Screenshots: PM SHRI KV OEF Taigoar Road Kanpur (KV.1738). All alumni data shown is dummy data.

Step 1 Name the Alumni In-charge Principal

1. Sign in with your own login. Go to **Assign Roles → Assign Alumni Incharge**.
2. Select the **Member of staff** and click **Make Alumni Incharge**.

More than one may be named. The role ends on removal, transfer or relieving. **Alumni** appears on their Dashboard within five minutes.



Fig. 1 Principal signs in

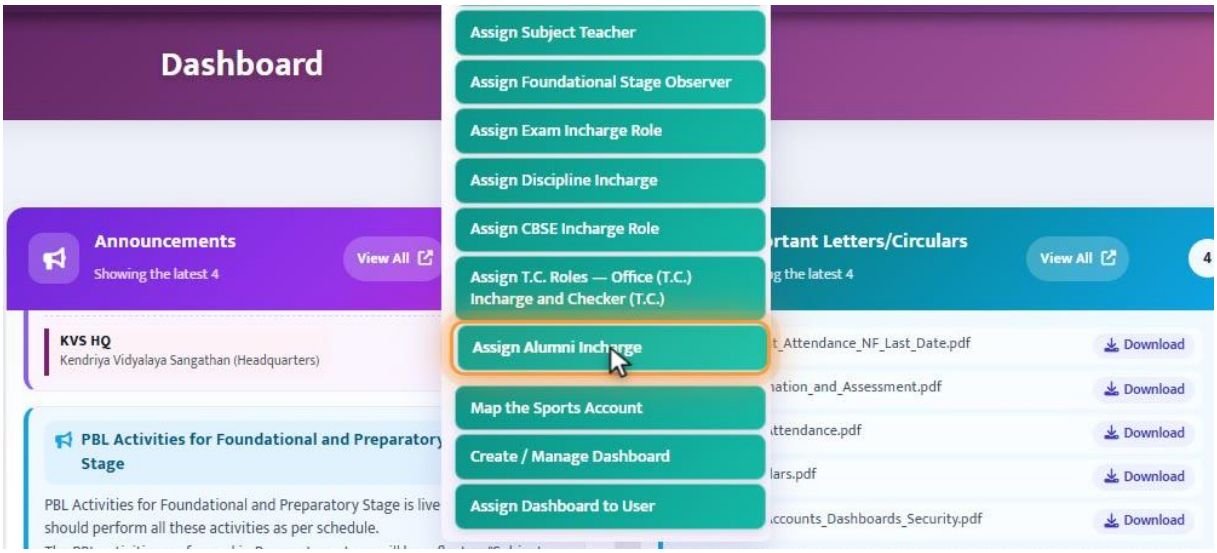


Fig. 2 Assign Roles → Assign Alumni Incharge

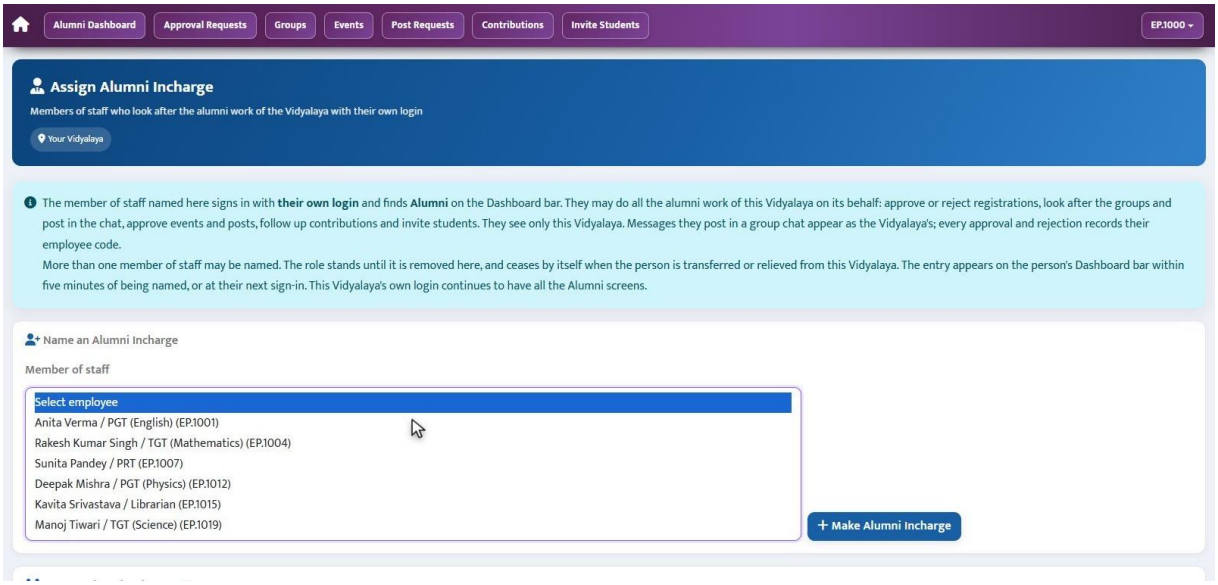


Fig. 3 Select the member of staff

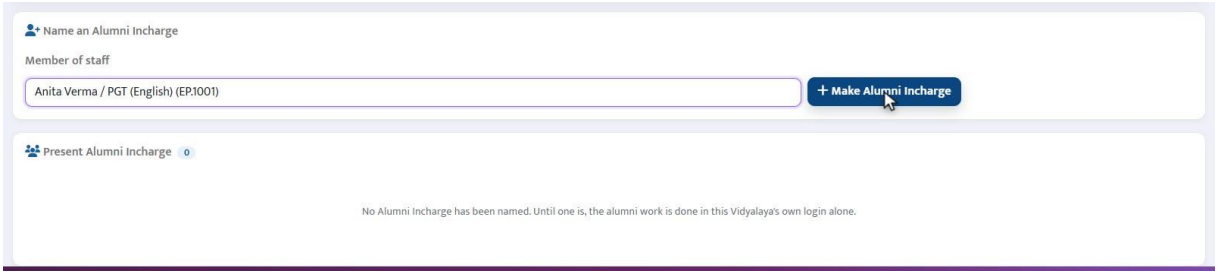


Fig. 4 Make Alumni Incharge



Fig. 5 Alumni In-charge named

Step 2 Sign in and open Alumni Alumni In-charge

1. Sign in with your employee code and password.
2. Click **Alumni** in the Dashboard menu to open the **Alumni Dashboard**.



Fig. 6 Alumni In-charge signs in

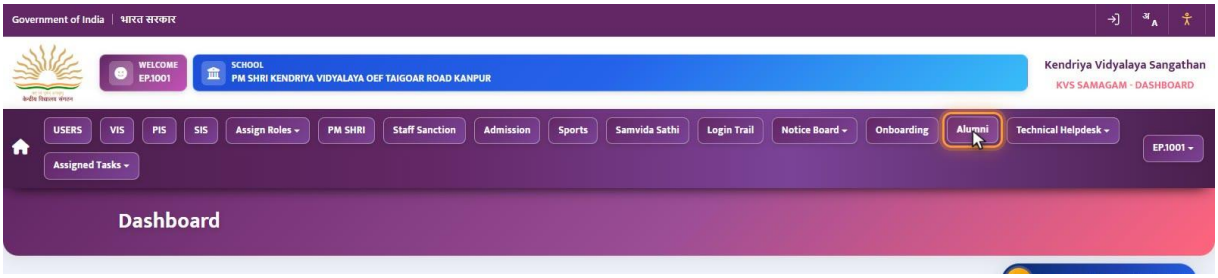


Fig. 7 Alumni in the Dashboard menu

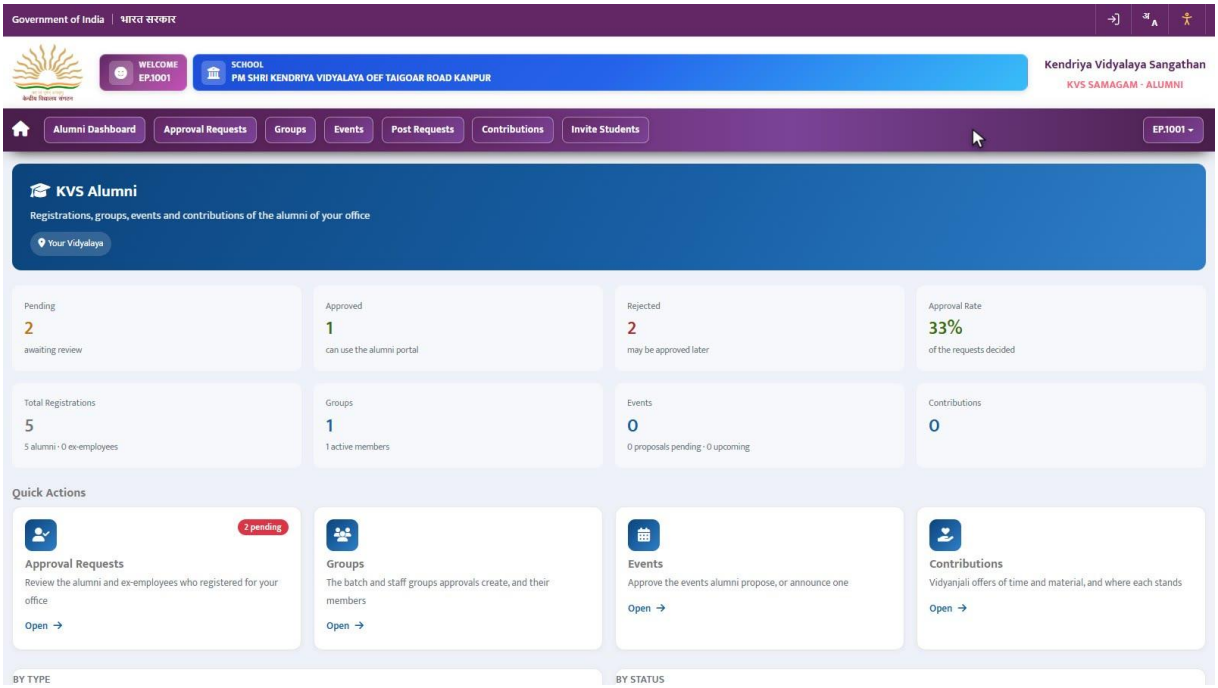


Fig. 8 Alumni Dashboard

Step 3 Approval Requests

Click **Approval Requests**. Filter by tab, type or batch, or search. A registrant cannot use the portal until approved.

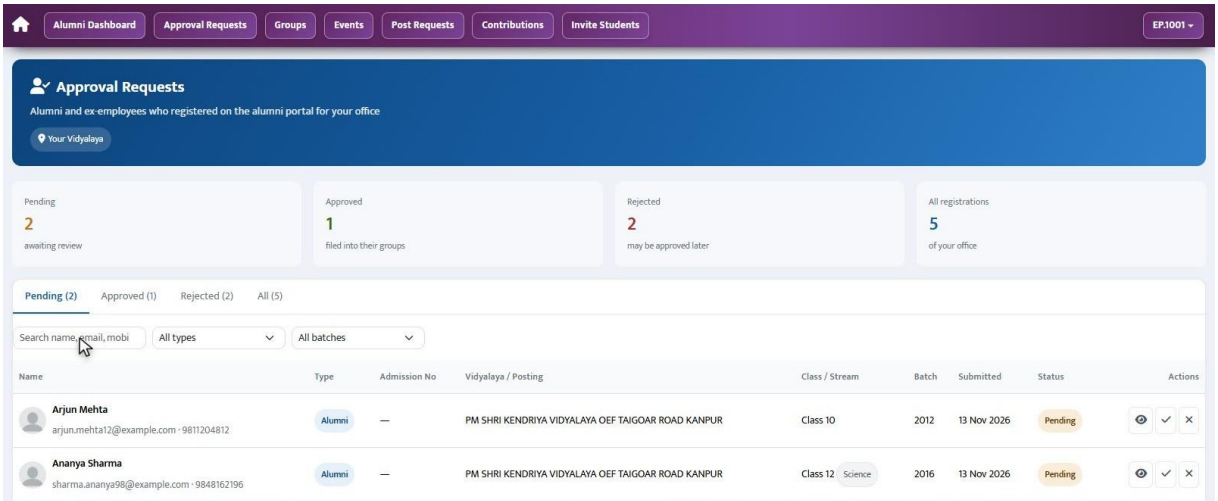


Fig. 9 Approval Requests

Step 4 Review the details

Click the **eye** icon and verify the personal and academic details against Vidyalaya records.

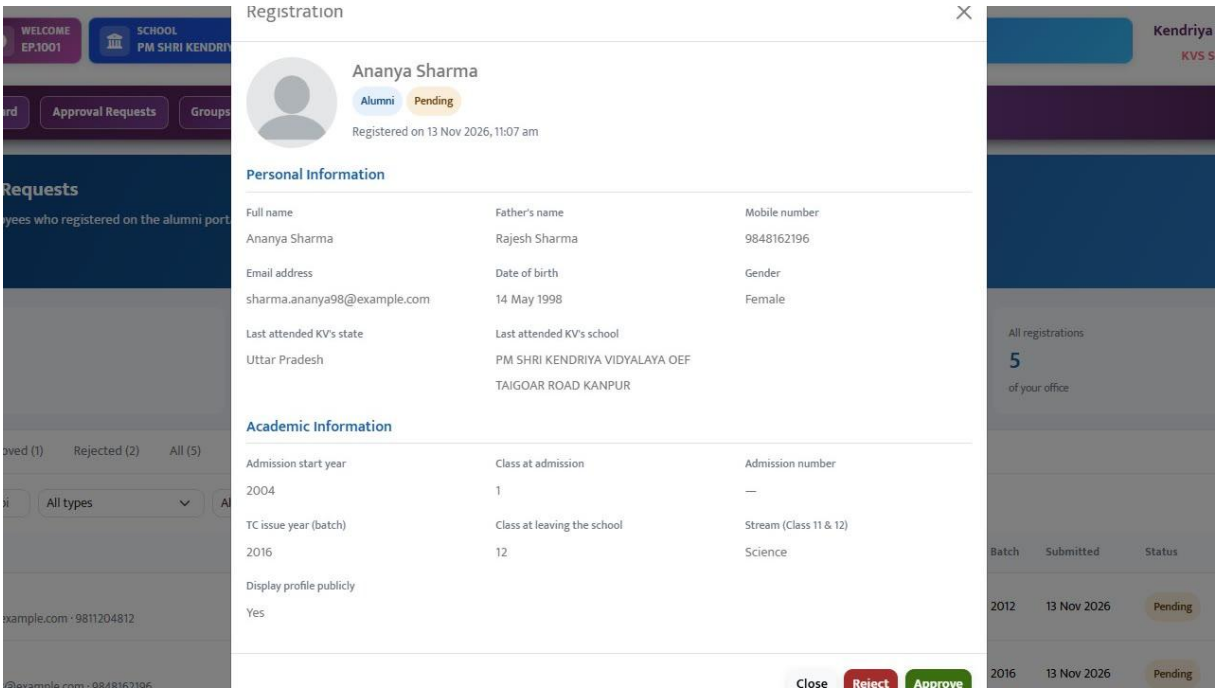


Fig. 10 Registration details

Step 5 Approve

Click **Approve** → **Yes, approve**. The alumnus is added to their batch group automatically.

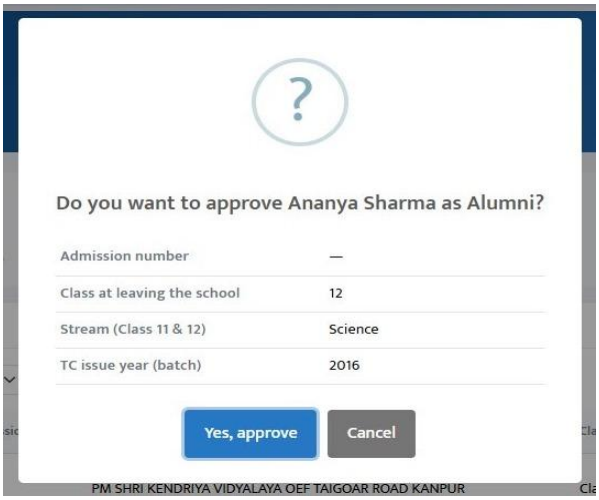


Fig. 11 Confirm approval

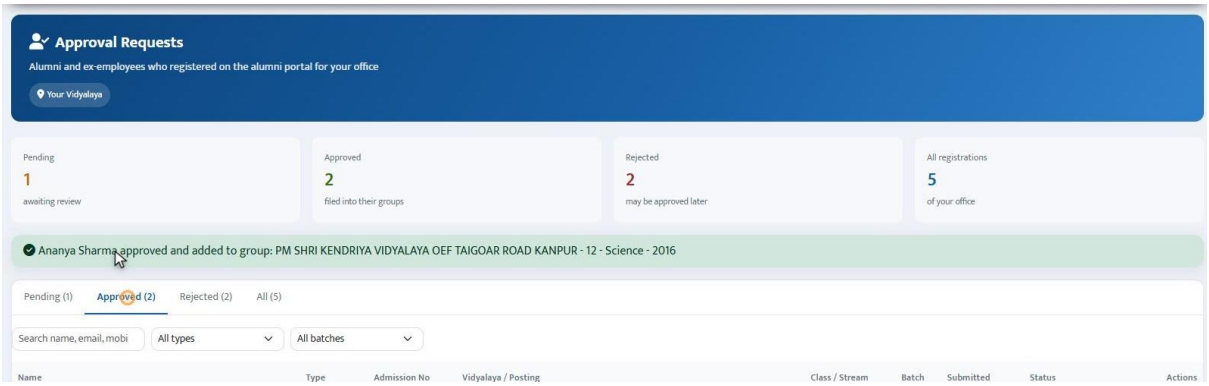


Fig. 12 Approved and added to the batch group

Step 6 Reject

Click **Reject**, enter a reason, and click **Reject**. A rejected request can be approved later.

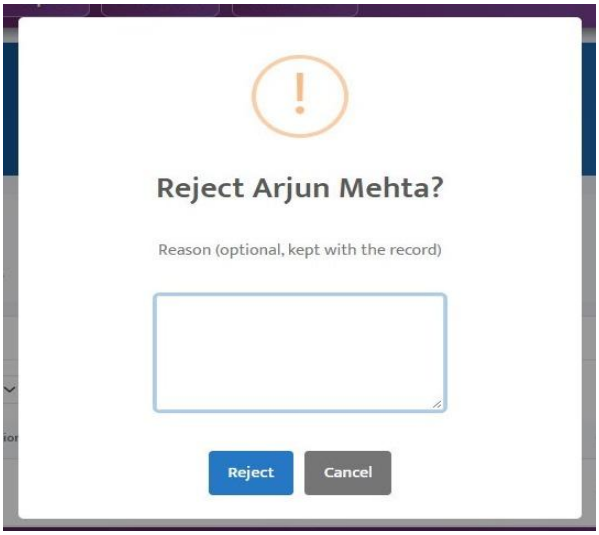


Fig. 13 Reject with reason

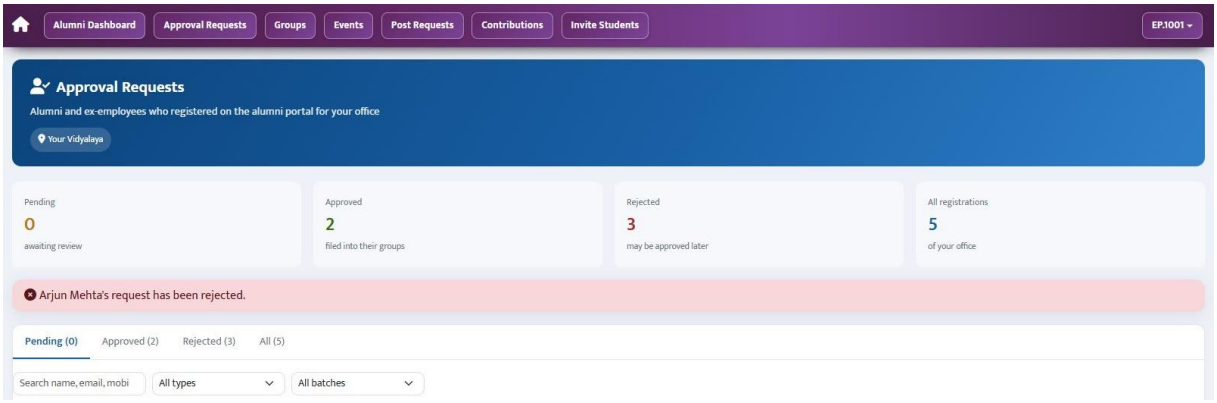


Fig. 14 Moved to Rejected

Step 7 Batch groups

Click **Groups** → **Open chat**. **Members** lists the group; **Chat** lets you message the whole batch.

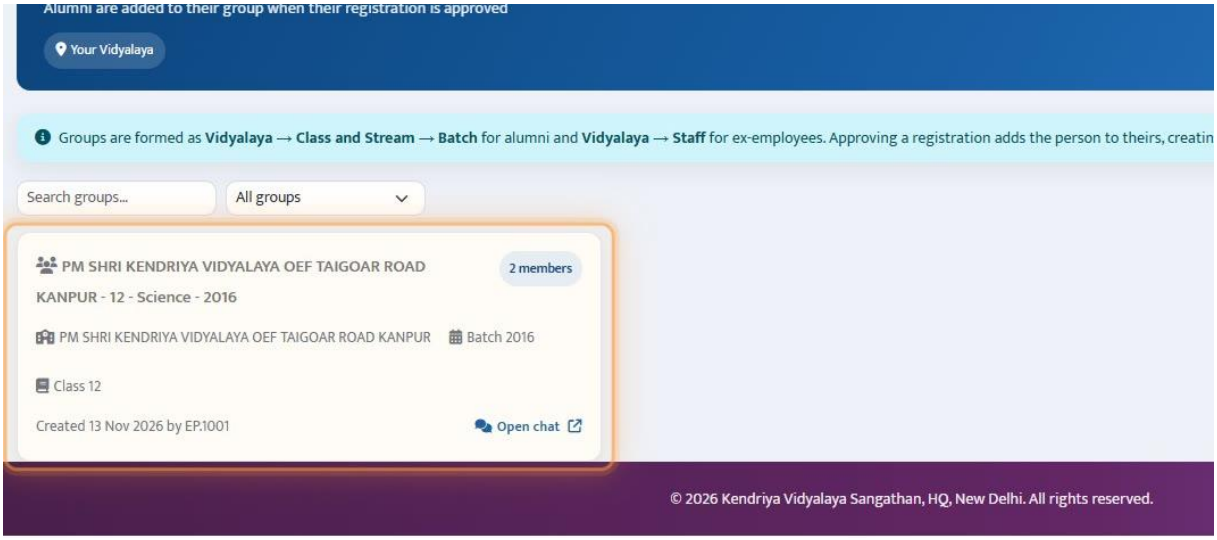


Fig. 15 Groups



Fig. 16 Members tab

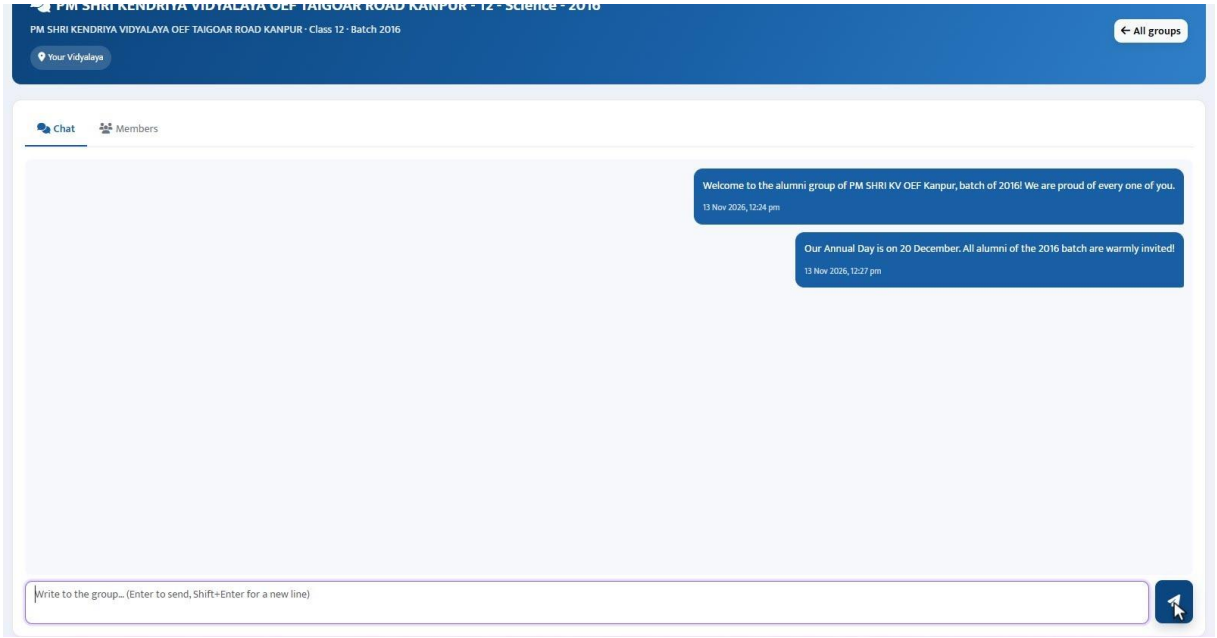


Fig. 17 Chat tab

Step 8 Remove an objectionable message

In **Chat**, point to the message and click the **bin** icon.

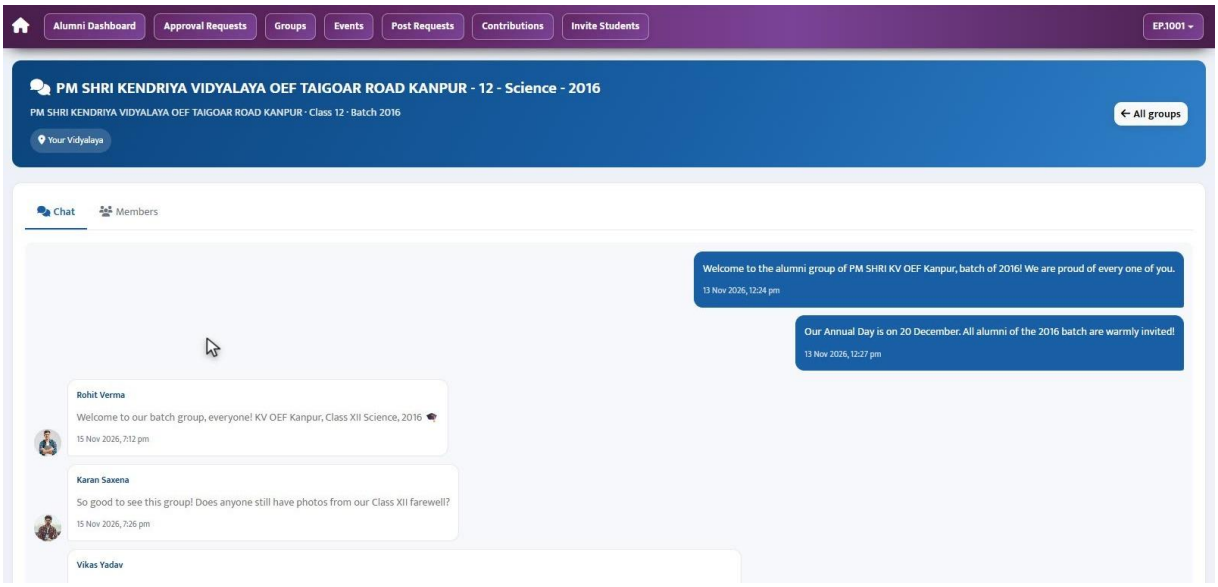


Fig. 18 Group chat

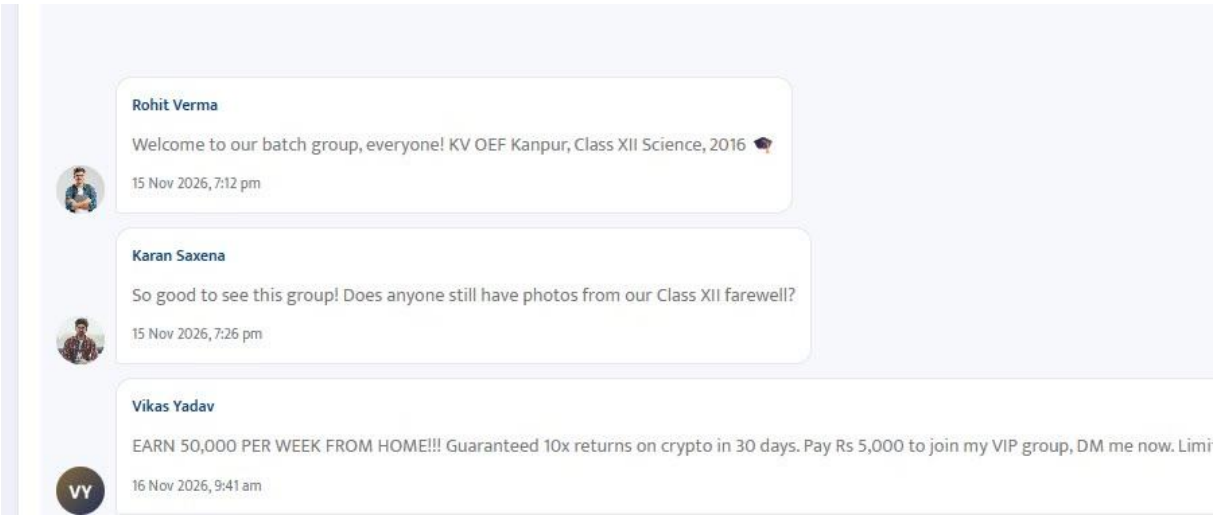


Fig. 19 Objectionable message

Click **Yes, continue**. The text is hidden from everyone; alumni see *"This message was deleted by admin"*.

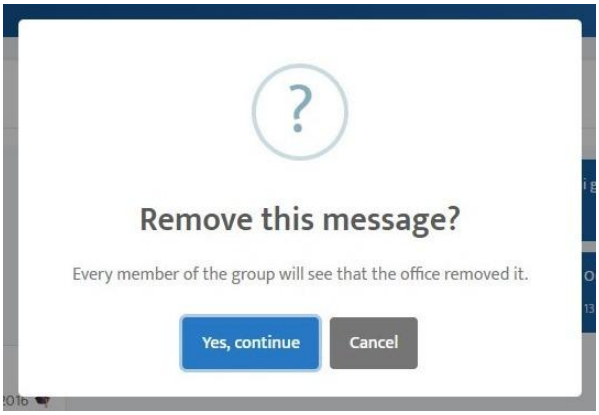


Fig. 20 Confirm removal

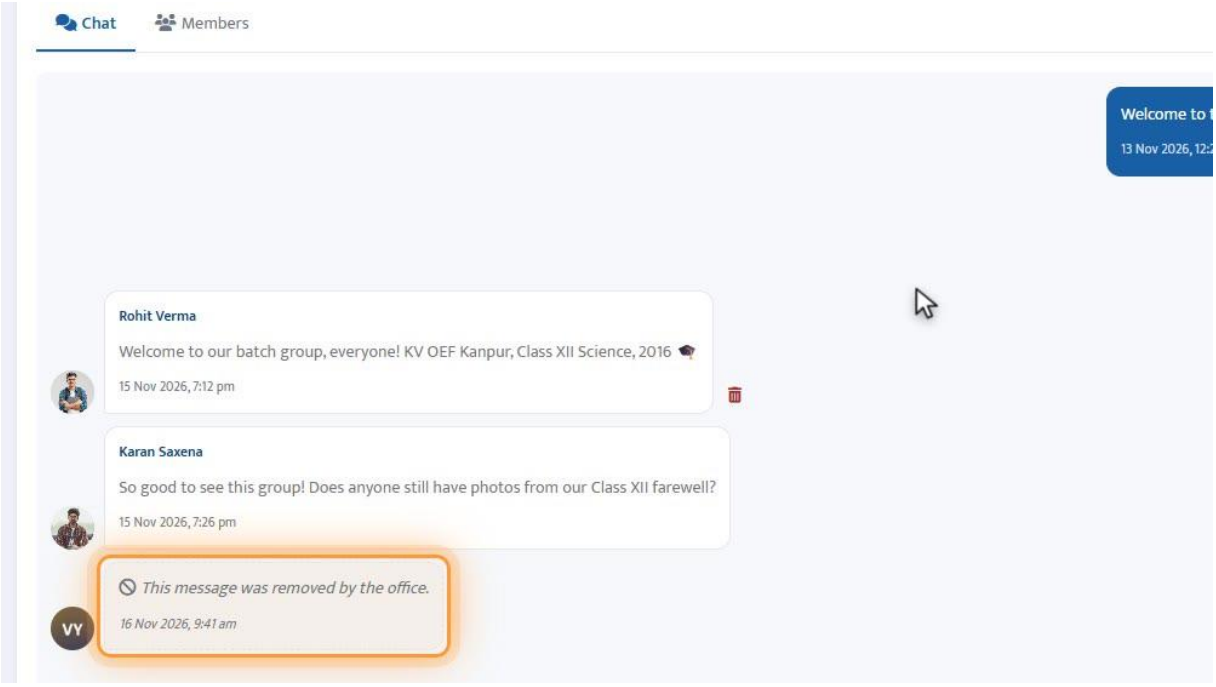


Fig. 21 Message removed

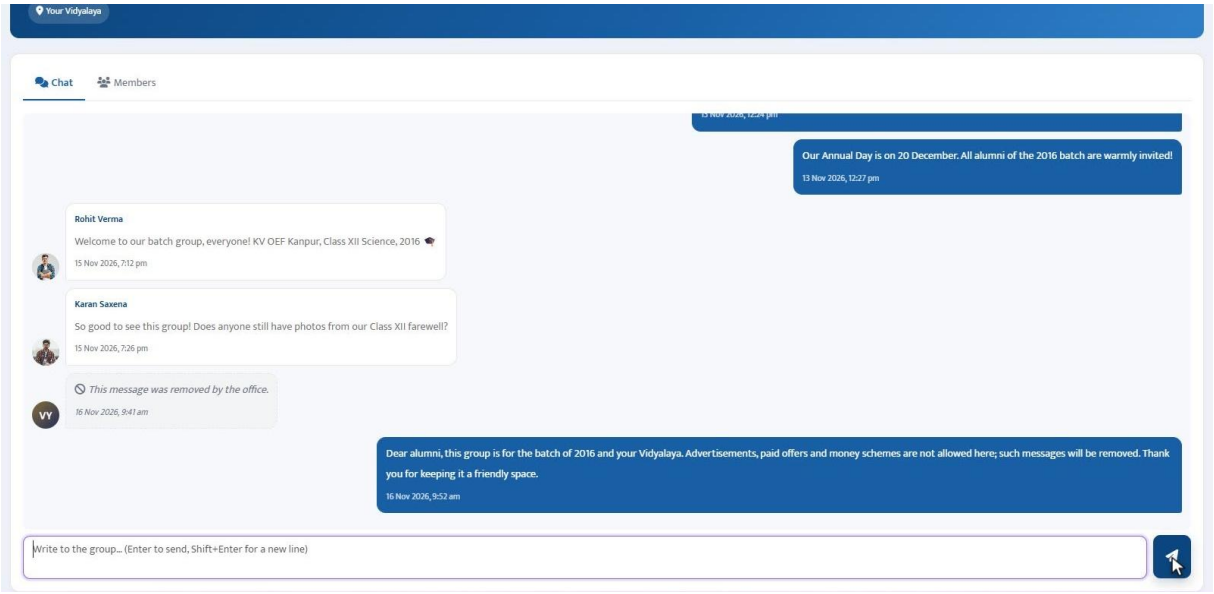


Fig. 22 Reminder posted to the group

Step 9 Post Requests

Click **Post Requests** → **Approve**. Only approved posts go public.

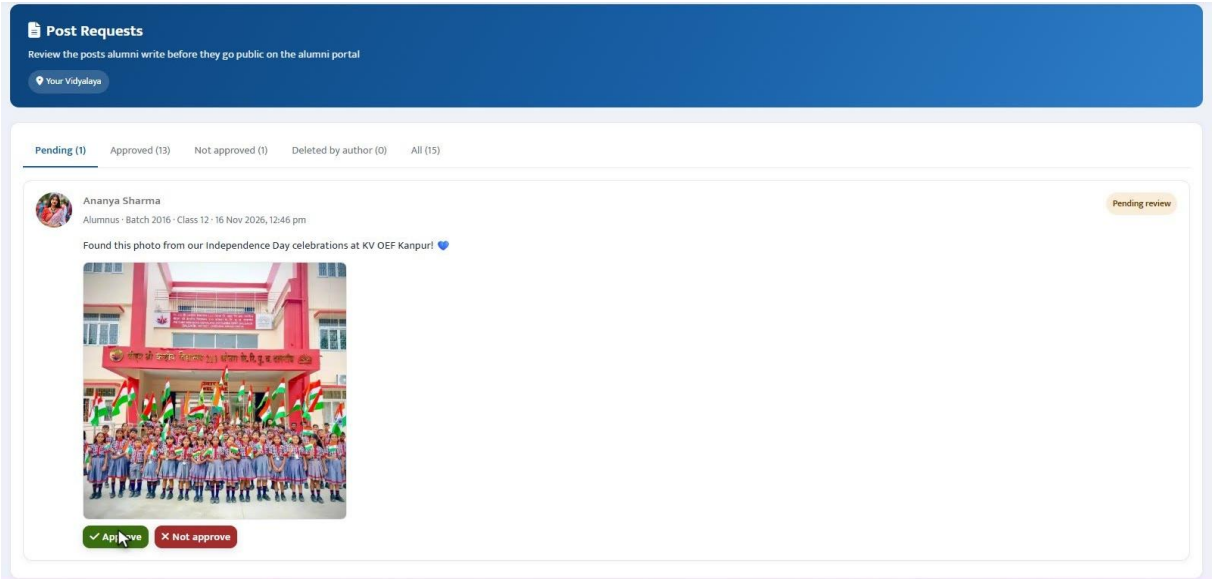


Fig. 23 Pending post

Withdraw approval (with a reason shown to the author) removes a post from the feed. It moves to **Not approved**, from where it can be approved again.

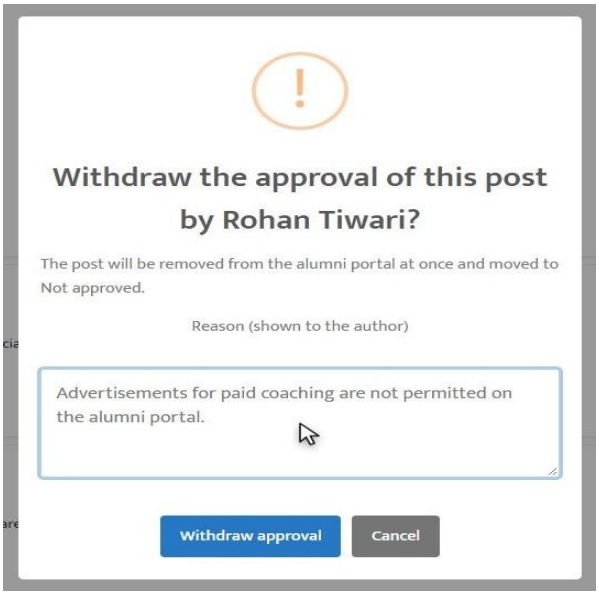


Fig. 24 Withdraw approval

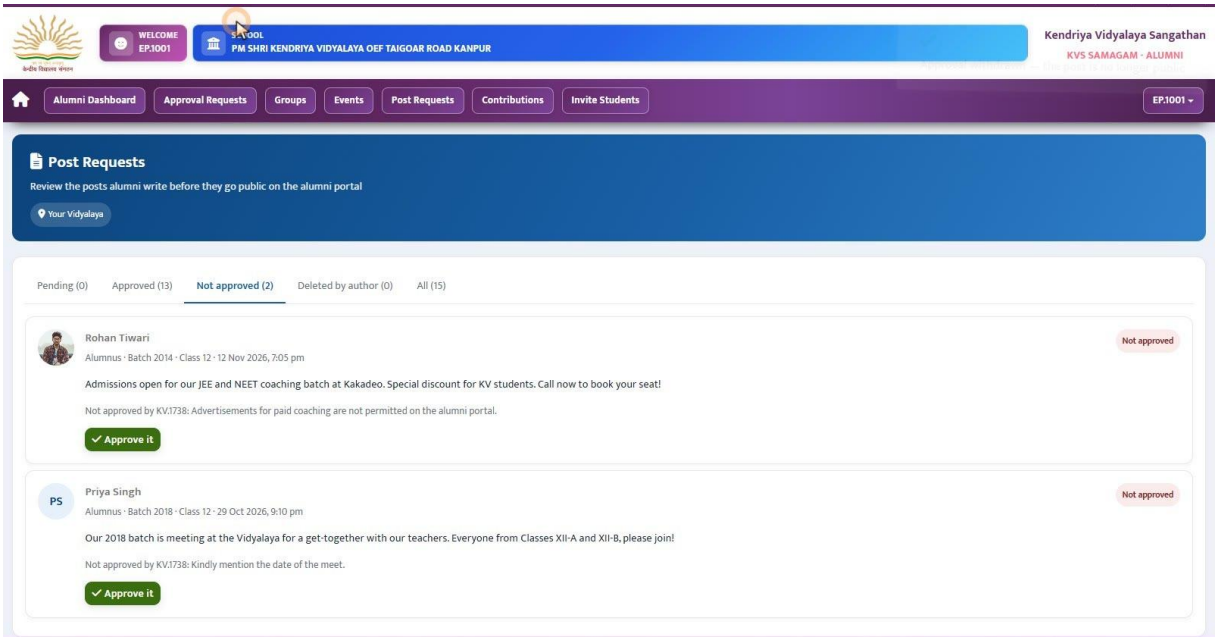


Fig. 25 Not approved, with Approve it

Step 10 Posts deleted by authors

Posts an author deletes leave the feed at once and are listed, read-only, under **Deleted by author**.

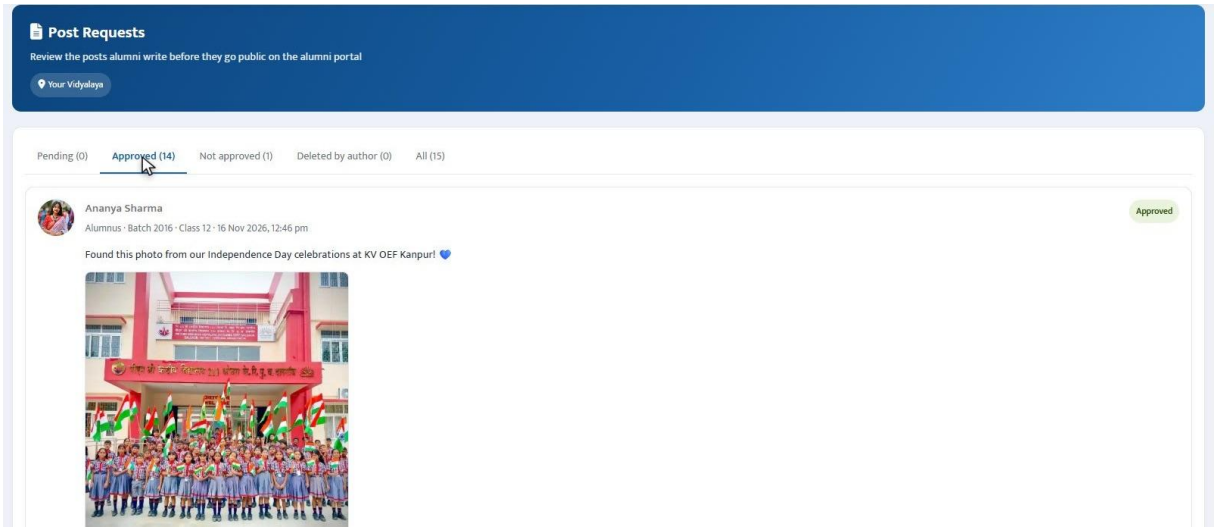


Fig. 26 Approved posts

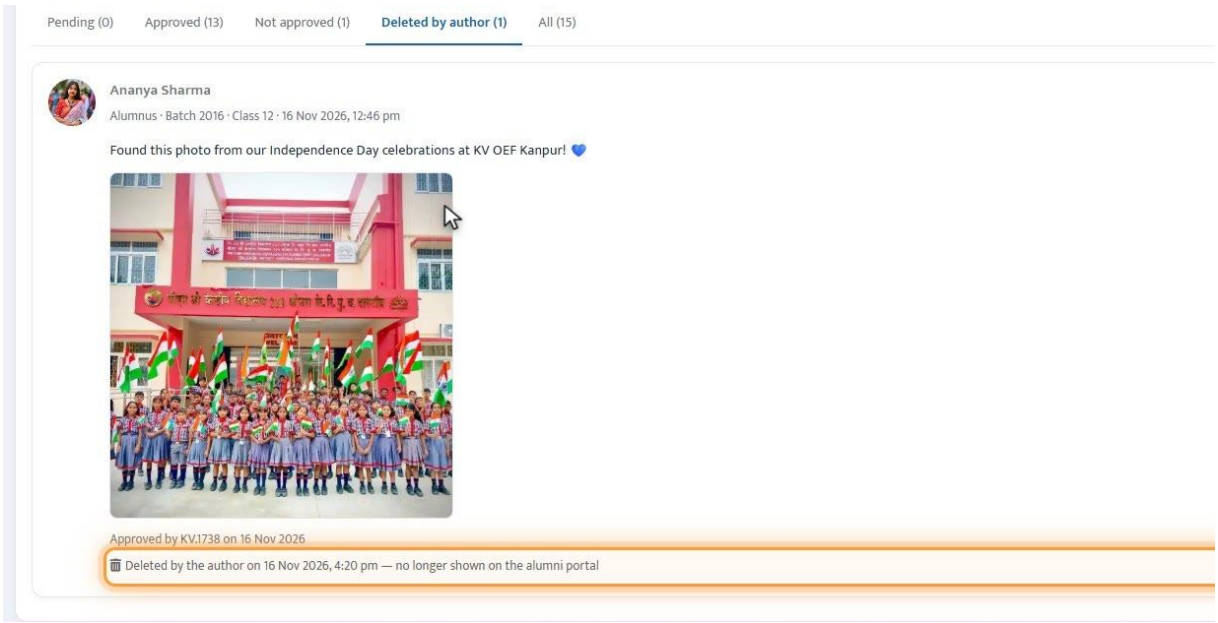


Fig. 27 Deleted by author

Step 11 Events

1. Click **Events** → **Approve** on a proposal.
2. Keep or change the date, enter a reason, and click **Approve**.

Same date: published at once. New date: shown as **Awaiting alumnus**, and published only if the alumnus agrees; otherwise **Cancelled by alumnus**. **Add Event** publishes your own event at once.

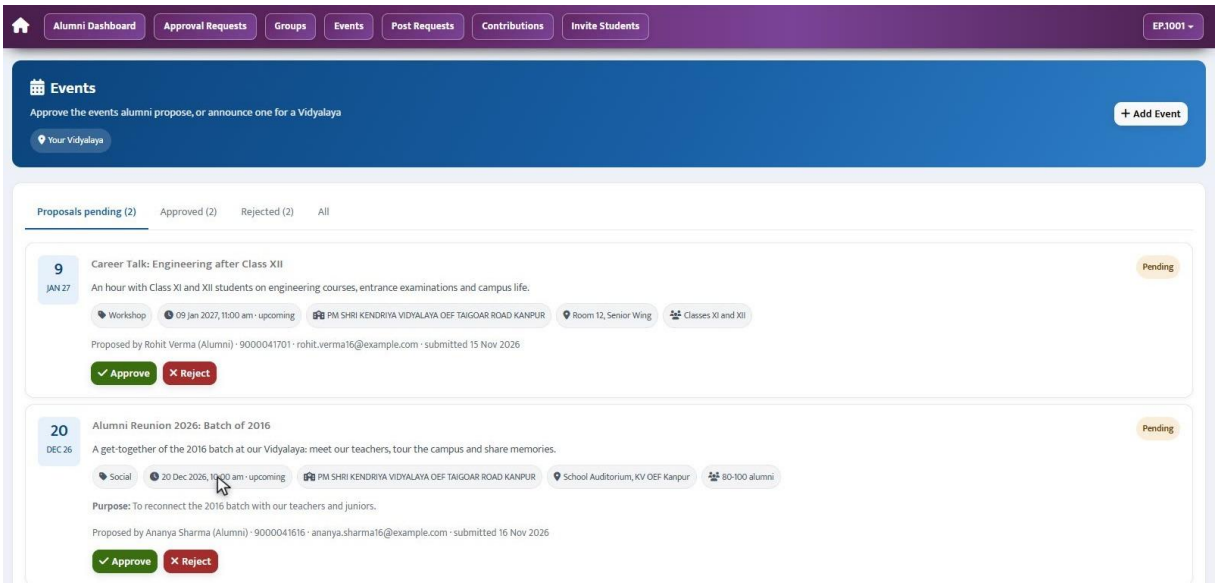


Fig. 28 Proposals pending

To approve for another day, change **Date & time of the event** (must be in the future), enter the **Reason for approval**, and click **Approve**. The alumnus is asked to agree to the new date.

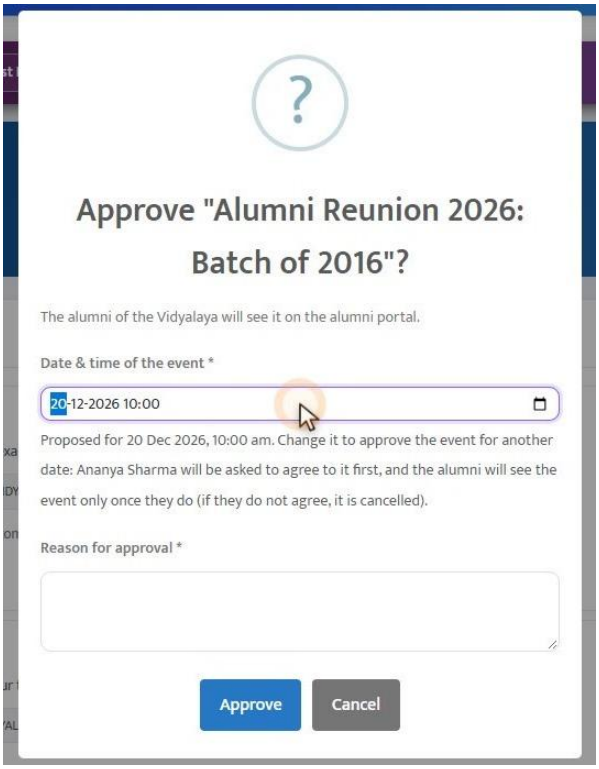


Fig. 29 Approve with a new date

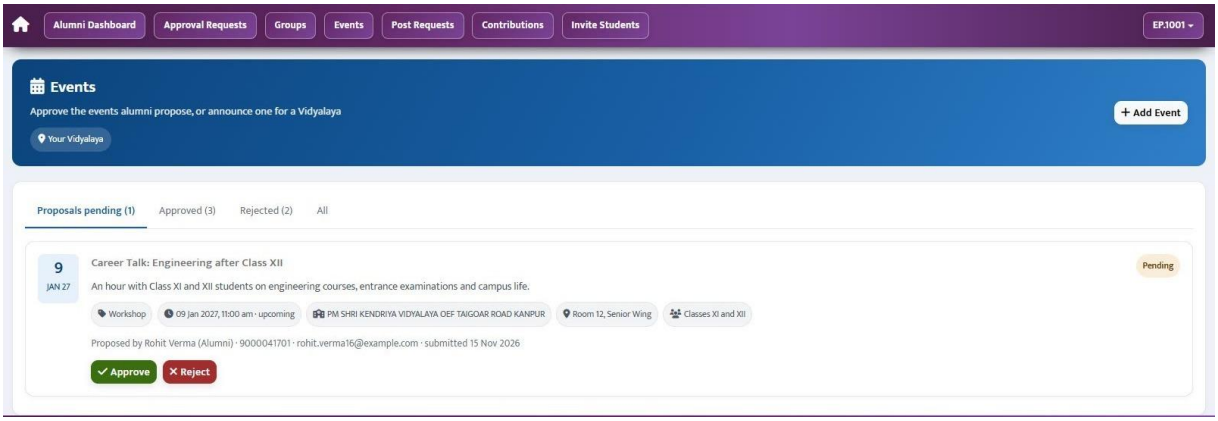


Fig. 30 Approved for a new date

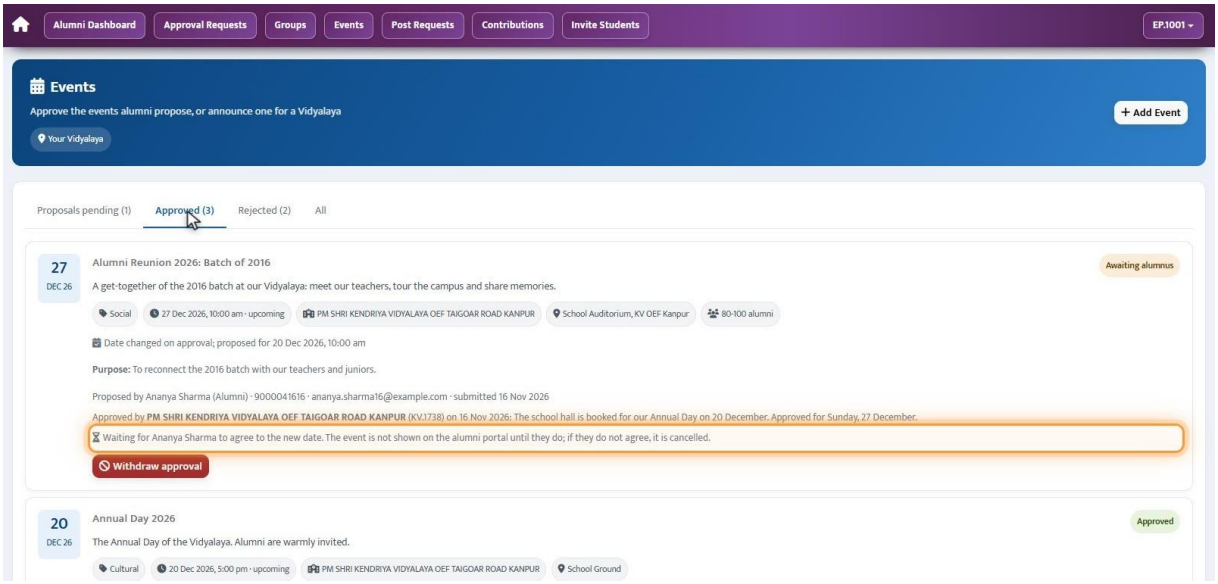


Fig. 31 Awaiting alumnus

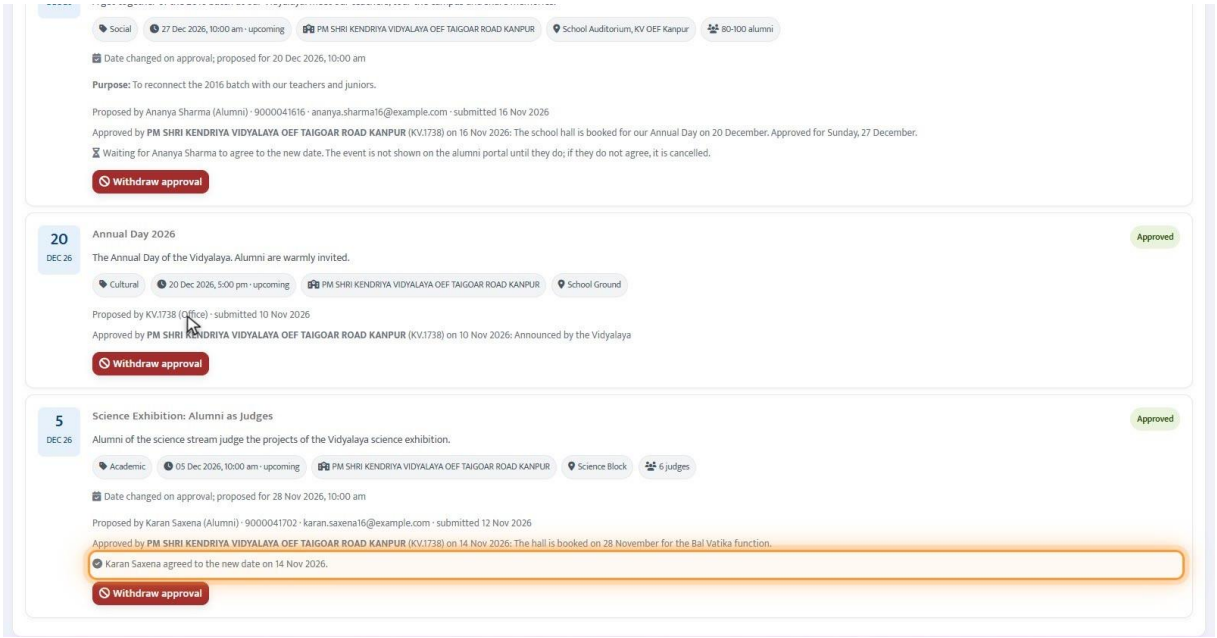


Fig. 32 Alumnus agreed

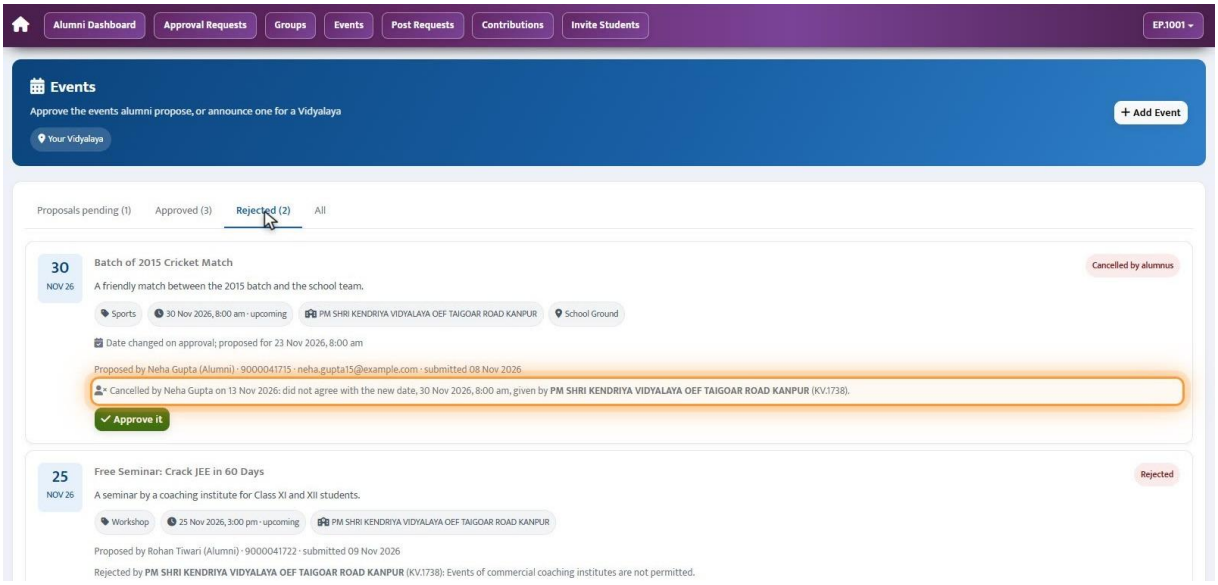


Fig. 33 Cancelled by alumnus

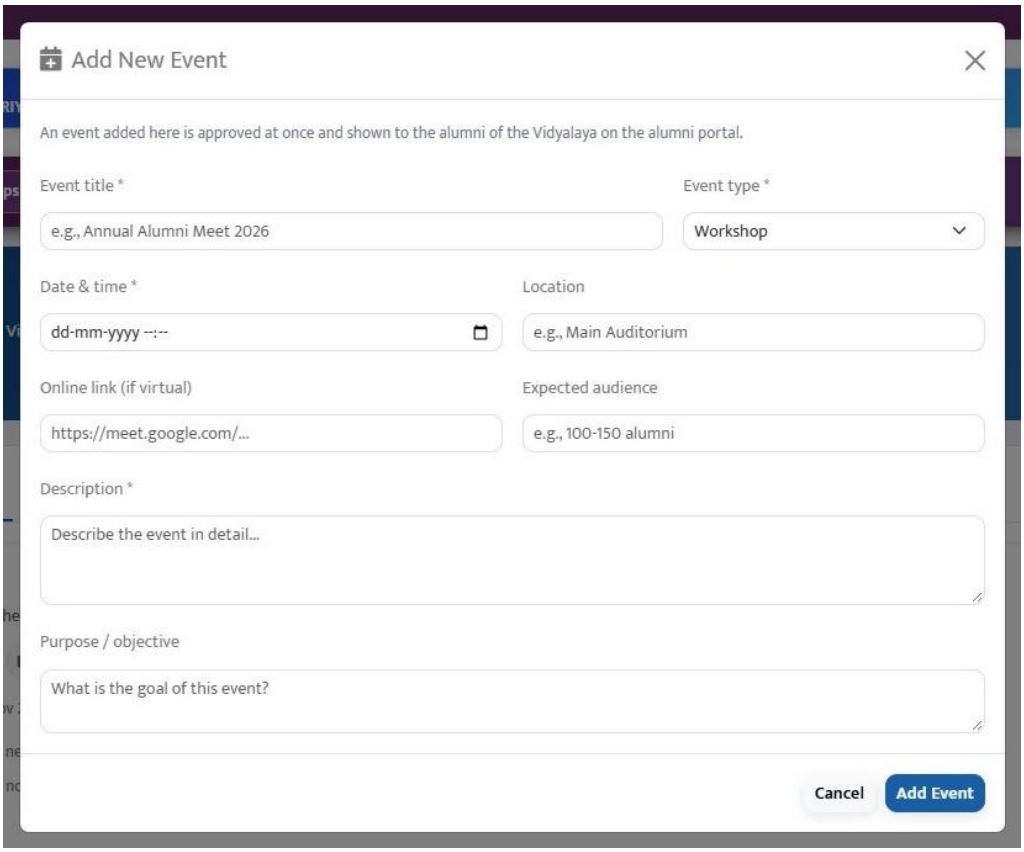


Fig. 34 Add New Event

Step 12 Contributions

Click **Contributions** to view offers from alumni. Follow up each offer, update its status, and help with Vidyanjali registration where needed.

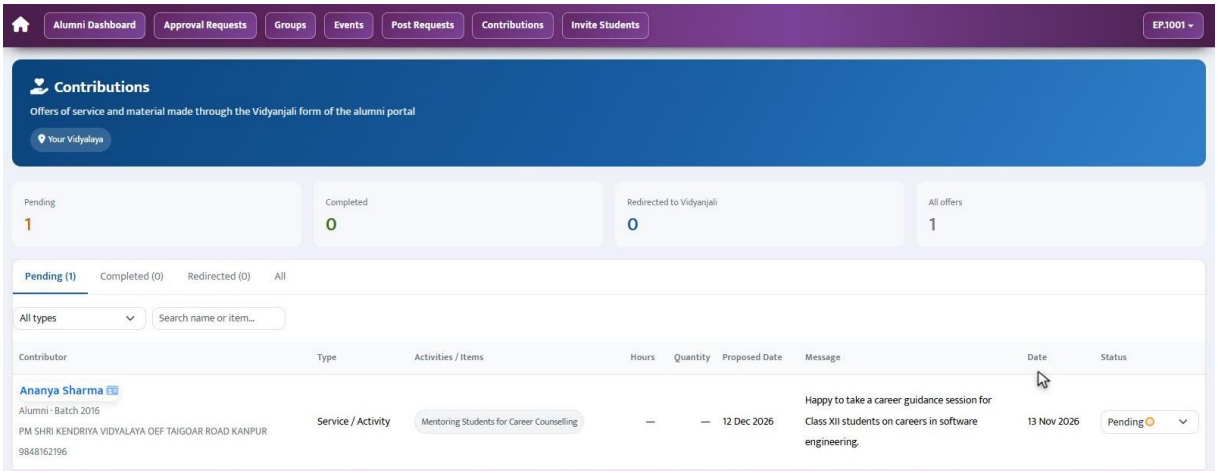


Fig. 35 Contributions

Step 13 Invite Students

1. Click **Invite Students**. **MIS Students** lists Class X and XII pass-outs.
2. Filter by session, class and section, and click **Invite to Alumni Portal** (email). Use **Resend** if needed.

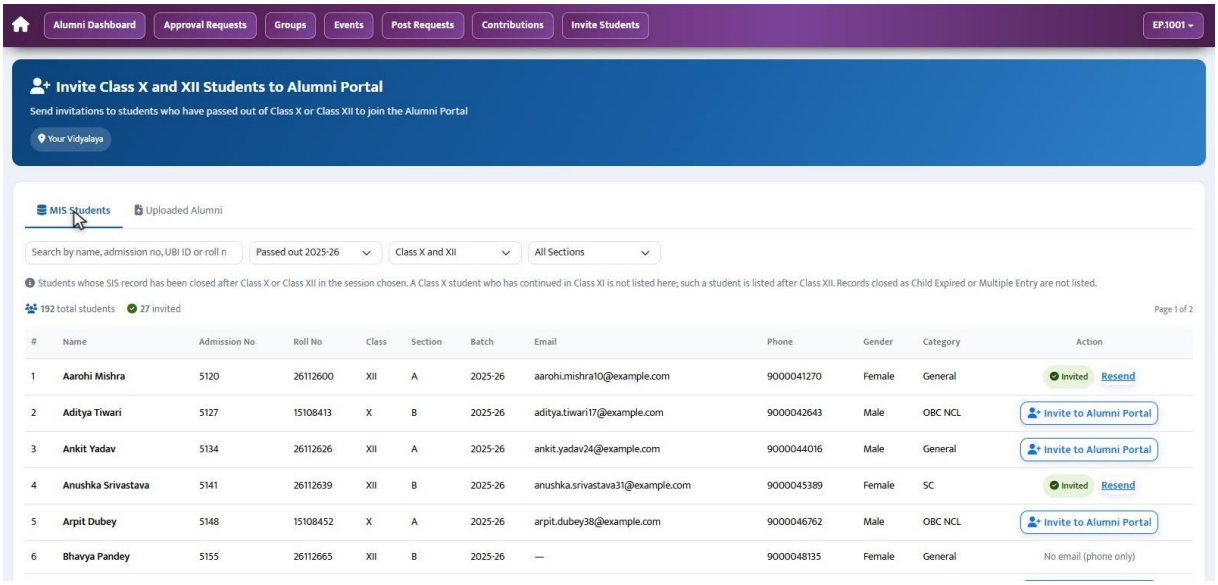


Fig. 36 MIS Students

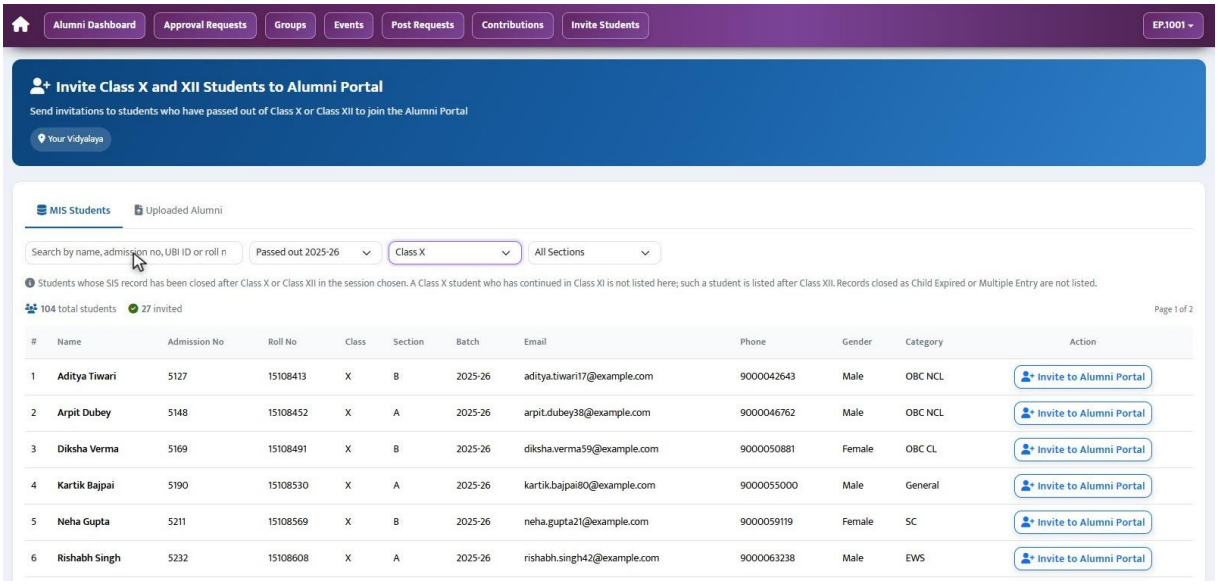


Fig. 37 Filter by session, class and section

Older batches: click **Upload Alumni Students**, select session, class and section, download the Excel template, fill one student per row (delete the sample rows), and upload. Skipped rows are listed with reasons. New records appear under **Uploaded Alumni**, ready to invite.

Quick reference

Your action	Result for the alumnus
Approve a registration	Portal access; added to batch group
Reject a registration	No access; can be approved later
Remove a group message	Sees “deleted by admin”
Approve / withdraw a post	Post shown in / removed from the feed
Approve an event (same date)	Published at once
Approve an event (new date)	Published only after they agree
Invite a student	Invitation email