

PM SHRI KENDRIYA VIDYALAYA DUNGARPUR (RAJ.)

Committees for the Session 2024-25

All teachers are directed to go through the list of committees formulated for session 2024-25 and duties of the committee.

1. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
2. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal. The duties are tentative and can be altered at any time considering the smooth functioning of the activities in the interest of the Vidyalaya.
3. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Next member of the concerned departments will perform the duty in the capacity of In charge.
4. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
5. All these committees will come in force with effect from 18.04.2024.

S. N	Name of Comm	DUTIES OF COMMITTEE	
1.	Internal & External Exam	<p>Responsibilities of Core Committee</p> <ul style="list-style-type: none">• Raising the indent for the papers and other important requirement• Planning & conducting of PT/HY/SEE Exam as per schedule.• Listing out absentees and Planning & conducting Re-tests• To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.	<p>Internal Exam Committee:</p> <ul style="list-style-type: none">• Mr Pradeep Kumar Kuldeep (I/C)• Mrs Priti kaushik(Co-I/C)• Mr Vivek Bhatt
		<p>Distribution of Report cards to class Teachers.</p> <ul style="list-style-type: none">• Distribution of the split up syllabus supplied by R.O to teachers and students.• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. <p>It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies, without which Exam Department shall not accept the papers anything hand written.</p> <ol style="list-style-type: none">1. Maintenance and submission of records NIOS Regional Office	<ul style="list-style-type: none">• Mr Hariram Meena (I/C)• Mr Rajulal Meena <p>External Exam Committee:</p>

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		<p>2. Conducting the NIOS exam as per the norms.</p> <p>Settlement of claims in respect of advance received from the NIOS for examination in a time bound manner</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none">• Mr. Manoj Kumar Sharma (I/C)• Mr. Vivek Bhatt (Co-I/C)
2	CBSE exam	<ul style="list-style-type: none">• To visit the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.• Class IX to XII registration, filling of the forms and completing the formalities in	<ul style="list-style-type: none">• Mr Murli Khatri (I/C)• Mr Omesh Paliwal (Co-I/C)
		<p>time bound manner</p> <ul style="list-style-type: none">• Correspondence for school affiliation and renewal of affiliation.• Maintenance and submission of records of result analysis of CBSE exam to KVS Regional Office and KVS Head Quarter in time.• Maintaining the record of shortage of attendance and correspondence with parents of class X & XII.• Fixing the practical time table in liaison with subject teachers and external examiners.• Conducting the CBSE board exam as per the CBSE norms.• Updating changes in the evaluation system in the School website.• Keep records of PTA meeting of class-X & XII• Settlement of claims in respect of advance received from the CBSE for different examination in a time bound manner.• To perform all works pertaining to CBSE.• Implementation of the CBSE circulars, circulated from time to time and Examination Bye-Laws.• Proper maintenance all CBSE records.• Any work assign by the Principal related to department/ Committee	