Manual 3 - Procedure Followed in Decision-Making Process Including Channels of Supervision and Accountability

Kendriya Vidyalaya STPS Suratgarh

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

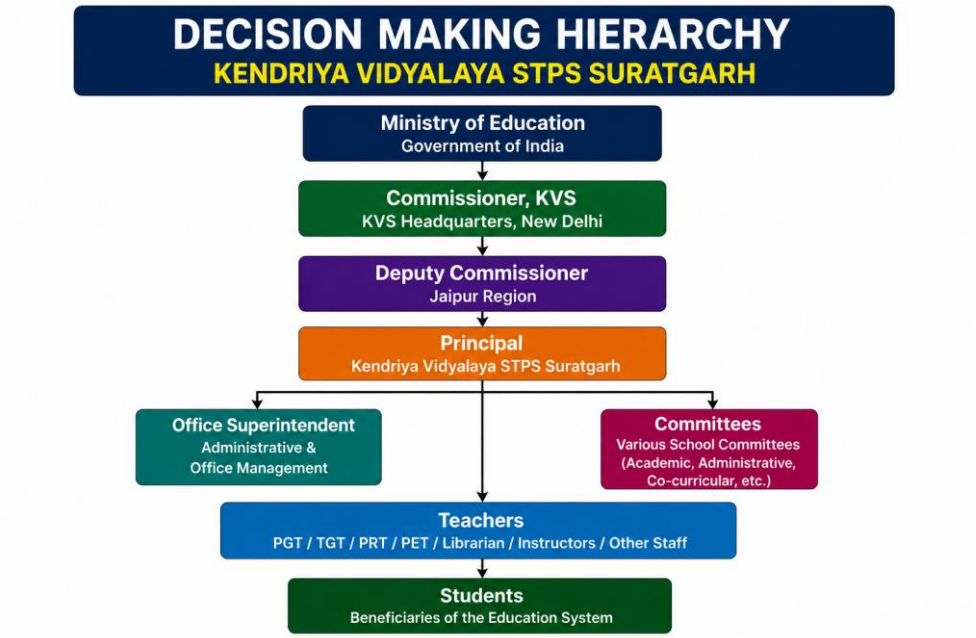
1. **Introduction**

   In accordance with Section 4(1)(b)(iii) of the Right to Information Act, 2005, Kendriya Vidyalaya STPS Suratgarh discloses the procedure followed in decision-making, along with the channels of supervision and accountability.

   The Vidyalaya functions under the administrative control of Kendriya Vidyalaya Sangathan (KVS), Ministry of Education, Government of India, and follows the provisions of the KVS Education Code, CBSE Bye-laws, Government of India rules, and instructions issued by KVS Headquarters and Jaipur Regional Office.

   The decision-making process aims to ensure transparency, accountability, fairness, and timely implementation of academic and administrative activities.

2. **Decision-Making Hierarchy:**



3. **Levels of Decision Making:**

   A. KVS Headquarters

   Responsible for:

   - National Education Policy implementation
   - Recruitment policies

- Transfer policies
- Financial policies
- Academic guidelines
- Administrative instructions

B. Regional Office

Responsible for:

- Supervision of schools
- Monitoring academic performance
- Staff management
- Budget monitoring
- Inspection
- Training programmes

C. Principal

Responsible for:

- Academic planning
- Admissions
- Examination management
- Staff deployment
- Financial administration
- Procurement
- Student welfare
- School safety
- Committee formation
- Implementation of KVS policies

D. School Committees:

- Admission Committee
- Examination Committee
- Purchase Committee
- Internal Complaints Committee (ICC)
- Discipline Committee
- CCA Committee
- Sports Committee
- Scouts & Guides Committee

- Library Committee
- Safety Committee

Each committee submits recommendations to the Principal.

E. Teachers

Teachers take decisions regarding:

- Lesson planning
- Classroom management
- Student assessment
- Remedial teaching
- Activity planning

These decisions are subject to the supervision of the Principal.

4. Procedure for Academic Decisions

Step 1: KVS issues Academic Calendar and Circulars.

Step 2: Regional Office communicates instructions.

Step 3: Principal prepares School Academic Plan.

Step 4: Departments prepare annual plans.

Step 5: Teachers prepare lesson plans.

Step 6: Implementation.

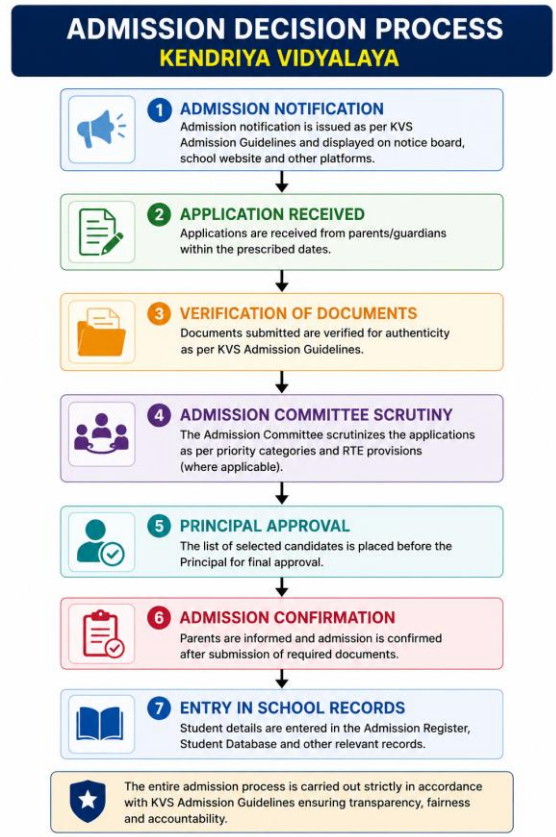
Step 7: Monitoring.

Step 8: Review and corrective action.

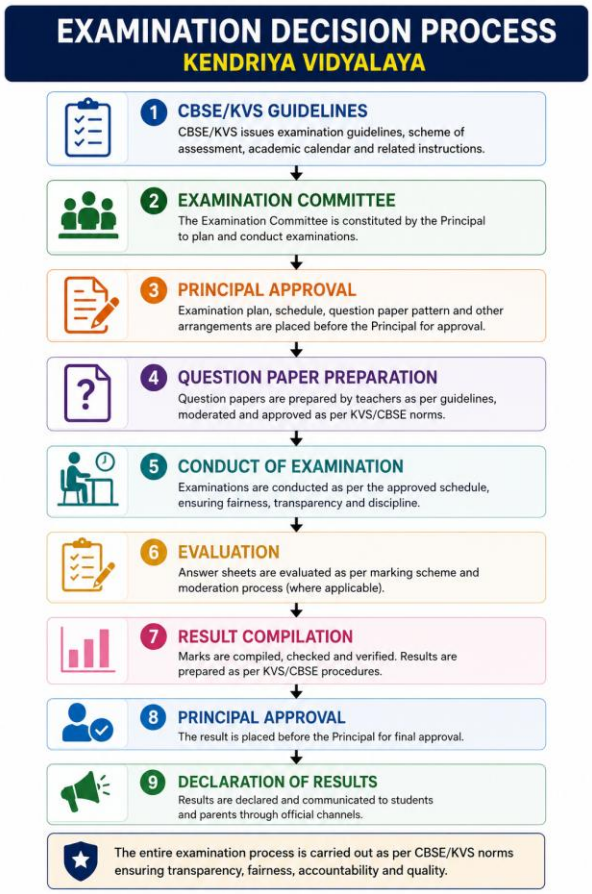
5. Procedure for Administrative Decisions



6. Admission Decision Process



7. Examination Decision Process



8. Financial Decision Process



All financial matters follow:

- General Financial Rules (GFR)
- KVS Financial Guidelines
- Government of India instructions

9. Decision-Making in Student Welfare

Matters relating to:

- Scholarships
- Health
- Counselling
- Safety
- Discipline
- Inclusive Education

are examined by the concerned committee and approved by the Principal.

10. Channels of Supervision

Level	Supervises
Commissioner	Regional Offices
Deputy Commissioner	Kendriya Vidyalayas
Principal	Entire School
Vice Principal	Academic Activities
Head Master	Primary Section
Office Superintendent	Office Administration
Committee In-charge	Committee Activities
Teachers	Students

11. Accountability

Every officer and employee is accountable according to the organizational hierarchy.

Principal

Accountable to:

- Deputy Commissioner
- Commissioner

Vice Principal

Accountable to:

- Principal

Teachers

Accountable to:

- Principal
- Vice Principal

Office Staff

Accountable to:

- Principal
- Office Superintendent

12. Transparency Measures

The Vidyalaya ensures transparency by:

- Publishing notices on the website.
- Displaying important information on notice boards.
- Following RTI Act provisions.
- Maintaining official records.
- Conducting meetings through committees.
- Maintaining minutes of meetings.
- Maintaining financial records.
- Conducting internal and external audits.

13. Grievance Redressal

Grievances may be submitted through:

- Principal's Office
- Written representations
- CPGRAMS (where applicable)
- KVS Grievance Portal
- RTI applications
- Parent-Teacher Meetings
- Suggestion/Complaint Register

14. Relevant Acts, Rules and Guidelines

The decision-making process follows:

- RTI Act, 2005
- KVS Education Code
- CBSE Affiliation Bye-laws
- KVS Admission Guidelines
- CCS (Conduct) Rules
- CCS (Leave) Rules
- General Financial Rules (GFR)
- POCSO Act, 2012
- RTE Act, 2009 (where applicable)
- Government of India circulars
- KVS Headquarters circulars