

### **INFORMATION OF THE SCHOOL**

1. Name of the School with address : AKSHARA SCHOOL  
(strictly as per Affiliation sanction letter or as permitted by the Board) with pin code no. 16-22-7/2, PALLAMRAJU NAGAR KAKINADA – 533003  
(i) E-mail ANDHRA PRADESH – PIN: 533 003  
akshara\_kkd@yahoo.co.in  
(ii) Ph. No. 0884 – 2365053
2. Year of establishment of school : 1990
3. Whether NOC from State/UT or recommendation of Embassy : Yes  
(i) NOC No. 1491/PS, 2/93 – 1, Education  
(ii) NOC issuing date 30.08.1993
4. Is the school recognized, if yes : C.B.S.E., New Delhi  
by which Authority
5. Status of affiliation:  
Permanent/Regular/Provisional : Provisional  
(i) Affiliation No. CBSE/130123/US-00696-2627/2026-27  
(ii) Affiliation with the Board since 01.04.1994  
(iii) Extension of affiliation up to 31.03.2031
6. Name of Trust/Society/Company : NAGARJUNA EDUCATIONAL TRUST  
Registered under Section 25 of the Company Act, 1956  
Period upto which Registration of Trust/Society is valid : Permanent
7. List of members of School :  
Managing Committee with their Address/tenure and post held

| S.No | Member Name                 | Father/Spouse Name     | Designation in SMC | Phone Off. | Phone Res. |
|------|-----------------------------|------------------------|--------------------|------------|------------|
| 1.   | Mrs.K.Veda Raju             | Mr.K.Rahul Raju        | Chairman           | 2365053    | 2378696    |
| 2.   | Mr.G.V.N.Raju               | Mr.G.Sree Rama Raju    | Vice-chairman      | 2365053    | 2378696    |
| 3.   | Mr.A.S.V.Gopalakrishna      | Mr.A.Srinivasacharyulu | Secretary          | 2365053    | 9885466877 |
| 4.   | Mrs.D.Rohini Devi           | Mr.S.Rama Murthy Raju  | Member             | 2365053    | 9494488789 |
| 5.   | Mr.T.Augustine              | Mr.T.V.Bhaskar Rao     | Member             | 2378798    | 9949258588 |
| 6.   | Dr.G.Anusha Satya           | Dr.A.Srimannarayana    | Member             | 9912129266 | -----      |
| 7.   | Dr.Partha Pratim Chatterjee | Dr.P.N.Chatterjee      | Member             | 9949047518 | -----      |
| 8.   | Mrs.P.Renuka Lakshmi        | Mr.P.Kalyan            | Member             | 7842912639 | -----      |

8. Name and official address of the : G.V.N.Raju  
Manager/President/Chairman/  
Correspondent Secretary cum Treasurer  
Nagarjuna Educational Trust  
Akshara School, Pallamraju Nagar,  
Kakinada, E.G.Dist., (A.P)  
(i) E-mail rajugvn44@gmail.com  
(ii) Ph. No. 0884 – 2365053  
(iii) Fax. No. 7794077897

9. Area of school campus :  
(i) In Acres 5 acres  
(ii) In sq. mtrs. 20234.37 Sq mtr  
(iii) Built up area (sq. mtrs) 7280  
(iv) Area of playground in sq. mtrs. 2132 Sq mtr  
(v) Other facilities  
(i) Swimming Pool ----  
(ii) Indoor games Yes – Table Tennis, Carroms, Chess  
(iii) Dance Rooms Yes  
(iv) Gymnasium ----  
(v) Music Rooms Yes  
(vi) Hostels ----  
(vii) Health and Medical Yes  
Check up

10. Details of fee structure :
- |                        |                          |
|------------------------|--------------------------|
| (i) Nursery            | Rs. 13250/- for 4 months |
| (ii) LKG & UKG         | Rs. 12200/- for 4 months |
| (iii) Classes I to III | Rs. 15000/- for 4 months |
| (iv) Classes IV & V    | Rs. 16500/- for 4 months |
| (v) Classes VI to VIII | Rs. 18600/- for 4 months |
| (vi) Classes IX & X    | Rs. 19300/- for 4 months |
| (vii) Classes XI & XII | ----                     |
11. Transport facility :
- |                                    |                     |
|------------------------------------|---------------------|
| (i) Own buses                      | Yes                 |
| (ii) Buses hired on contract basis | Yes                 |
| (iii) Details of transport charges | Rs.1625/- per month |
12. Mode of payment of salary
- |                                                    |                                                                 |
|----------------------------------------------------|-----------------------------------------------------------------|
| (i) Name of the Bank through which salary is drawn | IDBI BANK<br>NEAR RELIANCE MALL,<br>LACHIRAJU STREET, KAKINADA. |
| (ii) Through single cheque transfer advice         | Yes                                                             |
| (iii) Individual cheque                            | No                                                              |
| (iv) Cash                                          | No                                                              |
13. Library facilities :
- |                                        |          |
|----------------------------------------|----------|
| (i) Size of the Library in sq. feet    | 1431.612 |
| (ii) No. of Periodicals                | 13       |
| (iii) No. of Dailies                   | 3        |
| (iv) No. of Reference books class-wise | 4013     |

**No. of Reference books class-wise (subject books)**

| <u>Class</u> | <u>No. of books</u> |
|--------------|---------------------|
| I            | 192                 |
| II           | 224                 |
| III          | 255                 |
| IV           | 236                 |
| V            | 315                 |
| VI           | 421                 |
| VII          | 517                 |
| VIII         | 583                 |

|              |             |
|--------------|-------------|
| IX           | 610         |
| X            | 696         |
| <b>Total</b> | <b>4049</b> |

- (v) No. of Magazines 10  
 (vi) Others 3560 (Fiction & Story Books)

**Stock Details :**

|                                |   |      |
|--------------------------------|---|------|
| 1) Fiction & Non-Fiction       | – | 3890 |
| 2) Reference sources           | – | 930  |
| 3) Telugu books                | – | 863  |
| 4) Hindi books                 | – | 368  |
| 5) IIT Books                   | – | 128  |
| 6) Primary & Pre-primary books | – | 1430 |

14. Name of the Grievance/redressal Officer with E-mail, Ph.No., Fax No. Mr. A.S.V.Gopala Krishna

15. Members of Sexual Harassment : Committee Mrs. D.Rohini Devi  
 Mrs. J.Sudha Rani

16. Section wise enrolment of school:  
 for the current session

**STRENGTH PARTICULARS 2026 - 2027**

| Class   | Section | Girls | Boys | Total | Grand Total |
|---------|---------|-------|------|-------|-------------|
| Nursery | A       | 3     | 7    | 10    | <b>10</b>   |
| LKG     | A       | 16    | 14   | 30    | <b>90</b>   |
| LKG     | B       | 14    | 16   | 30    |             |
| LKG     | C       | 13    | 17   | 30    |             |
| UKG     | A       | 18    | 16   | 34    | <b>135</b>  |
| UKG     | B       | 19    | 15   | 34    |             |
| UKG     | C       | 17    | 16   | 33    |             |
| UKG     | D       | 16    | 18   | 34    |             |

|     |   |    |    |    |            |
|-----|---|----|----|----|------------|
| I   | A | 18 | 24 | 42 | <b>170</b> |
| I   | B | 16 | 26 | 42 |            |
| I   | C | 20 | 23 | 43 |            |
| I   | D | 14 | 29 | 43 |            |
| II  | A | 17 | 18 | 35 | <b>170</b> |
| II  | B | 15 | 18 | 33 |            |
| II  | C | 18 | 16 | 34 |            |
| II  | D | 16 | 18 | 34 |            |
| II  | E | 18 | 16 | 34 |            |
| III | A | 12 | 27 | 39 | <b>191</b> |
| III | B | 23 | 16 | 39 |            |
| III | C | 22 | 17 | 39 |            |
| III | D | 20 | 17 | 37 |            |
| III | E | 13 | 24 | 37 |            |
| IV  | A | 16 | 25 | 41 | <b>210</b> |
| IV  | B | 20 | 23 | 43 |            |
| IV  | C | 16 | 26 | 42 |            |
| IV  | D | 17 | 25 | 42 |            |
| IV  | E | 16 | 26 | 42 |            |
| V   | A | 18 | 23 | 41 | <b>192</b> |
| V   | B | 15 | 22 | 37 |            |
| V   | C | 16 | 17 | 33 |            |
| V   | D | 8  | 35 | 43 |            |
| V   | E | 18 | 20 | 38 |            |
| VI  | A | 15 | 14 | 29 | <b>144</b> |
| VI  | B | 17 | 13 | 30 |            |
| VI  | C | 15 | 14 | 29 |            |
| VI  | D | 9  | 18 | 27 |            |
| VI  | E | 9  | 20 | 29 |            |
| VII | A | 19 | 14 | 33 | <b>164</b> |
| VII | B | 20 | 13 | 33 |            |
| VII | C | 12 | 20 | 32 |            |
| VII | D | 13 | 20 | 33 |            |
| VII | E | 16 | 17 | 33 |            |

|              |   |            |             |             |             |
|--------------|---|------------|-------------|-------------|-------------|
| VIII         | A | 18         | 15          | 33          | <b>127</b>  |
| VIII         | B | 21         | 10          | 31          |             |
| VIII         | C | 10         | 20          | 30          |             |
| VIII         | D | 14         | 19          | 33          |             |
| IX           | A | 31         | --          | 31          | <b>127</b>  |
| IX           | B | 33         | --          | 33          |             |
| IX           | C | --         | 32          | 32          |             |
| IX           | D | --         | 31          | 31          |             |
| X            | A | 28         | --          | 28          | <b>123</b>  |
| X            | B | 29         | --          | 29          |             |
| X            | C | --         | 33          | 33          |             |
| X            | D | --         | 33          | 33          |             |
| XI           |   | 3          | 7           | 10          | <b>10</b>   |
| <b>Total</b> |   | <b>850</b> | <b>1013</b> | <b>1863</b> | <b>1863</b> |

17. Academic session period : from April to March

18. Vacation period : from 1<sup>st</sup> May to 12<sup>th</sup> June

19. Admission period : from December to April

#### **a. Affiliation**

The school is affiliated to the Central Board of Secondary Education, Delhi and has already presented thirty batches of students for the All India Secondary School Examination. The medium of instruction is English and the school offers Hindi and Telugu as Second or Third Languages. Third Language is offered from Classes VI to VIII.

Affiliation No. 130123

#### **b. Admission**

Registration for admission is done as per the announcement of date by the school. Fresh admissions are normally made only for L.K.G. However, the school may admit students in other classes only if there are vacancies. Selection is made through an Entrance Examination.

### **c. School Fee**

The school fee is collected for 12 months in four terms as under. The school fee has to be paid on or before 15<sup>th</sup> of the first month of the term. From 16<sup>th</sup> till the end of the month, a fine of Rs. 5/- per day will be charged. Therefore, the names of the defaulters will be removed from the rolls and on payment of Rs. 500/- they will be re-admitted. The fee may be remitted either by cash or by means of cheque to the IDBI Bank, D.No. 13-2-29, Ground floor, Next to Bharat Gas Company, Near Reliance Mall, Lachiraju Street, Kakinada. Ph: 0884-2345602/03

\* Due dates are tentative

The fourth term fee must be paid by 15<sup>th</sup> January. Progress Report/TC will not be issued to the students whose fee is not paid by 15<sup>th</sup> January and students will not be allowed to the next class.

### **d. Parent - Teacher Meetings**

Regular Parent - Teacher Meetings are conducted. All the parents must make it a point to attend the meetings and discuss their child's progress with the teachers. Prior intimation regarding the meeting schedule will be given.

### **e. Visiting Hours**

Principal : 9 am to 10 am &  
2 pm to 4 pm  
on all working days

Office : 9 am to 11 am  
2 pm to 4 pm  
on all working days

### **f. Academic Year**

The academic year of the school is from April to March with a summer vacation and two short vacations one in September/October and the other in January. The academic year is divided into two terms, Viz, April to September and October to March.

### **g. Tests and Examinations**

The School believes in imparting a sense of learning in the students rather than merely supplying information. It not only aims at the acquisition of knowledge but also cultivates an enquiring mind in each child. In order to assess the accomplishment of this aim, internal - assessment tests (periodic tests) and examinations will be conducted in the place of semester system) **(no formative assessments and summative assessments)**. As per the recent examination reforms of CBSE, **9-point grading system along with the marks** is introduced from the academic years 2017-18 in the scholastic areas.

### **h. School Uniform**

The school follows two types of Uniform-one for Wednesday and the other for the rest of the days. Each pupil is expected to possess sufficient number of uniform sets. It is highly essential that pupils come to school in clean uniform and parents should ensure this.

1. School Belt, Identity Card and Tie will be supplied by the school.
2. The pupils must wear School Belt and Identity Card on all working days.
3. All the pupils must wear White Canvas Tennis Shoes and White Socks on Wednesdays, P.E. periods and Inter-House Games Competitions.
4. The pupils must wear Black Shoes, Navy Blue Socks on the other working days.
5. Girls must wear White Ribbons on Wednesdays and Black Ribbons (black hair bands if they use) on the other days.
6. It is compulsory for all the boys (KG to X) and girls (KG to V) to wear School Tie on all working days.
7. During winter season children may wear navy blue sweater (closed neck with full hands). No pullovers are allowed.

## UNIFORM PATTERN

### BOYS

| Class           | Wednesday                                                                                                                                       | Other working days                                                                                                                                      |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KG</b>       | <b>Shirt :</b> White half sleeves with left hand side pocket<br><b>Dungarees :</b> (2 inch strap)<br>White with two side pockets                | <b>Shirt :</b> Blue and white stripes with left hand side pocket<br><b>Dungarees :</b> (2 inch strap)<br>Navy blue with two side pockets                |
| <b>I to VI</b>  | <b>Shirt :</b> White half sleeves with left hand side pocket<br><b>Half Pant :</b> White with two side pockets                                  | <b>Shirt:</b> Blue and white stripes with left hand side pocket<br><b>Half Pant:</b> Navy blue with two side pockets                                    |
| <b>VII to X</b> | <b>Shirt :</b> White half sleeves with left hand side pocket<br><b>Full Pant:</b> White with single pleat, two side pockets and one back pocket | <b>Shirt :</b> Blue and white stripes with left hand side pocket<br><b>Full Pant:</b> Navy Blue with single pleat, two side pockets and one back pocket |

**Note:** Boys should wear vests and briefs.

### GIRLS

| Class         | Wednesday                                                                                                       | Other working days                                                                                                    |
|---------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>KG</b>     | <b>Shirt :</b> White half sleeves<br><b>Tunic with Box pleats:</b><br>White with one side pocket and round neck | <b>Shirt :</b> Blue and White stripes<br><b>Tunic with Box pleats:</b> Navy Blue with one side pocket and round neck. |
| <b>I to V</b> | <b>Shirt :</b> White half sleeves<br><b>Skirt :</b> White with two side pockets                                 | <b>Shirt :</b> Blue and white stripes<br><b>Pinafore :</b> Navy blue with side pockets and round neck                 |

|                |                                                                                                                     |                                                                                                                                          |
|----------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>VI to X</b> | <b>Salwar :</b> White<br><b>Kameez (top):</b> White with close round neck and side pockets<br><b>Chunni :</b> White | <b>Salwar :</b> Navy blue<br><b>Kameez (top):</b> Blue and white stripes with close round neck and side pockets<br><b>Chunni :</b> White |
|----------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

**Note:** Girls should wear slips and bloomers.

#### **i. Attendance**

1. Parents should see that their wards do not absent themselves from school except when they are sick.
2. The pupils should be in school premises before the first bell. School gates will be closed by 8.30 am for the first trip children and 9.30 am for the second trip children.
3. Once a pupil comes to the school, he/she will not be permitted to leave the school premises till the last period gets over.
4. Permission to go home during school hours for very serious reasons has to be obtained from the Principal with a written request by the parents.
5. If a pupil is to be absent from the school, application for leave must be produced and get sanctioned prior to absence.
6. In case of absence due to sickness, a medical certificate along with the leave letter must be sent to the school.
7. Pupils suffering from infectious disease will not be allowed to attend the school. Irregular attendance and prolonged absence may lead to removal of the student from the school.
8. Attendance on the re-opening day is mandatory.
9. A minimum of 90% attendance is required for promotion to the next class.

#### **j. Guidelines for Parents**

1. Parents are advised to attend Parent-Teacher Meetings and discuss their ward's performance with teachers and Principal if required.
2. Parents and visitors are not allowed to meet the students or teachers during school hours without the permission of the Principal.
3. Any backwardness in studies may be brought to the notice of the Principal.
4. Parents are requested to send their children in neat uniform.

5. Change of residential address should be informed to the class teacher through diary.
6. No re-test or re-exam will be held on any account.
7. If the students don't use the bus facility, parents must make their own arrangements to bring the children to the school and collect after school hours.
8. The school takes the transportation responsibility of students who use the school bus.
9. Parents are advised not to send their children after 1<sup>st</sup> or 2<sup>nd</sup> period. Students will not be allowed to attend the classes in the middle.
10. Parents should not send their children to the school when they are not well i.e. suffering from fever, diarrhoea, vomitings and contagious diseases.
11. Parents are advised not to send for their wards from the classes to attend any social function. Such a practice can have serious impact on their behaviour and studies.
12. Parents are advised not to take their children after writing Unit or FA examinations. Permission will not be given to leave the school after the examinations.
13. Parents are requested to sign progress reports and answer papers and return them within the prescribed time. They are also requested to sign the school diary every day.
14. Parents are advised to refrain from making critical comments on the teacher's observations in the diary.
15. Delay in payment of any fee, debars pupil from taking any examination.