# KVS SAMAGAM Web portal – A Centralized Information System

# User Manual for Regional Offices

To centralize KVS information, we are working on Centralized Information System i.e. **KVS SAMAGAM** , where we can manage and track all information about **KVS**.

RO can login on https://samagam.kvsangathan.co.in/ with **Login id :RO.{roID}** and **Password** : **KVrr@2324**

**List of Regional office IDs:**

| Region | | |
| --- | --- | --- |
| **Sn.** | **RO ID** | **RO Name** |
| 1 | 101 | AGRA |
| 2 | 102 | AHMEDABAD |
| 3 | 103 | BENGALURU |
| 4 | 104 | BHOPAL |
| 5 | 105 | BHUBANESWAR |
| 6 | 106 | CHANDIGARH |
| 7 | 107 | CHENNAI |
| 8 | 108 | DEHRADUN |
| 9 | 109 | DELHI |
| 10 | 110 | ERNAKULAM |
| 11 | 111 | GURUGRAM |
| 12 | 112 | GUWAHATI |
| 13 | 113 | HYDERABAD |
| 14 | 114 | JABALPUR |
| 15 | 115 | JAIPUR |
| 16 | 116 | JAMMU |
| 17 | 117 | KOLKATA |
| 18 | 118 | LUCKNOW |
| 19 | 119 | MUMBAI |
| 20 | 120 | PATNA |
| 21 | 121 | RAIPUR |
| 22 | 122 | RANCHI |
| 23 | 123 | SILCHAR |
| 24 | 124 | TINSUKIA |
| 25 | 125 | VARANASI |

After login on SAMAGAM Portal, the RO user will see the following screen:
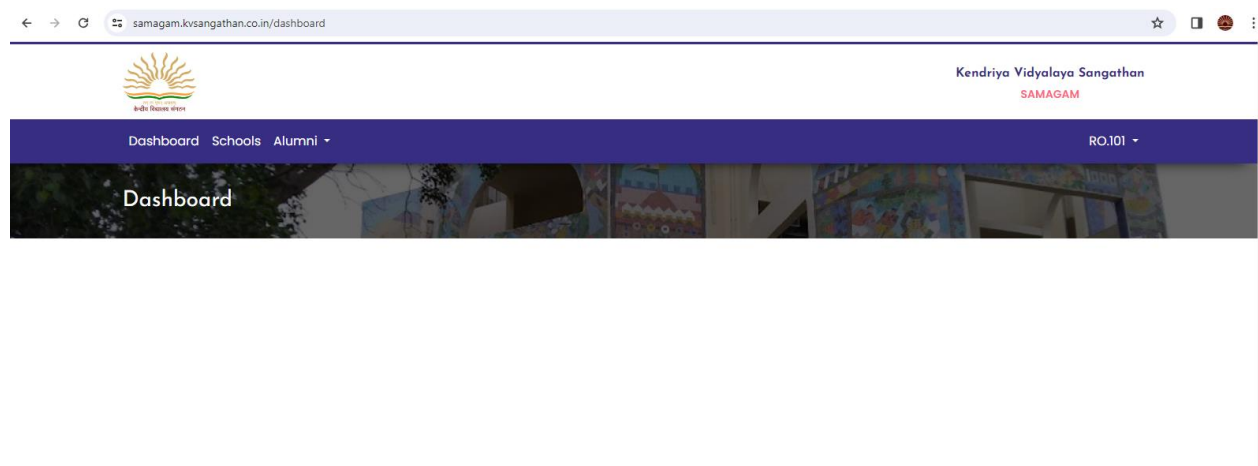


For getting the profiles detail of schools, click on *schools*, then the RO user will see the list of Schools under their region.



| Sn | RO ID | Region Name | School ID | School Name | State | District | City | Constituency | Sponsered By | Profile |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 101 | AGRA | 1357 | KV AFS CHANDINAGAR | Uttar Pradesh | BAGHPAT | CHANDINAGAR | BAGHPAT | Defence | View |
| 2 | 101 | AGRA | 1395 | KV AFS SARSAWA | Uttar Pradesh | SAHARANPUR | SARSAWA | KAIRANA | Defence | View |
| 3 | 101 | AGRA | 1707 | KV ALIGARH | Uttar Pradesh | ALIGARH | ALIGARH | ALIGARH | Civil | View |
| 4 | 101 | AGRA | 1716 | KV BABINA CANTT | Uttar Pradesh | JHANSI | BABINA | JHANSI | Defence | View |
| 5 | 101 | AGRA | 2387 | KV BAOLI BAGHPAT | Uttar Pradesh | BAGHPAT | BAOLI | BAGHPAT | Civil | View |
| 6 | 101 | AGRA | 1721 | KV BULANDSHAHAR (SHIFT-I) | Uttar Pradesh | BULANDSHAHR | BULANDSHAHR | BULANDSHAHR | Civil | View |
| 7 | 101 | AGRA | 2389 | KV CISF SURAJPUR | Uttar Pradesh | GAUTAM BUDDHA NAGAR | GREATER NOIDA | GAUTAM BUDDH NAGAR | Civil | View |
| 8 | 101 | AGRA | 1390 | KV CRPF RAMPUR | Uttar Pradesh | RAMPUR | RAMPUR | RAMPUR | Civil | View |
| 9 | 101 | AGRA | 1400 | KV EBS BABUGARH CANTT | Uttar Pradesh | HAPUR | BABUGARH | MEERUT | Defence | View |
| 10 | 101 | AGRA | 2186 | KV ETAH | Uttar Pradesh | ETAH | HARCHANDPUR KALAN | ETAH | Civil | View |
| 11 | 101 | AGRA | 2256 | KV ETAWAH | Uttar Pradesh | ETAWAH | ETAWAH | ETAWAH | Civil | View |
| 12 | 101 | AGRA | 1453 | KV GREATER NOIDA | Uttar Pradesh | GAUTAM BUDDHA NAGAR | GREATER NOIDA | GAUTAM BUDDH NAGAR | Civil | View |
| 13 | 101 | AGRA | 2188 | KV HATHRAS | Uttar Pradesh | HATHRAS | HATHRAS | HATHRAS | Civil | View |

On click on of *view* link, RO can see the all profiles details in their login

Here Schools' Basis Profile, Infrastructure, Section and enrollment, CwSN, Library, Sports, ICT, Activity/department I/c details, CCTV and NCC profiles can be seen.

**Note: Each school will update their detail in each profiles as and when the information is changed and mandatorily on 1st working day of each month.**

For Alumni's details, after clicking on Alumni, the RO can find alumni menu with its functionality on drop down.
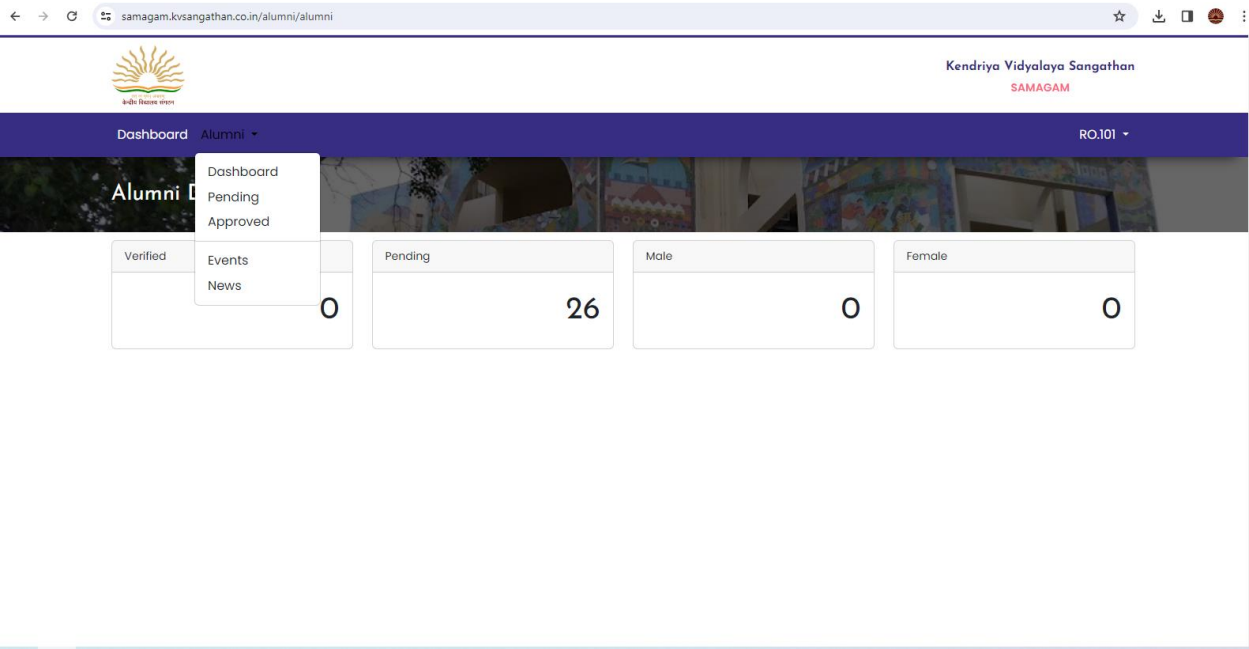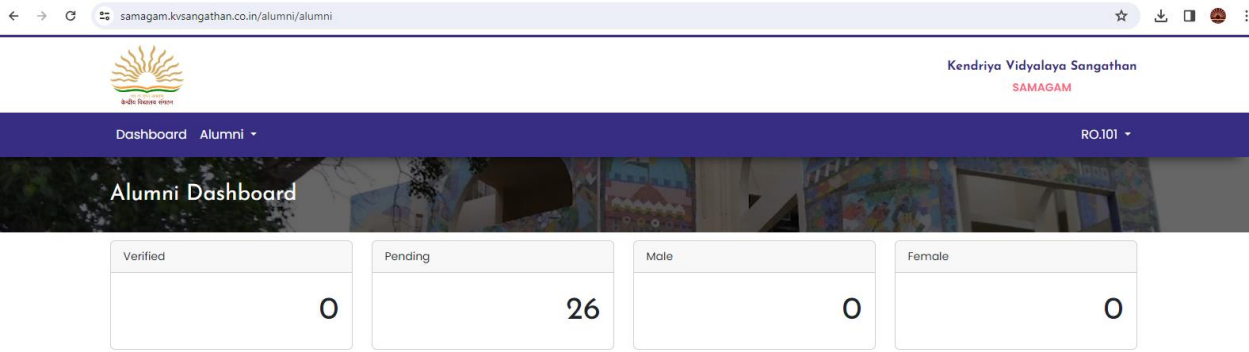




On Dashboard, KVs can view the statistics about their Alumni, which includes No. of Pending requests, No. of Approved requests event management, news management etc.

## How to see Pending requests of Alumni at School Level:



## How to see Approved requests of Alumni at School Level:

The approved alumni can be seen under Approved Page
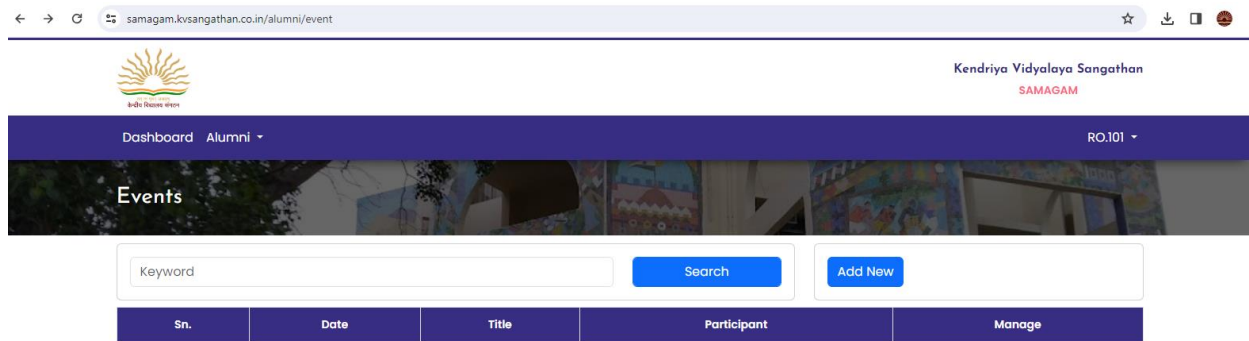


The Regional Office will have the facility to invite the alumni/ ex-employees in any event organized at its premises.

## How to create Event:
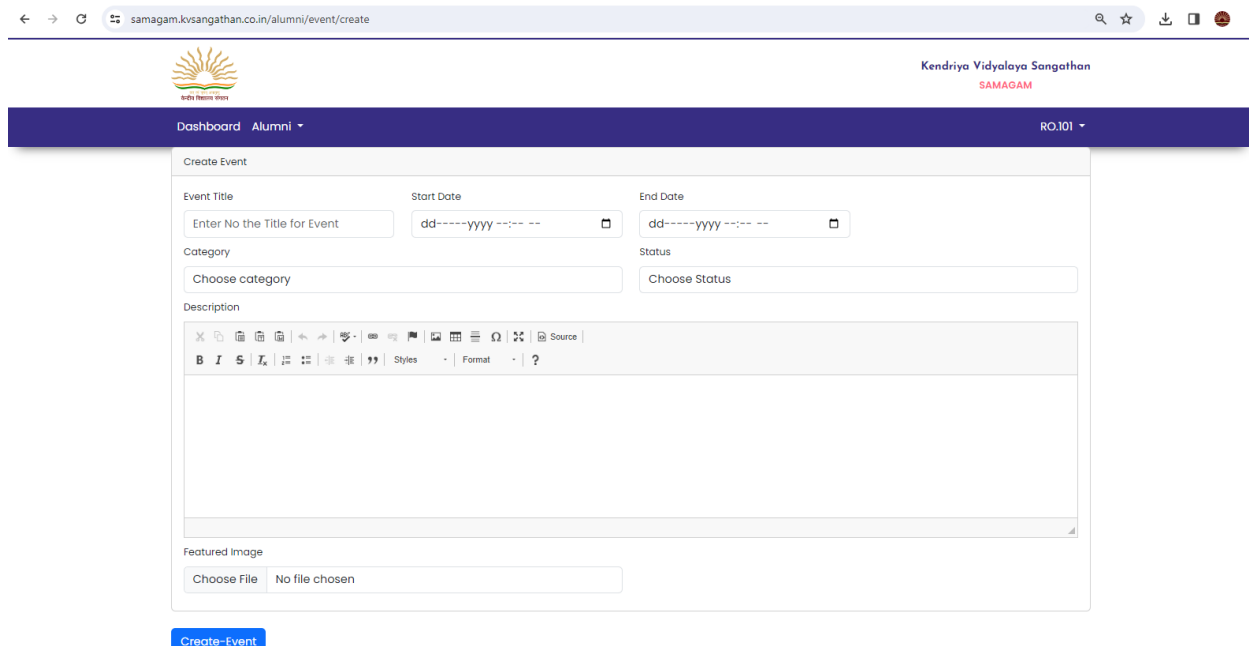
Click on Event under Alumni Menu, then RO user will see all its events.



If Regional Office is organizing any event, and it wants to invite its alumni through the portal, then the RO has to create a new Event,.

To create a new Event then click on "Add New" Button. Following page will appear:



The school will enter the event name, start date, end date, select event category, choose status as active or inactive, Description and upload image of the event's invitation card. After entering these details, school will click on Create Event Button.
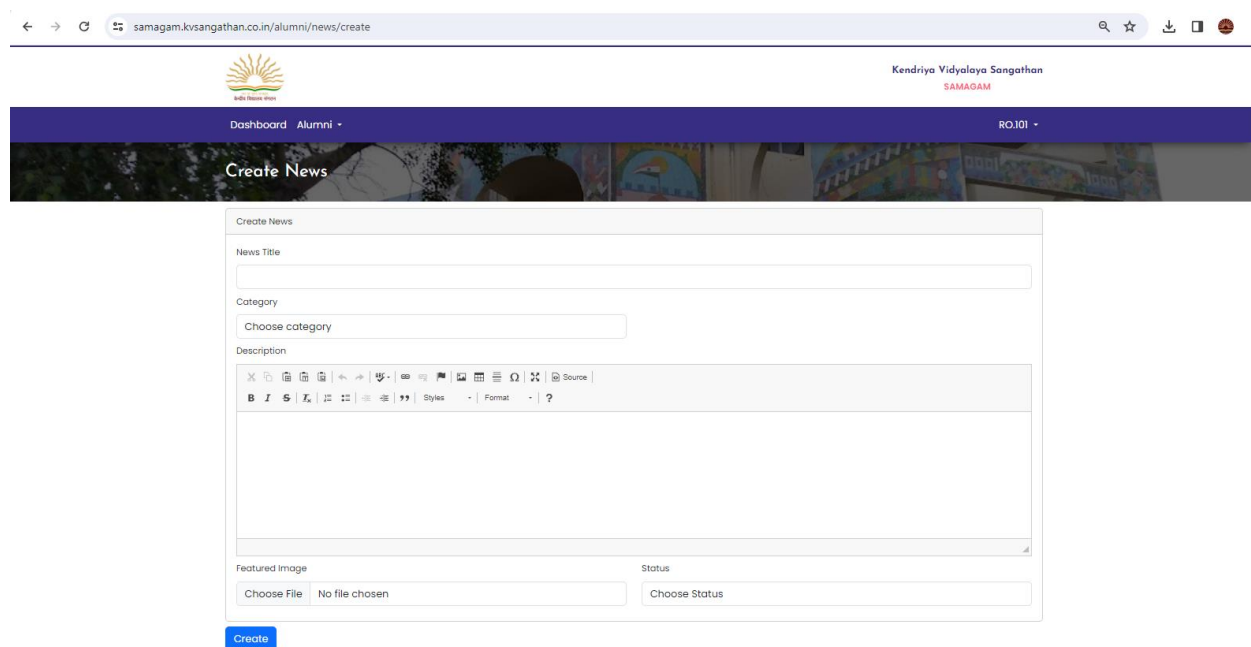
## How to Publish an alumni's news page

Click on News under Alumni Menu, then school user will see all its Alumni in News pages.

If school want to publish any news of its alumni on the portal, then the school has to create a new News.

To create a new News then click on "Add New" Button. Following page will appear:
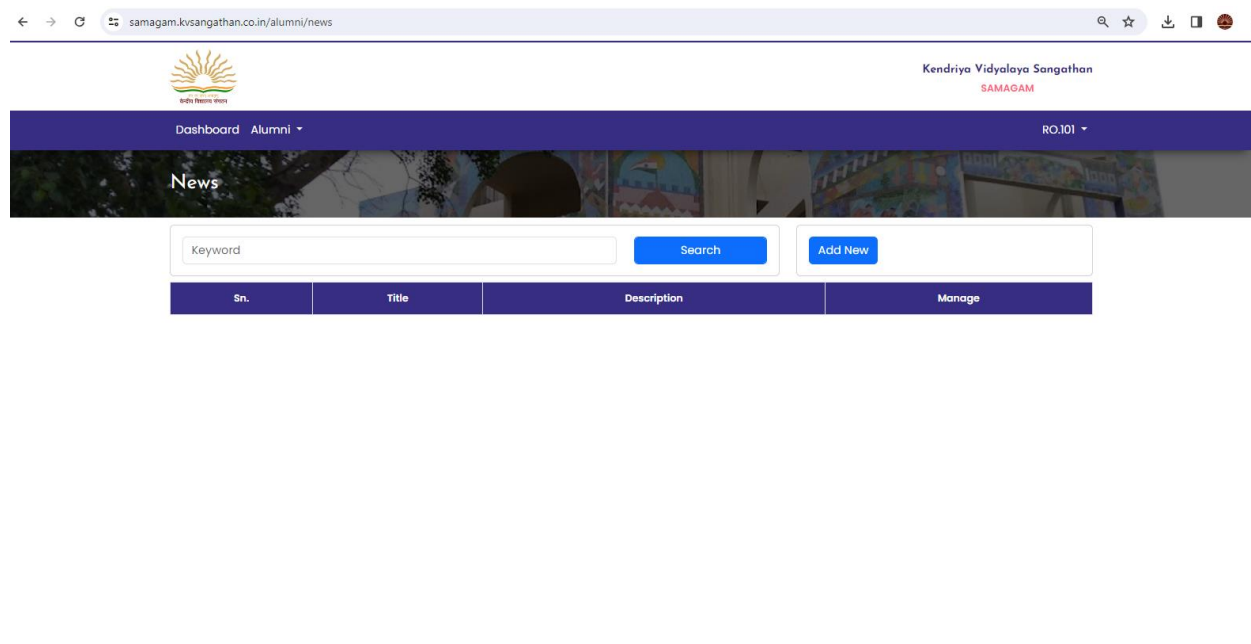


After click on Add New Button, the following page will appear:



The school will enter title of the news, select category, enter description, can choose image file for uploading and select status as active or inactive.

After providing these details, the school user will click on Create button.

If school does not want to publish further any news or event, the school can make it inactive.