

KENDRIYA VIDYALAYA BALLYGUNGE			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	In-charges & members	Signature
3	Examination - Internal	Mr. Jawed Alam, PGT (Geog) I/C Ms. Atrayee Mukherjee Mrs. Sana Aslam Ms. Tanusree Paul	
I	Result analysis, filling proformas of KVS RO, Overall smooth conduct of exams.	Mr. Jawed Alam	
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.	MS. Shobha Shaw	
VI	Collection and printing and photocopy of question papers, printing blank mark slips	Mr. Souvik Dey Ms. Atrayee Mukherjee Ms. Sana Alam	
4	CBSE	Mr. Zahid Ali	
I	Checking of CBSE website for latest announcements & Circulars	Mr. Zahid Ali	
II	Checking of 19207@cbsehiksha.in mail for letters / Circulars sent by CBSE, SAFAL	Shri. Tamal Biswas	
III	Circulation of CBSE letters / Circulars among concerned teachers for Compliance – Monitoring of the same		
IV	Monitoring the Direct Admission cases sent by Admission department to CBSE for approval and CBSE correspondence	MS. Anam Praveen	
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	Mr. Purushottam Sen	
VII	ONLINE Registration of LOC of Classes X & XI		
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. D. Biswas	
XI	Maintaining Board Result record file / selection in all India level examination	Mr. P Bandyopadhyay	
XII	CBSE Practical & Theory Examinations	Mr. Tamal Biswas	
XIII	DUTY LIST PREPARATION for AISSCE & AISSE Exam, Invigilation Duty	Ms. Aditi Agarwal Mr. Atul Kumar	
XIV	SEATING PLAN FOR AISSCE & AISSE EXAM	MR D BISWAS Computer Instructors	
5	Primary Examination department	Mrs. Neeta Bhattacharjee	
I	Collection, Moderation and printing of question papers/sending to press (I to V)	Mrs. Rinkoo Biswas Mrs.Meeta Bhattacharyya Mrs.Lata Rajak Mr.Atul Kumar	
II	Invigilation duty, Seating Plan and preparation of bags	Mrs.Rinkoo Biswas 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.	Mukta Ghose Sarkar Ms. Divya	
IV	Result preparartion Result analysis, marks slips and Report cards ,Supplementry,absentees,new admission examinations and record keeping, CCT Examination and record keeping	Mr. Abhinav Kumar Jaiswal Mr.Shivam Bargoti	

			PRINCIPAL