



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



## “ATAL NIRNAY” – GOA CODES 2026 COMPETITION

### **USER GUIDE FOR REGISTRATION**

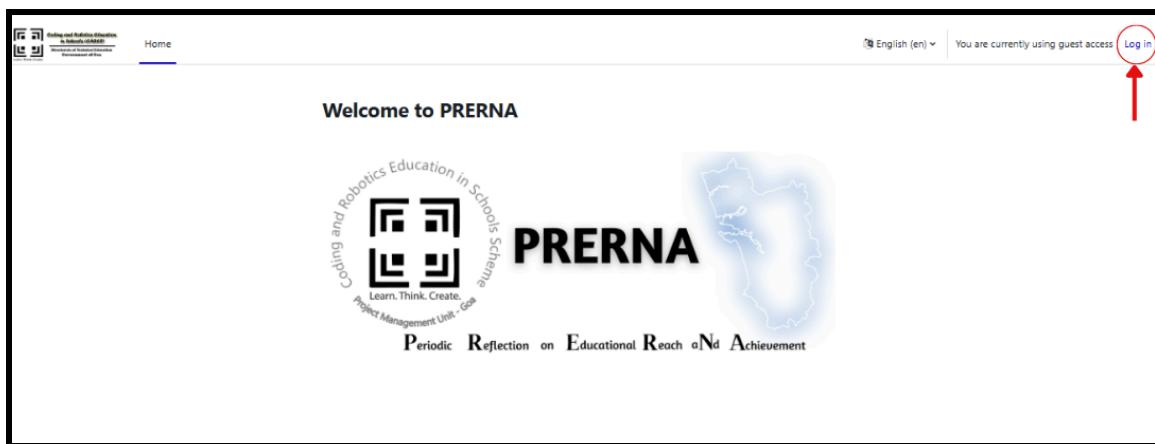
This module is meant for **School Heads / Authorized School Users** who are responsible for:

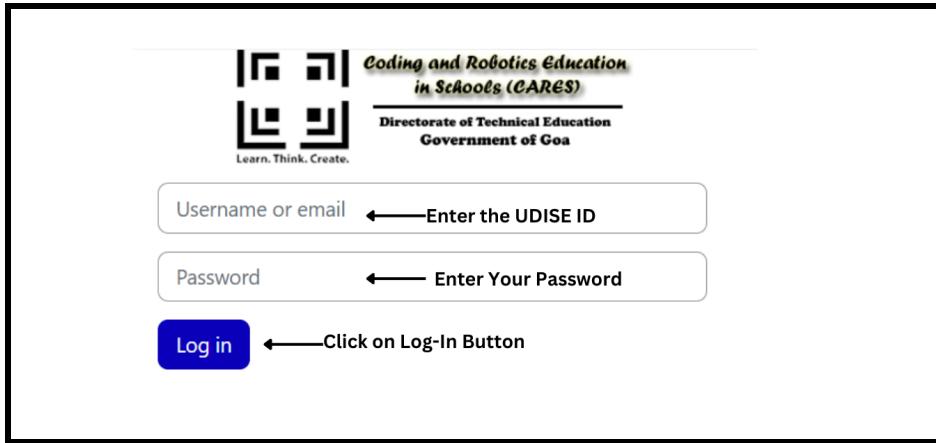
- Creating Teams
- Adding Coordinator Teachers to the Teams
- Adding students to teams

### **STEPS TOWARDS TEAM ENROLLMENT**

#### **1. LOGIN & ACCESS**

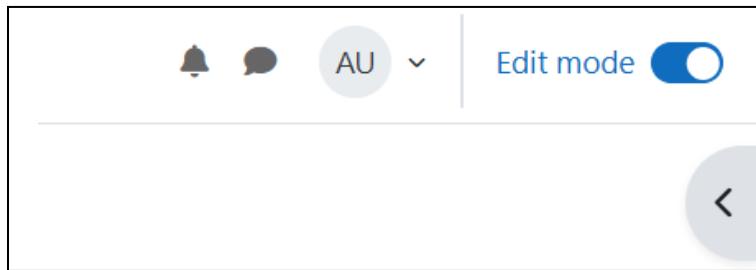
**1.1. Log in to PRERNA (Link: <https://cares.goa.gov.in/prerna/login/index.php> ) using your **school login credentials (UDISE Number) and Password.****





1.2 Click on Dashboard.

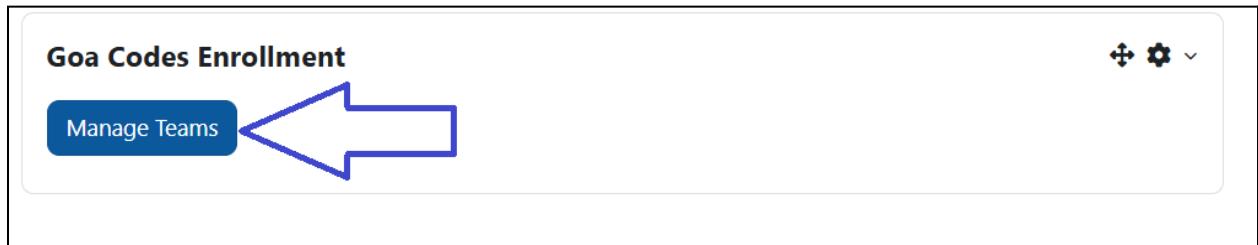
1.3 Keep edit mode on and click Add a block **“Goa Codes Enrollment”**.



**Add a block**

- Admin bookmarks
- Comments
- Course overview
- Elective Curriculum Management
- Goa Codes Enrollment**
- Latest announcements
- Latest badges

1.4 Click “Manage Teams”.



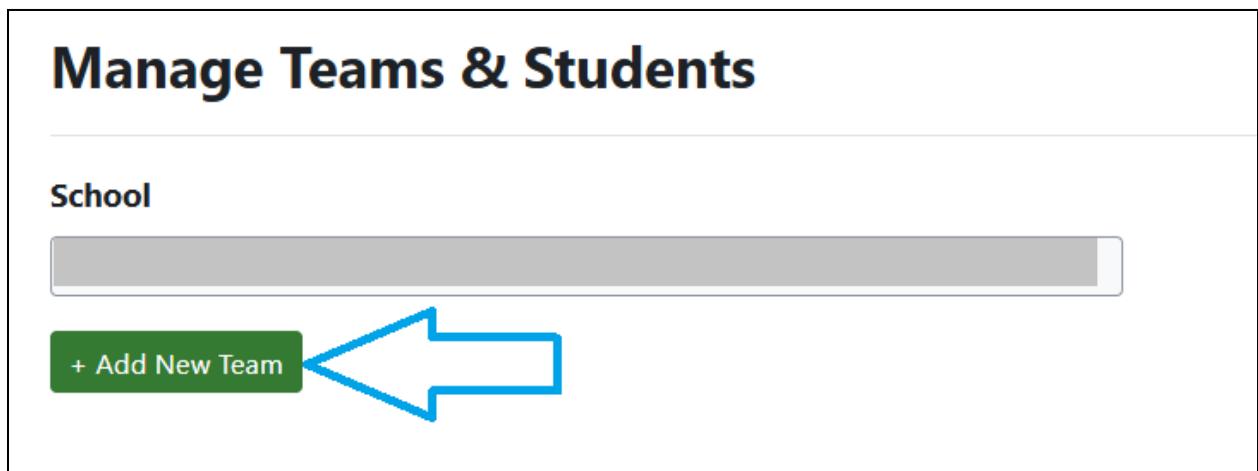
## 2. MANAGE TEAMS PAGE (MAIN SCREEN)

This page shows:

- Your School UDISE & Name
- List of all teams created for your school
- Buttons to:
  - Add team
  - Edit team
  - Add students
  - Upload documents
  - Select team

## 3. CREATING A NEW TEAM

3.1 Click “+ Add New Team”



### 3.2 Fill in the required details:

- Team Name
- Name of the Head of Institute & Contact No.
- Coordinator Teacher 1 Name, Designation & Contact No.
- Coordinator Teacher 2 Name, Designation & Contact No.

**Create Team**

**School**

**Team Name**

**Head of the Institution Name**

**Head of the Institution Contact**

10-digit number

**Coordinator Teacher 1 Name (School Teacher)**

**Coordinator Teacher 1 Designation**

**Coordinator Teacher 1 Contact**

10-digit number

**Coordinator Teacher 2 Name (School Teacher)**

**Coordinator Teacher 2 Designation**

**Coordinator Teacher 2 Contact**

10-digit number

**Create Team** **Cancel**

### 3.3 Click **Create Team**

#### Notes:

- The team name must be **unique for the school**.
- Coordinator Teacher 1 and Coordinator Teacher 2 details are compulsory.

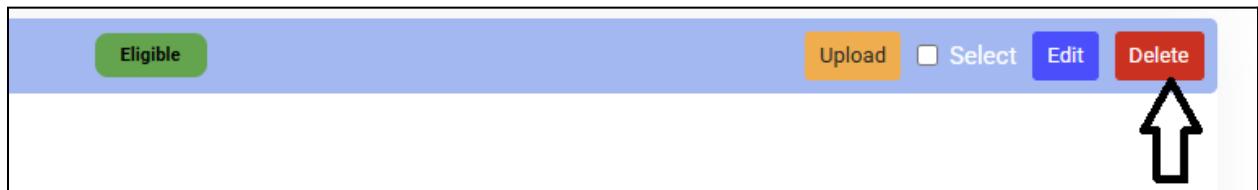
#### 4. EDITING A TEAM (if required)

- 4.1 Click **Edit** button on a team bar
- 4.2 Update required details - team name or Coordinator Teachers details.
- 4.3 Click **Update Team**



#### 5. DELETING A TEAM

This delete button will delete the entire team along with all its students.



#### 6. ADDING STUDENTS TO A TEAM:

##### 6.1 Eligibility Rules (Important):

A team becomes **Eligible** only if:

- ✓ At least **1 student from Std 6**
- ✓ At least **1 student from Std 7**
- ✓ At least **1 student from Std 8**
- ✓ **Minimum 3 students attending Elective Curriculum in AY 2025-26**

*Note: Maximum 10 students per team are allowed*

##### 6.2 Steps to Enroll Elective Curriculum Students:

- 6.2.1 Select Class
- 6.2.2 Select Student

### 6.2.3 Click Add

**Add Elective Student**

Class	Student	<b>Add</b>
Select	Select student	

*Note: Only students enrolled in the elective curriculum classes, who are not already assigned to any team, will appear.*

### 6.3 Adding Non-Elective Student in a team

6.3.1 Select class.

6.3.2 Enter First Name,Middle Name,Last Name.

6.3.3 Select gender

6.3.4 Click Add

**Add Non-Elective Student**

Class	First Name	Middle Name	Last Name	Gender	<b>Add</b>
Select				Select	

*Note: Eligibility Rules mentioned at 6.1 should be satisfied.*

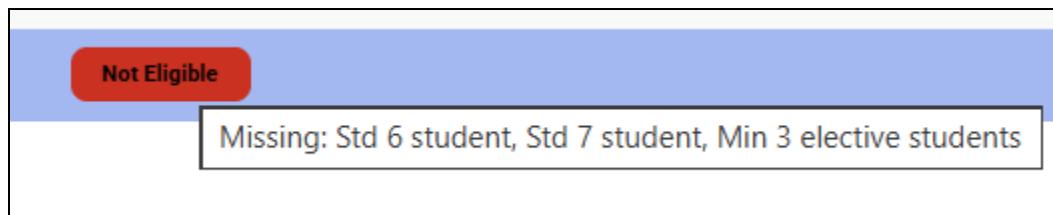
## 7. ELIGIBILITY STATUS

Each team shows a badge on the team bar:

-  Eligible – All rules satisfied



-  Not Eligible – Missing requirements (shown on hover)



- Upon completion of all the above seven steps, the registered teams may commence work on the “ATAL NIRNAY” – Goa Codes 2026 Competition.
- The details of the teams created by you will be available for viewing under the “Goa Codes Enrollment” module on the PRERNA portal.
- For any further assistance, you may kindly contact the Teach For Goa Fellow (TFG-F) Mentor assigned to your school.

The list of TFG-F Mentors is attached at :

<https://cares.goa.gov.in/ourevent/atal-nirnay-goa-codes-2026-competition/>