No.DE/Acad/Mhaji Lab Bari Lab/Goa/241/Budgt Sch/22-23/**2603**	Dated:- **04/08/2025.**

CIRCULAR

Read :- Circular No. Acad/Mhaji Lab Bari Lab/Goa/241/Budget Scheme Scheme/22-23/1218, dated 14/05/2024.

With reference to the above circular online nominations/recommendations are invited from the eligible schools for the "Mhaji Lab, Bari Lab - the Goa State Best ICT Laboratory Award Scheme" for the academic year 2024-25.

The recommendation of the laboratory Award Scheme should be done by the Head of the Institution and applications are invited via Nomination form at concerned Educational Zonal Offices.(Enclosed at Annexure –I)

The DDE of the respective Zonal offices shall submit the forms to the Directorate of Education for further scrutiny by respective selection committee.

All Heads of Govt./Govt. Aided/Secondary/Higher Secondary & Special Schools are hereby requested to nominate their respective ICT laboratory for the Laboratory Award Scheme as per enclosed guidelines for nomination.

The last date for online applications is **12/8/2025.**

04.08.2025

(Shailesh R. Sinai Zingde)
Director of Education

Encl.:- As above.

To,

The Heads of all Govt./Govt. Aided,
Secondary/Higher Secondary & Special Schools in the State.
Copy to:-

1. The Director (Administration) Directorate of Education, Porvorim-Goa.
2. The Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao/Panaji-Goa.
3. The Nodal Officer (CARES), Vocational Section of this Directorate.
4. CARES, DTE Building, Directorate of Technical Education, Alto Porvorim-Goa.
5. The ADEIs of all talukas.
6. P.A. to the Director of Education.
7. The Nodal Officer, I.T., for uploading on website.

Nomination form for "Mhaji Lab, Bari Lab" – Goa State Best ICT Laboratory Award Scheme
Academic Year: 2024-25
(To be submitted by 12/08/2025)

A. School & Lab Details

1. **Name of School:**

2. **UDISE Code:**

3. **School Type:** ☐ Government ☐ Government-Aided

4. **District:** ☐ North Goa ☐ South Goa

5. **School Address:**

6. **Telephone / Mobile:**

7. **Email ID:**

8. **Name of ICT Laboratory In-Charge:**
   - Designation:
   - Years of Service in Goa:

9. **Name of Head of Institute:**
   - Designation:
   - Years of Service in Goa:

10. **Laboratory Category (tick one):**
    - ☐ **Category A:** 3–15 computers
    - ☐ **Category B:** >15 computers

11. **Date of Establishment of ICT Lab:**

12. **Average Daily Usage (hrs/day):**

B. Eligibility Checklist

No.	Criteria	Yes ☐ / No ☐	Remarks / Evidence Page No.
1.	ICT Lab operational for ≥ 3 years		
2.	≥100 active student members (past 3 yrs)		
3.	Minimum furniture for 20 students		
4.	Proper ventilation & infrastructure		
5.	Geo-tagged activity photos		
6.	Up-to-date digital records (e.g. Google Docs)		
7.	SSTC formed & active		
8.	Govt. programmes supported (Coding, Robotics, etc.)		
9.	Preventive maintenance logs		
10.	Innovative initiatives taken		

C. Achievement Summary

1. **Key Innovations & Best Practices:**

Contd….

2. **Major Student & Community Activities:**

3. **Preventive Maintenance & Upgradation:**

4. **Use of Digital Tools (e-records, geo-tagging, etc.):**

5. **Partnerships & Outreach (e.g. SSTC, govt. initiatives):**

D. Budget Utilisation Plan (if award is received)

Purpose	Amount Required (₹)
1. Student Support Technical Club (SSTC) activities	
2. Maintenance of ICT Laboratory	
3. Purchase of ICT equipment	
4. Honorarium & Memento for Lab In-Charge	
5. Honorarium & Memento for Support Staff	
6. Honorarium & Memento for Head of Institute	_____
Total	

E. Declaration

I hereby certify that all information given above is true and supported by verifiable records.

Signature of ICT Lab In-Charge _____

Signature of Head of Institute _____

Date: _____

(Office Seal)

Guidelines for Nomination

1. **Who May Apply?**

    o   Government and Government-Aided schools under Directorate of Education, Goa.
    o   ICT Laboratory must be in existence for at least three academic years.
    o   Minimum 100 active registered student members over the past three years.

2. **Categories & Awards**

    o   **Category A:** 3–15 computers → ₹2,00,000 per district.
    o   **Category B:** >15 computers → ₹3,00,000 per district.
    o   Two awards per district (one per category).
    o   Prize breakdown as per Section 5 of the Scheme .

3. **Key Eligibility Criteria**

    o   Functional ICT lab infrastructure: computers, power-backup, projector, furniture for ≥20 students, proper ventilation.
    o   Regular student/staff/public programmes (Coding, Robotics, etc.).
    o   Maintenance logs and upgradation initiatives documented.
    o   Geo-tagged photos and digital records (e.g., Google Docs).
    o   Formation and activities of Student Support Technical Club (SSTC).

4. **Submission Requirements**

    o   Fully completed Nomination Form (typed or legibly handwritten).
    o   Covering letter from Head of Institute.
    o   Self-attested copies of:
        ▪   Student membership register extract.
        ▪   Photographic evidence (geo-tagged).
        ▪   Maintenance & upgradation records.
        ▪   Minutes of SSTC meetings.
    o   Digital folder (Google Drive link) containing all e-records.

5. **Selection Process**

- o Applications invited via submission of Nomination form at concerned Education Zones
- o Preliminary scrutiny by DOE based on documents.
- o Shortlisted schools inspected by Award Committee.
- o Committee comprises eminent personalities approved by Govt. .

6. Timeline

Activity	Date
Call for Nominations	04/08/2025 to 12/08/2025
Last Date for submission	12/08/2025
Shortlisting & Inspections	13/08/2025 to 25/08/2025
Award Ceremony	05/09/2025

7. **Utilisation of Award**

- o Funds to be used as per the Budget Utilisation Plan.
- o Entire amount to be spent within one year of withdrawal.
- o Unspent funds to be remitted to Government Treasury.

8. **Grievances & Clarifications**
   - o Any query regarding the Scheme or Nomination may be addressed to:
     - **Deputy Director (Academic Section), Directorate of Education, Goa**
     - Email: mhajilabbarilab@gmail.com

Please ensure completeness and accuracy of all information. Incomplete or unsupported nominations will not be entertained.