

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 Anurag Upadhyay	Secretary	Principal, HEMA Hr. Sec. School
3	Shri G. Thulasidharan	Society Nominee	Secretary, HEMA Education Society
4	Shri P. K. Karunakaran	Treasurer	Treasurer, HEMA Education Society
5	Shri. A. Shashi Kumar	Member Representative	Vice President, HEMA Education Society
6	Ms Pamela Abraham	Teacher Representative	Headmistress, HEMA Hr. Sec. School
7	Ms Geetha Suresh	Teacher Representative	PGT-Biology, HEMA Hr. Sec. School
8	Ms. Ruby Kundu	Principal Representative	Principal, Vikram Hr. Sec. School, Patel Nagar

9	Fr. Melvin C.J	Principal Representative	Principal, St.Xavier's Se. Sec. Co.ed School, Bhopal
10	Ms. Sandhya Namboodri	Principal Representative	Principal, Govt. Girls Hr. Sec. School, Govindpura
11	Shri S.P. Thakur	Board Nominee (Recommended)	Principal, K V No. 1 Maida Mill
12	Ms. Preeti Saxena	Board Nominee (Recommended)	Principal, K V No. 2 Shivaji Nagar
13	Mr. Sanjay Mishra	Parent representative	H. No. 20, Nishant Colony, Bhopal
14	Mr. Daleshwar Singh Nagphase	Parent representative	Nirmalmaya Enclave R2B F3 Krishna Nagar
15	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/Correspondent : 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

10. Details of Fee Structure : Given below

DETAILS OF FEE BOOK FOR THE SESSION 2018-19

 HEMA HIGHER SECONDARY SCHOOL Affiliated to CBSE New Delhi , No 1030417 D- Sector, Security Line, Govindpura, BHEL, Bhopal - 462023. website : www.hemaschool.com												
FEE SCHEDULE FOR ACADEMIC SESSION 2018-19												
S.No	PARTICULAR	KG-I&II	I	II	III	IV-V	VI-VIII	IX	X	XI-XII		
1	Once only on fresh admission											
	Admission Fee	4400	7000	7000	7000	7000	9000	9500	11000	11000		
	Development Fund	2100	4000	4000	4000	4000	4500	6000	7000	7000		
	Caution Money Deposit	1000	1000	1000	1000	1000	1000	1000	1000	1000		
	TOTAL	7500	12000	12000	12000	12000	14500	16500	19000	19000		
2	Monthly(for 12 months)											
	Tuition Fee	650	850	940	1000	1080	1240	1320	1320	1380		
	***Computer Fee		200	250	280	300	300	310	310	350		
	Maintainance Charge	100	100	150	180	200	200	200	200	210		
	***Physical Education									350		
	Smart Class Fee	110	120	150	180	200	200	210	210	220		
3	Per Academic Session											
	**Science Fee							1200	1200	1450		
	*Amalgamated Fee	1300	1380	1920	2320	2540	2620	2720	2820	3080		
*(Total Amalgamated Fee is charged in three instalments in one academic session. It will be collected in the month of July, September & January)												
4	Processing Charges	For Class Ist Rs. 600/-				For Class XI Rs. 1100/-						
**Science Fee will be collected in the Month of July												
**Only for Maths & Biology opting students												
***Only for Computer opting students												
MONTHLY FEE FOR SESSION 2018-19												
MONTHS	KG-I&II	I	II	III	IV -V	VI-VIII	IX	X	XI-XII			
									MATHS/BIO		COMMERCE	
									COMP/PE	HINDI/SANS	COMP/PE	HINDI/SANS & MATHS (OPT)
April	860	1270	1490	1640	1780	1940	3240	3240	3610	3260	2160	1810
July	1293	1730	2130	2413	2626	2813	2946	2980	3186	2836	3186	2836
Aug/May	1720	2540	2980	3280	3560	3880	4080	4080	4320	3620	4320	3620
Sep	1293	1730	2130	2413	2626	2813	2946	2980	3186	2836	3186	2836
Oct/June	1720	2540	2980	3280	3560	3880	4080	4080	4320	3620	4320	3620
Nov/ Feb	1720	2540	2980	3280	3560	3880	4080	4080	4320	3620	4320	3620
Dec/ Mar	1720	2540	2980	3280	3560	3880	4080	4080	4320	3620	4320	3620
January	1294	1730	2130	2414	2628	2814	2948	2980	3188	2838	3188	2838
Total	11620	16620	19800	22000	23900	25900	28400	28500	30450	26250	29000	24800
Discount for one time Payment												
For KG-I & II		Rs 600/-										
Class I to V		Rs 700/-										
Class VI to VIII		Rs 800/-										
Class IX to XII		Rs 1000/-										

11. Transport Facility

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

BUS CHARGES 2018-19

Sl. No.	ROUTE	km	Amount
1	80 Feet	6	950
2	9 B Saket Nagar	5	800
3	Adharshilla	7	1000
4	AIIMS	5	800
5	Alkapuri	5	800
6	Anand Nagar	7	1000
7	Apsara	5	800
8	Ashoka Garden	5	800
9	Awadhपुरi	7	1000
10	Awadhपुरi Bikaner	7	1000
11	Awadhपुरi Regal Homes	8	1050
12	Awadhपुरi Tulsi Nagar	7	1000
13	Ayodhya By Pass	9	1100
14	B D A	5	800
15	Berkhera	5	800
16	Bijli Nagar	4	800
17	Bogdapull	3	750
18	Bonnie Foi School	8	1050
19	Bypass Mandi	7	1000
20	Chatrasal Nagar	6	950
21	Chetak Bridge	1	750
22	Coach Factory	9	1100
23	Durga Mandir Saket	5	800
24	Dwarka Nagar	8	1050
25	Gautam Nagar	2	750
26	Gopal Nagar SOS	7	1000
27	Govindpura	1	750
28	Habibganj	3	750
29	ITI	2	750
30	J.K Road	3	750
31	Jinsi	4	800
32	Krishna Nagar	9	1100
33	Lal Pared Ground	8	1050
34	Lily Talkies	8	1050
35	Minal Gate	7	1000
36	New Minal	8	1050
37	Nizamuddin	6	950
38	Pakshi Vihar	6	950
39	Panchvati	5	800
40	Piplani Kachi Market	4	800
41	Pushpa Nagar	7	1000

42	Rishipuram	6	950
43	Sagar Public School	5	800
44	Saket Nagar Bus stop	5	800
45	Semra	7	1000
46	Shakti nagar	5	800
47	Siddharth Lake City	8	1050
48	Station	7	1000
49	Subhash nagar	2	750

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

TEACHING STAFF DETAILS 2018-19						
S.NO.	NAME	DESIGNATION	DATE OF BIRTH	DATE OF JOINING	TRAINED/ UNTRAINED	PROBATION / CONFIRMED
1	ANURAG UPADHYAY	PRINCIPAL	31/07/1970	01/12/2018	TRAINED	PROBATION
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	USHA VISHWANATHAN	PGT-ENGLISH	17/03/1961	20/01/1988	TRAINED	CONFIRMED
5	GEETHA SURESH	PGT BIOLOGY	25/04/1970	01/09/1994	TRAINED	CONFIRMED
6	SALMAN AZIZ	PGT PHYSICS	01/06/1980	07/04/2011	TRAINED	CONFIRMED
7	PREETI SHARMA	PGT HINDI	27/02/1967	01/11/2017	TRAINED	PROBATION
8	DHARMENDRA BHARDWAJ	PGT (PET)	26/08/1980	12/07/2010	TRAINED	CONFIRMED
9	NIDHI TIWARI	PGT CHEMISTRY	22/03/1984	11/08/2011	TRAINED	CONFIRMED
10	SHREELATA PILLAI	PGT ACCOUNTANCY	25/12/1976	18/06/2012	TRAINED	CONFIRMED
11	BRIJESH SONI	PGT-COMPUTER	09/12/1988	09/07/2014	TRAINED	CONFIRMED
12	AMEESHA SAXENA	PGT-PHYSICS	15/04/1988	15/06/2015	TRAINED	CONFIRMED
13	MUKTESH S. PILLAI	PGT- ECONOMICS	21/11/1977	13/06/2016	TRAINED	PROBATION
14	PARIDHI JAIN	PGT-COUNSELOR	09/08/1992	17/10/2016	TRAINED	PROBATION
15	VANDANA JAT	PGT-MATHS	09/07/1980	17/10/2016	TRAINED	CONFIRMED
16	PRASANNA RAVINDRAN	TGT	17/02/1959	21/08/1987	TRAINED	CONFIRMED
17	LOKESH SANDHIR	TGT	30/09/1958	22/07/1992	TRAINED	CONFIRMED
18	HUMERA KHATOON	TGT-HINDI	08/08/1966	17/07/1991	TRAINED	CONFIRMED
19	SHIKHA BANERJEE	TGT-SANSKRIT	20/07/1959	24/07/1996	TRAINED	CONFIRMED
20	BINDU NAIR	TGT SOCIAL SCIENCE	27/04/1976	02/07/2001	TRAINED	CONFIRMED
21	ARCHANA GUPTA	TGT ART & CRAFT	03/12/1974	01/07/2008	TRAINED	CONFIRMED
22	ARSHA K.M.	TGT MATHS	29/03/1983	01/07/2010	TRAINED	CONFIRMED
23	NARINDER SAINI	TGT-SCIENCE	18/04/1982	10/06/2014	TRAINED	CONFIRMED
24	RANVEER SINGH MEENA	TGT-PET	06/04/1985	10/06/2014	TRAINED	CONFIRMED
25	SNEH LATA SHARMA	TGT-SANSKRIT	26/06/1980	15/06/2015	TRAINED	CONFIRMED

26	ARTI TIWARI	TGT	27/04/1980	11/11/2014	TRAINED	CONFIRMED
27	NIRMALA PARASHAR	PRT PET	01/12/1966	30/06/2008	TRAINED	CONFIRMED
28	NAMITA BISWAS	TGT	03/10/1984	24/07/2008	TRAINED	CONFIRMED
29	ARCHANA PUROHIT	PRT	02/07/1973	01/07/2010	TRAINED	CONFIRMED
30	ARCHANA PILLAI	PRT	19/04/1971	01/07/2010	TRAINED	CONFIRMED
31	BRAJESH CHANDEL	LAB ASSISTANT	13/12/1986	20/10/2010	UNTRAINED	CONFIRMED
32	AMIT CHAKARBORTY	PRT-MUSIC (TGT)	30/11/1973	01/08/2009	TRAINED	CONFIRMED
33	ANNIE LEBJU	PRT	01/04/1984	21/03/2011	TRAINED	CONFIRMED
34	REENA SHARMA	PRT	21/12/1980	20/06/2011	TRAINED	CONFIRMED
35	NEHA PARITA	PRT-COMPUTER	11/07/1987	12/10/2011	TRAINED	CONFIRMED
36	SHARIQ KHAN	PRT KARATE INSTRUCTOR, (PET)	08/04/1978	23/11/2011	TRAINED	CONFIRMED
37	REMA SUNIL	PRT	20/04/1969	08/07/2013	TRAINED	CONFIRMED
38	VARSHA PANDEY	PRT ENGLISH	22/01/1990	05/08/2013	TRAINED	CONFIRMED
39	VEENA GUPTA	PRT HINDI	04/03/1976	19/08/2013	TRAINED	CONFIRMED
40	SWETA MALVIYA	PRT- MATHS	24/01/1977	10/10/2014	TRAINED	CONFIRMED
41	BIJI GOPALAN	LIBRARIAN	23/06/1969	01/07/2002	TRAINED	CONFIRMED
42	KESAR ADVANI	PRT-ENGLISH	20/11/1979	15/06/2015	TRAINED	CONFIRMED
43	SHWETA RAJAN	PRT-DANCE	24/07/1989	10/08/2015	TRAINED	CONFIRMED
44	SADHANA JHA	PRT-HINDI	23/08/1985	18/10/2016	TRAINED	PROBATION
45	JALAJA JAYACHANDRAN	PRT	24/06/1973	22/06/2017	TRAINED	PROBATION
46	MANJUSHA BONDE	PRT	30/06/1973	22/06/2017	TRAINED	PROBATION
47	SOMA DAS	PRT-ENGLISH	27/06/1993	01/11/2017	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 : Mr. ANURAG UPADHYAY

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

5 SREELATA PILLAI

7 ARSHA K.M

8 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