

**CITIZEN'S CHARTER FOR  
THE DIRECTORATE OF EDUCATION  
GOVERNMENT OF GOA.**

The Department of Education deals with organization and development of School Education. School Education is regulated under the provision of the Goa, Daman and Diu School Education Act, 1984 and rules made thereunder.

**Organization:**

Head office at Panaji headed by the Director of Education, Zonal Officer at Mapusa, Panaji and Margao each under the supervision of Assistant Director of Education (ADE).

Taluka office in 11 taluka with Assistant District Education Inspectors (ADEI).

**I ADMISSION**

**1.1 Admission to Std. I in a recognized school.**

The child should have attained the age of five and a half years as on 01<sup>st</sup> June of that academic year.

Submit application in prescribed form, duly signed by the parent/guardian, to the Head of Institution supported with the birth certificate in original.

Admission should be taken within 30 days from the dates of reopening of school.

Relaxation for late admission upto the month of July for that academic year is granted by the A.D.E.I. of the concerned Taluka and thereafter, by the Dy. Education Officer of the concerned Zone.

No fees are charged for admission.

The parent/guardian in the absence of authentic birth certificate can seek admission of a child by procedure a declaration form available in the Taluka Asstt. District Educational Inspector's Office.

The parent/guardian, for any difficulty in seeking admission of a child can approach the concerned Taluka Asstt. District Educational Inspector or Dy. Educational Officer of Zone

**1.2 Admission to Higher Secondary School:**

A student who has passed Std X can seek admission to any general stream in Higher Secondary School by applying in the prescribed form.

Application form should be accompanied by (i) One attested copy of statement of marks issued by the Board (ii) Two passports size photographs (iii) School Leaving Certificate (in original) along with one attested copy thereof.

### **1.3 Change of School within the State:**

- a) The parent or guardian of a candidate shall make an application on a plain paper to the Head of Institution to obtain the School Leaving Certificate.
- b) The parent or guardian of a candidate shall make an application in the prescribed form to the Head of Institution in which he /she wants to seek admission along with. The School Leaving Certificate form the last school attended.

### **1.4 Change of School from other State to Goa State:**

- a) The parent or guardian of the candidates shall get the School Leaving Certificate countersigned by the District Educational Officer of that State.
- b) The parent or guardian of the candidates shall make an application prescribed form for admission along with the School leaving certificate and shall also produce card to the Head of Institution.

### **1.5 School Leaving Certificate (S.L.C.):**

- a) The parent / guardian / candidate can file an application on a plain paper giving the reasons seeking S.L.C. to the Head of Institution.
- b) The S.L.C. will be issued within a week, free of charge. The delay in issuing S.L.C. without sufficient justification by the Head of Institution may be reported to (i) Asstt. District Education Inspector (for Std. I to VII), (ii) Dy. Education Officer (for Std. VIII to X), (iii) Asstt. Director of Education (Planning) (for Std. XI to XII).
- c) For obtaining duplicate S.L.C., an affidavit giving the reasons, has to be produced along with the application to the Head of Institution. A fee of rupee one is charged for duplicate S.L.C.

## **II. VOCATIONAL EDUCATION**

2. The scheme of Vocationalization of Secondary and Higher Secondary Education has been implemented in Goa as per the Central Govt. Scheme, The Scheme aims at providing diversification of educational opportunities so as to enhance individual employability.
- 2.1 The total number of sixteen courses have been started under the scheme in various Higher Secondary Schools. These are as follows:

Sr. No.	Name of the Course	Abreivation	No. of seats
01.	Computer Software Application	CSA	25
02.	Maintenance of Electronic and Electric Domestic Appliances	ME & EDA	25
03.	Auto Engineering Technology	AET	25
04.	Office Secretaryship and Stenography	OSS	30
05.	Accountancy and Auditing	A & A	30
06.	Marketing Salesmanship and Management	MSM	30
07.	Commercial Garment Designing and Making	CGD & M	25
08.	Catering and Restaurant Management	C& RM	25
09.	Industrial Management	IM	30
10.	Insurance	INS	30
11.	Food Production	FP	25
12.	Horticulture	HORCUL	25
13.	Floriculture & Landscaping	FLORICUL	25
14.	Tourism & Travel Techniques	T & TT	25
15.	Electronic Technology	ET	25
16.	Bakery and Confectionery	B&C	25

**Note:** List of Higher Secondary Schools having above courses is given at **Annexure I**

**2.2** The list of Secondary Schools having pre-vocational courses are indicated in **Annexure I-A**

**2.3 Procedure for admission to the courses:**

For seeking in admission in vocational stream, the admission procedure is the same as followed for general stream.

## **2.4 Apprenticeship Training facilities:**

The apprenticeship training is for one-year duration for pass-out students in the courses of Secretaryship/Stenography and Accountancy and Auditing and is being provided by various industries and offices. The candidates are sponsored by the Principals of concerned Higher Secondary Schools. The details of these Industries/Offices are Available with the Higher Secondary Schools.

## **2.5 Vertical Mobility:**

Vertical mobility is also provided for vocational pass-out students.  
For details please refer **Annexure II**

## **III. DISTRICT INSTITUTE OF EDUCATION AND TRAINING (D.I.E.T).**

The District Institute of Education and Training (D.I.E.T) is an Institute under the Directorate of Education. The main function of D.I.E.T. is to train the candidate leading to awarding the Diploma in Education (D.Ed). The Institute is also providing in service training to the teachers working in Primary and Middle Schools both in Govt. and Private schools.

**3.1 Diploma in Education (D.Ed) Course:** - It is a two-year course with a medium of instruction in English.

**3.2 Procedure for admission:-** The Institute issues a circular and press note notifying the admission with eligibility criteria in the D.Ed course in the month of February/March every year. After scrutinizing the applications received the eligible candidates are called for interview and selected for admission. The priority in admission is given to the teachers already working in the schools.

**3.3 Availability of seats:-** a total of 45 seats are available for admission for Part I (First year). Some seats are reserved for SC (2%) . ST (0.5%) O.B.C. (15%) wards of Freedom Fighters (1%) and Handicapped persons (3%) as per the norms laid down by Govt. of Goa from time to time.

## **IV. STATE INSTITUTE OF EDUCATION**

**4.** The State Institute of Education (S.I.E) an Institute under the Directorate of Education, is concerned mainly with in-service training of teachers in Secondary and Higher Secondary Schools and curriculum development. The Institute is also conducting examinations leading to award of various scholarships.

<b>Sr. No.</b>	<b>Name of the Examination</b>	<b>No. of Scholarships</b>
1.	Rural Talent Search Examination	132 (12 Scholarship in each Taluka)
2.	State Level National Talent Search Examination	Top 750 students all over India are awarded these scholarships.
3.	Science Talent Search Examination	i. VIII – 50 ii. IX – 50 iii. X – 50
4	Incentives Scholarships Examination	a) 110 Scholarships in 10 Talukas (11 in each taluka) 6 for General, 3 for Landless Labourers, 2 for SC/ST in each Taluka), except Mormugao.  b) Mormugao Taluka-15 (General 5, Landless Labourers 3, SC / ST – 2 and Slum area-5)

4.2 The details of eligibility and other conditions in respect of above scholarship are circulated to the schools by S.I.E. during the respective academic year.

## **V LIBRARY SERVICES**

5. There are 77 Govt. Libraries at the State, Taluka and Village level. In additions to the Govt. Libraries 93 libraries are being run by N.G.Os and Village Panchayat's at local level. At the state level, the General Library is located at Panaji.

### **5.1 Procedure for Library Membership :-**

Following are the requirements for becoming a member of the Library: -

Fill up application form available in the Office of the Library submit the form in the Library with present membership fee.

### **5.2 Deposits :-**

Members are required to pay membership deposit (refundable) as follows: -

	<b>Adults</b>	<b>Children</b>
For State Libraries	Rs. 200/-	Rs. 50/-
Taluka Libraries	Rs. 50/-	Rs. 25/-
Village Library	Rs. 25/-	Rs. 10/-

5.3 **Working Hours:** - The Libraries are open for 6 days a week for 6-6½ hours daily as per recommendation of Readers Advisory Committee.

5.4 **Newspapers, Periodicals and Books :-**

Newspapers and Periodicals are available free of cost for reading purpose to any person. in the Library. However, for lending books. a minimum amount upto Rs. 35/- is to be paid annually, in addition to the deposits.

Libraries are governed under the provisions of Public Libraries membership rules of 1999. Copies are available for public sale at Rs. 5/- each in Govt. Printing Press at Panaji.

## **VI SCHOLARSHIPS**

6. The Directorate of Education is awarding various Scholarships. Main of these Scholarships as follows: -

6.1 **Sr. No. Name of Scholarships**

1. Sanskrit Scholarships
2. Hindi Scholarships
3. National Scholarship
4. Incentives Scholarship to Meritorious Student.
5. Talented Scholarships
6. Monetary Incentives.
7. Rajiv Gandhi Sahaya Yojana Scholarship to Middle/Secondary stage.
8. Rajiv Gandhi Shiksha Sahay Yojana Scholarship to Higher Secondary and Colleges.

6.2 For awarding the above scholarship, detailed conditions/procedure are being circulated to the Educational Institutions. For more details the concerned Institutions may be contacted.

6.3 The details in brief, for ready reference of the scholarship is done by the Grant-in-Aid section of Directorate of Education.

**ANNEXURE –I**

**LIST OF HIGHER SECONDARY SCHOOL HAVING VOCATIONAL COURSES**

**NORTH GOA**

<b>Sr. No.</b>	<b>Name of the School</b>	<b>Name of the Vocational Courses</b>
01.	Dnyanprasarak Mandal's PVS Sarojini M.Kushe Higher Secondary School, Assagao – Mapusa.	CSA, A&A OSS
02.	St. Xavier's Higher Secondary School, Mapusa.	ME & EDA, INS,A&A,T&TT
03.	Saraswat Vidyalaya's Purshottam Walwalkar Higher Secondary School, Khorlim Mapusa.	OSS,AET.A&A. FLORICUL
04.	St. Theraza,s Higher Secondary School, Candolim.	CGD&M
05.	Shri Shantadurga Higher Secondary School, Bicholim.	INS, A&A.OSS.
06.	People's Higher Secondary School, Panaji.	A&A, AET.M&S
07.	Fr.Agnel Higher Secondary School, Pilar.	AET.OSS.INS.CSA
08.	Govt. Higher Secondary School, Pernem.	OSS.CGD&M.AET
09.	Govt. Higher Secondary School, Sanquelim.	CGD&M,ET, A&A.
10.	Harmal Panchakrosh Higher Secondary School, Harmal-Pedne.	FP.C&RM.CGD& M. HORCUL
11.	Nath Pai Memorial Education Dr.Ambedkar Higher Secondary School, Colvale – Bardez.	AET.OSS.CGD&M
12.	Pednem Taluka Vikas Parishad New English Higher Secondary School, Madrem – Pedne.	CGD&M,OSS, A&A
13.	Vividha Higher Secondary School, Navelim – Sanquelim.	OSS
14.	Govt. Higher Secondary School, Valpoi – Sattari.	HORCUL
15.	Vidya Prabhodhini Higher Secondary School. Porvorim.	FLORICUL

**SOUTH GOA**

16.	P.E.S Higher Secondary, Ponda	ME & EDA, OSA,INS
17.	G.V.M Higher Secondary School, Ponda.	OSS, ET, IM
18.	Ramerisna Madeva Salgaonkar Higher Secondary Sshool, Comba, Margao.	CSA, A&A, OSS
19.	Carmel College Higher Secondary School, Nuvem	OSS, CGD&M, CSA
20.	Holy Trinity Higher Secondary School, Benaulim	CSA, CGD & M
21.	Smt. Chandrabhaga Tukoba Naik Higher Secondary School, Cuchorem	OSS, A&A, ET, ME & EDA
22.	Guardian Angel Higher Secondary School, Curchorem	ET, ME & EDA, OSA, B & C
23.	M.E.S. Higher Secondary School, Zuarinagar, Vasco.	CSA, OSS, A&A, ET, AET, ME & EDA.
24.	Govt Higher Secondary School, Baina, Vasco	ET, ME&EDA, A&A
25.	Govt. Higher Secondary School, Canacona	CGD & M, FP
26.	Govt. Higher Secondary School, Khandola	OSS, ME & EDA
27.	Shivgram Education Society's Higher Secondary School, Shiroda	ME & EDA, OSS, CGD & M
28.	St. Alex Higher Secondary School, Curtorim	OSS, FP, C & RM, ET
29.	Fr. Agnel Multipurpose Higher Secondary School, Verna.	ET, ME & EDA, CSA, T & TT
30.	Damodar Higher Secondary School, Gudi Parada.	CGD & M, AET, FP
31.	Ameya Vidyaprasarak Mandal's Higher Secondary School, Curti, Ponda.	CGD & M
32.	Cuncolim Education Society's Higher Secondary School, Cuncolim	OSS, AET, CGD & M



33.	Swami Vivekanand Vidyaprasarak Mandal's Higher Secondary School, Borim, Ponda	OSS, CSA
34.	Bhausahab Bandodkar Higher Secondary School, Pillem, Dharbandora, Sanguem	AET, HORCUL
35.	Govt. Multipurpose Higher Secondary School, Borda, Margao	OSS, CGD & M
36.	St. Andrew's Higher Secondary School, Vasco	CGD & M, T & TT
37.	S.S. Angle's Higher Secondary School, Loliem, Mashem, Canacona	HORCUL
38.	Fr. Basilo Andrade Memorial Higher Secondary School, Majorda.	FP
39.	Govt. Higher Secondary School, Sanguem	HORCUL

**ANNEXURE I – A.**

**HIGH SCHOOLS HAVING PRE-VOCATIONAL COURSES**

<b>Sr. No.</b>	<b>Name of the Courses</b>	<b>Name of the School</b>
1.	Elements of Engineering	1. Fr. Agnel Multipurpose High School, Verna, Salcete. 2. Gaurdian Angel High School, Curchorem, Quepem
2.	Elements of Home Science	1. Damodar English High School, Gudi, Paroda, Quepem 2. Mahatma Jyotirao Phule High School, Colvale, Bardez, Goa. 3. St. Thereza High School, Canacona, Gao.
3.	Elements of Agriculture	1. Gomantak Vidyalaya, Dharbandora, Sanguem, Goa. 2. Harmal Panchakroshi High School, Harmal, Pernem, Goa. 3. Nirakar Vidhyalaya, Maxem, Canacona, Goa.

## ANNEXURE-II

### Vertical Mobility for Higher Education

Sr. No.	Name of the Vocational Course passed	Eligible to Join
1.	Office Secretaryship/Stenography	F.Y.B.A., F.Y.B.Com.
2.	Accountancy & Auditing	--do--
3.	Marketing & Salesmanship Management	--do--
4.	Insurance	--do--
5.	Industrial Management	--do--
6.	Computer Software Application	F.Y.B.A., F.Y.B.Com. F.Y.B.Sc.(General) F.Y.B.C.A.
7.	Electronic Technology	F.Y.B.Sc.(General)
8.	Maintenance and Repair of Electronic and Electrical Domestic Appliances	--do--
9.	Auto Engineering Technology	--do--
10.	Commerical Garment Designing and Marketing	F.Y.B.A., F.Y.B.Com. F.Y.B.Sc. Home Science)
11.	Catering and Restaurant Management	F.Y.B.A., F.Y.B.Sc. (Home Science)
12.	Food Production	F.Y.B.A., F.Y.B.Sc. (Home Science)
13.	Horticulture	F.Y.B.Sc. (Horticulture)
14.	Floriculture	--do--

#### **N.B.**

#### **IMPORTANT**

1. Pass outs of courses at Sr. Nos. 7, 8 and 9 can apply for II Year Polytechnic Diploma Course provided they have secured more than 60% marks at S.S.C. and H.S.S.C. Examination.
2. Pass outs of courses at Sr. Nos. 13 and 14 can join Yeshwantrao Chavan open University, Nashik for B.Sc. (Horticulture). This University has a center at Sawantwadi and sub-centre at Mapusa. Details are available with concerned Principals.

**ANNEXURE—III**

<b>Sr. No.</b>	<b>Name of the Scholarship</b>	<b>Condition</b>	<b>No. of awards</b>
1.	Sanskrit Scholarship	For the students with Sanskrit as one of the subject. The scholarship are tenable for two years i.e. class IX & X & XI & XII respectively	50 awards in each class
2.	Hindi Scholarship	Only those candidates whose mother tongue is not Hindi & who belong to any of the states/union territories will be eligible for the scholarship. Hindi is one of the subject	5 awards
3.	National Scholarship	Only those students who rank in the merit list of S.S.C./ H.S.S.C. and persuing Post-Graduation studies are eligible for the scholarship subject to parents annual income should not exceed Rs. 25,000/- per annum.	50 Scholarship
4.	Incentive Scholarship to meritorious students	Incentives scholarship is awarded to the meritorious students at elementary stage every year. The scheme is operated by SIE. (Sec IV item No.4)	100 Scholarships

## TELEPHONE DIRECTORY OF EDUCATIONAL INSTITUTIONS IN GOA

Sr.No.	Name of Institution	Name and Designation	Office	Res.
1.	Secretary Education Secretariat, Panaji	Shri. Santosh Vaidya Secretary Education	2419405	2224070
2.	Directorate of Education, Panaji.	Shri . N.D.Agarwal Director of Education.	2221521 2221508 2221516	2228181
3.	Directorate of Education, Panaji	Shri. Michael M. D'Souza Director (Administration)	2221777 2221516 2221508	2255057
4.	Directorate of Education, Panaji		2223238	2227220
5.	Directorate of Education, Panaji	Shri. P. S. Gude Joint Director (Accounts)	2426181 2221508 2221516	2459395
6.	Directorate of Education, Panaji	Dr. Celsa Pinto Dy. Director of Education (Adult)	2223237 2221516 2221508	9822487659 (Mobile)
7.	State Institute of Education, Porvorim	Dr. Celsa Pinto Director	2417276	9822487659 (Mobile)
8.	D.I.E.T. Porvorim	Dr. Celsa Pinto Principal	2417228	9822487659 (Mobile)
9.	Directorate of Education, Panaji	Shri. L.M.T. Fernandes Dy. Director of Education (Acad.)	2222415 2221508 2221516	2741404
10.	Directorate of Education, Panaji	Shri. Anil V. Powar Dy. Director of Education (Plg. & Voc.)	2422199 2221508 2221516	2235037
11.	Directorate of Education, Panaji	Asstt. Director of Education (Acad)	2221516 2221508	-
12.	Directorate of Education, Panaji	Asstt. Director of Education (Plan)	2221516 2221508	-
13.	Directorate of Education, Panaji	I/c Shri. Y.P. Dhore Asstt. Director of Education (Adm-III)	2221516 2221508	2316995
14.	Directorate of Education, Panaji	Shri. Anil Vernekar Asstt. Director of Education (Voc)	2221516 2221508	2256627

15.	<b>Directorate of Education, Panaji</b>	<b>Shri. Y. P. Dhore</b> Asstt. Director of Education (Adm)	2221516 2221508	2415113
16.	<b>Directorate of Education, Panaji</b>	<b>Shri. Jayprakash J. Nagarsenkar</b> Incharge of Cyberage Student Scheme	2425384 2221516 2221508	2451916
17.	<b>Central Education Zone, Panaji.</b>	<b>Shri. M. N. Malkarnekar</b> Asstt. Director of Education	2425913	2415837
18.	<b>North Education Zone, Mapusa</b>	<b>Shri. V. G. Fatan</b> Asstt. Director of Education	2262254	2292139
19.	<b>South Education Zone, Margao.</b>	<b>I/c Shri. Thomas Mathew</b> Asstt. Director of Education	2714825	2736664
20.	<b>Directorate of Education, Panaji.</b>	<b>I/c Shri. Anil V. Powar</b> Environmental Education Officer	2221516 2221508	2201338
21.	<b>Directorate of Education, Panaji.</b>	<b>Ms. Rose D'Souza</b> Vocational Education Officer	2221516 2221508	-
22.	<b>Central Education Zone, Panaji.</b>	<b>Shri. G.P. Bhat</b> Dy. Education Officer	2425913	2343961
23.	<b>North Education Zone, Mapusa</b>	Dy. Education Officer	2262254	
24.	<b>South Education Zone, Margao.</b>	<b>Shri. Thomas Mathew</b> Dy. Education Officer	2714825	2501917
25.	<b>Central Library Panaji</b>	<b>Smt. Pia Rodrigues</b> Curator	2436327	2233929
26.	<b>Directorate of Education, Panaji.</b>	<b>Shri. Anvekar</b> Accounts Officer.	2234281 2221516 2221508	2362433
27.	<b>Directorate of Education, Panaji</b>	<b>Shri. A. T. Mamlatkar</b> Asstt.Accounts Officer	2221516 2221508	-
28.	<b>Directorate of Education, Panaji</b>	<b>Shri. Narayan Gaonkar</b> Asstt. Accounts Officer	2221516 2221508	2496012
29.	<b>Directorate of Education, Panaji</b>	<b>Shri. Tarcar</b> Statistical Officer	2221516 2221508	2426633
30.	<b>Directorate of Education, Panaji</b>	<b>Shri. Avinash V. Nasnodkar</b> Asstt. Edu. Officer(Legal)	2221516 2221508	2413050
31.	<b>A.D.E.I.</b>	Tiswadi – Panaji	2435753	-
32.	<b>A.D.E.I.</b>	Bardez – Mapusa	2251019	-
33.	<b>A.D.E.I.</b>	Pernem – Pernem	2201342	-
34.	<b>A.D.E.I.</b>	Bicholim – Bicholim	2362365	-
35.	<b>A.D.E.I.</b>	Ponda – Ponda	2313154	-
36.	<b>A.D.E.I.</b>	Sanguem – Sanguem	2604323	-

<b>37.</b>	<b>A.D.E.I.</b>	Canacona – Canacona	<b>2643038</b>	-
<b>38.</b>	<b>A.D.E.I.</b>	Mormugao – Vasco	<b>2514525</b>	-
<b>39.</b>	<b>A.D.E.I.</b>	Sattari – Valpoi	<b>2374209</b>	-
<b>40.</b>	<b>A.D.E.I.</b>	Quepem – Quepem	<b>2662359</b>	-
<b>41.</b>	<b>A.D.E.I.</b>	Salcette – Margao	<b>2706044</b>	-