KENDRIYA VIDYALAYA BALLYGUNGE			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	**In-charges & members**	**Signature**
1	**Admission / Enrolment (Students and staff) / UBI Fee collection**	**Mr. TAMAL BISWAS I/C**	
I	Online shortlisting of candidates during class 1 admission		
	Processing direct admission cases to CBSE		
	Publication of notice related to admission		
	Planning of Class XI admission		
II	UBI fee verification, promotion, TC out Facebook and YouTube livestreaming during class 1 lottery Uploading of class 1 lottery result on the school website Taking print out of the shortlisted candidates after lottery during class 1 admission.	MR. DEBJIT BISWAS, I/C UBI PORTAL MR. PURUSHOTTAM MR. GAUTAM MONDAL	
III	**Admission on KV TC transfer cases class 9-12**	MR. TAMAL BISWAS	
	Verification of documents during class 1 and Balvatika admission		
IV	**Local transfer cases class 1-12**	MR. D. K. TIWARI	
	Planning of seating arrangement in the room allotted for class 1 lottery.		
	Verification of documents during class 1 and Balvatika admission.		
V	**Admission on KV TC transfer cases class 6-8.**	MR. D. K. TIWARI	
	Updating enrolment position on the enrolment board & in RO google sheet every month.		
	Collection of enrolment data from the class teachers and updating the Google sheet from Regional Office every month.		
	Entry of Admission number and candidate details in the admission register during class 1 admission and Balvatika.		
VI	**Verification of online admission forms in the admission portal and informing the parents about any correction.**	MS. POULOMI MUKHERJEE	
	Arrangement of refreshments during the online lottery of class 1.		
	Verification of documents during class 1 and Balvatika admission.		
VII	**Attending parents' queries.**	1. MS. NEETA BHATTACHARJEE 2. MS. MANSI DAHIYA 3. MR. ABHINAV KUMAR JAISWAL	
	Verification of online admission forms in the admission portal and informing the parents about any correction.		
	Uploading of student details in UBI portal for class 1.		
	Preparing files and folders for online lottery class 1 and Balvatika.		
VIII	**Attending parents' queries.**	1. MS. SOUMITA GUPTA 2. MR. SHIVAM BARGOTI	
	Verification of online admission forms in the admission portal and informing the parents about any correction.		
	Verification of documents during class 1 and Balvatika admission.		
	Uploading of student details in UBI portal for class 1.		
IX	**Attending parents' queries.**	1. MS. NEETA BHATTACHARJEE 2. MR. ATUL KUMAR	
	Verification of online admission forms in the admission portal and informing the parents about any correction.		
	KV TC transfer cases class 1-5.		
	Uploading of student details in UBI portal for class 1.		
X	**Verification of student detail before second verification in UBI portal after tallying with the admission forms.**	Class Teachers of class 1	
			PRINCIPAL