



Government of Goa  
**DIRECTORATE OF EDUCATION**

Alto – Porvorim, Bardez - Goa

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Fax: - 0832-2416136

No.DE/VOC/Coding & Robotics/1037/2023-24/ 14

Dated:- 24/06/2024

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


**Sub: - Information Regarding Eligibility List and Enrollment Process for the Class VI and Class VII Elective Curriculum Classes for AY 2024-25**

Madam/ Sir,

Please find enclosed herewith a letter received from the Directorate of Technical Education, Project Management Unit (PMU) Porvorim regarding Information on Eligibility List and Enrollment Process for the Class VI and Class VII Elective Curriculum Classes for AY 2024-25 for further needful action.

Kindly note the Enrolment Process Period for enrolling students from class VI, VII, VIII A.Y. 2024-25 will open on PRERNA (<https://cares.goa.gov.in/prerna/login/>) from 25<sup>th</sup> June 2024 to 4<sup>th</sup> July 2024.

Yours faithfully,

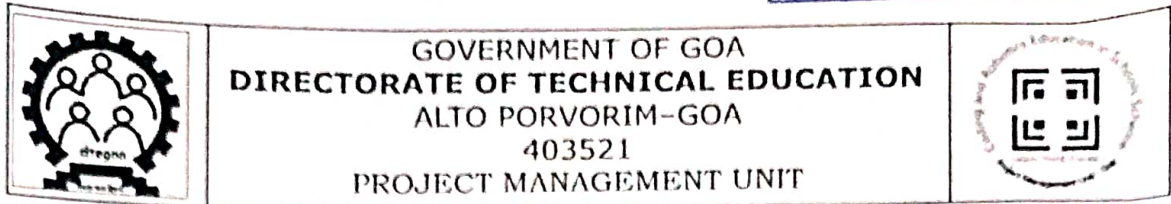
  
(Shailesh R. Sinai Zingde)  
Director of Education

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.

Office of Director of Education Porvorim-Goa Inward No. <u>2583</u> Date. <u>24/6/24</u> Initial. _____
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No. DTE/BUD 21/CARES/ELECTIVE CURRICULUM-VI & VII DELIVERY/2024 Date: 20/06/2024

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✓ To,  
The Director,  
Directorate of Education,  
Porvorim, Goa

**Subject: Information Regarding Eligibility List and Enrollment Process for the Class VI and Class VII Elective Curriculum Classes for AY 2024-25**

The PMU has been entrusted with the responsibility of providing Coding and Robotics classes under the Coding And Robotics Education in Schools (CARES) scheme, aiming to incorporate computational and design thinking abilities, along with programming, into school-level teaching in Goa.

For the Academic Year (AY) 2024-25, PMU will be conducting Class VI and Class VII elective curriculum in over 161 Lead schools across Goa. Students studying in class VI during A.Y. 2024-25 are eligible to apply for Class VI - Elective curriculum classes, Students studying in Class VII, VIII during A.Y. 2024-25 are eligible to apply for the Class VII - Elective Curriculum.

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The Computational Thinking screening test for enrolling students in the Elective Curriculum for the A.Y. 2024-25 was successfully conducted in online mode from 15th March 2024 to 5th April 2024. *Based on the screening test, a list of eligible students for the A.Y. 2024-25 has been created. For the detailed eligibility list please visit <https://cares.goa.gov.in/>.*

A final opportunity is given to students who did not attempt the screening test but wish to attend the elective curriculum classes. Such students can still apply during the Enrollment Process Period. These students will be placed on a waiting list; and as and when seats are available, the same would be allotted to them.

The Enrollment Process Period for enrolling students from class VI, VII, VIII A.Y. 2024-25 will open on PRERNA (<https://cares.goa.gov.in/prerna/login/>)

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*Handwritten date: 20/06/2024.*

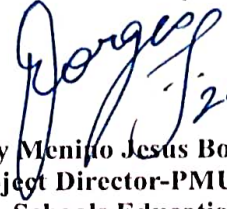
from **25th June 2024 to 4th July 2024**. Kindly refer to the enclosed document towards Enrolling the students for the Elective Curriculum Classes.

Please note, only the Lead School Coordinators can enroll students for the Elective Curriculum through the PRERNA portal using the school login credentials. **Students cannot enroll themselves individually.**

It is kindly requested to inform all the Government and Government Aided Schools regarding the procedure to Enroll the students for the Class VI and Class VII Elective Curriculum Classes for AY 2024-25.

Thank you.

Yours Sincerely



20/06/2024

[Dr. Vijay Menino Jesus Borges]  
Project Director-PMU

Coding & Robotics in Schools Education Scheme  
Directorate of Technical Education-Porvorim

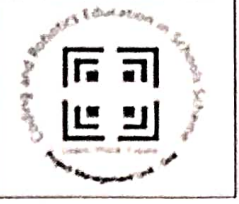
**Enclosure:** 1) The Stepwise Guide to enroll students for Elective Curriculum for AY 2024-25.

Copy To:

1. Shri. Melvin D'Costa, Nodal Officer from DoE for CARES
2. Office copy
3. Guard file



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



## STEPWISE GUIDE TO ENROL STUDENTS FOR ELECTIVE CLASS VI AND CLASS VII ELECTIVE CURRICULUM

### ❖ ELIGIBILITY CRITERIA:

- Students of classes VI, VII, and VIII studying in Government and Government-aided schools for the Academic Year 2024-25.
- A **list of eligible students**, based on the screening test conducted by the Project Management Unit, is available at:

<https://cares.goa.gov.in/wp-content/uploads/2024/06/Eligibility-list.pdf>

- The school authority responsible for registering students must use the provided **Screening Test ID** from the above-mentioned list.
- Seats will be allotted on a first-come, first-serve basis to the eligible students.
- Students who did not attempt the screening test but wish to attend the elective curriculum classes can still apply. These students will be placed on a waiting list.

### ❖ IMPORTANT DATES:

- **Enrollment Period:** 25th June 2024 to 4th July 2024.
- **Enrollment Platform:** Enrollment will be open on the PRERNA website: <https://cares.goa.gov.in/prerna/login/>

### ❖ Note:

- **Batch Registration:** Once a student registers for a given batch, they will not be able to apply for any other batch.
- **No Replacements:** If the school authority deletes the registration of any student, creating an empty seat, it will be filled from the waiting list.
- **Batch Allocation:** Choosing a batch does not guarantee it will be allotted to the student. The final list of assigned batches will be displayed on the CARES website and communicated to the school. The Project Management Unit (PMU) reserves the right to changes in the batches.

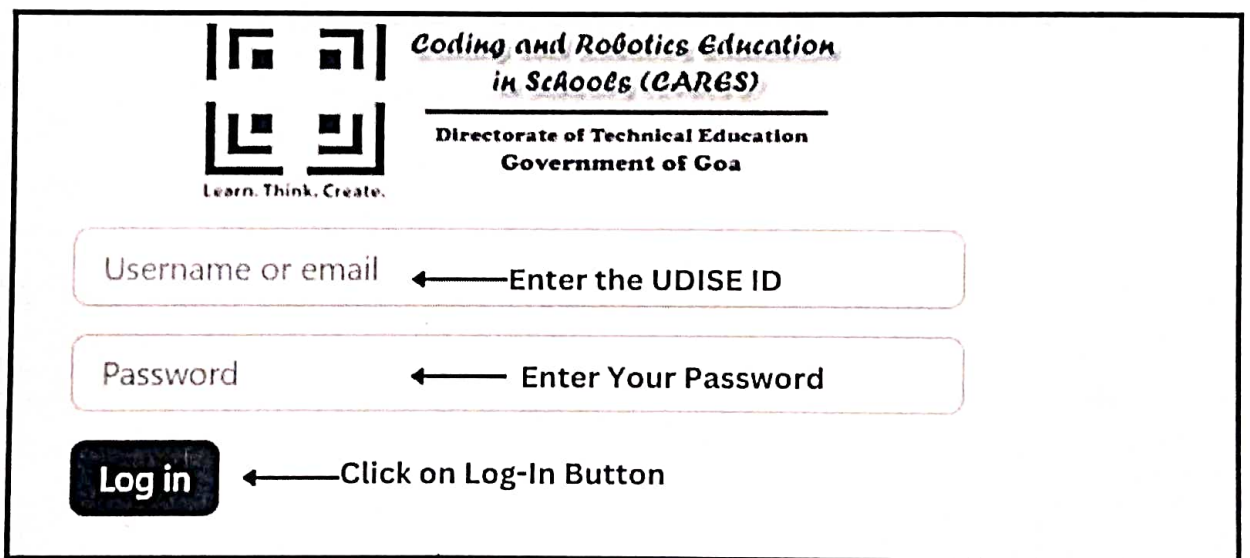
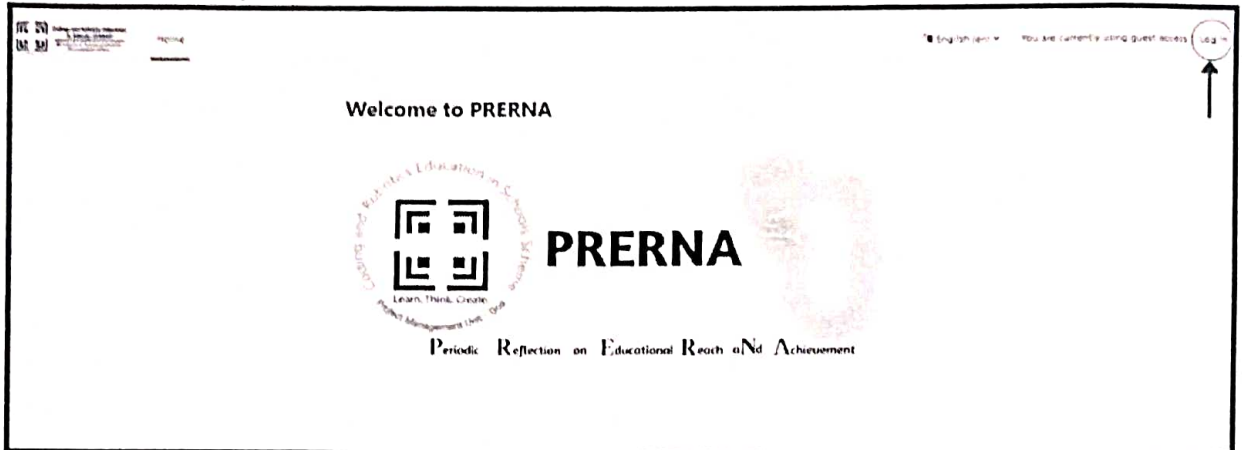
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**ENROLLMENT PROCESS FOR THE CLASS VI AND CLASS VII ELECTIVE CURRICULUM:**

**Step I:**

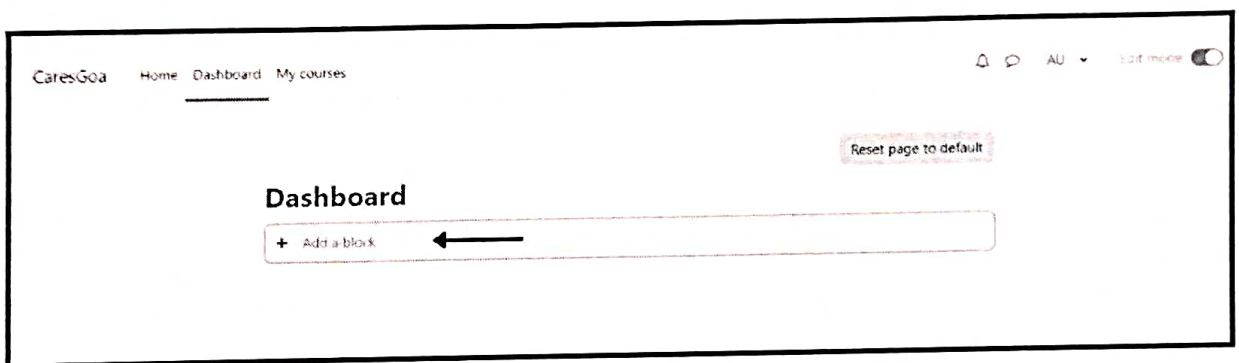
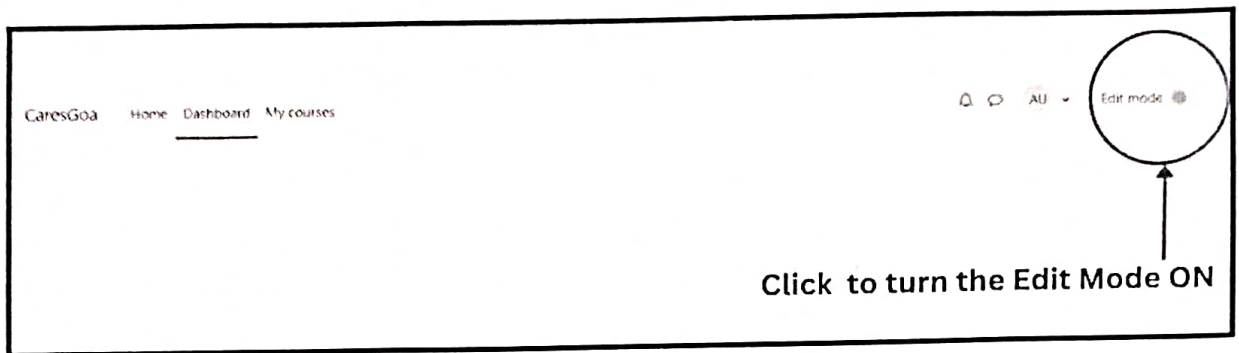
School Authorities are requested to log in to Learning Management Unit PRERNA (Link: <https://cares.goa.gov.in/prerna/>) by using the school username and password.



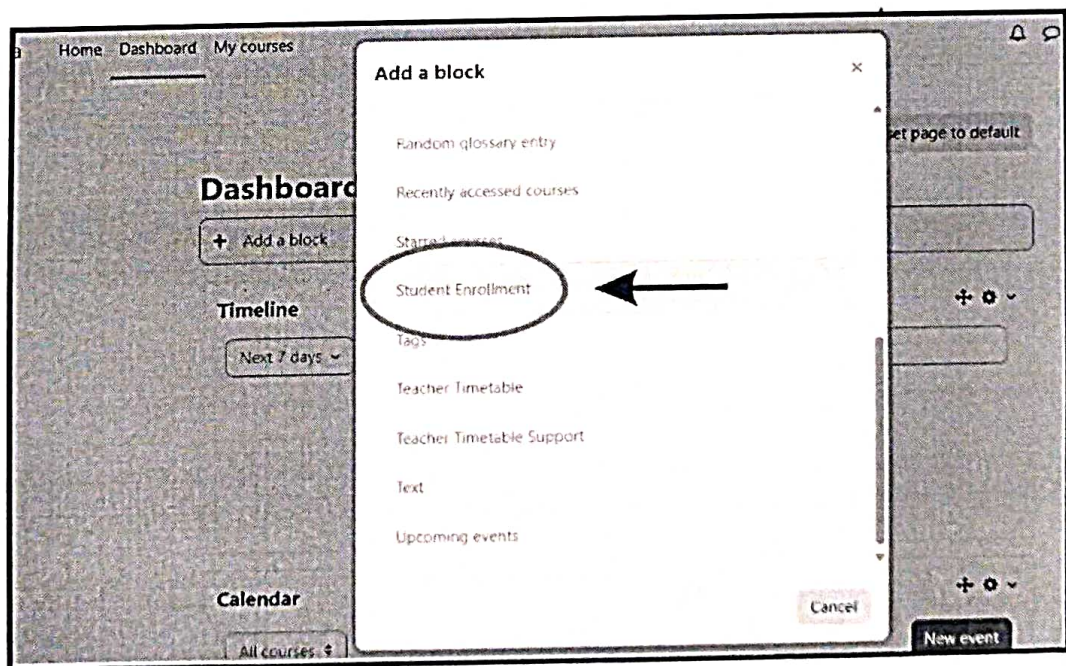
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Step II: Turn the Edit Mode ON and then click on Add Block visible on the dashboard.



- A pop-up window will appear and from that Click on Student Enrollment Block.

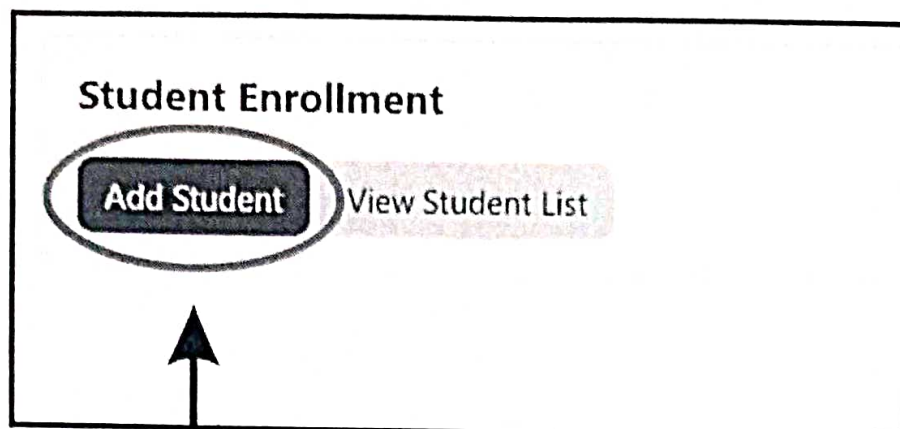


- The student Enrollment Block Plugin Will appear on your Dashboard at the Bottom.

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**Step III: To Enrol the Student for Elective Curriculum AY 2024-25, Click on Add Student, a registration page will be visible.**



- A Form to fill the Personal Details of Students will open.

**Step IV :** In the Form, in the **Personal Detail section** enter the details of the students as follows:

Personal Details	
First Name	<input type="text"/> → Please Enter the Valid First Name
Middle Name	<input type="text"/> → Please Enter the Valid Middle Name
Last Name	<input type="text"/> → Please Enter the Valid Last Name
Student's School UDISE	<input type="text"/> → Please Enter Student's school UDISE ID
School Name	<input type="text"/> → The School name will be retrieved automatically when you enter the UDISE ID.
Taluka of School	<input type="text"/> → The school Taluka will be retrieved automatically when you enter the UDISE ID.
Standard (6/7/8)	<input type="text"/> → Please Enter the student's grade.
Email Id of the Student	<input type="text"/> → Please Enter a valid Email ID of the student.
Phone Number of Student/Parent/Guardian	<input type="text"/> → Please Enter a valid phone number of either Student/Parent/Guardian

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Address of the Student	<input type="text"/>	→ Enter a valid Residential Address of the student.
NOTE: Maximum 200 characters. Only A to Z alphabets, numbers and ., _ allowed		
Date of Birth	0 <input type="text" value="1"/> : <input type="text" value="January"/> : <input type="text" value="2006"/> <input type="text"/>	→ Enter a valid Date of Birth
Gender	0 <input type="text" value="Select Gender"/>	→ Select Gender
Aadhaar Card Of The Student	<input type="text"/>	→ Enter a valid Aadhaar card of the student.
Social Category	0 <input type="text" value="Select Social Category"/>	→ Select valid Social Category
Disability	0 <input type="text" value="No"/>	→ Select Disability if any
Disability Type	<input type="text" value="Not Applicable"/>	→ If yes, Select from the option
Other Disability	<input type="text"/>	→ If option is not available, click on other and type it in the provided are.

- **FIRST NAME:** Please enter the student's first name.
- **MIDDLE NAME:** Please enter the student's middle name.
- **LAST NAME:** Please enter the student's last name.
  
- **SCHOOL UDISE ID NO:** Please enter a valid School UDISE ID No.  
**SCHOOL NAME:** Upon entering the UDISE ID of the school, the name of the school will be retrieved.  
**SCHOOL TALUKA:** Upon entering the UDISE ID of the school, the taluka of the school will be retrieved.
  
- **STANDARD(6/7/8):** Please enter a valid standard of the student.
- **EMAIL ID OF THE STUDENT:**
  - Please enter a valid email address for the student or parent, preferably the student's email ID.
- **PHONE NUMBER OF STUDENT/PARENT/GUARDIAN:**
  - Please provide a valid contact number. Preferably whatsapp number if any.
- **ADDRESS OF THE STUDENT:**
  - Please provide the residential address of the student.
  - Do not add Commas (,) while entering the address.
- **DATE OF BIRTH:**
  - Please enter the birth date.
  - Ensuring accurate birth date information is essential for our records.
- **GENDER:**
  - Please indicate the gender: Male or Female.
  - Ensuring accurate gender identification is important for our records.

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→ **AADHAAR CARD OF THE STUDENT:**

- Please enter the Aadhaar card details.
- Providing the Aadhaar card number is optional but appreciated for our records.

→ **SOCIAL CATEGORY:**

- Please specify the category: General, ST (Scheduled Tribe), SC (Scheduled Caste), or OBC (Other Backward Classes).
- Ensuring correct categorization is important for our records.

→ **DISABILITY: Yes/No**

→ **DISABILITY TYPE:** Not Applicable/Loco Motor/Visual /Other / Hearing Impaired.

→ **OTHER DISABILITY:** Enter if there is any other kind of disability after selecting **Other** in disability type.

**Step V: CHOOSING LEAD SCHOOL FOR THE STUDENT:**

The screenshot shows a web form titled "Select lead school" with several input fields and a "Submit" button. Annotations with arrows point to each field, explaining its purpose:

- Select Taluka of the Lead School:** Select Taluka of lead school → Select the Taluka of the Lead School
- Select Lead School:** Select lead school → Select the Lead School
- Enrolling for Elective Curriculum Class:** Select Class → Select the Elective curriculum class student want to enroll
- Select Batch:** Select Batch → Select the Batch
- Have you answered the Computational Thinking screening test conducted by PMU?:** (checkbox) → If the student has answered the computational Thinking Screening Test Then Click on the checkbox
- Screening Test ID:** (text input) → Please enter a valid Screening Test ID
- Available Seats:** (text input) → Displays Available Seats
- Waiting List Vacancies:** (text input) → Displays Waiting List Number
- Submit:** (button) → Once finish, click on the Submit Button

Additional text in the form includes: "A student can take admission in only one school and only one batch" and "Waiting list does not guarantee admission. If the admission of enrolled student is canceled due to any reason then the waiting list students will be given admission in the registered order."

→ **SELECT TALUKA OF THE LEAD SCHOOL:**

- Select the Taluka of the lead school where the student wants to enrol.

→ **SELECT LEAD SCHOOL:**

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- After selecting the Taluka, all the lead schools within that Taluka will be displayed in the dropdown menu.
- Please click on the desired lead school.

→ **ENROLLING FOR ELECTIVE CURRICULUM CLASS:**

- Students studying in **class 6** are eligible to apply for **Class 6 - Elective curriculum classes**.
- Students of **Class 7 and 8** are eligible to apply for the **Class 7- Elective curriculum**.

→ **SELECT BATCH:**

- In the batch dropdown, **all available batches** (Monday to Saturday) **and sessions** (Session 1 or Session 2) will be displayed.
- Please select the desired batch and the day on which student wishes to attend the elective curriculum class.

→ **HAVE YOU ANSWERED THE COMPUTATIONAL THINKING SCREENING TEST CONDUCTED BY PMU?**

- If the student has successfully completed the Computational Thinking Screening Test, kindly indicate this by selecting the corresponding checkbox.

→ **SCREENING TEST ID:**

- To enable this field, please first select the checkbox. Ensure you click the checkbox only if the student has attempted the Computational Thinking Screening Test.
- If the student has participated in the Computational Thinking screening test, kindly enter the Screening Test ID in the designated field.
- Please avoid entering the Screening Test ID multiple times for the same student or using the same registered ID for different students. Doing so will result in the disqualification of the student from the elective curriculum.

→ **AVAILABLE SEATS:**

- All available seats in the selected lead school will be displayed in this field.
- **Seats are allocated based on a first-come, first-served policy.**
- **Students who have attempted the screening test will be able to choose from the available seats.**

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- If a student has not attempted the Computational Thinking Screening Test but wishes to register for the elective curriculum, they may do so; however, such students will be placed on the waiting list.

→ **WAITING LIST:**

- If all the seats in a lead school are filled, (Available seats will display "0" ), any additional students who are applying for the lead school / batch will be placed on a waiting list.
- For example, if a batch is limited to 20 students and reaches capacity, the 21st student to register will be added to the waiting list.
- Each batch can accommodate up to 10 students on the waiting list.
- If a student has not attempted the Computational Screening Test but wishes to register for the elective curriculum, they may do so; however, such students will be placed on the waiting list.
- If the available seats are fully occupied, both students who have completed the Screening Test and those who have not will be placed on the waiting list.
- **Once the student is registered under the waiting list he/she will not be able to register for any other lead school/batch.**

**STEP V: SUBMIT**

- Clicking the "**Submit**" button will submit the form.

**NOTE:**

**1. If due to any circumstances, a student is deleted on request of the school authority then the next student on the waiting list will be allotted the vacant seat. Hence school authority cannot replace or edit a student after completing the registration.**

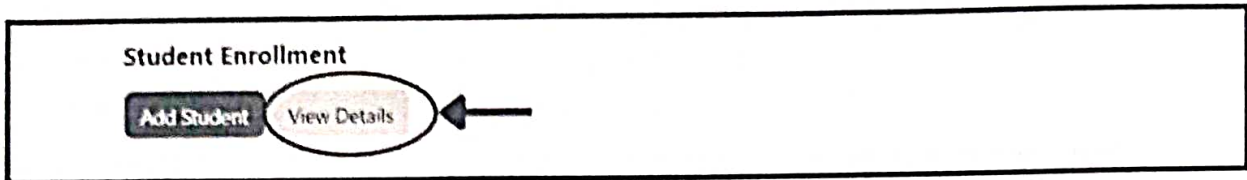
**2. Registration at the specific lead school does not guarantee allocation to that particular school. The final list of assigned batches will be displayed on the CARES website and**

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communicated to the school. The Project Management Unit (PMU) reserves the right to changes in the batches.

**Step VI: To view Registered Students Click on the View Details**



To check the **Enrollment List** and **Waiting List** Follow the below steps :

- **Click on View Details.**
- **Select Taluka :**
  - Select the Taluka of the required school.
- **Select Lead School**
  - Select the name of the school from the dropdown.
- **Select the Class**
  - Select the required class (6th or 7th)
- **Select the Batch**
  - Select the batch available.
  - Only the batches of the selected class will be visible.
- Please **select the Enrollment dropdown menu** to view all enrolled student data corresponding to the selected school, class, and batch.
- This feature allows easy access to comprehensive student information for administrative purposes.
- To view the **Waiting List**, please click on the **Waiting List dropdown.**
- This will display students who are on the Waiting List for the selected school, class, and batch.
- This feature facilitates easy access to information regarding students awaiting placement.

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### View Details of Lead Schools and Students

Select Taluka

Select Taluka ▾

→ Select Taluka

Select Lead School

Select Lead School ▾

→ Select the Lead School

Select Class

Select Class ▾

→ Select the Class

Select Batch

Select Batch ▾

→ Select the Batch

Enrolled Students List

List of Enrolled Students ▾

→ All the enrolled student List will be available here

Waiting List Students

List of Waiting List Students ▾

→ List of the Waiting List student will be visible in the dropdown.

Back to Dashboard



Back to Dashboard

For any queries, you can drop a mail to [cares-admin@goa.gov.in](mailto:cares-admin@goa.gov.in).

*Jorge J. 20/06/2024.*

*[Signature] 20/06/24*