

MAHARISHI VIDYA MANDIR, PUDUCHERRY

EXAM DEPARTMENT

S. No	Maintenance	Incharge
1	Portion Completion Checking	All Class teachers
2	Report Card, Timetable Checking & Sharing with Parents	Ms.Sumathi /Ms.Gayathri.L/ Ms.Roshini/ /Mr.Anbu
3	Exam portion, blue print, Question Paper Checking, Answer Key & App Entry	Class Teachers / Subject Teachers
	Question paper & Answer key Uploaded in app checking	Ms.Indhumathi, Ms.Malar (KG)
		Ms.Kamalini Devi, Ms.Suganya (I,II)
		Ms. Prabhavathy , Ms.RamyaKrishnan (III - V)
		Ms.Annie Saara,Ms.Shreevarshini (VI - VIII)
Ms.Suvetha , Mr. Mathivanan (IX - XI)		
4	Mark Entry - Checking	Ms.Sonia / Ms.Anne Sara/Ms.Suvedha (VI-XI)
		Ms.Aruna/Ms.Nivetha (I-V)
		Ms.Mumtaj/ Ms. Bharathi.P(KG)
5	Invigilation Duty Incharge	Ms.Sumathi/ Ms.Gayathri.L /Ms.Vijayalakshmi (III - XI)
6	Exam Question Paper Counting & segregation	Ms.Mumtaj/ Ms.Vidhya (KG)
		Ms.Valli/ Ms. Nivedha / (I-V)
		Ms.Roshini / Ms.Ragavardhini/ Ms.RamyaKrishnan /Ms.Nithya/Ms.Bharathy.D (VI-XI)
7	Exam Answer Script Receiver & Distributer	Ms.Sumathi/ Ms.Vijayalakshmi /Ms. Gayathri .L/ Ms. Radha Boy Gokul
		Ms.Shenbagam / Ms.Mumtaj/Ms.Jeystri (KG - II)
		Ms.Samsath / Ms.Valli /Ms.Dhivya (III -V)
8	Question Papers & Worksheets Xerox	Ms.Janane(Office)/ Mr.Anbu