

**KENDRIYA VIDYALAYA WSHIM  
COMMITTEES FOR THE SESSION 2024-25**

**EXAMINATIONS and CCE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIG</b>	<b>MEMBER</b>	<b>Signature</b>
1.	Sh. NAMOD SIRSATH	TGT S.St.	I/C	
2.	Sh. GAJANAN MANWAR	TGT (MATHS)	Member	
3.	Sh. SOPAN INGLE	PRT	Member	

**Duties:**

- a. To prepare an action plan for conducting monthly test for classes III to V & VI. Conducting FA I, HY, FA II & SEE as per KVS norms.
- b. To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- c. To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- d. To arrange PTS meetings time to time.
- e. Declaration of results as per the KVS schedule.
- f. To maintain and place all the records pertaining to examination before the member of panel inspection team.
- g. To issue the notices, circulars of the examinations to the staff from time to time.
- h. To visit KVS, Regional Office, Mumbai websites regularly for the examination notices, circulars.
- i. To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j. To update examination details on website regularly.
- k. To maintain records related to Uniform Assessment System and subject enrichment activities