

INFORMATION ABOUT SCHOOL

1. Name of the School with address : HEMA Higher Secondary School
'D' Sector Security Lines, Govindpura
BHEL Bhopal (M.P) Pin – 462023
- (i) E-mail : hemaschool@rediffmail.com
- (ii) Ph. No. : 0755-2457270, 2488205
- (iii) Fax No. : ---
2. Year of establishment of school : 1973
3. Whether NOC from state/UT or recommendation of Embassy of India obtained? : Yes
- (i) NOC No. : F-73-43/20-3/2008
- (ii) NOC issuing date : 28/06/2008
4. Is the school is recognized, if yes by which Authority : Yes, Central Board of Secondary Education, New Delhi
5. Status of Affiliation
- Permanent/provisional/regular : Provisional
- (i) Affiliation No. : 1030417
- (ii) Affiliation with the Board since : 01/04/2009
- (iii) Extension of affiliation upto : 31/03/2022
6. Name of Trust/Society/Company Registered under Section 25 of the Company Act, 1956, period upto which Registration of Trust/Society is valid : HEMA EDUCATION SOCIETY
7. List of member of School Managing Committee :

SCHOOL MANAGEMENT COMMITTEE

Sr.No.	Name	Designation	Profession/Address
1	Shri Binu Jacob	President	President, HEMA Education Society
2	Shri Usha Viswanathan	Secretary	Principal, HEMA Hr. Sec. School
4	Shri P. K. Karunakaran	Treasurer	Treasurer, HEMA Education Society
5	Ms Pamela Abraham	Teacher Representative	Headmistress, HEMA Hr. Sec. School
6	Ms Geetha Suresh	Teacher Representative	PGT-Biology, HEMA Hr. Sec. School
7	Ms. Ruby Kundu	Principal Representative	Principal, Vikram Hr. Sec. School, Patel Nagar
8	Fr. Melvin C.J	Principal Representative	Principal, St.Xavier's Se. Sec. Co.ed School, Bhopal
9	Ms. Sandhya Namboodri	Principal Representative	Principal, Govt. Girls Hr. Sec. School, Govindpura
10	Shri S.P. Thakur	Board Nominee (Recommended)	Principal, K V No. 1 Maida Mill
11	Ms. Preeti Saxena	Board Nominee	Principal, K V No. 2 Shivaji Nagar

		(Recommended)	
12	Mr. Sanjay Mishra	Parent representative	H. No. 20, Nishant Colony, Bhopal
13	Mr. Daleshwar Singh Nagphase	Parent representative	Nirmalmaya Enclave R2B F3 Krishna Nagar
14	Mr. Ramgopal Kashyap	Parent representative	P-97 Rishipuram Phase II BDA Road, Bhopal

8. Name of official address of the Manager/President : SHRI BINU JACOB

/Chairman/Transport Facility : 239, 9 A SAKET NAGAR BHOPAL

(i) E-mail : hemaschool@rediffmail.com

(ii) Ph. No. : 8989544784

(iii) Fax No. : --

9. Area of School Campus

(i) In Acres : 4 acres

(ii) In sq. mtrs. : 16187.43

(iii) Built up area (sq.mtrs) : 3313.14

(iv) Area of Playground in sq. mtrs. : 5852.89

(v) Other facilities

(i) Swimming Pool : No

(ii) Indoor games : Yes

(iii) Dance Rooms : Yes

(iv) Gymnasium : No

(v) Music Rooms : Yes

(vi) Hostels : No

(vii) Health and Medical Checkup : Regular

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|-------|-------------------------------|---------------|
| (i) | Own buses | : 4 |
| (ii) | Buses hired on contract basis | : nil |
| (iii) | Details of transport charges | : Given below |

BUS ROUTE CHARGES 2019-20		
Sl. No.	ROUTE	Amount
1	80 Feet	1045
2	9 B Saket Nagar	880
3	Adharshilla	1100
4	AIIMS	880
5	Alkapuri	880
6	Anand Nagar	1100
7	Apsara	880
8	Ashoka Garden	880
9	Awadhpuri	1100
10	Awadhpuri Bikaner	1100
11	Awadhpuri Regal Homes	1150
12	Awadhpuri Tulsi Nagar	1100
13	Ayodhya By Pass	1210
14	B D A	880
15	Bagsewania	1100
16	Berkhera	880
17	Bijli Nagar	880
18	Bogdapull	825
19	Bonnie Foi School	1150
20	Bypass Mandi	1100
21	Chatrasal Nagar	1045
22	Chetak Bridge	825
23	Coach Factory	1210
24	Durga Mandir Saket	880
25	Dwarka Nagar	1150
26	Gautam Nagar	825
27	Gopal Nagar SOS	1100
28	Govindpura	825
29	Habibganj	825
30	ITI	825
31	J.K Road	825
32	Jinsi	880
33	Krishna Nagar	1210
34	Lal Pared Ground	1150
35	Lily Talkies	1150
36	MGM	1210
37	Minal Gate	1100
38	New Minal	1150
39	Nizamuddin	1045
40	NRI & Amrai	1045
41	Pakshi Vihar	1045
42	Panchvati	880
43	Piplani Kachi Market	880
44	PRABHAT PETROL PUMP	825

45	Pushpa Nagar	1100
46	Rachana Nagar	825
47	Ratnagiri	1100
48	Rishipuram	1045
49	Sagar Public School	880
50	Saket Nagar Bus stop	880
51	Semra	1100
52	Shakti nagar	880
53	Siddharth Lake City	1150
54	Station	1100
55	Subhash nagar	825

12. Particulars of teaching staff (to be updated time to time):

TEACHING STAFF DETAILS 2019-20						
S.NO	NAME	DESIGNATION	DATE OF BIRTH	DATE OF JOINING	TRAINED / UNTRAINED	PROBATION / CONFIRMED
1	USHA VISHWANATHAN	PRINCIPAL	17-03-1961	20-01-1988	TRAINED	CONFIRMED
2	PAMELA ABRAHAM	VICE-PRINCIPAL	15-11-1965	31-07-1989	TRAINED	CONFIRMED
3	PEYALI SINHA	HEAD MISTRESS	17-11-1965	07-08-1986	TRAINED	CONFIRMED
4	GEETHA SURESH	PGT BIOLOGY	25-04-1970	01-09-1994	TRAINED	CONFIRMED
5	SALMAN AZIZ	PGT PHYSICS	01-06-1980	07-04-2011	TRAINED	CONFIRMED
6	PREETI SHARMA	PGT HINDI	27-02-1967	01-11-2017	TRAINED	PROBATION
7	DHARMENDRA BHARDWAJ	PGT (PET)	26-08-1980	12-07-2010	TRAINED	CONFIRMED
8	NIDHI TIWARI	PGT CHEMISTRY	22-03-1984	11-08-2011	TRAINED	CONFIRMED
9	SREELATA PILLAI	PGT ACCOUNTANCY	25-12-1976	18-06-2012	TRAINED	CONFIRMED
10	BRIJESH SONI	PGT-COMPUTER	09-12-1988	09-07-2014	TRAINED	CONFIRMED
11	AMEESHA SAXENA	PGT-PHYSICS	15-04-1988	15-06-2015	TRAINED	CONFIRMED
12	MUKTESH S. PILLAI	PGT- ECONOMICS	21-11-1977	13-06-2016	TRAINED	PROBATION
13	PARIDHI JAIN	PGT-COUNSELOR	09-08-1992	17-10-2016	TRAINED	PROBATION
14	VANDANA JAT	PGT-MATHS	09-07-1980	17-10-2016	TRAINED	CONFIRMED
15	KHUSHALI PATHARKAR	PGT-CHEMISTRY	14-Nov-1980	12-Jun-2019	TRAINED	PROBATION
16	ANJALI ABHISHEK	PGT-BUSINESS	31-Jul-1989	19-Jun-2018	TRAINED	PROBATION
17	HUMERA KHATOON	TGT-HINDI	08-08-1966	17-07-1991	TRAINED	CONFIRMED
18	SHIKHA BANERJEE	TGT-SANSKRIT	20-07-1959	24-07-1996	TRAINED	CONFIRMED
19	BINDU NAIR	TGT SOCIAL SCIENCE	27-04-1976	02-07-2001	TRAINED	CONFIRMED
20	ARCHANA GUPTA	TGT ART & CRAFT	03-12-1974	01-07-2008	TRAINED	CONFIRMED
21	NARINDER SAINI	TGT-SCIENCE	18-04-1982	10-06-2014	TRAINED	CONFIRMED
22	RANVEER SINGH MEENA	TGT-PET	06-04-1985	10-06-2014	TRAINED	CONFIRMED
23	SNEH LATA SHARMA	TGT-SANSKRIT	26-06-1980	15-06-2015	TRAINED	CONFIRMED
24	NIRMALA PARASHAR	TGT PET	01-12-1966	30-06-2008	TRAINED	CONFIRMED
25	VARSHA PANDEY	TGT ENGLISH	22-01-1990	05-08-2013	TRAINED	CONFIRMED
26	NAMITA BISWAS	TGT	03-10-1984	24-07-2008	TRAINED	CONFIRMED
27	NEHA PARITA	TGT-COMPUTER	11-07-1987	12-10-2011	TRAINED	PROBATION

28	ANUJ SAXENA	TGT-ENGLISH	22-Dec-1976	12-Jun-2019	TRAINED	PROBATION
29	AMIT RAJORIYA	TGT-SANSKR	21-Jun-1990	12-Jun-2019	TRAINED	PROBATION
30	KULBHUSHAN CHOPRA	TGT-COMPUTER.	24-Jan-1986	12-Jun-2019	TRAINED	PROBATION
31	MONIKA GUPTA	TGT-SCIENCE	5-May-1986	14-Jun-2019	TRAINED	PROBATION
32	ARUNA KANNOJIYA	TGT-ENGLISH	12-May-1985	12-Jun-2019	TRAINED	PROBATION
33	ARCHANA PUROHIT	PRT	02-07-1973	01-07-2010	TRAINED	CONFIRMED
34	ARCHANA PILLAI	PRT	19-04-1971	01-07-2010	TRAINED	CONFIRMED
35	BRAJESH CHANDEL	LAB ASSISTANT	13-12-1986	20-10-2010	UNTRAINED	CONFIRMED
36	AMIT CHAKRABORTY	PRT-MUSIC (TGT)	30-11-1973	01-08-2009	TRAINED	CONFIRMED
37	ANNIE LEBJU	PRT	01-04-1984	21-03-2011	TRAINED	CONFIRMED
38	REENA SHARMA	PRT	21-12-1980	20-06-2011	TRAINED	CONFIRMED
39	SHARIQ KHAN	PRT KARATE INSTRUCTOR, (PET)	08-04-1978	23-11-2011	TRAINED	CONFIRMED
40	REMA SUNIL	PRT	20-04-1969	08-07-2013	TRAINED	CONFIRMED
41	VEENA GUPTA	PRT HINDI	04-03-1976	19-08-2013	TRAINED	CONFIRMED
42	SWETA MALVIYA	PRT- MATHS	24-01-1977	10-10-2014	TRAINED	CONFIRMED
43	BIJI GOPALAN	LIBRARIAN	23-06-1969	01-07-2002	TRAINED	CONFIRMED
44	KESAR ADVANI	PRT-ENGLISH	20-11-1979	15-06-2015	TRAINED	CONFIRMED
45	SHWETA RAJAN	PRT-DANCE	24-07-1989	10-08-2015	TRAINED	CONFIRMED
46	SADHANA JHA	PRT-HINDI	23-08-1985	18-10-2016	TRAINED	PROBATION
47	JALAJA JAYACHANDRAN	PRT	24-06-1973	22-06-2017	TRAINED	PROBATION
48	MANJUSHA BONDE	PRT	30-06-1973	22-06-2017	TRAINED	PROBATION
49	RHEA SANJEEV	PRT-ENGLISH	1-Apr-1996	12-Jun-2019	TRAINED	PROBATION
50	ATHIRA S PILLAI	PRT	28-Jun-1995	12-Jun-2019	TRAINED	PROBATION
51	MAYA NAIR	PRG-KG	28-Jun-1995	12-Jun-2019	TRAINED	PROBATION
52	ANJALI PAL	PRT-HINDI	14-May-1994	12-Jun-2019	TRAINED	PROBATION
53	SREEJA PILLAI	PRT-ENGLISH	1-Dec-1989	12-Jun-2019	TRAINED	PROBATION

13. Details of salary being paid by the school to teaching staff : Given below /non teaching staff (to be updated time to time)

Staff Category	Pay Scale	Grade Pay Increment	D.A .	HRA	EPF Employer Contribution
PRINCIPAL	12000-480-14880-890-23780	Initial -4%-6%	65 %	10500	12%
V. PRINCIPAL	10000-400-12400750-19900		65 %	5250	12%
PGT	9000-360-11160-670-17860		65 %	2630	12%
TGT+ Accountant + Librarian	8000-320-9920-600-15920		65 %	1580	12%
PRT + Office Assistant	7000-280-8680-520-13880		65 %	1050	12%
DRIVER	5500-220-7700-460-12300		65 %	950	12%
CLASS IV	5000-200-7000-420-11200		65 %	950	12%

Note:- Provision of House Rent Allowance as per seniority Basis

14. Mode of payment of salary

- (i) Name of the Bank through which salary is drawing : Dhanlaxmi Bank Ltd., Bhopal
(ii) Through single cheque transfer advice : Yes
(iii) Individual cheque : No
(iv) Cash : No

15. Library Facilities

- (I) Size of Library in sq. feet : 39 x 1870
(ii) No. of Periodicals : 10
(iii) No. of Dailies : 06
(iv) No. of Reference books class-wise : 4500 (Approx)
(v) No. of Magazine : 10
(vi) Others : Specimen books

16. Name of Grievance/redressal Officer with : Ms. Usha Viswanathan
E-mail, Ph. No., Fax No.

Phone No. 9425371315

17. Members of Sexual Harassment Committee : Given below

- 1 NIDHI TIWARI (CO-ORDINATOR)
- 2 PEYALI SINHA
- 3 GEETHA SURESH
- 4 SREELATA PILLAI
- 5 PARIDHI JAIN

18. Section wise enrolment of school for the current session : Given below

CLASS	STRENGTH
KG I	39
KG II A	26
KG II B	27
I A	44
I B	44
II A	50
II B	51
III A	48
III B	48
IV A	37

IV B	37
IV C	36
V A	46
V B	47
V C	47
VI A	58
VI B	57
VII A	53
VII B	52
VIII A	57
VIII B	58
IX A	60
IX B	54
X A	45
X B	41
XI A	51
XI B	56
XII A	62
XII B	53
TOTAL	1384

19. Academic session period : from April to March
20. Vacation Period : from 1st May to 16th June
21. Admission period : from January to July