

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 : Yes
of Embassy of India obtained?
- (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 : HEMA EDUCATION SOCIETY
Section 25 of the Company Act, 1956, period upto
which Registration of Trust/Society is valid
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 G. Thulasidharan	Society Nominee	Secretary, HEMA Education Society
3	Shri P. K. Karunakaran	Treasurer	Treasurer, HEMA Education Society
4	Shri. A. Shashi Kumar	Member Representative	Vice President, HEMA Education Society
5	Smt. Usha Nair	Principal / Secretary	Principal, HEMA Hr. Sec. School
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	Ms. Sanjay Mishra	Parent representative	H. No. 20, Nishant Colony, Bhopal
14	Ms. Nitu Tivatiya	Parent representative	58, B Sector Sunder Nagar, Ashoka Garden, 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		
	*Amalgated Fee	1300	1380	1920	2320	2540	2620	2720	2820	3080		
*(Total Amalgated 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

-) Own buses : 4
 i) 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	Govindपुरa	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	USHA NAIR	PRINCIPAL	9/6/1972	8/18/2017	TRAINED	PROBATION
2	PAMELA ABRAHAM	HEAD MISTRESS	11/15/1965	7/31/1989	TRAINED	CONFIRMED
3	USHA VISHWANATHAN	PGT-ENGLISH	3/17/1961	1/20/1988	TRAINED	CONFIRMED
4	GEETHA SURESH	PGT BIOLOGY	4/25/1970	9/1/1994	TRAINED	CONFIRMED
5	SALMAN AZIZ	PGT PHYSICS	6/1/1980	4/7/2011	TRAINED	CONFIRMED
6	PREETI SHARMA	PGT HINDI	2/27/1967	11/1/2017	TRAINED	PROBATION
7	DHARMENDRA BHARDWAJ	PGT (PET)	8/26/1980	7/12/2010	TRAINED	CONFIRMED
8	NIDHI TIWARI	PGT CHEMISTRY	3/22/1984	8/11/2011	TRAINED	CONFIRMED
9	SREELATA PILLAI	PGT ACCOUNTANCY	12/25/1976	6/18/2012	TRAINED	CONFIRMED
10	BRIJESH SONI	PGT-COMPUTER	12/9/1988	7/9/2014	TRAINED	CONFIRMED
11	AMEESHA SAXENA	PGT-PHYSICS	4/15/1988	6/15/2015	TRAINED	PROBATION
12	MUKTESH S. PILLAI	PGT- ECONOMICS	11/21/1977	6/13/2016	TRAINED	PROBATION
13	PARIDHI JAIN	PGT-COUNSELOR	8/9/1992	10/17/2016	TRAINED	PROBATION
14	VANDANA JAT	PGT-MATHS	7/9/1980	10/17/2016	TRAINED	PROBATION
15	PEYALI SINHA	TGT-MATHS	11/17/1965	8/7/1986	TRAINED	CONFIRMED
16	PRASANNA RAVINDRAN	TGT	2/17/1959	8/21/1987	TRAINED	CONFIRMED
17	LOKESH SANDHIR	TGT	9/30/1958	7/22/1992	TRAINED	CONFIRMED
18	HUMERA KHATOON	TGT-HINDI	8/8/1966	7/17/1991	TRAINED	CONFIRMED
19	SHIKHA BANERJEE	TGT-SANSKRIT	7/20/1959	7/24/1996	TRAINED	CONFIRMED
20	BINDU NAIR	TGT SOCIAL SCIENCE	4/27/1976	7/2/2001	TRAINED	CONFIRMED
21	ARCHANA GUPTA	TGT ART & CRAFT	12/3/1974	7/1/2008	TRAINED	CONFIRMED

23	ARSHA K.M.	TGT MATHS	3/29/1983	7/1/2010	TRAINED	CONFIRMED
24	NARINDER SAINI	TGT-SCIENCE	4/18/1982	6/10/2014	TRAINED	CONFIRMED
25	RANVEER SINGH MEENA	TGT-PET	4/6/1985	6/10/2014	TRAINED	PROBATION
26	SNEH LATA SHARMA	TGT-SANSKRIT	6/26/1980	6/15/2015	TRAINED	PROBATION
27	NIRMALA PARASHAR	PRT PET	12/1/1966	6/30/2008	TRAINED	CONFIRMED
28	NAMITA BISWAS	PRT	10/3/1984	7/24/2008	TRAINED	CONFIRMED
29	ARCHANA PUROHIT	PRT	7/2/1973	7/1/2010	TRAINED	CONFIRMED
30	ARCHANA PILLAI	PRT	4/19/1971	7/1/2010	TRAINED	CONFIRMED
31	BRAJESH CHANDEL	LAB ASSISTANT	12/13/1986	10/20/2010	UNTRAINED	CONFIRMED
32	AMIT CHAKARBORTY	PRT-MUSIC (TGT)	11/30/1973	8/1/2009	TRAINED	CONFIRMED
33	ANNIE LEBJU	PRT	4/1/1984	3/21/2011	TRAINED	CONFIRMED
34	REENA SHARMA	PRT	12/21/1980	6/20/2011	TRAINED	CONFIRMED
35	NEHA PARITA	PRT-COMPUTER	7/11/1987	10/12/2011	TRAINED	CONFIRMED
36	SHARIQ KHAN	PRT KARATE INSTRUCTOR, (PET)	4/8/1978	11/23/2011	TRAINED	CONFIRMED
37	REMA SUNIL	PRT	4/20/1969	7/8/2013	TRAINED	CONFIRMED
38	VARSHA PANDEY	PRT ENGLISH	1/22/1990	8/5/2013	TRAINED	CONFIRMED
39	VEENA GUPTA	PRT HINDI	3/4/1976	8/19/2013	TRAINED	CONFIRMED
40	SWETA MALVIYA	PRT- MATHS	1/24/1977	10/10/2014	TRAINED	CONFIRMED
41	ARTI TIWARI	PRT	4/27/1980	11/11/2014	TRAINED	CONFIRMED
42	BIJI GOPALAN	LIBRARIAN	6/23/1969	7/1/2002	TRAINED	CONFIRMED
43	JASPREET KAUR	PRT-EVS	3/29/1992	11/22/2017	TRAINED	PROBATION
44	KESAR ADVANI	PRT-ENGLISH	11/20/1979	6/15/2015	TRAINED	PROBATION
45	SHWETA RAJAN	PRT-DANCE	7/24/1989	8/10/2015	TRAINED	PROBATION
46	SADHANA JHA	PRT-HINDI	8/23/1985	10/18/2016	TRAINED	PROBATION
47	JALAJA JAYACHANDRAN	PRT	6/24/1973	6/22/2017	TRAINED	PROBATION
48	KIRAN PRAJAPATI	TGT-ENGLISH	7/20/1984	6/22/2017	TRAINED	PROBATION
49	MANJUSHA BONDE	PRT	6/30/1973	6/22/2017	TRAINED	PROBATION
50	SOMA DAS	PRT-ENGLISH	6/27/1993	11/1/2017	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

E-mail, Ph. No., Fax No.

: Mrs. Usha Nair
A-20, Usha Nair
Kamla Nagar, Kotra, Bhopal
E-mail- unair92@gmail.com
Phone No. 9425371315, 9827302250

17. Members of Sexual Harassment Committee

: Given below

- 1 NIDHI TIWARI (CO-ORDINATOR)
- 2 PEYALI SINHA
- 3 GEETHA SURESH
- 5 SHREELATA PILLAI
- 7 ARSHA K.M
- 8 PARIDHI JAIN

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

CLASS	STRENGTH
KG I A	36
KG II A	26
KG II B	26
I A	49
I B	48
II A	44
II B	44
III A	37
III B	37
III C	34
IV A	43
IV B	41
IV C	42
V A	37
V B	35
V C	38
VI A	55
VI B	51
VII A	58
VII B	58
VIII A	53
VIII B	54
IX A	53
IX B	53
X A	58
X B	53
XI A	37

XI B	37
XI C	58
XII A	56
TOTAL	1405

19. Academic session period

: from April to March

20. Vacation Period

: from 1st May to 16th June

21. Admission period

: from January to July