

EXAMINATIONS COMMITTEE (Internal):

A – SECONDARY

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.K.Sharma	PGT	In-charge	
2.	Ms. Vajayanti Malviya	PGT	Co I/C	
3.	Mr. R.K.Mishra	PGT	Member	
4.	Mr. G.K.Shukla	TGT	Member	

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. C.P.Jilewa	PRT	IN-CHARGE	
2.	Mrs. Laxmi	PRT	CO-I/C	
3.	Mr. Vivek Shukla	PRT	Member	
4.	Mr. Aejaz Khalil	PRT	Member	
5.	Mr. Amrendra Pratap singh	PRT	Member	

Duties:-

- To prepare an action plan for conducting monthly test for classes III to V, and VI to XII classes.
- Conducting Periodic Tests, Unit Tests, Cycle Test Half yearly Exam, Pre-Boards, PISA and Session Ending Exam and internal CBSE Exam as per KVS norms.
- To collect the question paper along with blue print, design, marking scheme for these exams securely and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificates of school-based evaluation and other stationery well in advance by giving timely requisition to the Principal.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team and principal as and when required.
- To issue the notices, circulars of the examinations for students and staff.
- To visit KVS, Regional Office and CBSE websites regularly for the examination notices and circulars.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on website regularly. Internal – Planning & conduct of Monthly Tests/UT/HY/SEE/Pre-Boards as per schedule.
- Distribution of progress cards, study materials & practice set papers.
- Providing correct data and information related to examination activities as and when required to the Principal/RO etc.
- To Plan and organize PTM as and when required.

EXAMINATION COMMITTEE (CBSE & EXTERNAL EXAMINATIONS):-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Shyam Ji Keshrwani	PGT	In-charge	
2.	Ms. Manisha Singh	PGT	Co-Incharge	
3.	Mr. Manoj Kr. Mishra	TGT	Member	
4.	Mr. Anupam Mishra	PRT	Member	

Duties:

- Planning and executing all works related to Tests/Exams conducted by the CBSE.
- Timely reply and correspondence to CBSE circulars. Timely dispatch of CBSE letters/uploading the data to CBSE web site.
- Taking necessary action and circulating CBSE circulars among teacher and students, as and when needed.
- Maintenance of Board Result registers for class X and XII
- Checking CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration /LOC for Class IX to XII, filling of the forms and completing the formalities time bound manner.
- Correspondence for school affiliation and its updating.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.
- Arrangement of resources and fair conduct of exams as per guidelines given by the respective agency.
- To maintain the record and send the data from time to time to the concerned stakeholders.
- Correspondence to external agencies as and when required.
- Updating and filling online portals related to any external exam.
- Settlement of advances and dues as per guidelines of external agencies.

EXTERNAL EXAMS COMMITTEE (NIOS):

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Anupam Mishra	PRT	Incharge	
2.	Mr. Vivek Shukla	PRT	Co-Incharge	
3.	Computer Inst.-1		Member	

Duties:

- Planning and execution of all related work to conduct NIOS examinations.
- Arrangement of resources and fair conduct of exams as per guidelines.
- Correspondence to NIOS as and when required and settlement of advances and dues as per guidelines of NIOS.