

Annexure - IV

Roles & Responsibility of Team Members/RO to conduct KVS Online Admission for Class I - (2021-2022)		
KVS HQ		
Sr no.	Assigned Task	Section/ Officer
1	Portal Configuration	EDP Section
2	Server Management	EDP Section
3	Co-ordination with NIC on resolution of issues	EDP Section
4	Technical Queries on Web/Mobile App	EDP Section
5	Response of Queries on Google App store, Facebook, Twitter, Youtube (QRT Team)	1. Sh. Madan Mohan, AEO, KVS (HQ) 2. Ms. Kavita Rakhra, PGT(Eng.) in consultation with EDP Section 3. Ms. Monica Batra, Vice Principal, KV Janakpuri 4. Mrs. Rinku Kumari, PGT CS, ONGC Agartala
6	Software code related issue	IIT
7	Daily Monitoring of Registration and Generation of Daily reports	EDP Section
8	Advertisement on News Paper	Acad Section
9	Uploading of new Admission Guideline and promotion of link of Admission Portal on all	EDP Section
Regional Office		
1	Advertisement in Local News Paper with Contact details (Email/Mob.)	Deputy Commissioner's office
2	Monitoring of daily Registration	Deputy Commissioner's office (Nodal Officer, RO)
2	Monitoring of Admissions (Post Registration)	Deputy Commissioner's office (Nodal Officer, RO)
3	Immediate resolution of queries received to the Regional nodal officer through Mobile, Whatsapp or email as per revised admission guideline	Nodal Officer (Region)
4	Liaison with KVS HQ regarding any Technical or Admission Guideline related Queries	Nodal Officer (Region)
Kendriya Vidyalaya		
1	Monitoring of daily Registration	Principal
2	Monitoring of Admissions (Post Registration)	Principal
3	Immediate resolution of queries received to the Vidyalayas directly through Mobile, Whatsapp or email as per revised Admission Guideline	Vidyalaya Admission Committee
4	Liaison with their Regional Office regarding any Technical or Admission Guideline related Queries	Vidyalaya Admission Committee
5	Compliance of Admission Schedule	Vidyalaya Admission Committee

6	Update of Admitted candidates on Admission Portal	Vidyalaya Admission Committee, Monitoring by Nodal Officer at RO
7	Category wise (Priority Cat. & Social Cat.) to be kept in Excel Format	Once the Admission process is over, these reports will not be accesible through login to the portal