

# केन्द्रीय विद्यालय करनाल(1323)

(शैक्षणिक-सत्र 2023-24 हेतु समितियों का गठन)- संशोधित

Revised Committees List for the academic year 2023-24

फा. 32051/समितियों/के वि.क/

दिनांक 14.10.2023

The committees for the various activities during the academic year 2023-24 is constituted as below. All the staff members may note down their duties of different committees in which they are in, in their diary and add it daily.

S.No.	Committee/Club	Duties & Responsibilities	In-Charge	Member
01	Admission	<ol style="list-style-type: none"> <li>To give wide publication by preparing advertisement, distribution of forms, registration and following the right admission procedure etc.</li> <li>Prepare the Registration List, Master List and provisionally selected list and get the hard and soft copies for approval of the Chairman within stipulated date for the display of the same.</li> <li>They shall also maintain confidentiality of the registration process and maintain high integrity.</li> </ol>	Mrs. Sushma Rani, PGT-Maths	<ol style="list-style-type: none"> <li>Mr. Ajay Kumar, TGT-Eng</li> <li>Mrs. Jyoti Yadav, TGT-Eng</li> <li>Mr. Vijayal, PRT</li> <li>Ms. Manish, PRT</li> <li>Mr. Satish, Sub-Staff</li> </ol>
02	Examination (Internal) (Secondary & Sr. Secondary)	<ol style="list-style-type: none"> <li>The Question papers for any examination should be ready at least one week before, the commencement of the examination.</li> <li>All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted.</li> <li>The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year.</li> <li>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 in time.</li> <li>The examination duties shall be allotted systematically without any bias or favour.</li> <li>The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.</li> <li>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.</li> <li>Necessary training programme for the same shall be arranged in the second week of April 2022.</li> <li>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.</li> </ol>	Mrs. Savita, Kumari, PGT-Economics	<ol style="list-style-type: none"> <li>Mr. Mukesh Kr, TGT-Maths</li> <li>Mr. Ajay Kumar, TGT-Eng</li> <li>WET</li> <li>Mr. Koverpal, DS</li> </ol>
03	Examination (Internal) (Primary)	- As above-	Mrs. Sunita, PRT	<ol style="list-style-type: none"> <li>Mr. Sukdev, PRT</li> <li>Mr. Sunil Kumar, PRT</li> </ol>

K.V. Karnal: Committees for academic year 2023-24