

# DELHI PUBLIC SCHOOL, BANDIKUI

## MINUTES BRIEF & NOTICE FOR NEXT MEETING

**Date:** April 26, 2026

**To:** All Members of the School Examination Committee

**Subject:** Status of the First Committee Meeting & Schedule for the Second Meeting

Dear Members,

I extend my heartfelt thanks to all of you for your punctual attendance and highly productive inputs during our first official committee meeting held on **April 25, 2026**.

With your active collaboration, we have successfully finalized the initial assessment blueprints, confidentiality guidelines, and the draft exam calendar for the upcoming term. The minutes of the meeting and assigned individual responsibilities have been compiled and logged in the Examination Cell.

To review the progress of question paper banking and prepare for the upcoming assessment cycle, our second official meeting has been scheduled.

### Second Meeting Details

- **Date:** July 10, 2026
- **Time:** 01:30 PM – 03:00 PM
- **Venue:** Central Examination Cell (Admin Block)

### Agenda for the July 10 Meeting

1. **Confirmation of Minutes:** Formal review and confirmation of the minutes from the first meeting.
2. **Syllabus Completion & Readiness Review:** Assessing the completion of the syllabus across wings ahead of the scheduled tests.
3. **Question Paper Bank Audit:** Verifying the submission and secure moderation of question papers from all department heads.
4. **Finalizing Logistics:** Reviewing the final seating plans, printed stationery availability, and invigilation duty charts.

**Note:** All members are requested to complete their designated preparatory tasks well in advance. Let us continue to maintain the highest standards of diligence and confidentiality.

Warm regards,

Mr. Naveen K. Sharma

Chairperson

School Examination Committee

PRINCIPAL  
DELHI PUBLIC SCHOOL  
Affiliated to CBSE Delhi  
Gudha Road, Bandikui, Distt-303313 (Raj.)  
AN. 1730984 SC-11431

# DELHI PUBLIC SCHOOL, BANDIKUI

## NOTICE / CIRCULAR

**Date:** April 22, 2026

**To:** All Members of the School Examination Committee

**Subject:** First Official Meeting of the Examination Committee (Session 2026–27)

Dear Members,

Following the formal constitution of our **School Examination Committee** on April 20, 2026, I would like to welcome you all to this newly formed apex body. To ensure an error-free, fair, and meticulous execution of our academic evaluation system for the current session, our first official planning meeting has been scheduled.

As committee members, your presence and active inputs are mandatory to finalize our institutional assessment framework.

### Meeting Details

- **Date:** April 25, 2026
- **Time:** 01:30 PM – 03:00 PM
- **Venue:** Central Examination Cell (Admin Block)

### □ Committee Layout

- **Mr. Naveen K. Sharma** (Chairperson)
- **Mr. Deepak Kumar** (Member)
- **Mr. Saurabh Khandelwal** (Member)
- **Ms. Disha Parashar** (Member)
- **Ms. Pinky Gupta** (Member)
- **Mr. Harshit Verma** (Member)
- **Mr. Deepak Nagar** (Member)

### Agenda of the Meeting

We will deliberate on the following core operational points during this session:

1. **Opening Address & Goal Setting:** Defining the core responsibilities, absolute confidentiality protocols, and integrity standards of the Examination Cell.
2. **Formulation of the Annual Exam Calendar:** Draft scheduling of the upcoming Unit Tests, Half-Yearly, and Pre-Board examinations in alignment with CBSE timelines.
3. **Standard Operating Procedures (SOPs) for Question Papers:** Establishing strict timelines for blueprint submission, question paper moderation, and highly secure printing protocols.
4. **Logistics, Seating, and Invigilation Duties:** Setting up standard guidelines for classroom seating layouts and a fair, balanced roster for teacher invigilation duties.
5. **Digital Result Tabulation (ERP):** Assigning duties for software-based marks entry, verification protocols, and timely digital report card generation.
6. **Miscellaneous:** Any other operational point with the permission of the Chair.

**Note:** All members are requested to bring a copy of the latest school academic calendar and the curriculum split-up sheets for their respective wings to assist in setting precise assessment windows.

Thank you for your dedicated cooperation in ensuring smooth and seamless operations.

Warm regards,



**Mr. Naveen K. Sharma**

Chairperson

School Examination Committee

Delhi Public School, Bandikui



**PRINCIPAL**  
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Aff. 1730984 SC-11431

# DELHI PUBLIC SCHOOL, BANDIKUI

## NOTICE / CIRCULAR

**Date:** April 20, 2026

**To:** All Faculty, Staff, and Students

**Subject:** Official Constitution of the School Examination Committee

Dear Faculty and Staff,

In order to maintain the highest standards of academic integrity, fairness, and efficiency in our evaluation processes, Delhi Public School, Bandikui has officially constituted its central **School Examination Committee** today, April 20, 2026.

This committee will serve as the apex body responsible for the planning, scheduling, execution, and result compilation of all internal and board examinations for the academic session 2026–27.

### Official Committee Composition

The committee brings together a dedicated team of experienced educators and administrators, structured as follows:

- **Mr. Naveen K. Sharma** (Chairperson)
- **Mr. Deepak Kumar** (Member)
- **Mr. Saurabh Khandelwal** (Member)
- **Ms. Disha Parashar** (Member)
- **Ms. Pinky Gupta** (Member)
- **Mr. Harshit Verma** (Member)
- **Mr. Deepak Nagar** (Member)

**Immediate Focus Areas:** The newly formed committee will immediately take charge of the following responsibilities:

1. **Exam Calendar:** Preparing and publishing the comprehensive assessment schedule for the upcoming term.
2. **Logistics & Invigilation:** Finalizing seating plans and assigning invigilation duties fairly across the faculty.
3. **Question Paper Management:** Ensuring secure drafting, printing, and moderation of question papers in alignment with CBSE guidelines.
4. **Tabulation & ERP:** Streamlining the digital entry of marks and timely generation of progress reports.

The Chairperson will soon convene the first official meeting of the committee to lay down the blueprint for the upcoming unit tests. We extend our best wishes to the team and expect full cooperation from all departments to ensure smooth operations.

Warm regards,

Dr. Anant Sharma

PRINCIPAL

DELHI PUBLIC SCHOOL

Affiliated to CBSE Delhi

Gudha Road, Bandikui, Dausa-303313 (Raj.)

Aff. 1730984 SC-11431



# DELHI PUBLIC SCHOOL, BANDIKUI

## Examination Committee SESSION - 2026-27

| S.N. | Member's Name          | Designation  | Signature |
|------|------------------------|--------------|-----------|
| 1    | Mr. Naveen K. Sharma   | Chair person |           |
| 2    | Mr. Deepak Kumar       | Member       |           |
| 3    | Mr. Saurabh Khandelwal | Member       |           |
| 4    | Ms. Disha Parashar     | Member       |           |
| 5    | Ms. Pinky Gupta        | Member       |           |
| 6    | Mr. Harshit Verma      | Member       |           |
| 7    | Mr. Deepak Nagar       | Member       |           |



Manager  
Delhi Public School  
Bandikui (Dausa)

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Aff. 1730984 SC-11431

Secretary-  
Delhi Public School  
Bandikui (Dausa)

# DELHI PUBLIC SCHOOL, BANDIKUI

## NOTICE / CIRCULAR

**Date:** April 12, 2026

**To:** All Faculty and Staff Members

**Subject:** Formation of the School Examination Committee

Dear Faculty Members,

To ensure the seamless, fair, and meticulous execution of all internal and external assessments for the academic session 2026–27, Delhi Public School, Bandikui will officially constitute its central **School Examination Committee** on **April 20, 2026**.

The Examination Committee will serve as the apex body responsible for maintaining academic integrity, scheduling assessments, and managing robust evaluation systems throughout the year.

### Key Responsibilities of the Committee

- **Assessment Scheduling:** Formulating the comprehensive annual examination calendar, including Unit Tests, Half-Yearly, and Pre-Board examinations.
- **Logistics & Seating:** Designing foolproof seating arrangements, maintaining proper invigilation duties, and managing question paper printing and secure storage.
- **Result Compilation:** Monitoring the timely evaluation of answer scripts, moderation of marks, and final compilation of report cards on the school ERP portal.
- **CBSE Compliance:** Ensuring strict adherence to the latest examination bye-laws, guidelines, and registration protocols issued by the CBSE board.

### Committee Structure

The committee will be constituted on April 20 under the administrative leadership of the Principal. It will comprise a Chief Controller of Examinations, Assistant Coordinators for different wings (Primary, Middle, and Senior), and a dedicated data management team.

The official list of designated members, office allocations, and specific roles will be declared during the staff briefing on the afternoon of April 20.

**Notice to Teachers:** All departments are requested to keep their initial syllabus breakdowns ready, as the newly formed committee will call for a review meeting shortly after its formation to finalize the dates for the first cycle of internal assessments.

We look forward to your absolute cooperation in upholding the high standards of evaluation at our institution.

Warm regards,

Dr. Anant Sharma

Principal