केंद्रीय विद्यालय संगठन (मुख्यालय)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016.
KENDRIYA VIDYALAYA SANGATHAN (HQs)
An Autonomous Body Under Ministry of Education, Govt. of India
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एफ :11-ITOMis/1/2024-AC(IT)/ Date: 16.11.2026

The Deputy Commissioners
All Regional Offices
Kendriya Vidyalaya Sangathan

Subject: Launch of the Alumni module on the KVS Samagam portal for management of alumni and ex-employees by Kendriya Vidyalayas – regarding.

Madam/Sir,

Kendriya Vidyalaya Sangathan has launched the KVS Alumni portal, https://alumni.kvs.gov.in/, where alumni and ex-employees of Kendriya Vidyalayas can register with the Vidyalaya they last attended or served in respectively. Through this portal, alumni can join their batch groups, share posts, propose events and offer contributions to their Vidyalaya.

To manage these alumni and ex-employees, an Alumni module has been provided to Kendriya Vidyalayas on the KVS Samagam portal. Vidyalayas can open it with their existing KV login credentials. The module lets the Vidyalaya do the following:

i. Approval Requests: Check the details of alumni and ex-employees who registered on the alumni portal for the Vidyalaya. Approve a registration, or reject it with a reason that is kept on record.

ii. Batch Groups: Approved alumni are added automatically to their batch group, made up of Vidyalaya, Class/Stream and Batch. The Vidyalaya can open each group's chat and manage its members.

iii. Removal of objectionable messages: Remove any objectionable or inappropriate message posted in a batch group chat. All members of the group will see that the office removed the message.

iv. Post Requests: Review posts written by alumni before they appear on the alumni portal. Approve them, mark them as not approved, or withdraw an approval given earlier.

v. Posts deleted by their authors: See the posts that alumni have deleted themselves. These posts are kept for the Vidyalaya's record but are no longer shown on the alumni portal.

vi. Events: Approve or reject events proposed by alumni, and add events of the Vidyalaya's own for its alumni. If the proposed date is not suitable, the Vidyalaya may approve the event for another date and record the reason. The alumnus who proposed the event must agree to the new date before the event is shown on the alumni portal. If they do not agree, the event is cancelled.

vii. Contributions: View and act on offers of service and material that alumni intend to make to the Vidyalaya. Vidyalaya can coordinate with the alumni for registration on Vidyanjali Portal and other help that alumni may require.

viii. Invite Students: Send invitations to join the alumni portal to students who have passed Class X or Class XII and left the Vidyalaya, using their MIS records. Records of earlier alumni can be uploaded in the prescribed Excel/CSV template and invited in the same way.

A user manual explaining the above steps is enclosed. It is requested to inform all Kendriya Vidyalayas under your Region about the Alumni module and to forward the user manual to them.

It is further requested that the Vidyalayas may be directed to:-

a. assign a regular active teacher as Alumni Incharge/ Community Manager on Samagam (Assign Roles → Assign Alumni Incharge)

b. check and approve or reject all pending alumni registrations, events, posts and contributions promptly, so that no request stays pending for a long time;

c. reject a request, or change the date of an event, only with a clear reason;

d. make sure that only appropriate content is approved for publication on the alumni portal;

e. monitor the batch group chats regularly and remove any objectionable message without delay; and

f. invite all Class X and Class XII pass-out students whose records are available in MIS. They should also upload the records of all earlier alumni available with the Vidyalaya and invite them, so that the maximum number of alumni join the alumni portal.

This is for necessary action at your end, please.

Yours faithfully,

16.11.2026

(Manoj Kumar Pandey)
Assistant Commissioner (IT)