

PMSHRI KENDRIYA VIDYALAYA BALLYGUNGE

WORKING COMMITTEES FOR THE SESSION 2024-25

1	Examination - Internal	Mr. Bimal Kumar
I	Result analysis, filling proformas of KVS RO, Overall smooth conduct of exams.	Mr. Bimal Kumar
II	Invigilation duty, relieving duty and its management, collection of answerbooks after exam	Mrs. S. M. William
III	Seating plan, preparation of bags, absentee record, collection of marks slips from subject teachers	Mrs. S. M. William
IV	Counting questions, preparation of bags, collection of answer books bundles after evaluation.	Mrs. Nivedita
V	Counting questions, preparation of bags, collection of answer books bundles after evaluation.	Smt. Shobha Shaw
VI	Collection and printing and photocopy of question papers, printing blank mark slips	Ms. Qulzum Tadeeb / Permanent TGT English/Maths
2	CBSE Examination	Ms Sujata Chattopadhyay I/c
I	Checking of CBSE website for latest announcements & Circulars	Ms S Chattopadhyay
II	Checking of 19207@cbsehksha.in mail for letters / Circulars sent by CBSE, SAFAL	Mr Zahid Ali
III	Circulation of CBSE letters / Circulars among concerned teachers for Compliance – Monitoring of the same	Shri. Tamal Biswas
IV	Monitoring the Direct Admission cases sent by Admission department to CBSE for approval and CBSE correspondence	Mrs. S. Banik
V	Initiating the process of Collection & Verification of students data for CBSE registration of Classes IX, X, XI, XII	Mr. D. Biswas Mr. Zahid Ali
VI	ONLINE Registration of the Students of Classes IX & XI	
VII	ONLINE Registration of LOC of Classes X & XII	
VIII	Uploading of Internal marks X	Mr. Zahid Ali
IX	Uploading of internal grades XII	
X	CBSE result analysis after the announcement of Board Result of X & XII	Mr. P Bandyopadhyay
XI	Maintaining Board Result record file / selection in all India level examination	
XII	CBSE Practical & Theory Examinations	Mr. Tamal Biswas
XIII	DUTY LIST PREPARATION for AISSCE & AISSE Exam	Ms. S. CHATTOPADHYAY Mrs. S. BANIK
XIV	SEATING PLAN FOR AISSCE & AISSE EXAM	Mr. Debjit Biswas Computer Instructors
3	Primary Examination department	Mrs. Rinkoo Biswas I/C
I	Collection, Moderation and printing of question papers/sending to press (I to V)	Mrs. Rinkoo Biswas Mr. Atul Kumar
II	Invigilation duty, Seating Plan and preparation of bags	Mr. Abhinav Jaiswal
III	Collection of answer books, preparation of bundles, distribution to subject teachers and collection of evaluated answer books along with marks slips in triplicate.	Mrs. P. S. Chakraborty / Divya Mukta Ghose Sarkar
IV	Result preparation Result analysis, marks slips and Report cards ,Supplementary,absentees,new admission examinations and record keeping, CCT Examination and record keeping	Mr. Abhinav Kumar Jaiswal
V	Primary Academics (NIPUN)	Mrs. Tanushree Sarkar Chatterjee I/C Mrs. Meeta Bhattacharya Mrs Rinkoo Biswas Mrs. Neeta Bhattacharjee Mrs. Soumita Gupta
4	EXTERNAL EXAMINATIONS	Mr Tamal Biswas I/C
I	To keep a track of NIOS/NEET/CTET & other competitive examinations, papers receipt, reply and necessarily follow up and conduct the exams as per Guidelines. Submit the bills in time.	Mr Tamal Biswas
II	SEATING PLAN	Mr. Girish Ranjan
III	Maintenance of examination wise record in the office for audit.	Mr. Bimal Kumar