



Government of Goa
DIRECTORATE OF EDUCATION

Alto - Porvorim, Bardez - Goa

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No.DE/VOC/Coding & Robotics/1037/2025-26/27

Dated: 11/08/2025

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

**Sub: Standard Operating Procedure (SOP) to be followed towards
'Usage, Handling and Maintenance of Robotics Hardware Kits' supplied
under CARES Scheme.**

Madam/Sir,

Please find enclosed herewith a letter received from the Directorate of Technical Education, Project Management Unit (PMU), Porvorim-Goa, towards standard operating procedure (SOP) to be followed towards 'Usage, Handling and Maintenance of Robotics Hardware Kits' supplied under CARES Scheme, for further needful action.

Yours faithfully,

(Shailesh R. Sinai Zingde)
Director of Education

Encl: As above.

Copy to:

1. The Director, Directorate of Technical Education.
2. The Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao/Panaji-Goa.
3. The Project Director - PMU, CARES, Directorate of Technical Education.



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



No. DTE/BUD 21/CARES/TENDERING PROCESS - ROBOTIC KITS/2024/1504 Date 25/08/2025

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

Ref. [1]: Circular issued by DoE, No. DE/VOC/Coding & Robotics/1037/2023-24/57 dated 29/01/2025 - regarding 'Meeting in Online Mode - with 'Heads of Institutes', for orientation session on 'Usage of Helpdesk for the Maintenance of Robotics Hardware kits' and 'Allotment of Cupboards for Proper Storage of Robotics Hardware Kits' supplied under CARES Scheme'.

[2] Circular issued by DoE, No. DE/VOC/Coding & Robotics/1037/2023-24/68 dated 20/03/2025 - regarding 'Compliance of guidelines towards 'Usage, Handling and Maintenance of Robotics Hardware Kits' supplied under CARES Scheme'.

Subject: Standard Operating Procedure (SOP) to be followed towards 'Usage, Handling and Maintenance of Robotics Hardware Kits' supplied under CARES Scheme.

Sir

The Government of Goa, under the Coding and Robotics Education in Schools (CARES) Scheme, has supplied Robotics Hardware Kits to all 442 Government- and Govt.-aided Schools to upgrade ICT laboratories into Specialized Robotics Labs for the implementation of the ICT Elective Curriculum under the CARES Scheme.

However, there are reports from many schools regarding incidences of mishandling or missing components in the Robotics Hardware Kits. PMU is actively pursuing these incidents with the Heads of Institutes, vendors, and other stakeholders.

The Heads of Institutes of all Govt.- and Govt.-aided Schools are hereby required to ensure immediate and strict adherence to the guidelines/ directives outlined in the circular issued by the Directorate of Education (DoE) vide No. DE/VOC/Coding & Robotics/1037/2023-24/57 dated 29/01/2025, and No. DE/VOC/Coding & Robotics/1037/2023-24/68 dated 20/03/2025 regarding 'Allotment of Cupboards for Proper Storage of Robotics Hardware Kits supplied under CARES Scheme', to prevent mishandling or misplacement of the components and their proper maintenance.

All the Heads of Institutes (HoIs) were given an orientation session on the Robotics Hardware Kits supplied to schools by the PMU through the session referenced at Ref. [1] above.

George 24/08/2025

Directorate of Education	
Porvorim - Goa	
VOCATIONAL SECTION	
Inward No.	117
Date	24/08/25
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The Heads of Institutes are hereby required to:

- **Allot cupboards** for the safe and secure storage of the Robotics Hardware Kits supplied under the CARES Scheme, as informed via circular at **Ref. [1]**.
- Maintain an Issue Register during the conduct of the session. TFG-F/ School representative to issue Robotics Hardware Kit Components for students' usage with due details of issue of components, student details, and return status of the components.
- **Maintain separate keys** for each allotted cupboard: one key is to be retained by the school, while the **other key be handed over to the Teach For Goa Fellow (TFG-F)** reporting to the Lead School, at the start of every session, to facilitate access and usage of the Robotics Hardware Kits during sessions of the **Revised ICT Elective Curriculum**. The same would be handed back to the school representative at the end of every session.
- At a periodic interval, the TFG-F and the school representative need to check the stock of the relevant materials in the Robotics Hardware Kit.
- **Missing/ Damaged Items:** Responsibilities to be fixed between the stakeholders. Issue to be flagged on the Helpdesk portal.
- **Non-working Items:** are covered under the warranty clause of the tender and would be handled by the vendor through the Helpdesk portal.

Kindly note that **non-adherence** to these instructions or **failure to ensure safe custody** of the components in the Robotics Hardware Kits will be strictly monitored. **In the event of missing or damaged components**, and after necessary due diligence, **the cost of such components may need to be recovered**.


Active cooperation from school authorities will ensure the efficient and organized use of the supplied Robotics Hardware Kits for the benefit of students.

You are kindly requested to communicate the contents of this letter to the Heads of Institutions of all Government and Government-aided schools for immediate compliance.

Kindly do the needful.

Thank you

Yours Sincerely,

 04/08/2025
Dr Vijay Borges

Project Director - PMU

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

Copy To:

1. Shri. Melvin D'Costa, Nodal Officer, CARES Scheme, DoE - for needful action
2. Office Copy
3. Guard File