

2022

Citizen's Charter



GOVERNMENT OF GOA

**DIRECTORATE OF
HIGHER EDUCATION**
Tel: 0832-2415585/2410824
Email: dir-dhe.goa@nic.in
www.dhe.goa.gov.in

Services Rendered

Authentication of Certificates/Marksheets

Service Rendered	Fees/ Charges	Procedure/Documents Required	Indicative Timeline	Incharge/ Dealing Hand
Authentication of Original Final degree Marksheet, Passing and Convocation Certificate issued by Goa University	Rs. 50/- per Certificate	<ol style="list-style-type: none">1. Original and self attested photo copy of the certificate to be authenticated.2. One Passport size recent photograph3. Self Attested photo copy of the Passport.4. Authority letter if person presenting application from on behalf of the applicant5. Self attested photo copy of ID proof of authorized person presenting application form on behalf of the applicant.6. Self attested photo copy of documentary evidence/marriage certificate in case of change in name.	14 days from receipt of Application	Shri. Subhash Gaunkar, Research Assistant. Contact: 0832-2415585

Individual Beneficiary oriented Schemes of the Directorate

1. Manohar Parrikar Goa Scholars Scheme

Objective	Eligibility/Documents Required	Benefits	Indicative Timeline for Sanctioning	Incharge /Dealing Hand
<p>1. To promote post graduate and doctoral studies to the meritorious and outstanding candidates by providing scholarship.</p> <p>2. To encourage the student for taking admission in India and Abroad.</p> <p>3. To boost the efforts of the state in promoting quality education, research and innovation.</p>	<p>1. The age shall not exceed 35 years.</p> <p>2. The applicant should be resident of Goa.</p> <p>3. The applicant must have passed the qualifying degree examination from an institution preferably in Goa.</p> <p>4. The applicant must have scored minimum of 60% marks in qualifying degree examination along with 70% aggregate marks.</p> <p>5. The applicant must have obtained confirmed admission during the period of the Scholarship.</p> <p>6. The applicant shall pursue post graduate or doctoral courses in any discipline.</p>	<p>Every year upto 30 outstanding Scholars are selected and awarded under this Scheme. The Award consists of scholarship amounting to ₹8 Lakh for pursuing studies in India and USD 25,000/- for studies in aboard and also an appreciation certificate.</p>	<p>90 days from completion of Interview by expert Committee.</p>	<p>Smt. Surat Folkar, Senior Steno</p> <p>Contact: 0832-2415585</p>

Reservation of Candidates:- Purely based on Merit

2. Fee Waiver Scheme for SC/ST students pursuing Higher Education

Objective	Eligibility/Documents Required	Benefits	Indicative Timeline for Sanctioning	Incharge /Dealing Hand
This Scheme is framed in order to provide free access to every eligible SC/ST student, to the institutions of Higher learning.	<ol style="list-style-type: none">1. The student residing in Goa for last 15 years He/She must passed his/her qualifying examination from any of the institutions located in Goa.2. He/She should belong to SC/ST community of Goa.	The amount of fee waiver provided to the eligible students shall consist of tuition fees, Library fees, Laboratory fees and development fees, if any. All other charges and fees would be borne by the concerned student.	90 days from the prescribed due date of submission the Application	Smt. Aparna Satardekar, Assistant Technical Officer Contact: 0832-2415585

3. Bursary Scheme

Objective	Eligibility/Documents required	Benefits	Indicative Timeline for Sanctioning	Incharge/ Dealing Hand
<p>For universalizing Higher Education in the State and thereby raising the Gross Enrollment Ratio (GER) to around 45 from the present 30.1, this scheme for the grant of financial assistance towards the fees paid for various courses under Higher Education has been formulated.</p>	<p>The following documents are required to be submitted along with the application form:</p> <ol style="list-style-type: none"> 1. Std X and Std XII passing certificate and marksheets of Goa Board of Secondary & Higher Secondary Education/any other board, provided school is located in Goa. In addition to the X and XII certificates, Graduation passing Certificate and Marksheets of the relevant academic year of the graduation course for student pursuing post graduate courses/programmes. 2. Proof of the annual income i.e any one of the following:- <ol style="list-style-type: none"> a) Form No. 16 issued by the employer in case of parent(s) who are employed. In case of both parents are employed then documents of both the parents should be submitted. In case of only one parent is working self attested certificate of another parent on ₹ 50 Non Judicial stamp paper would be sufficient. b) Income Tax returns of the previous year in case of parents(s) having business or any other profession; c) Income certificate issued by the Competent Authority in case of others. 3. Proof of Admission to the course/programme and Bonafide student certificate issued by the Head of Institution. 4. Fee Receipts issued by the institution or Fee Structure duly certified by the Head of Institution. 	<ol style="list-style-type: none"> 1. All the graduate and post graduate students, the annual income of both parent(s)/ guardian taken together is less than rupees three lakh. 2. The maximum amount of grants is ₹ 40,000/- per annum. 3. Only those cases where the total course/ programme fees do not exceeds ₹ 60,000/- per annum shall be considered under this Scheme. 4. Those with the course fees above ₹ 60,000/- may approach the GEDC for loans under Interest Free Loan Scheme 	<p>90 days from the prescribed due date of submission of the Application</p>	<p>Smt. Karishma Naik, Head Clerk</p> <p>Contact: 0832-2415585</p>

4. Interest Free Education Loan

Objective	Eligibility/Documents required	Benefits	Indicative Timeline for Sanctioning	Incharge/ Dealing Hand
<p>The main objective of the scheme are to promote pursuit of Higher Education by younger population of Goa, to ensure that economic conditions and financial difficulties do not come in way in such pursuit and, to assist eligible candidates by way of interest free loans to undertake approved degree and diploma courses at undergraduate and post graduate levels, in India or abroad.</p>	<p>Any person below the age of 30 years, who has been a resident of Goa for period of 15 years, shall be entitled to apply for, and receive, loans under the scheme provided he fulfills all the following conditions:</p> <ol style="list-style-type: none"> 1) Has passed the qualifying examination i.e <ol style="list-style-type: none"> a) Std Xth and XIIth for professional/non-professional courses at diploma/degree level from any of the recognized institutions situated from Goa. b) Graduation from recognized institution in Goa for post graduate courses. c) Graduation from institutions outside Goa in case of those educational courses which are not available in Goa. d) Post Graduation for PhD courses. 2) <ol style="list-style-type: none"> a) Studies in India: has obtained 55% or more marks in the qualifying examination. (for candidates belonging to SC/ST/OBC categories, the qualification marks will be relaxable by 10%). b) Studies abroad (outside India): has obtained 60% or more marks in the qualifying examination. (For candidates belonging to SC/ST/OBC categories, the qualifying marks will be relaxable by 10%) c) Meets the prescribed eligibility conditions relating to economic/financial constraints. <p>Undertakes any of the courses approved under this Scheme.</p>	<p>Maximum Loan per Year:</p> <ol style="list-style-type: none"> 1. Actual “entitled fees” subjected to maximum of ₹ 2.00 Lakh per annum. (Max 10 Lakh disbursed over 5 years) For studies Abroad 2. Actual “Entitled fees” subject to a maximum of ₹ 8.00 Lakh per annum. (Max 16 Lakh disbursed over 2 years) 	<p>90 days from the prescribed due date of submission of the Application</p>	<p>Smt. Suvarna Fernandes, Councillor</p> <p>Contact: 0832-2411194</p>

5. Promotion of Science Education

Objective	Eligibility/Documents required	Benefits	Indicative Timeline	Incharge/ Dealing Hand
<p>The objective of the scheme is to designed with intention to promote General Degree Education in pure Sciences so that quality manpower to the educational institutions and scientific laboratories is assured.</p>	<p>Under this scheme every science student scoring 75% and above marks at std. XIIth examination and seeking admission for B.Sc. Courses (grants-in-aid as well as self-financing)</p> <p>For renewal of the scholarship, a student should secure minimum of 60% at First Year/Second year B.Sc. Course. The student should have passed their exams one and same setting.</p> <p>1) Proof of residence (“In order to establish residence eligibility the applicant is required to attach previous school certificate where he/she studied in Goa continuously for a period of 10 year. In case there is any break in study he/she is required to produce residence certificate from the mamlatdar of the break period”). The proof of the residence shall be submitted only for the fresh application.</p> <p>2) Marksheet of qualifying examination i.e Std XIIth Science/F.Y.S.Sc/S.Y.B.Sc as the case may be.</p> <p>3) Mandate Form.</p> <p>4) Proof of purchase of books & equipments, etc.</p>	<p>Shall receive a scholarship of ₹ 2,000 per month for maximum thirty months till he completes the course. In addition he/she shall also be provided with the book/equipment grant to a maximum of ₹ 5,000/- per year subject to production of fee receipt and relevant expenditure certificates</p>	<p>90 days from the prescribed due date of submission the Application</p>	<p>Smt. Aparna Satardekar Assistant Technical Officer</p> <p>Contact: 0832-2415585</p>

6. Bhausaheb Bandodkar Scheme for Higher Education for Orphans Students

Objective	Eligibility/Documents required	Benefits	Indicative Timeline for Sanctioning	Incharge/ Dealing Hand
The basic purpose of formulating Dayanand Bandodkar Scheme for Higher Education is to support the educational needs of the children who are orphaned of both parents i.e. father and mother and are deprived of Higher Education for want of financial resources.	<ol style="list-style-type: none"> 1. Student seeking fee waiver under the Scheme should have been born in Goa or a resident of Goa for at least last fifteen (15) years 2. He/She must have passed his/her qualifying examination from any of the Institutions located in Goa. 	Eligible students shall receive Tuition fees, Library fees, Laboratory fees and Development fees, if any plus other charges payable to Institution like Lodging/ Boarding, Food (Hostel charges) or Transport, etc.	90 days from the prescribed due date of submission the Application	Smt. Aparna Satardeka, Assistant Technical Officer Contact: 0832-2415585

New Initiatives undertaken to benefit the students and citizens in general

The Directorate of Higher Education has taken up various initiatives towards achieving Educational Excellence through Holistic and Conducive Knowledge Ecology. These initiatives are focused on maximizing the benefits for students in particular and teachers at large

1. **DISHTAVO:** E-content project for the development of world class Educational E-content pertaining to the syllabus of Colleges in Goa. This is the first of kind project in the country; the college faculties in all discipline are engaged in developing and recording world-class educational content that has been hosted on a dedicated computer server. This e-content is freely available to the academic community worldwide.

DISHTAVO, which is an acronym (digital integrated system for holistic teaching and virtual orientation), is a comprehensive and holistic program to create e-content in the form of video lectures of syllabus pertaining to the colleges affiliated to the Goa University.

The four quadrant format as prescribed by SWAYAM for MOOCS is adopted in the DISHTAVO project to widen the learning experience of the learner. A central repository developed exclusively for DISHTAVO is the main platform for learner-content interaction. However, the learner may also access material indexed on YouTube through the organised playlist that is created.

The content preparation which can be viewed at dishtavo.dhe.goa.gov.in is done in a phased manner beginning with Unit 1 & Unit II of every paper of the odd semesters in the first phase. Similarly, in the second phase, the aim is to start with even semester and completes the remaining units subsequently.

The project aims to create a repository of e-content as per the prescribed syllabus. The main motive is to provide it to students in both online mode through the internet access as well as offline mode by keeping a copy of the same at the college level where students can request the required lectures and copy them on pen-drive and take them home.

2. Initiatives in upgrading ICT in government colleges such as the establishment of Smart Classrooms, Virtual Classroom Studios, Digital Commerce/Economics Laboratories, Digital Language Laboratories, providing high-speed internet using fibre optic cables, setting up of MOODLE Servers has been increasing the Technology Index of the teachers and student and improving the Digital Environment in the Government Colleges. The implementation of the Integrated Academic Information Management System (IAIMS) enables to computerize the various processes in all the aided colleges using an ERP based system. Using the 'Admission' module of IAIMS the admissions to the programmes in all the aided colleges was done online thereby helping students in the COVID-19 pandemic to apply from home.
3. **NET/SET Mentoring Programme:** The Directorate is conducting the Mentoring Programme for candidates answering Computer based **UGC-NET**, conducted by National Testing Agency and for **SET** conducted by Pune University.

Extensive mentoring sessions each in Paper-I and Paper –II are conducted, separately for students from North and South Goa. The Registration process of the same begins three months prior to the set date of the test.

A registration fees as shown in the table below has to be paid in the name of the Directorate of Higher Education in the form of Cash/Demand Draft.

Sr. No.	Categories	Registration Fees	Registration Fees to those who have already enrolled & attended the DHE mentoring session
1	General/OBC	Rs.1000/-	Rs. 300/-
2	SC/ST/PwD	Rs. 500/-	Rs. 250/-
3	Students	Rs. 250/-	Rs. 150/-
4	SC/ST/PH Students	Rs. 150/-	Rs. 100/-

4. **SEVARTH:** The Directorate has devised a mechanism for timely settlement of Pension Cases. As a part of the mechanism, the Department has taken a new initiative/scheme (**SEVARTH**) wherein the Pension Authorization Letter along with a Memento and Appreciation Certificate are handed over to the retiring officials by the representative of this Directorate on his/her last working day

Sanctioned Strength of Students in Aided Colleges for Academic year 2020-21

Sr. No.	Name of the College	Courses Offered	Sanctioned Strength of First Year
1	Dempo Charities Trust'S Dhempe College Of Arts & Science, Miramar	B.A	180
		B.Sc.	236
2	Parvatibai Chowgule College Of Arts & Science	B.A	180
		B.Sc.	246
3	St. Xavier'S College, Mapusa	B.A	264
		B.Com.	264
		B.Sc.	364
4	Nirmala Institute Of Education	B.Ed	100
5	Carmel College Of Arts, Science & Commerce	B.A	180
		B.Com.	120
		B.Sc.	160
6	Dempo Charities Trust'S S.S. Dempo College Of Commerce & Economics	B.Com.	360
7	Murgaon Education Society'S College Of Arts & Commerce	B.A	180
		B.Com.	264
8	V.M.Salgaocar College Of Law	B.A.LL.B	
		LL.B	120

9	Vvm'S Shree Damodar College Of Commerce & Economics	B.Com.	264
10	Dnyanprassarak Mandal'S College & Research Center	B.A	120
		B.Com.	300
		B.Sc.	168
11	VVM'S Govind Ramnath Kare College Of Law	B.A.LL.B	
		LL.B	60
		LL.M	
12	Goa Vidyaprasarak Mandal'S Gopal Govind Poy Raiturcar College Of Commerce & Economics	B.Com.	240
13	P.E.S.'S R.S.N. College Of Arts & Science	B.A	198
		B.Sc.	324
14	Cuncolim Educational Society'S College Of Arts & Commerce	B.A	132
		B.Com.	132
15	Rosary College Of Commerce And Arts	B.A	132
		B.Com.	300
16	Fr. Agnel College Of Arts & Commerce	B.A	132
		B.Com.	198
17	Saraswat Vidhyalaya'S Sridora Caculo College Of Commerce And Management Studies	B.Com.	264
18	Dnyan Prabodhini Mandal's Shree Mallikarjun College Of Arts & Commerce	B.A	120
		B.Com.	60
		B.Sc.	88
19	Goa Vidyaprasarak Mandal'S Dr. Dada Vaidya College Of Education	B.Ed	100
20	Narayan Zantye College Of Commerce	B.Com.	198
21	Vidya Prabodhini College Of Commerce, Education, Computer And Management	B.Com.	132
		B.A.BEd.	100
22	Shree Sateri Pissani Education Society'S Shri. Gopal Gaonkar Memorial Goa Multi-Faculty College	B.Com.	60
		BCA	40
		BBA	60
23	Swami Vivekanand Vidyaprasarak Mandal'S College Of Commerce	B.Com.	60
24	Ganpat Parsekar College Of Education	B.Sc.B.Ed.	50
		B.A.B.Ed.	50
25	Don Bosco College Of Agriculture	Agriculture	50
26	St. Joseph Vaz College	B.Sc.	88

27	Shree Brahmanand Sanskrut Prabhodini Tapobhumi, Kundaim	B.A (Sanskrit)	30
28	Sai Institute of Nursing	Revised Auxillary Nurse Midwifery	40
29	Mandrem College og Commerce and Economics	B.Com	60
GOVERNMENT COLLEGES			
1	Goa College Of Music	Performing Arts (theatre)	55
2	Goa College Of Home Science	Home Science	66
3	Government College Of Arts, Science &Commerce, Sanquelim	B.A	264
		B.Com.	198
		B.Sc.	176
4	Government College Of Arts, Science And Commerce, Quepem	B.Voc	60
		B.A	330
		B.Com.	264
5	Government College Of Arts, Science & Commerce, Khandola	B.Sc.	264
		B.A	200
		B.Com.	132
6	Kala Academy Goa's College of Theatre Art	B.Sc.	176
		B.VOC.	60
		BPAT	60
7	Goa College of Agriculture	B.Sc Agriculture	40
8	Sant Sohrobanath Ambiye Government College Of Arts And Commerce, Virnoda	B.A	180
		B.Com.	120
9	Government College Of Commerce & Economics, Borda, Margao	B.Com.	120

Fee Structure of Colleges as per the Notification issued by Goa University **No:**
GU/Colg/Fees/2018/3347, dated 16/01/2018

Fee Particulars	F.Y. B.A	F.Y.B.A Psychology	F.Y. B.COM.	F.Y. B.SC.	F.Y.B.SC. Computer Science	F.Y.B.SC. Electronics	F.Y.B.B.A (Grant-in-aid)	F.Y.B.C.A (Grant-in-aid)
Tuition Fee I & II Sem	1530	1530	1530	1530	2050	2050	1530	1530
Registration Fee	580	580	580	580	580	580	580	580
Library Fee	470	470	470	470	470	470	470	470
Gymkhana Fee	420	420	420	420	420	420	420	420
Other Fee	420	420	420	420	420	420	420	420
Student Aid Fund	130	130	130	130	130	130	130	130
Library Deposit	70	70	70	70	70	70	70	70
Caution Money Deposit	70	70	70	70	70	70	70	70
Laboratory Deposit	--	--	--	90	90	90	--	90
Lab. Practical Fee	--	240	--	880	2470	2470	--	880
*Laboratory Fee	500	--	500	--	--	--	500	--
Tech. Charges	820	820	820	820	--	820	820	820

*Wherever applicable (such as Generic Elective/Skill Enhancement courses/etc.)

Tuition fees (per semester/term/year) to be charged for various undergraduate programmes of study shall be notified by the University/State Government from time to time.

The revised fees shall apply to the students joining the Bachelor Degree programmes at the first year and will be applicable to them year after year in a phased manner.

Right to Information Act 2005

Name & Designation	Contact Details
Shri. Prasad Lolayekar Director of Higher Education First Appellate Authority (FAA)	Office Telephone: 0832- 2410824/2415585
Smt. Avelina D'sa E Pereira Dy. Director (Admn.) Public Information Officer (PIO) Administration	
Shri. Harish Shirodkar, Assistant Accounts Officer Public Information Officer (PIO) Accounts	
Ms. Meeta Borkar, Section Officer Assistant Public Information Officer (APIO) – Administration	

Redressal Grievances of Sexual Harrasment

Name & Designation	Contact Details
Smt. Sulaksha Borkar, A.A.O Presiding Officer	Office Telephone: 0832- 2410824/2415585
Shri. Ashank Desai, OS Member	
Ms. Meeta Borkar, S.O Member	
Smt. Darshana Naik, HeadClerk Member	
Smt. Jyoti Gaonkar, UDC Member	
Ms. Rajal Chodankar, NGO Member	
Smt. Prachi Khanderparkar, NGO Member	

Public Grievance Officer

Name & Designation	Contact Details
Dr. Gervasio S. F. L. Mendes, Additional Director of Higher Education	Office Telephone: 0832- 2410824/2415585

Vigilance Officer

Name & Designation	Contact Details
Shri. Rajesh Mahale, Joint Director (Accounts)	Office Telephone: 0832- 2410824/2415585

AISHE-State Nodal Officer

Name & Designation	Contact Details
Dr. Renji George Amballoor, Dy. Director of Higher Education	Office Telephone: 0832- 2410824/2415585

AISHE - University Nodal Officer

Name & Designation	Contact Details
Dr. Alakananda P. Shringare	9923134346

Tribal Sub-Plan

Name & Designation	Contact Details
Shri. Subhash J. Gaunkar, Research Assistant	Office Telephone: 0832- 2410824/2415585