

# Standard Operating Procedure

## Prakriti Khoj – Environment Quiz

Government of India  
Ministry of Environment, Forest and Climate Change

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**Open Web browser** : Google Chrome or Mozilla Firefox or Internet Explorer  
(Preferably Google Chrome and Mozilla Firefox)

**Type PKEQ URL** : <http://pkeq.nic.in>

### (1) For State Nodal Agency [To upload Student data and to create Students Login ID and Password]

- ⊙ Click “**LOGIN**”
- ⊙ Click Radio Button “**SNA/Admin**” under Login As
- ⊙ Enter “**Login ID**”
- ⊙ Enter “**Password**”
- ⊙ Enter “**Security Code**”
- ⊙ Click “**Sign In**”
- ⊙ Select “**Upload Student Data**”
- ⊙ Select “**Notification**”
- ⊙ To Upload
  - Click “**Upload New File**” (in .csv format only)
  - Click “**Choose File**”
  - Click “**Submit**”
- ⊙ To Approve
  - Click “**Approve List**” under Action Tab

### (2) For Students appearing for Quiz Competition

- ⊙ Click “**LOGIN**”

- ⦿ Check Radio Button “**Student**” is selected under Login As
- ⦿ Enter “**Login ID**”
- ⦿ Enter “**Password**”
- ⦿ Enter “**Security Code**”
- ⦿ Click “**Sign In**”
- ⦿ Click “**Start Quiz**” [Read the details of Age Group, Date, Region, Round, etc. before clicking “**Start Quiz**”]
- ⦿ Answer “**10 Questions**” in “**5 Minutes**”
- ⦿ At the end Student can **see the Results** and **print** by clicking Printer “**Icon**”
- ⦿ Click “**Log Out**”

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