

PM SHRI KENDRIYA VIDYALAYA RAILWAY COLONY KHARAGPUR

Committees for the academic year 2026-27 (w.e.f. 01.04.2026)

Name of the Committee / Department	In-Charge & Members	Duties and Responsibilities
Examination Committee	<p>CBSE: Mr. Surajit Mondal, TGT(S.St.) - I/C Mr. Sanjeev Kr. Das, Asst.I/C</p> <p>Secondary section: Mr. Surajit Mondal, TGT(S.St.) - I/C Mr. Sanjeev Kr. Das, Asst.I/C</p> <p>Primary section: Mrs. Vishakha Chaudhary , PRT - I/C Mrs. Deopeyari, PRT – Asst. I/C</p>	<ul style="list-style-type: none">• The committee shall be responsible for the preparation of examination calendar and circulate the same in time - before 1st April 2013.• The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term• The Question papers for any examination should be ready at least one week before the commencement of the examination.• All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted.• The Question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerised by the teachers and soft copy handed over well in time.• The examination duties shall be allotted systematically without any bias or favour.• The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.• The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination.• The plan for the CCE should be well communicated to the teachers, parents and the students.• Necessary training programme for the same shall be arranged.• The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee and also the Mentoring Principal when they visit the Vidyalaya.