

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

**MISSION**  
**GOALS**  
**JURISDICTION**  
**FUNCTIONS AND FUNCTIONARIES**  
**WORK CULTURE**

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## **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 :

- Facilitate provision of quality education and training in all areas of Technical and Technician Education.
- Develop 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 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}
7. P.E.S.'s Rajaram and Tarabai Bandekar College of Pharmacy, Farmagudi-Ponda {un-aided}
8. Don Bosco College of Engineering, Fatorda-Margao. {un-aided}
9. Agnel Institute of Technology and Design, Assagao, Bardez, Goa. {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, Allied Health Services, Nursing 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, in the State of Goa.

#### **4. FUNCTIONS AND FUNCTIONARIES**

	<b>FUNCTIONS</b>	<b>FUNCTIONARIES</b>
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 Education
2.	Monitoring standards of Degree & Diploma level Technical Institution at regular intervals and initiate corrective measures	AD(C ) & AD (P)
3.	Prescribing the rules of recruitment, promotions, maintenance of reservation rosters for faculty members of Technical Institution and officials of Directorate Technical Education	AD(C ), AD (P), AD (A) and AD (E)
4.	Collaboration with AICTE, MHRD, Universities, Industries and Directorate (Technical Education) of other States	DD (CAD)
5.	Preparation of Budget for Technical Education and Technical Institutions in the State.	AAO (A& P)

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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	DD (CAD)
7.	Grievances of teaching & non-teaching staff of Technical Institutes & Directorate of Technical Education	Director , AD (E) & Principals
8.	Monitoring standards of Diploma level Technical Institution at regular intervals and initiate corrective measures. Recommending, recognizing and affiliating technical institutions at Diploma level	Secretary (BTE), Principals and AD (P)
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) for First Year Degree Courses	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.	Preparation of Term schedule, Examination schedule etc. for the Diploma level Institution	Secretary, BTE
12.	Conduct of Examination including appointment of Examiners, Paper-setting, Evaluation and Declaration of results of the Diploma Programmes.	Secretary, BTE
13.	Award of Diploma, mark-sheets and migration certificate etc to the candidates who have successfully completed the prescribed programme.	Secretary, BTE
14.	Development of need based curriculum and periodic revision of the same.	Secretary, BTE
15.	Training programs for enhancement of teaching skill and knowledge of the teaching faculty and supporting staff.	Director, Principals, AD (P) and AD (C )
16.	Authentication of Degree and Diploma Certificates.	Secretary, BTE

All the above functionaries will perform their assigned functions under the superintendence & control of the Director of Technical Education.

## 5. WORK CULTURE

	<b>WORK</b>	<b>AUTHORITY &amp; PROCEDURE</b>	<b>SCHEDULE</b>
1.	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
2.	Monitoring standards of Technical Education & Institutions in the State.	Director of Technical Education By periodic inspections.	Annual
3.	Preparation of Budget for Technical Education.	Director of Technical Education	Annually & as and when required.
4.	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 format.	Within six months of receiving request from affiliated institute, if all papers are in order.
5.	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.
6.	Implementation of AICTE Regulations, norms & pay scales, etc	Director of Technical Education	As per guidelines issued by AICTE.
7.	Grievances of Teaching Faculty of Technical Institutes and Faculty Welfare	Respective Principals (as HOD)  Director of Technical Education & AD E	Within one month of receipt  Within two months of receipt

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8.	Grievances of staff (including non Teaching Staff of Technical Institutes)	Respective Principals (as HOD) Director of Technical Education & AD E	Within one month of receipt Within two months of receipt
9.	All administrative matters pertaining to Technical Institutes	Director of Technical Education And Principals	Within one month, depending on the nature of the work.
10.	Centralised Admissions to the Professional Degree Courses/Colleges in the State of Goa.	Director of Technical Education Refer Prospectus of the year of admission. Normally common application form is issued for courses in Medicine, Dentistry Engineering, Architecture, Pharmacy, Nursing, Homeopathy and Allied Health Sciences.  For admissions to Degree programme at Goa College of Art, Principal of Goa College of Arts, may be contacted	Prospectus 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.
11.	Centralised Admission to Technical Diploma Programmes.	Director of Technical Education  Refer prospectus of the year of admission.	Common Prospectus and Application form is issued in May of year of admission. Admission rounds continue till August.
12.	Conduct of Diploma Examination.	Secretary (BTE) 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. time-table of examination is published one month in advance of the examination.	Semester Pattern (Twice in a year). Odd term – October/Nov.  Even Term – April/ May  Annual pattern (April/May) with supplementary July/August.
13.	Declaration of results.	Secretary BTE Result is declared as part of the exam procedure for all	As per notified schedule.



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		candidates appeared and not involved in any irregularity.	
14.	Issue of Mark-sheets.	Secretary BTE Mark-sheet is issued as part of the exam procedure for all successful candidates and not involved in any irregularity.	Within 45 working days of declaration of results
15.	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.	After six months from declaration of final year results and within three months after that, if there are no complaints of malpractices fraud, improper conduct etc. against the candidates.
16.	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 15 working days depending upon the type of Certificate after receipt of application along with fees.
17.	Issue of duplicate documents	Apply to Secretary, Board of Technical Education giving all details along with proof of damage, loss or theft including an affidavit on an appropriate stamp paper.	Within 15 working days after receipt of application along with fees.
18.	Authentication of Professional Degree and Diploma Certificates	Apply to Director, Directorate of Technical Education on prescribed form giving all details and prescribed fees.	Within 15 working days after receipt of application along with fees.
19.	Verification of Mark sheets	Apply to Secretary, Board of Technical Education giving all details.	Within 15 working days after receipt of application along with fees.
20.	Verification of Marks, issue of photo copies of answer books, verification in presence and evaluation of answer books.	Students need to apply to BTE through Institute as per notified schedule.	Verification of result- Within 15 working days after the scheduled date for receipt of forms.

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			<p>Revaluation result- within 25 days after the scheduled date for receipts of forms.</p> <p>Issue of photocopies and verification in presence within 15 working from the last date for receipt of forms.</p>
21.	Declaration of Board results on website.	Within one day of result declaration.	

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**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 . 403202	Dr. Pradip Naik	0832- 249500/5169	0832-2458728	<a href="http://www.gmc.goa.gov.in">www.gmc.goa.gov.in</a>	<a href="mailto:goamedicalcollege07@rediffmail.com">goamedicalcollege07@rediffmail.com</a>
2	Goa Dental College & Hospital	Rajiv Gandhi Medical Complex, Bambolim Goa 403202	Dr. Anita Spadigam	0832- 2459812/15	0832-2459816	<a href="http://www.gdch.goa.gov.in">www.gdch.goa.gov.in</a>	<a href="mailto:deangdch123@hotmail.com">deangdch123@hotmail.com</a>
3	Goa College of Engineering	Goa College of Engineering Farmagudi Ponda Goa 403401	Dr. V. N Shet	0832-2336301	0832-2336401 2335021	<a href="http://www.gec.ac.in">www.gec.ac.in</a>	<a href="mailto:ppl@gec.ac.in">ppl@gec.ac.in</a>
4	Padre Conceicao College of Engineering	Agnel Technical Education Complex Verna, Goa 403722	Dr. Luis C. Mesquita	0832- 2791266-67	0832-2791268	<a href="http://www.pcegoa.org">www.pcegoa.org</a>	<a href="mailto:agnelpcce@gmail.com">agnelpcce@gmail.com</a>
5	Shree Rayeshwar Institute of Engg. & Info Tech.	Shiv-Shail Karai Shiroda Goa 403103	Dr.Surendra Rahamatkar	0832-2307001, 2307032	0832-2307001	<a href="http://www.ritgoa.ac.in">www.ritgoa.ac.in</a>	<a href="mailto:principal.ritgoa@gmail.com">principal.ritgoa@gmail.com</a>
6.	Don Bosco College of Engineering	Fatorda, Margao- Goa 403602	-----	0832-2741045, 2743944	0832- 2742648	<a href="http://www.dbcegoa.ac.in">www.dbcegoa.ac.in</a>	<a href="mailto:dbcefatorda@dbce.ac.in">dbcefatorda@dbce.ac.in</a>

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7.	Agnel Institute of Technology and Design	Assagao, Bardez, Goa. 403507	Dr. V. Mariappan	0832-2268642	0832-2268642	<a href="http://www.aitdgoa.edu.in">www.aitdgoa.edu.in</a>	<a href="mailto:aitdgoa@gmail.com">aitdgoa@gmail.com</a>
8	Goa College of Pharmacy	18 <sup>th</sup> June Road, Panaji Goa 403001	Dr. Gopalkrishna Rao	0832-2226882/ 83	0832-2226883	<a href="http://www.gcp.goa.gov.in">www.gcp.goa.gov.in</a>	<a href="mailto:gcpprincipal@yahoo.com">gcpprincipal@yahoo.com</a>
9	P.E. S.Rajaram & Tarabai Bandekar College of Pharmacy	Post Box no. 73, Farmagudi Ponda Goa 403401	Dr. S.N. Mamledesai	0832-2335162/ 2335020	0832-2335020	<a href="http://www.pespharma.in">www.pespharma.in</a>	<a href="mailto:principalrtbcop@gmail.com">principalrtbcop@gmail.com</a>
10	Goa College of Architecture	Dr. T.B.Cunha Educational Complex, Altinho, Panaji Goa 403001	Dr. Ashish Rege	0832-2436435, 2227144	0832-2227144	<a href="http://www.gcarch.goa.gov.in">www.gcarch.goa.gov.in</a>	<a href="mailto:gca.principal@gmail.com">gca.principal@gmail.com</a>
11	Shri Kamaxidevi Homoeopathic Medical College & Hospital	“Shiv-Shail”, Karai Shiroda-Goa 403103	Dr. S.D.Naik	0832-2306842/ 2307441/ 2307442	0832-2307007	<a href="http://www.skmch.com">www.skmch.com</a>	<a href="mailto:skmchgoa98@gmail.com">skmchgoa98@gmail.com</a>
12	Institute of Nursing Education	Opp. Station Workshop, EME Bambolim Camp, Goa 403202	Mrs. Carol Noronha	0832-2459727	0832-2458191	-----	<a href="mailto:inegoabam@gmail.com">inegoabam@gmail.com</a>

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**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 <sup>th</sup> June Road, Panaji Goa	Near Kakoda Industrial Estate, Cacora-Goa
3.	Name of the Principal	Shri. Luis R. Fernandes	Shri Subhash P. Borkar	Dr. Gopalkrishna Rao	Shri. Ajit Gaonkar
4.	Phone No.	2225973/2432667	2361235/2363968	2226883	2654400/ 2967602/ 2967603
5.	Fax. No.	2432667	2361235	2226883	2654400
6.	Website	<a href="http://www.gpp.nic.in">www.gpp.nic.in</a>	<a href="http://www.gpb.nic.in">www.gpb.nic.in</a>	<a href="http://www.gcp.goa.gov.in">www.gcp.goa.gov.in</a>	<a href="http://www.gpc.nic.in">www.gpc.nic.in</a>
7.	E-mail ID	<a href="mailto:gppgoa@gmail.com">gppgoa@gmail.com</a>	<a href="mailto:principalgpbicholim@gmail.com">principalgpbicholim@gmail.com</a>	<a href="mailto:gcpprincipal@yahoo.com">gcpprincipal@yahoo.com</a>	<a href="mailto:diplomagpc@rediffmail.com">diplomagpc@rediffmail.com</a>

AIDED AND UNAIDED INSTITUTES					
1	Name of the institution	Institute of Shipbuilding Technology Goa	Agnel Polytechnic	Guardian Angel Institute of Hotel Management And Catering Technology	Agnel Institute of Food Crafts & Culinary Sciences
2	Postal address	Bogda, Vasco-da-gama, Goa-403 802	Agnel Technical Education Complex, Agnel Ganv, Verna Salcette – Goa 403 722	Guardian Angel complex, Curchorem Goa-403 706	Agnel Technical Education Complex, Agnel Ashram, Agnel Ganv, Verna Salcette - Goa
3	Name of the Principal	Shri. Gopal Midlagajni	Shri. Subhash A. Lotliker	Shri. Tony Menezes	Shri. Alphonso Pereira
4	Phone No.	2520984/ 2524150	2791206	2659213 6470188	2791211/ 2791916
5	Fax. No.	2524033	2791205	2650216	2791211/ 2791205
6	Website	<a href="http://www.isbt.ac.in">www.isbt.ac.in</a>	<a href="http://www.agnelpolytechnic.net">www.agnelpolytechnic.net</a>	<a href="http://www.gaih.org">www.gaih.org</a>	<a href="http://www.aifccs.com">www.aifccs.com</a>
7	E-mail ID	<a href="mailto:isbt@isbt.ac.in">isbt@isbt.ac.in</a> <a href="mailto:isbt@sancharnet.in">isbt@sancharnet.in</a>	<a href="mailto:agnelpolytechnic@rediffmail.com">agnelpolytechnic@rediffmail.com</a>	<a href="mailto:gaih1@yahoo.com">gaih1@yahoo.com</a>	<a href="mailto:aifccsverna@yahoo.co.in">aifccsverna@yahoo.co.in</a>

**LIST OF (PROFESSIONAL) DEGREE LEVEL PROGRAMMES  
COURSES OF STUDY AND INTAKE**

Course	Duration in years	Seats	Institution
M.B.B.S.	5 ½	150	GMC, Bambolim
B.D.S.	5	40	GDC, Bambolim
B.E (Information Technology)	4	60+3*	GEC, Farmagudi
B.E (Information Technology)	4	60# +3*	P.C.C.E, Verna
B.E (Information Technology)	4	60#+3*	R.I.E.I.T., Shiroda.
B.E. (Computer)	4	60+3*	GEC, Farmagudi
B.E. (Computer)	4	60# +3*	P.C.C.E Verna
B.E. (Computer)	4	60# +3*	R.I.E.I.T, Shiroda.
B.E. (Computer)	4	60# +3*	DBCE, Fatorda
B.E. (Computer)	4	60# +3*	AITD, Assagao
B.E. (Electronics & Telecom.)	4	60+3*	GEC, Farmagudi
B.E. (Electronics & Telecom.)	4	60# +3*	P.C.C.E., Verna
B.E. (Electronics & Telecom.)	4	60# +3*	R.I.E.I.T., Shiroda.
B.E. (Electronics & Telecom.)	4	60# +3*	DBCE, Fatorda
B.E.(Electronics & Communi.)	4	60# +3*	AITD, Assagao
B.E. (Electrical & Electronics)	4	60+3*	GEC, Farmagudi
B.E. (Mechanical)	4	60+3*	GEC, Farmagudi
B.E. (Mechanical)	4	60# +3*	P.C.C.E., Verna
B.E. (Mechanical)	4	60# +3*	DBCE, Fatorda
B.E. (Mechanical)	4	60# +3*	AITD, Assagao
B.E. (Civil)	4	60+3*	GEC, Farmagudi, Ponda
B.E. (Civil)	4	60#+3*	DBCE, Fatorda
B.E. (Mining)	4	30+2*	GEC, Farmagudi, Ponda
B. Pharm.	4	60+3*	GCP, Panaji
B. Pharm.	4	60# +3*	PES, Farmagudi
B. Arch.	5	40	GCA, Altinho, Panaji
B.H.M.S.	5 ½	50	SKHMC, Shiroda
B.Sc. in Nursing	4 (includes internship)	100	INE, Bambolim
<i>A.H.S.(Allied Health Sciences)</i>			
B.P.T. (Bachelor of Physiotherapy)	4 ½ (includes 6 months internship)	20	GMC, Bambolim

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B.O.T. (Bachelor of Occupational therapy)	4 ½ (includes 6 months internship)	20	GMC, Bambolim
B.Opt. (Bachelor of Optometry)	4 (includes 12 months internship)	20	GMC, Bambolim
B.Sc.M.I.T (B.Sc. in Medical Imaging Technology)	4 (includes 12 months internship)	20	GMC, Bambolim
B.Sc.A.T. (B.Sc. in Anaesthesia Technology)	4 (includes 12 months internship)	20	GMC, Bambolim
<b>Total</b>		<b>1830+68*</b>	

# Out of 60 seats, 15 seats are reserved for Management Quota, admission for which shall be done at Institution.(Subject to review)

\*Seats under AICTE Tuition Fee Waiver Scheme.

The above list may vary from time to time, subject to approval of competent authority.

**LIST OF DIPLOMA LEVEL PROGRAMMES  
Engineering and Technology (FOR SSC+ & HSSC+)**

Code	Courses	Duration in years	Seats	Institutions
<b>For SSC+</b>				
CV	Civil Engineering	3	70	GPP, GPB
CT	Civil Engineering-(Const.)	4	40	APV
ME	Mechanical Engineering	3	200	GPP, GPB, ISBT, GPC, APV
EL	Electrical Engineering	3	60	GPP, GPB
EN	Electronics Engineering	3	70	GPP, APV
EC	Electronic & Communication. Engg.	3	60	ISBT, GPB
	Electronic & Communication. Engg	3	30	APV (WW)
EE	Electrical & Electronics Engg	3	40	GPC
CO	Computer Engineering	3	90	APV, GPC, GPP
MX	Medical Electronics	3	20	APV(WW)
AT	Automobile Engineering	4	40	APV
SH	Shipbuilding Engineering	4	40	ISBT
FB	Fabrication Tech.& Erection Engg.	4	30	GPP
FD	Food Technology	3½	15	GPP
EI	Electronics & Instrumentation	3	20	GPP
GT	Garment Technology	3	30	GPP
MN	Mining Engineering	3	20	GPB
AE	Architectural Engineering	3	30	GPP
	For H.S.S.C+			
MO	Modern Office Practices	3	20	GPP
PY	Pharmacy	2	60	GCP
HM	Hotel Management & Catering Technology	3	100	AIV, GAC
	<b>TOTAL</b>		<b>1085</b>	

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

In addition, 58 seats are available under Tuition Fee Waiver Scheme of AICTE.