



Guidelines for Establishing Examination Center

AICRA | Accreditation

OFFICE ORDER

In order to ensure the fairness regarding the conduct of the examinations for Professional Certification and Robotics Literacy Programs, a meeting was organized on 02-04-2018 to discuss the impending issues and subsequently MoM were sent to Directors of AICRA Centers. Accordingly, the following has been decided to implement with immediate effect:

- i. Depending upon the situation, the Centre Director / Director In Charge of the respective AICRA Regional Centre can judiciously select the examination centers as per the guidelines given below:
 - a. Examination centers can be amongst the following categories of institutions, as per the priority listing below:
 - i. Government Engineering Colleges/Schools;
 - ii. ITI or other government technical institutes;
 - iii. Approved institute of AICRA, accredited for AICRA's O/A/B-Level and Professional Certification Programs, provided that, the candidates who had undergone training of such programs at that accredited institute would not be allotted examination centre at their training institute;
 - iv. Recognized Private Engineering Colleges affiliated to State Universities; and
 - v. Recognized Private Schools affiliated to State Boards of Education.
 - b. The institutes that have been permitted by AICRA as its Facilitation Centre for the conduct of the RLP programs shall not be made Examination Centres for the conduct of the Online Examinations of RLP. However, in extreme situation, and in the event of non-availability of the institutes as mentioned in para a above, feasible examination venue may be identified by the Regional Centre duly approved by concerned Centre Director.
 - c. During each examination cycle surprise random checks/ visits at sensitive examination centres would be made by officials of respective AICRA Regional Centers.

- d. The number of days for mock test may be increased by the respective RCs at the examination centres in their jurisdictional control, if feasibility and cost-effectiveness permits.
 - e. The RC may follow flexible examination schedule with respect to the conduct of examination in an examination cycle, provided, it is within the stipulated time period as laid out in SOP i.e. within 07 days' time. However, to exercise such option, the approval of respective Centre Director is mandatory and any such approval would be required to be communicated to headquarters.
- ii. With respect to ease the task of identification of examination centres by the RCs for each examination cycle, necessary action is being initiated at headquarter to create a bank of Online Examination Centres by the way of empanelment of institutes as Examination Centres, which fulfill the laid out norms.

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Secretary- Technical