



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



STEPWISE GUIDE TO ENROLL STUDENTS FOR CLASS VI, CLASS VII, AND CLASS VIII ELECTIVE CURRICULUM

❖ ELIGIBILITY CRITERIA:

- Students of classes VI, VII, and VIII studying in Government and Government-aided schools for the Academic Year 2025-26.
- Outgoing Class VIII Students of AY 2024-25 may be allowed conditionally.

❖ IMPORTANT DATES:

- **Enrollment Period:** 4th March 2025 to 5th April 2025
- **Enrollment Platform:** Enrollment will be open on the PRERNA website: <https://cares.goa.gov.in/prerna/login/>

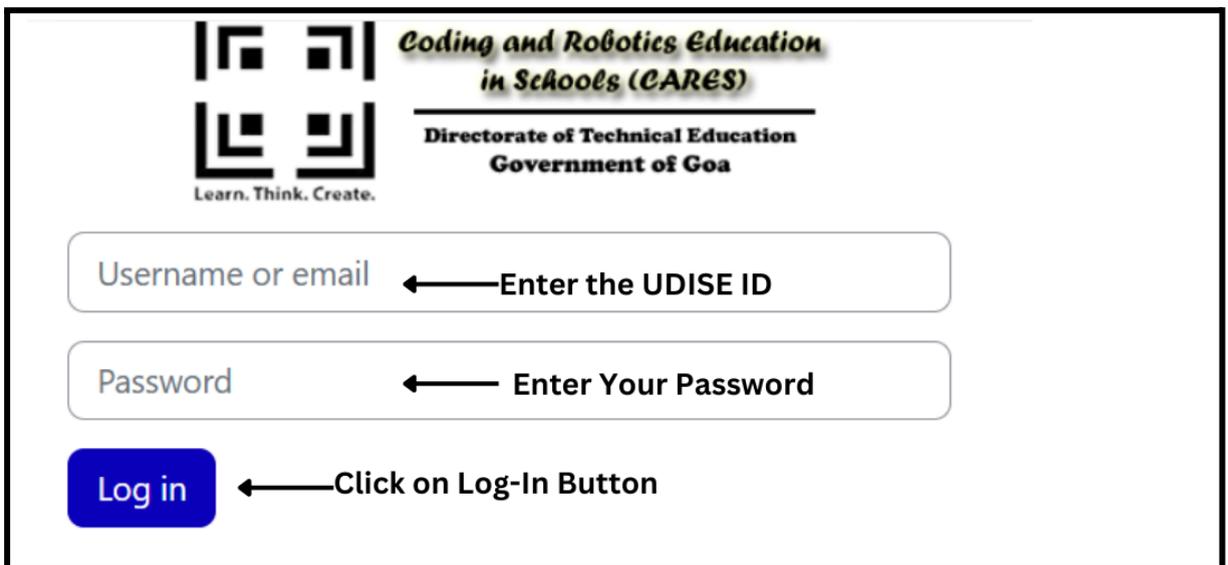
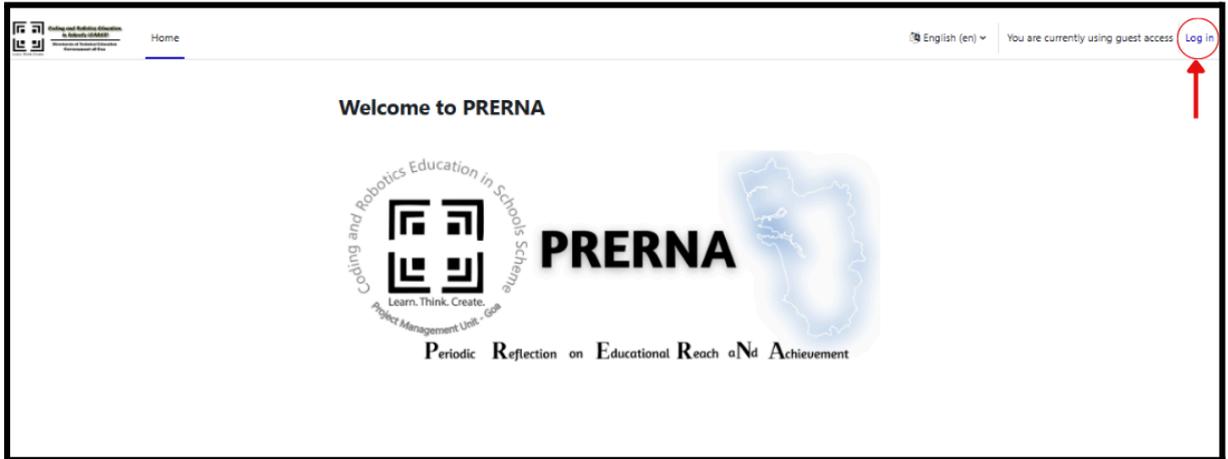
❖ Note:

- **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 make changes in the batches.

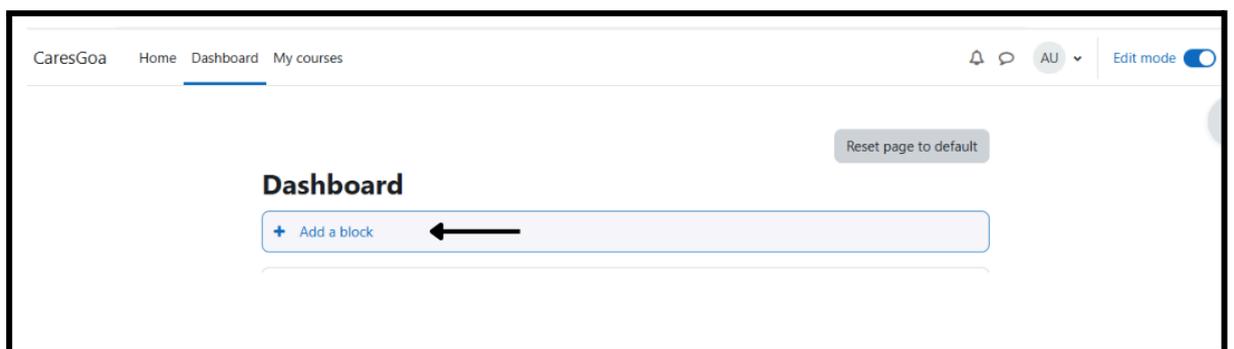
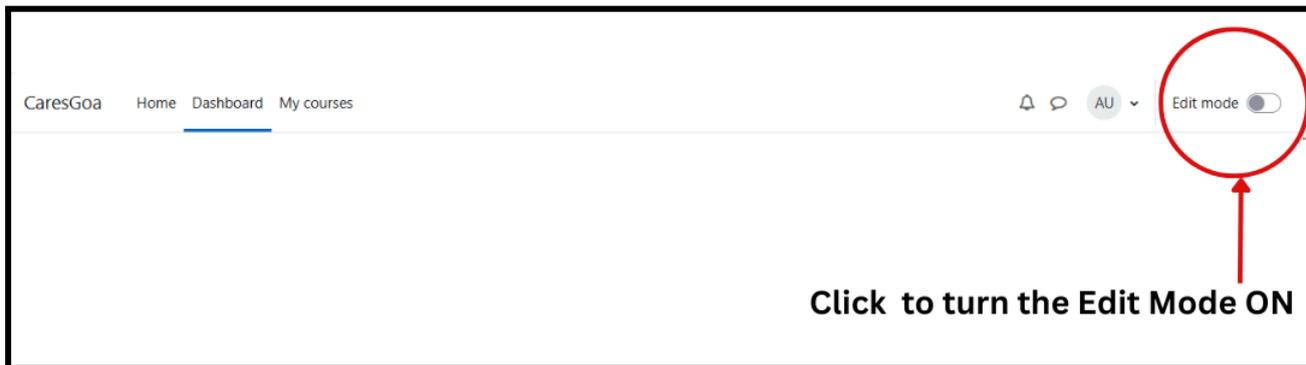
ENROLLMENT PROCESS FOR THE CLASS VI, CLASS VII, AND CLASS VIII ELECTIVE CURRICULUM:

Step I:

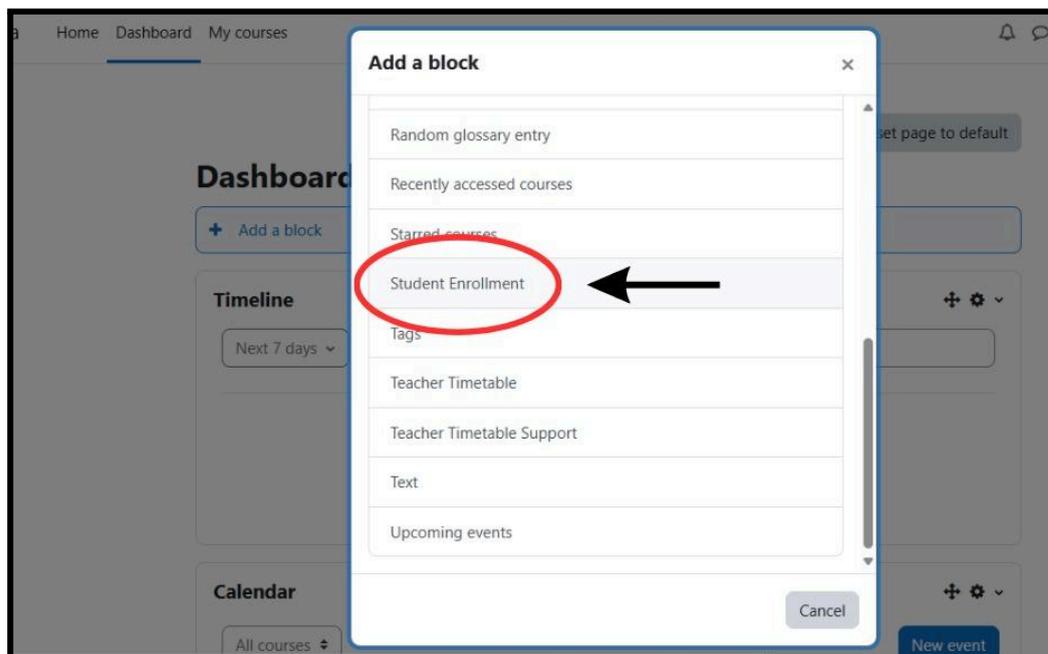
School Authorities are requested to log in to Learning Management Unit PRERNA (Link: <https://cares.goa.gov.in/prerna/>) by using the school username and password.



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

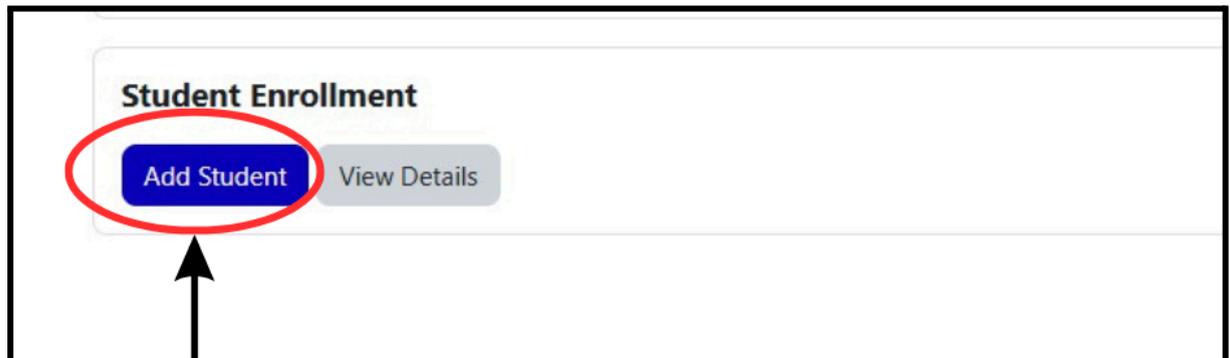


- A pop-up window will appear, and from that, **click on Student Enrollment Block.**



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

Step III: To Enroll the Student for Elective Curriculum AY 2025-26,
Click on Add Student; a registration page will be visible.



- A Form to fill in 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 (6/7/8/9)	<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 (Whatsapp)	<input type="text"/> → Please Enter a valid phone number of either Student/Parent/Guardian

Phone Number of Student/Parent/Guardian (Whatsapp)	<input type="text"/>	→ Enter a Valid Mobile Number of the student /Parent/Guardian
Address of the Student	<input type="text"/>	→ Enter a Valid Address of the student
NOTE	Maximum 200 characters. Only A to Z alphabets, numbers and .-_ allowed	
Date of Birth	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2007"/>	→ Select the Valid Date of Birth
Gender	<input type="text" value="Select Gender"/>	→ Select the Gender
Apaar ID of the Student	<input type="text"/>	→ Enter the valid Apaar ID
Social Category	<input type="text" value="Select Social Category"/>	→ Select the Valid Social Category
Disability	<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 area below.

- **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(6/7/8/9):** 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 (Whatsapp):**
 - Please provide a valid contact number. Preferably Whatsapp number if any.
- **ADDRESS OF THE STUDENT:**
 - Please provide the residential address of the student.
- **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.

→ **APAAR ID OF THE STUDENT:**

- Please enter the APAAR ID details.
- Providing the AID 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 image shows a screenshot of a web form with several fields and a submit button. Annotations with arrows point to specific elements:

- Select Taluka of the Lead School:** An arrow points from the dropdown menu to the text "Select the Taluka of the Lead School".
- Select Lead School:** An arrow points from the dropdown menu to the text "Select the Lead School".
- Enrolling for Elective Curriculum Class:** An arrow points from the dropdown menu to the text "Select the Elective curriculum class student want to enroll".
- Select Batch:** An arrow points from the dropdown menu to the text "Select the Batch".
- NOTE:** A red note states: "A student can take admission in only one school and only one batch".
- Available Seats:** An arrow points from the input field to the text "Displays the Available Seats".
- NOTE:** A red note states: "Waiting list does not guarantee admission. If the admission of enrolled student is canceled due to any students will be given admission in the registered order."
- Waiting List Vacancies:** An arrow points from the input field to the text "Display Waiting List Number".
- Submit:** An arrow points from the button to the text "Once Finish, click on the Submit Button".

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

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

→ **SELECT LEAD SCHOOL:**

- After selecting the Taluka, all the lead schools within that Taluka will be displayed in the drop-down 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** are eligible to apply for the **Class 7-Elective curriculum**.
- Students of **Class 8** are eligible to apply for the **Class 8-Elective curriculum**.
- **Outgoing Class 8** Students of AY 2024-25 may be **allowed conditionally**.
- **Outgoing Class 8** Students of AY 2024-25 must select **Class 8-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 the student wishes to attend the elective curriculum class.

→ **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.**

→ **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.
- **Once the student is registered on the waiting list, he/she will not be able to register for any other lead school/batch.**

STEP VI: 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 authorities 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 communicated to the school. The Project Management Unit (PMU) reserves the right to make changes in the batches.

Step VII: To view Registered Students, Click on 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 drop-down.
- **Select the Class**
 - Select the required class (6th or 7th or 8th)
- **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 on the Waiting List for the selected school, class, and batch.

→ This feature facilitates easy access to information regarding students awaiting placement.

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 an Email to cares-admin@goa.gov.in.

Or you may contact +91-9730656697 on working days during work hours.