB, ISBT, GPC, APV
EL	Electrical Engineering	3	60	GPP, GPB
EN	Electronics Engineering	3	70	GPP, APV
EC	Electronic & Communication. Engg.	3	60	ISBT, GPB
	Electronic & Communication. Engg.	3	30	APV (WW)
EE	Electrical & Electronics Engg.	3	40	GPC
CO	Computer Engineering	3	90	APV, GPC, GPP
MX	Medical Electronics	3	20	APV(WW)
AT	Automobile Engineering	4	40	APV
SH	Shipbuilding Engineering	4	40	ISBT
FB	Fabrication Tech.& Erection Engg.	4	30	GPP
FD	Food Technology	3½	15	GPP
EI	Electronics & Instrumentation	3	20	GPP
GT	Garment Technology	3	30	GPP
MN	Mining Engineering	3	20	GPB
AE	Architectural Engineering	3	20	GPP
For H.S.S.C+				
MO	Modern Office Practices	3	20	GPP
PY	Pharmacy	2	60	GCP
HM	Hotel Management & Catering Technology	3	100	AIV, GAC
	TOTAL		1035	

WW-Indicates courses under Women's wing, which shall be open to male candidates if seats remain vacant, after all eligible female candidates, are admitted