



Government of Goa
DIRECTORATE OF EDUCATION

Alto – Porvorim, Bardez - Goa

Email:- dir-educ.goa@nic.in

Tel:- 0832-2416023, 2416033

Fax: - 0832-2416136

No.DE/VOC/Coding & Robotics/1037/2022-23/ 37

Dated:- 18 /01/2024

To,
The Headmistress/Headmaster
Govt. / Govt.Aided Schools
Goa.


Sub: - PMU team to visit schools for Academic Program Audit and Academic program Delivery Audit with respect to Regular Revised ICT curriculum delivery for Std. VI and Std. VIII.

Madam/ Sir,

Please find enclosed herewith a letter received from the Directorate of Technical Education, Project Management Unit (PMU) Porvorim regarding Permission for PMU team to visit schools for Academic Program Audit and Academic program Delivery Audit with respect to Regular Revised ICT curriculum delivery for Std. VI and Std. VIII.

Accordingly the Heads of Government and Government Aided Schools are requested to Co-operate with the team of PMU of (CARES) Scheme.

Yours faithfully,


(Shailesh R. Sinai Zingde)
Director of Education

Encl: As above.

Copy to:

1. The Director (Administration), Directorate of Education.
2. The Director, Directorate of Technical Education.
3. The Dy. Director of Education, North/South/Central Education Zone, Mapusa/Margao/Panaji-Goa.
4. The Project Director - PMU, CARES.
5. The ADEIs of all Taluka.
6. P.A. to the Director of Education.



GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
ALTO PORVORIM-GOIA
403521
PROJECT MANAGEMENT UNIT

No.DTE/BUD 21/CARES/Trainings-II /2023/ 3094

Date: 03/01/24

To,
The Director,
Directorate of Education
Porvorim Goa.

Sub: PMU team to visit schools for Academic Program Audit and Academic Program Delivery Audit with respect to Regular Revised ICT curriculum delivery for Std. VI and Std. VIII -Permission thereof

Ref: No.DTE/BUD21/CARES/Website & LMS/2022/942 dated 27/06/2023
No.DE/Voc/Coding & Robotics/1037/2022-23/380 dated 23/03/2023

Sir,

The Project Management Unit (PMU) has been instructed by the authorities to conduct the Audit - Academic Program Audit and Academic Program Delivery Audit for Revised ICT Curriculum of Std. VI to Std. VIII for the academic year 2023-24.

Select Officers would need to visit schools to check the various parameters, Academic Program Audit and Academic Program Delivery Audit of Revised ICT Curriculum as undertaken by the stakeholder at each of the schools. These visits would tentatively be undertaken during January-February 2024.

The Academic Audit team will be composed of Faculty of Higher Education-Institutes, Project Officers, Special Purpose Coordinators and Teach for Goa Fellows and officials from the Department of Education.

The Heads of the Institutes are hereby requested to keep the following evidences/documents complete in all regards towards the Academic Program Delivery of Class VI to Class VIII Revised ICT curriculum (Regular):

- Time table of the Computer Teacher
- Lesson plan Completion status - Logbook of the Computer Teacher
- Activities Completion status of the students and feedback
- Rubrics maintained for the students
- Assignments/Projects/student design journals/worksheet of the students of various classes
- Elective Curriculum status

TECHNICAL EDUCATION COMPLEX, ALTO-PORVORIM, BARDEZ, GOA 403521, PII.2412145 FAX 2415106
E-mail - dir-dte.goa@nic.in

Directorate of Education
Porvorim - Goa
VOCATIONAL SECTION
Inward No. 114
Date 08/01/24
Initial _____

[Handwritten signature]
24/12/2023



GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
ALTO PORVORIM-GOA
403521
PROJECT MANAGEMENT UNIT

Following forms attached herewith would be required to be filled in by Management/ Head of the Institute/ Teacher/Student/Parent.

All these forms and the evidence/documents need to be kept ready by the school on or before 15/01/2024. The audit team from the PMU would be visiting the schools from the period 16/01/2024 to 16/02/2024. The Head of the Institutes would be informed of the visit 02 days in advance by the PMU.

The reports from the audit team would be compiled and shared with the respective school. The same would be shared with the higher authorities for needful intervention.

It is thus requested that your office may kindly authorize visits to schools, interact with the Heads of the Institute, Computer Teachers and the students and accordingly same be informed to the Heads of Institutes for their preparedness on the audit of the Revised ICT Curriculum.

The Deputy Director and the ADEIs of the various zones may kindly be intimated on the contents of this letter.

Kindly do the needful.

Thank You.

Yours Sincerely

(Dr. Vijay Borges)

Project Director - PMU, CARES
Directorate of Technical Education, Goa

Attached :
1. Program Audit Form
2. Academic Audit Form
3. Delivery Audit Form

Copy To:
1. Director, SCERT
2. Nodal Officer, CARES, Dept of Education, Shri Melvin D'Costa
3. Office copy
4. Guard File



GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
 ALTO PORVORIM-GOA
 403521
PROJECT MANAGEMENT UNIT



PROGRAM AUDIT FORM

Name of the Teacher: _____

Name of the School: _____

Standard: _____ Division: _____

Question No.	Question	Answer										
1	<p>PMU-CARES official communications are routed through the authorities of the Department of Education (DOE).</p> <p>Is there a prompt and swift communication from DOE to school with respect to PMU-CARES?</p>	<p><i>Tick option</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">YES</td> <td style="width: 30%;"></td> </tr> <tr> <td>NO</td> <td></td> </tr> <tr> <td>Slight Delay</td> <td></td> </tr> </table>	YES		NO		Slight Delay					
YES												
NO												
Slight Delay												
2	<p>a. Is the information regarding various competitions and bootcamps conducted by PMU-CARES made aware to the students and parents?</p> <p>b. What is the mode of communication for awareness?</p>	<p><i>Tick one option</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">YES</td> <td style="width: 30%;"></td> </tr> <tr> <td>NO</td> <td></td> </tr> </table> <p><i>Can Tick more than one options.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Class Announcement</td> <td style="width: 30%;"></td> </tr> <tr> <td>Email to Student / Parent</td> <td></td> </tr> <tr> <td>Phone Call</td> <td></td> </tr> </table>	YES		NO		Class Announcement		Email to Student / Parent		Phone Call	
YES												
NO												
Class Announcement												
Email to Student / Parent												
Phone Call												

Handwritten signature and date: 26/12/2013

		Whatsapp/ Telegram Group										
		Any School App(Please specify)										
		Any other mode of communication (Please specify)										
3	<p>Grade PMU-CARES efficacy in imparting computational and design thinking skills through its current program courses.</p> <table border="1" data-bbox="311 806 925 929"> <tr> <td>Efficacy Grading</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td></td> <td>Satisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table>	Efficacy Grading	1	2	3	4		Satisfactory	Average	Good	Excellent	
Efficacy Grading	1	2	3	4								
	Satisfactory	Average	Good	Excellent								
4	<p>The current curriculum developed by PMU-CARES takes utmost care to cater to the 21st century essential problem-solving skills.</p> <p>Grade the relevance of level of knowledge discourse through curriculum to required coding skills.</p> <table border="1" data-bbox="319 1288 941 1400"> <tr> <td>Curriculum Relevance</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td></td> <td>Satisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table>	Curriculum Relevance	1	2	3	4		Satisfactory	Average	Good	Excellent	
Curriculum Relevance	1	2	3	4								
	Satisfactory	Average	Good	Excellent								
5	<p>PMU-CARES's in-house development "PRERNA", the Learning Management System, offers a variety of modules for course handling.</p> <p>Grade the ease of use of PRERNA LMS?</p> <table border="1" data-bbox="327 1624 949 1747"> <tr> <td>Efficacy Grading</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td></td> <td>Satisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table>	Efficacy Grading	1	2	3	4		Satisfactory	Average	Good	Excellent	
Efficacy Grading	1	2	3	4								
	Satisfactory	Average	Good	Excellent								

George J.
20/12/2023

6	<p>In case of non-functionality of ICT Equipment, Helpdesk is available for reporting the technical problems.</p> <p>Grade the rate of responsiveness from the Helpdesk in resolving technical queries.</p> <table border="1" data-bbox="303 436 885 548"> <tr> <td data-bbox="303 436 430 492">Grading Parameters</td> <td data-bbox="430 436 510 492">1</td> <td data-bbox="510 436 654 492">2</td> <td data-bbox="654 436 742 492">3</td> <td data-bbox="742 436 885 492">4</td> </tr> <tr> <td data-bbox="303 492 430 548"></td> <td data-bbox="430 492 510 548">Bad</td> <td data-bbox="510 492 654 548">Satisfactory</td> <td data-bbox="654 492 742 548">Good</td> <td data-bbox="742 492 885 548">Excellent</td> </tr> </table>	Grading Parameters	1	2	3	4		Bad	Satisfactory	Good	Excellent	
Grading Parameters	1	2	3	4								
	Bad	Satisfactory	Good	Excellent								
7	<p>As a loyal promoter of PMU-CARES, would you encourage technological advancement of PMU-CARES into new domains through your school infrastructure / setup?</p>											
8	<p>Suggestions:</p>											

George J. 26/12/2023



ACADEMIC AUDIT FORM

Name of the Teacher: _____

Name of the School: _____

Standard: _____ Division: _____ Date: _____

Question No.	Question	Answer (Select an Option)								
1	How many lesson plans till date are completed during the current academic year.									
2	Grade the difficulty level for the execution of the Lesson plans in general? <table border="1"><tr><td>Grading Parameters</td><td>1</td><td>2</td><td>3</td></tr><tr><td></td><td>Easy</td><td>Medium</td><td>Difficult</td></tr></table>	Grading Parameters	1	2	3		Easy	Medium	Difficult	
Grading Parameters	1	2	3							
	Easy	Medium	Difficult							
3	Grade the choice of Software(s) selected for the course with respect to following parameters. a. Ease of Use <table border="1"><tr><td>Grading Parameters</td><td>1</td><td>2</td><td>3</td></tr><tr><td></td><td>Difficult</td><td>Satisfactory</td><td>Good</td></tr></table>	Grading Parameters	1	2	3		Difficult	Satisfactory	Good	
Grading Parameters	1	2	3							
	Difficult	Satisfactory	Good							

Handwritten signature and date: 22/11/23

b. Software Features for Program Compilation and Execution

Grading Parameters	1	2	3
	Difficult	Satisfactory	Good

4

Does the number of ICT Classes in the School need to be increased for effective implementation of the ICT Curriculum?

Tick option

YES	
NO	

5

Grade the alignment of Lesson outcomes/objectives with the lesson plan in general?

Grading Parameters	1	2	3
	Weak	Medium	Strong

6

Are your students self-motivated for project-based learning apart from the Regular lesson plans?

Tick option

YES	
NO	

7

How much time duration is required to fill in Rubrics per student per lesson plan?

8

How often is the Rubrics filled by the teacher?

Tick option

After every Class	
Weekly	

Dorcas J. 20/1/13

		<table border="1"> <tr> <td>Monthly</td> <td></td> </tr> <tr> <td>On Demand</td> <td></td> </tr> </table>	Monthly		On Demand					
Monthly										
On Demand										
9	How often is the Logbook updated by the teacher?	<i>Tick option</i> <table border="1"> <tr> <td>Daily</td> <td></td> </tr> <tr> <td>Weekly</td> <td></td> </tr> <tr> <td>Monthly</td> <td></td> </tr> <tr> <td>On Demand</td> <td></td> </tr> </table>	Daily		Weekly		Monthly		On Demand	
Daily										
Weekly										
Monthly										
On Demand										
10	<p>Grade the correlation between existing Rubrics parameters and student learning outcomes from the lesson plan in general?</p> <table border="1"> <tr> <td rowspan="2">Grading Parameters</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Weak</td> <td>Medium</td> <td>Strong</td> </tr> </table>	Grading Parameters	1	2	3	Weak	Medium	Strong		
Grading Parameters	1		2	3						
	Weak	Medium	Strong							
11	Would you prefer a proctored assessment for students over Rubrics ?	<i>Tick option</i> <table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td></td> </tr> <tr> <td>May Be</td> <td></td> </tr> </table>	YES		NO		May Be			
YES										
NO										
May Be										
12	<p>Suggestion:</p> <ul style="list-style-type: none"> • Lesson Plan • Rubrics • Any other suggestion 									

George J. 2/14/2013



GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION
ALTO PORVORIM-GOA
403521
PROJECT MANAGEMENT UNIT



DELIVERY AUDIT FORM (REGULAR COURSE)

Name of the Teacher: _____

Name of the School: _____

Standard: _____ Division: _____

Question No.	Question	Answer (Select an Option)										
1	<p>Grade the quality of training provided to the school teachers for efficient implementation of the lesson plans?</p> <table border="1"><thead><tr><th>Grading Parameters</th><th>1</th><th>2</th><th>3</th><th>4</th></tr></thead><tbody><tr><td></td><td>Satisfactory</td><td>Average</td><td>Good</td><td>Excellent</td></tr></tbody></table>	Grading Parameters	1	2	3	4		Satisfactory	Average	Good	Excellent	
Grading Parameters	1	2	3	4								
	Satisfactory	Average	Good	Excellent								
2	<p>Is the frequency / duration of Training / Handholding session sufficient to cover-up for the content coverage elaboration?</p>	<p>Tick option</p> <table border="1"><tbody><tr><td>YES</td><td><input type="checkbox"/></td></tr><tr><td>NO</td><td><input type="checkbox"/></td></tr></tbody></table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
YES	<input type="checkbox"/>											
NO	<input type="checkbox"/>											
3	<p>Are 02 Classes per week sufficient for an ICT Teacher for the completion of the lesson plan created?</p>	<p>Tick option</p> <table border="1"><tbody><tr><td>YES</td><td><input type="checkbox"/></td></tr><tr><td>NO</td><td><input type="checkbox"/></td></tr></tbody></table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
YES	<input type="checkbox"/>											
NO	<input type="checkbox"/>											

Jorge
Jul 12/23

4	<p>How often are Software / Hardware glitches encountered during the ICT Session?</p> <table border="1" data-bbox="320 309 874 443"> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Glitch Frequency</td> <td>Very Often</td> <td>Rarely</td> <td>No Glitch Encountered</td> </tr> </table>		1	2	3	Glitch Frequency	Very Often	Rarely	No Glitch Encountered									
	1	2	3															
Glitch Frequency	Very Often	Rarely	No Glitch Encountered															
5	<p>How often 'Revision' of the lesson plans is conducted for students?</p> <table border="1" data-bbox="320 607 874 719"> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Revision Frequency</td> <td>Very Often</td> <td>Monthly</td> <td>Need Basis</td> </tr> </table>		1	2	3	Revision Frequency	Very Often	Monthly	Need Basis									
	1	2	3															
Revision Frequency	Very Often	Monthly	Need Basis															
6	<p>Grade the learning pace and motivation of your course (standard specific) students with respect to the following parameters.</p> <p>a. Implementing Tasks as per lesson plan.</p> <table border="1" data-bbox="408 1055 815 1167"> <tr> <td>Learning Pace and Motivation</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td></td> <td>Slow</td> <td>Moderate</td> <td>Fast</td> </tr> </table> <p>b. Project-based (Self-learning)</p> <table border="1" data-bbox="416 1323 823 1435"> <tr> <td>Learning Pace and Motivation</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td></td> <td>Slow</td> <td>Moderate</td> <td>Fast</td> </tr> </table>	Learning Pace and Motivation	1	2	3		Slow	Moderate	Fast	Learning Pace and Motivation	1	2	3		Slow	Moderate	Fast	
Learning Pace and Motivation	1	2	3															
	Slow	Moderate	Fast															
Learning Pace and Motivation	1	2	3															
	Slow	Moderate	Fast															
7	<p>In your view, does the Rubrics help in revealing the effective impact of content covered to student's performance?</p>	<p><i>Tick option</i></p> <table border="1" data-bbox="1066 1574 1358 1776"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td></td> </tr> <tr> <td>May Be</td> <td></td> </tr> </table>	YES		NO		May Be											
YES																		
NO																		
May Be																		
8	<p>Suggestion:</p>																	

Jorge J. 26/12/2023