



## Exarchate of St. Ephrem, Khadki-Pune

# Commission for Faith Formation

☎ 8018 8058 70; ✉ catechesis.exarchate@gmail.com ; www.catechesis.in

DoC / 2016 / 07

19 April 2016

**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 Second Semester Catechism Examination 2015-16' of Classes IV to X, have already been sent through email. Taking into consideration the number of students who wish to appear at different areas outside the Exarchate, a few centres are allotted in different Eparchies in Kerala and Gurgaon; Trivandrum - Catholicate Centre, Tiruvalla - Archbishop's House, Pathanamthitta - Bishop's House, Mavelikkara - St. Mary's Cathedral, Muvattupuzha - St. Thomas Church Ernakulam and Bathery - Pulppally Church. A detailed list of the centres and contact persons are attached herewith for your reference. The students who are writing the Examination at outside centres are requested to bring required white papers and Hall Tickets for writing the Examination. The Hall Ticket and the Answer Papers have to be sealed from the respective centres.

The Question Papers for the Second 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).

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'.

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

**Fr. Varghese Valikkodath**  
**St. Mary's Malankara Catholic Cathedral**  
**51 Bhau Patil Road, Bopodi**  
**PUNE – 411 020**  
**Maharashtra**  
**☎ 0 8010 8058 70**

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 entertained 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 24 April 2016.**

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

Unlike from the previous Examinations, this time selected Catechism Teachers are conducting the valuation of the Answer Papers. It is an experiment and let us discuss about and analyze it in the next Common Gathering.

The Headmasters are requested to conduct the Re-Examination at your convenience with a Question Paper set in the Parish at least before 1 June 2016.

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](mailto: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*