Manual 1 - Particulars of Organization, Functions and Duties

Kendriya Vidyalaya STPS Suratgarh

RTI Act, 2005 - Section 4(1)(b)

1. **Introduction**
   - Name of the Institution: Kendriya Vidyalaya STPS Suratgarh
   - Organisation: Kendriya Vidyalaya Sangathan (KVS), Ministry of Education, Government of India
   - Region: Jaipur Region
   - Type of Institution: Co-educational Senior Secondary School
   - Affiliation: Central Board of Secondary Education (CBSE)
   - School Code: 1640
   - Affiliation Number: 14180
   - Established: 2003
   - Address: Kendriya Vidyalaya STPS Suratgarh, Dist.- Sriganganganagar, Rajasthan-335805
   - Website: https://stpssuratgarh.kvs.ac.in/en/
   - Email: stpskvsuratgarh@gmail.com, ppl.suratgarhstps@kvs.gov.in
   - Telephone: 01509-245407

2. **About Kendriya Vidyalaya Sangathan:**
   Kendriya Vidyalaya Sangathan (KVS) is an autonomous organization under the Ministry of Education, Government of India. It was established in 1963 with the objective of providing uninterrupted and quality education to the children of transferable Central Government employees, including Defence and Para-Military personnel, while promoting national integration and excellence in education.

3. **About the School:**
   Kendriya Vidyalaya STPS Suratgarh is situated within the STPS Township, Suratgarh, Rajasthan was established in the year 2003 under the aegis of Kendriya Vidyalaya Sangathan New Delhi, an autonomous body under the Ministry of Education. The Vidyalaya provides quality education from Class I to XII following the CBSE curriculum. The school provides science stream education till class 12th. The school is equipped with smart classrooms, science laboratories, computer laboratories, library, sports facilities, and activity rooms for holistic development. The vidyalaya has approximately 250 students and 24 qualified staff.

4. **Vision:**

   To cater to the educational needs of children of transferable Central Government employees including Defense and Para-Military personnel by providing a common programme of education.

5. **Mission:**

   - Excellence in Education
   - National Integration
   - Inclusive Education
   - Holistic Development
   - Value-based Education
   - Promotion of Scientific Temper

6. **Objectives:**

   - Provide quality education.
   - Promote national integration.
   - Develop scientific attitude.
   - Encourage co-curricular activities.
   - Prepare students for higher education.
   - Develop leadership qualities.
   - Promote digital learning.

7. **Functions of the School:**

   Academic Functions:

   - Classroom teaching
   - Conduct examinations
   - Continuous assessment
   - Practical examinations

   Administrative Functions:

   - Admissions
   - Staff management
   - Financial management
   - Maintenance of records

   Student Welfare:

   - Scholarships
   - Health check-up
   - Counselling
   - Career guidance

   Co-curricular Activities:

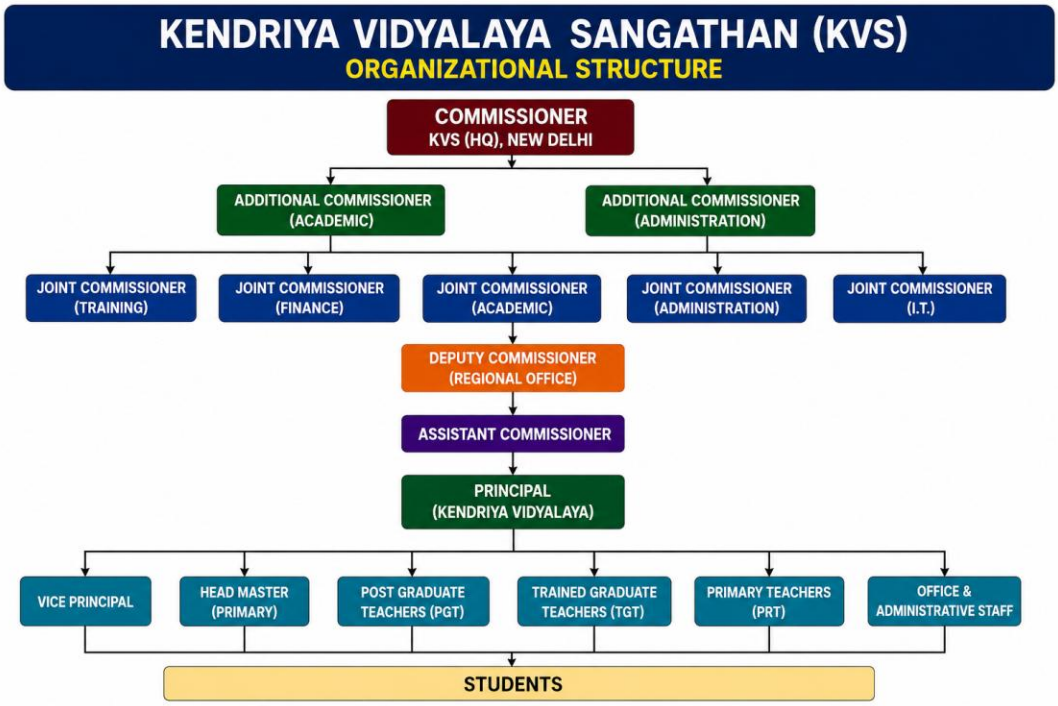
   - Sports
   - Scouts & Guides
   - CCA
   - Youth Parliament
   - ATL
   - Science Exhibition

8. **Duties of the School:**

   - Deliver quality education.
   - Follow CBSE curriculum.
   - Implement KVS policies.
   - Maintain student records.

- Maintain staff records.
- Conduct examinations.
- Maintain discipline.
- Ensure child safety.
- Promote inclusive education.
- Implement Government schemes.

9. Organizational Structure:



10. Major Activities:

- Teaching-learning
- Board examinations
- Morning Assembly
- Sports
- Library
- ICT Education
- Skill Education
- Youth Parliament
- Ek Bharat Shrestha Bharat
- Swachh Bharat
- Fit India
- International Yoga Day
- Annual Function
- Scouts & Guides
- Community participation

11. Stakeholders:

- Students
- Parents
- Teachers
- Non-teaching Staff
- Vidyalaya Management Committee
- Regional Office
- KVS Headquarters
- CBSE
- Local Administration

12.Working Hours:

Particular	Timing
School Timing	7.20 am to 1.40 pm
Office Timing	9.00 am to 4.00 pm
Visiting Hours	9.00 am to 1.00 pm

13. Jurisdiction:

Kendriya Vidyalaya STPS Suratgarh functions under Kendriya Vidyalaya Sangathan, Jaipur Region, and follows the policies, guidelines, and administrative control of KVS Headquarters, New Delhi.

14. Contact Details

Particular	Details
School Name	Kendriya Vidyalaya STPS Suratgarh
Address	Kendriya Vidyalaya STPS Suratgarh, Dist. Sri Ganganganagar, Rajasthan-335805
Phone	01509-245407
Email	stpskvsuratgarh@gmail.com, ppl.suratgarhstps@kvs.gov.in
Website	https://stpssuratgarh.kvs.ac.in/en/
Principal	Sh Sumer Singh

15. Last Updated: 23.07.2026