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PRACHEEN KALA KENDRA

SECTOR-35/B, CHANDIGARH

IMPORTANT CIRCULAR NO . 3/2020

PKK/Circular/2020

Dated: 29/09/2020

To

The Centre holders/ Centre Superintendents/Principals/
Hony. Secretaries of all the affiliated institutions of Pracheen Kala Kendra,
Chandigarh.

**SUBJECT: CIRCULAR REGARDING IMPORTANT INSTRUCTIONS FOR
HOLDING BI-ANNUAL 2020 EXAMINATIONS**

OFF LINE MODE

As in where possible and suitable /convenient to the centre holders, the Bi-Annual examination can be held with physical presence of the students i.e. through offline mode BUT FULLY COMPLYING WITH SAFETY MEASURES AND MAINTAINING SOCIAL DISTANCING AND ALSO FULFILING FOLLOWING REQUIREMENTS:

- First of all the students who wish to appear personally , shall submit an undertaking cum consent from their parents/guardian that they agree and permit their ward to appear in the examination on their own risk and responsibility.
- Centre holder to arrange for 5-7 person seating arrangement in a 10-15 person capacity room (for e.g.) which is well ventilated and airy with proper sanitation and mandating each and everyone to wear a face mask and have a hand sanitizer placed at the entry. The ratio of the actual presence of people to the total capacity must mandatorily be 1:2 (that is, if the seating capacity is for 2 people, the exam should be of 1, if capacity is of 5 people, the examinees should be 2, if capacity is 10, actual appearing examinees should be 5, 20 people taking the exam in a 40person capacity room and so on.)
- The centre holder is requested to complete the arrangement of written exams of the examinees in a week's time window. This way examinees can appear on different days to take the exam and avoid crowding.
- The centre holders will get the question papers from Kendra before hand and will also get the answer sheets which they will provide eventually to examinees on the day of the examination.

- This examinations shall be held under the strict vigilance of the centre holders and PKK staff as appointed for the said purpose .
- By following above method and mode of examination , the centre holder will be able to plan as to when and how much people the centre holder will be accommodating on each day to take exams and then communicate to the examinees clearly the day they should be arriving, according to their mutual convenience.
- It is again clarified that all the safety measures i.e. wearing of mask , proper sanitization of hands and washing hands before and after the exams as well as maintaining of social distancing shall be complied with and followed clearly.

ONLINE MODE

THE FOLLOWING ARE THE INSTRUCTIONS FOR THE STUDENTS

- For students who are unable to visit their centre's or institutions and who do not wish to travel to their respective centres to give the exams offline, they can choose this method which will be purely online **WITHIN A FIXED TIME FRAME PERIOD**, strictly as per the time and day mentioned in the date-sheet but the examinees need a stable and reliable internet connection to avail this facility.
- The Kendra is in the process of dispatching the question papers /answer-books in sealed envelopes through registered post , to be opened and distributed to the candidates on the date of examination as per the rules. However , to the centre holders who have not received the same prior to the examination date and as per the written or verbal request made by the centre holder in this regard, the Kendra will also send the scanned copies of questions paper directly to the centre holder/s in charge through emails , Whatsapp and also will upload on our website, an hour before the start of examination.
- The centre holders will send the examinees through email, whatsapp, zoom, Google meet or any such social meeting platforms, the copy of respective question papers based on which the students will write their answers and it is advised that the question papers be given , 20 minutes before the exam commences (i.e 5 minutes for slow transmission in the worst-case scenario, and 15 minutes of question paper reading time) The centre holders can download the answer-sheets from Kendra's website if the hard copy of the same is not received by them before time.
- The centre holders can download the answer-sheets from Kendra's website if the hard copy of the same is not received by them before time.
- **The answer sheets can be sent/deposited through any of the following modes:-**

- (i) The answer-sheet may received by softcopy with centre registration number, students name, roll numbers subject year mentioned.
 - (ii) The examinees will need to either avail the answer sheets from the centre holder in advance and will write on the those given answer sheets and then click a picture of the pages and make a pdf of all the images together using services like (<https://jpg2pdf.com/>) or such and send the pdf via any mutually agreed upon social platform to the centre.
 - (iii) In case the centre holder is unable to send the answer sheets to the examinees, everyone is requested to either use MS Word or any other writing software to write their answers on, and then save it as word document or as pdf if possible and email it within 3 hours of the examination to the centre holder
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- Centre holder shall be responsible for the collection of the answer-sheets in any of the above mentioned mode from the students.
 - It will be the responsibility of the centre holder to send us the answer sheets in any form/format as mentioned above within seven days from the date of examination positively without any delay. Only those answer sheets will be considered valid which are received within the stipulated period of seven days from the date of examination.

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Registrar
