

2. ADMISSION COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. G.D. Pandey	PGT ENGLISH	In-charge	
2	Mrs. Shalini Trivedi	LIBRARIAN	Member	
3.	Mr. R.K.Jha	H.M.	Member	
3	Mr. Aejaaz Khalil	PRT	Member	
4	Mrs. Laxmi	PRT	Invite Member	
5	Mrs. Shalini Trivedi	LIBRARIAN	Invite Member	
6	Mr. Anupam Mishra	PRT	Invite Member	
7	Ms. Muskan Raj	JSA	Invite Member	
8.	Class teacher of 1 A,B,C,D	PRT	Invite Member	

Duties:-

- Monitoring of T.C. issued, uploading of TC on regular basis, monthly updating the students' enrolment and registered/selected application list on Vidyalaya web site.
- Advertisement of admission, issue of application/Registration forms. Maintaining Help-Desk to guide parents.
- Scrutiny of the registration forms and documents submitted by parents as per admission guidelines of the KVS.
- Preparation of lists for lots and preparation of list for provisional admission for all classes as per Admission Guidelines. Updating the information on online portal.
- Finalizing admissions to all classes as per KVS Admission Guidelines.
- Making entry and maintenance of admission registers and producing correct information as when required.
- To take the approval of VEC before the release of the merit list.
- Admission of candidates based on K.V. TC as per KVS norms.
- Facilitate local transfer admissions and admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed formats.
- Details of admission uploading on the website.
- The members of committee will coordinate the entire admission process and discharge all related works including document verification regarding admission from class Balvatika to12 in the Vidyalaya as per KVS Admission Guidelines. They will be held responsible for any discrepancy in the admission process.