



Exarchate of St. Ephrem, Khadki-Pune

Commission for Faith Formation

☎ 7030 7339 90; ✉ catechesis.exarchate@gmail.com ; www.catechesis.in

DoC / 2015 / 04

23 November 2015

Dear Rev. Fathers, Rev. Sisters, Headmasters, Teachers and Students of Sunday School,

Prayerful Greetings from the Exarchial Commission for Faith Formation!

The Hall Tickets for all the students appearing for the First Semester Catechism Examination 2015-16' of Classes IV to X are attached herewith. Since MCC ETRI is divided into Diocese of Gurgaon and Exarchate of Khadki, every student in the Exarchate is assigned with a new *Unique Identification Number (UIN)*. The old Unique Identification Number will be archived for office purposes. Kindly do make sure that every student has received the Hall Ticket. Answer paper without the Hall Ticket from the Centre will not be considered for centralized valuation. The details in the Hall Ticket should be, once again, verified by the student him/herself. We have tried our level best to furnish the details even without a spelling mistake. If there is any further correction, kindly do it in the Hall Ticket itself. If any detail is missing in the Hall Ticket, kindly do add it with blue ink. If the Hall Ticket of any student is missing, kindly bring it to my notice, before 28 November by phone (☎ 0 70307 33990)

If any student has discontinued the studies at your Centre kindly return the Hall Ticket, with marking on top 'DISCONTINUED', together with the other Answer Sheets. All the Hall Tickets of absentees should carry the note 'ABSENT'.

The Question Papers for the First Semester Catechism Examination 2015-'16 have been sent from the Centre to the Unit Directors through the District Directors of Catechesis. The envelope enclosed with the Question Papers should be used to send back the Answer Papers. Answer Papers of the children of same class has to be wrapped together (should not staple together) and kept separately in the cover. Kindly arrange the answer papers in the ascending order of the *Unique Identification Number (UIN)*.

You are requested to send the Answer Sheets, properly classified and securely wrapped, in the following address on 29 November itself:

Fr. Varghese Valikkodath
St. Mary's Malankara Catholic Cathedral
51 Bhau Patil Road, Bopodi
PUNE – 411 020
Maharashtra
☎ 0 70307 33990

Those who are sending the Answer Sheets directly through Courier are earnestly requested to send it either through Professional, Blue Dart, DTDC PLUS or First Flight. Kindly make sure that you are making use of the Authorised Franchise. Please do not send it from some small shops which are working as the internal outlets.

All enquiries regarding the couriers, valuation and tabulation have to be made directly to Mr. Joel Joykutty (☎ 77099 79950) who will be assisting me in these processes.

As we conducted the earlier exams, Classes 1 to 3 will have *Oral Exam* with the Question Papers sent from the Centre. Answers are included in the Question Paper itself, for these classes, in order to assist the concerned teachers for conducting the Exam.

It is the responsibility of the Headmasters to make sure that the Hall Ticket, which has all the required details furnished, is attached with the Answer Papers. Nothing that reveals the identity of the student or the church should be written in the Answer Papers. Please do not put the seal of the Church on the answer sheets.

No one except the Supervisor and the Headmaster or a Teacher appointed by the Unit Director is allowed in the Examination Hall.

Any complaint regarding the Exams should be registered at the Centre through email latest by the next day. Complaints will not be encouraged after that and will not be given due consideration.

Kindly do not open the envelope containing the Question Papers before 10.45 a.m. on 29 November 2015.

Let us join hands to conduct the Examination in a fruitful way!

In order to impart a realization on the call to be a teacher and the definite responsibility of a teacher, the Centre has initiated a Seminar on *The Role of a Teacher in Catechesis* in all the Districts of the Exarchate. All District Directors are requested to arrange the Seminar in their respective Districts before 15 February 2015. It will require 4 hours excluding the formal sessions.

The By-law of the Department is under preparation. If you have any suggestions, kindly feel free to forward it to the email id catechesis.exarchate@gmail.com

Wish you all the Blessings and Fruits of the Advent Season!

Yours in Christ Jesus,

Fr. Varghese Valikkodath

*Secretary
Exarchial Commission for Faith Formation*