

SoP on Students Fee

Kallam Anji Reddy Vidyalaya (KARV)

- 1. Purpose:** Purpose of this fee SoP is to strengthen the fee management process for KARV.
- 2. Applicability:** This Fee SoP is applicable for KARV and will be effective for the Academic Year 2026-27. This SoP supersedes all prior SoPs and Circulars issued related to fee in the past.

- 3. Fee Structure for Academic Year 2026-27:**

CLASS	Annual Fee (Rs.)	Term Fee (Rs.)
NURSERY	26,400	8800
L.K.G	27,000	9000
U.K.G	27,000	9000
I	27,300	9100
II	27,300	9100
III	27,600	9200
IV	27,600	9200
V	27,600	9200
VI	29,700	9900
VII	29,700	9900
VIII	30,600	10200
IX	31,200	10400
X	32,100	10700

Transport Fee: Route 1 – Rs. 14,100/- and Route 2 – Rs. 15,600, Route 3 – Rs 17,400/-
Registration Fee for new admission – Rs. 1000/-, TC Fee – Rs. 100/-

We are committed to ensure that financial constraints do not hinder any deserving students from accessing quality education at KARV. Fee concessions or waivers may be granted on a case-by-case basis, upon submission of requisite documentation and successful completion of documents verification.

- 4. Fee Payment:** Fee should be collected in 3 equal terms (1st Term: Apr-Jul, 2nd Term: Aug-Nov, 3rd Term: Dec-Mar). However, for any genuine reason if students are not able to pay the fee term wise, they can pay the fee on monthly basis from Apr to Mar and should complete all their dues latest by March. Fee can be collected through digital payments or in cash. 1st term fee can be collected for new admissions.
- 5. Receipt:** Receipt will be issued to the students, signed by Executive-Accounts & Admin at KARV after updating the collection details against each student in the prescribed software / excel sheet format.
- 6. Fee Concession:** KARV Principal is allowed to provide following fee concession on need basis with the approval from the Manager (COO):

S. No	Applicability	Concession %	Documentary evidence
1	Orphans by the time of admission and also to the existing student who lose their parents in any catastrophe	Free	Request letter, student Aadhaar copy with attestation from Guardian / Orphanage



	Kids of KARV support staff (Housekeeping, Security, Drivers, Helper, Gardeners etc.)		Request letter, student Aadhar copy, parent Aadhar copy and ID/letter copy issued by DRF
2	- Kids of teaching / non-teaching staff (KARV & KARVJC) - Kids having single parent on their economic conditions	50%	Request letter, student aadhar copy, parent aadhar copy, and ID/letter copy issued by DRF Request letter, student aadhar copy, parent aadhar copy, copy of any certificate in support of single parent
3	Kids of DRF staff (other than KARV & KARVJC Gross salary <= 30,000)	50%	Request letter, student aadhar copy, parent aadhar copy, and ID/letter copy issued by DRF
Note: The proof of document should be available at School. Copies along with the list of students shall be submitted to HO – F&A within 20 days after closing the admissions for the academic year with necessary approvals to complete the concession process in software / accounts.			

7. Cash Deposit (If fee collected in cash mode)

Principal shall ensure that cash collected on any day is deposited in **any branch of Axis Bank** using the below details:

Name of the Bank Account	Kallam Anji Reddy Vidyalaya
Account number	008010100383042
IFSC	UTIB0000008
MICR	500211002
Type of Account	Savings Bank Account
Name of the Bank	Axis Bank Ltd
Branch	Hyderabad Main Branch
Branch Address:	6-3-879/B, First Floor G.Pulla Reddy Building Green Lands, Begumpet Hyderabad – 500016

Deposit of Cash in the Bank shall be completed as per the below timelines:

- Cash shall be deposited on every day before the bank closing hours and in case of bank holiday, immediate working day. The amount received after the cash deposit should be kept in insured locker and shall be deposited on immediate bank working day. The cash in hand details should be updated in the register with denomination and the same should be signed by the respective custodians and kept in the safe locker.
- At the end of every day, after cash is deposited in Bank, Executive-Accounts & Admin at school shall send an E-mail to designated accounts person with the details of fee deposited in the prescribed format suggested by HO Accounts
- Before the end of day, whenever there is cash deposit in Bank and E-mail is received, accounts person shall check the same online from the Bank and confirm the receipt of cash. Designated Accounts person will coordinate and update all the collections in the books on daily basis and also send a consolidated report of fee received as per the prescribe format shared by HO Accounts.

- Audit :** F&A Staff, Auditors may visit on a surprise basis in order to ensure compliance to this SOP. Non-issue of Fee receipt and cash deposit will be seen as serious negligence, indiscipline on the part of Executive-Accounts & Admin and may lead to disciplinary action.



9. **Fee Refund :** In any case, fee will not be refunded once deposited. Each case of fee refund shall be approved by Principal with proper explanation & processed from HO Accounts.
10. **Exceptions:** Any exceptions to the fee concession need to be approved by COO with the recommendation from the principal.
11. **Power to Amend:** DRF retains the right to amend / withdraw this SoP anytime without assigning any reason whatsoever. Any amendment of this document requires the approval of the CEO.



P. Prasad
Associate Director - F&A



Pranav Kumar Choudhary
COO (Manager)



Shamik Trehan
Chief Executive Officer



Date: 24.02.2026