Manual 4 - Norms for the Discharge of Functions

Kendriya Vidyalaya STPS Suratgarh

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

1. Introduction

In accordance with Section 4(1)(b)(iv) of the Right to Information Act, 2005, Kendriya Vidyalaya STPS Suratgarh publishes the norms adopted for the discharge of its functions.

The Vidyalaya follows the policies, rules, and guidelines issued by:

- Ministry of Education, Government of India
- Kendriya Vidyalaya Sangathan (KVS)
- CBSE
- Government of Rajasthan (where applicable)
- Other statutory authorities

The objective is to ensure transparency, efficiency, accountability, and uniformity in the functioning of the Vidyalaya.

2. Academic Norms

The Vidyalaya follows:

- KVS Academic Calendar
- CBSE Curriculum
- NCERT Syllabus
- Annual Pedagogical Plan
- Competency-Based Education (CBE)
- Continuous monitoring of teaching-learning
- Periodic assessments
- Internal examinations
- Board examination guidelines

Academic Activities

Activity	Norm
Preparation of Annual Academic Plan	Before commencement of session
Lesson Plans	Prepared regularly by teachers
Classroom Teaching	As per Time Table
Practical Classes	As per CBSE norms

Activity	Norm
Remedial Classes	Based on learning needs
Assessment	As per KVS/CBSE schedule
Parent-Teacher Meetings	Periodically
Result Declaration	As per KVS/CBSE schedule

3. Admission Norms

Admissions are conducted strictly according to:

- KVS Admission Guidelines
- KVS Admission Schedule
- Government Reservation Policy

Admission Process

- Publication of notification
- Online/offline registration (as applicable)
- Document verification
- Lottery (Class I)
- Merit/priority list
- Admission approval
- Fee submission
- Enrollment

4. Examination Norms

The Vidyalaya follows:

- CBSE Examination Bye-laws
- KVS Examination Guidelines
- KVS Assessment Schedule

Norms include:

- Confidential preparation of question papers
- Fair conduct of examinations
- Continuous evaluation
- Moderation where applicable
- Timely declaration of results
- Safe custody of records

5. Student Attendance Norms

- Attendance maintained daily.
- Leave recorded.

- Parents informed regarding irregular attendance.
- Minimum attendance requirement followed as per CBSE/KVS norms.

6. **Staff Attendance Norms**
   - Attendance through prescribed system (manual/biometric).
   - Casual Leave, Earned Leave, Half Pay Leave, Child Care Leave, etc., governed by CCS (Leave) Rules.
   - Duty hours as prescribed by KVS.

7. **Financial Norms**

   The Vidyalaya follows:
   - General Financial Rules (GFR)
   - KVS Financial Rules
   - Government of India procurement guidelines

   Norms include:
   - Budget allocation
   - Indent system
   - Purchase Committee recommendation
   - Principal's approval
   - Stock entry
   - Bill verification
   - Audit

8. **Procurement Norms**

   Procurement is carried out through:
   - Approved vendors
   - Quotations/tenders (where applicable)
   - Purchase Committee
   - Principal's approval
   - Stock verification
   - Record maintenance

9. **Office Administration Norms**

   Office functions are governed by:
   - KVS Education Code
   - CCS Rules
   - KVS Circulars

   Activities include:
   - Service books
   - Salary preparation
   - Leave accounts
   - Correspondence
   - File management
   - Record preservation

10. Library Norms

The Library functions according to KVS Library Guidelines.

Norms include:

- Issue and return of books
- Accession register maintenance
- Stock verification
- Reading promotion
- Digital resources

11. Laboratory Norms

Science and Computer Laboratories function as per:

- Safety guidelines
- Practical schedules
- Equipment registers
- Stock verification
- Annual maintenance

12. Sports & CCA Norms

The Vidyalaya organizes:

- Sports competitions
- CCA activities
- Scouts & Guides
- Yoga
- Fit India
- Ek Bharat Shrestha Bharat
- Kala Utsav
- Science Exhibitions

Activities are conducted according to KVS calendars and guidelines.

13. Student Welfare Norms

The Vidyalaya ensures:

- Inclusive education
- Guidance & counselling
- Safety and security
- Health awareness
- Child protection under POCSO
- Grievance redressal

14. Record Maintenance Norms

The following records are maintained as per KVS rules:

- Admission Register
- Attendance Registers
- Service Books
- Cash Book
- Stock Registers
- Examination Records
- Library Registers
- Correspondence Files
- Committee Proceedings

15. Grievance Redressal Norms

Grievances may be submitted through:

- Principal
- Written representations
- Parent-Teacher Meetings
- Complaint Register
- CPGRAMS (where applicable)
- KVS Grievance Portal
- RTI applications

Every grievance is acknowledged, examined, and disposed of within the prescribed time frame.

16. Transparency Norms

The Vidyalaya ensures transparency by:

- Publishing information on the website.
- Displaying notices on notice boards.
- Following RTI Act provisions.
- Maintaining official records.
- Conducting audits.
- Maintaining committee minutes.

17. Monitoring & Supervision

Activity	Supervising Authority
Academics	Principal
Primary Section	Head Master (if sanctioned)
Office Administration	Principal / Office Superintendent
Finance	Principal
Examinations	Examination Committee & Principal
Admissions	Admission Committee & Principal
Library	Librarian
Laboratories	Concerned Teacher
Sports	PET
Student Welfare	Principal & Concerned Committee

18. Reference Documents

The following documents govern the norms followed by the Vidyalaya:

- Right to Information Act, 2005
- KVS Education Code

- KVS Admission Guidelines
- KVS Academic Calendar
- CBSE Affiliation Bye-laws
- CBSE Examination Bye-laws
- General Financial Rules (GFR)
- CCS (Conduct) Rules
- CCS (Leave) Rules
- POCSO Act, 2012
- RTE Act, 2009 (where applicable)
- Government of India instructions
- KVS Headquarters and Regional Office circulars