



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



STEP-WISE USER GUIDE TOWARDS SUBMISSION OF VIDEO FOR PHASE III OF “ATAL NIRNAY” - GOA CODES 2026

This manual provides step-by-step instructions for schools to upload video for Phase III – State Level under ATAL NIRNAY – Goa Codes 2026.

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❖ **ELIGIBILITY CRITERIA:**

- The top two teams from each Taluka of Phase II – Taluka Level Evaluation have qualified to participate in the ‘Phase III – State Level round’.

❖ **IMPORTANT DATES:**

- **Period :10th APRIL 2026 BY 03:00 PM**
- **Platform:** Video will be uploaded on the PRERNA website:
<https://cares.goa.gov.in/prerna/login/>

❖ SUBMISSION OF VIDEO FOR PHASE III – STATE LEVEL:

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

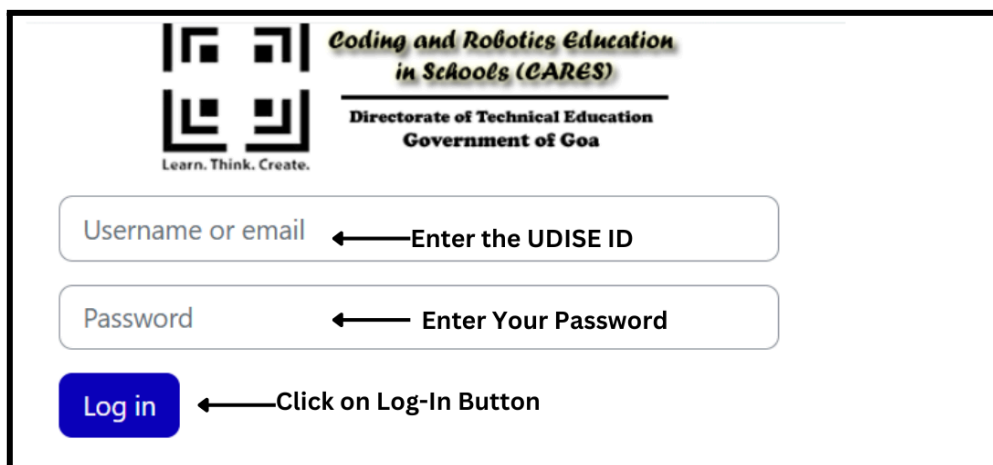
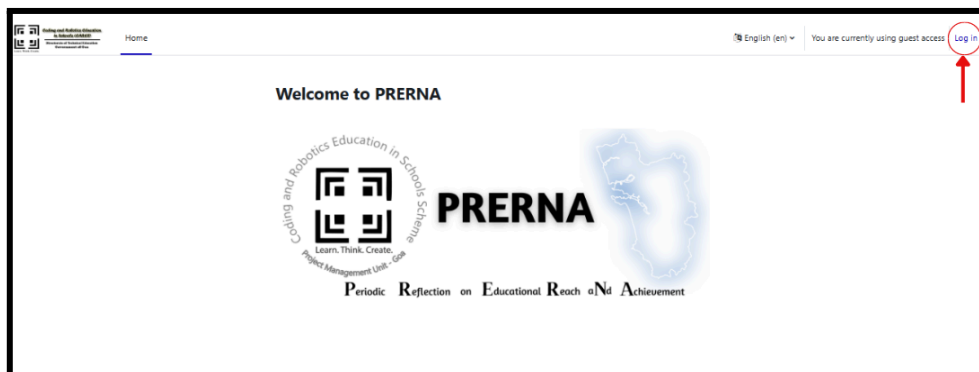
- Uploading the Video for Phase III - State Level

Each school is allowed to upload **only one final video** for **Phase III – State Level**. This video will be shared by us as a reel on the CARES Goa Instagram account (*cares_goa*).

STEPS TOWARDS UPLOADING THE VIDEO ON PRERNA

1. Login & Access

- 1.1 Log in to PRERNA EMS (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 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 New Team
 - Upload Judging Sheet
 - Upload Photos
 - Eligible
 - Upload
 - Select
 - Edit
 - Delete
 - **Upload Phase 3 Video**

- ✓ The Upload Phase 3 Video tab will be visible only for the winning teams.

3. Uploading the Video:

3.1 Click on **Upload Phase 3 Video** button to upload your submissions

Manage Teams & Students

School

[+ Add New Team](#) [Upload Judging Sheet](#) [Upload Photos](#)

team1 [Eligible](#) [Upload Phase 3 Video](#) [Upload](#) [Select](#) [Edit](#) [Delete](#)

✓ Documents uploaded
Documents have been successfully uploaded for this team.
You can still modify your submissions.

Head Master: hm final
Head Master contact: 4525362585
Coordinator Teacher 1: teacher1 | Designation: teacher1 | Contact: 4578653258
Coordinator Teacher 2: teacher2 | Designation: teacher | Contact: 5862354526

Student Name	Std	Delete
Aarshal Dittin Cinoh	6	Delete

3.2 Click on Choose File and select the appropriate video from your system.

Upload Taluka Level Video

Select Video

 No file chosen

3.3 Then click on Upload to submit the video

- ✓ The video file must be in **MP4 format** and should **not exceed 50 MB** in size.

4. HOW TO CHECK UPLOADED VIDEO

After uploading:

4.1. A message will appear stating: **“Video already uploaded.”**

4.2 Click on **“Download Video”** to review and verify the uploaded video.

Upload Taluka Level Video

Select Video

 No file chosen

✓ Video Already Uploaded

5. HOW TO EDIT PHASE 3 VIDEO

5.1 If the video file has been edited after the initial upload, click on **Edit Phase 3 Video**

School

[+ Add New Team](#) [Upload Judging Sheet](#) [Upload Photos](#)

team1 [Eligible](#) [Edit Phase 3 Video](#) [Upload](#) [Select](#) [Edit](#) [Delete](#)

✓ **Documents uploaded**
Documents have been successfully uploaded for this team.
You can still modify your submissions.



5.2 Select **Choose File**, and upload the updated video.

Upload Taluka Level Video

Select Video

 No file chosen

✓ Video Already Uploaded

NOTE :

- If you upload a new video again it will replace the old one as only 1 video submission for 1 team is possible.
- Name of the video file must be teamname_schoolname_taluka