

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 : hemahss1973@gmail.com
- (ii) Ph. No. : 0755-2457270
- (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 : 31/03/2027
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 Philip Panicker	President	President, HEMA Education Society
2	Ms Poonam Sharma	Principal	Principal, HEMA Hr. Sec. School
4	Shri Ajit Kumar	Treasurer	Treasurer, HEMA Education Society
5	Ms Pamela Abraham	Teacher Representative	Vice-Principal, HEMA Hr. Sec. School

6	Ms Geetha Suresh	Teacher Representative	School Co-ordinator, HEMA Hr. Sec. School
7	Ms. Ruby Kundu	Principal Representative	Principal, Jawaharlal Nehru School Govindpura
8	Mr. Sanjay Mishra	Parent representative	H. No. 20, Nishant Colony, Bhopal
9	Mr. Avinash Tiwari	Parent representative	H. No. 01, Near Vindhya Herbal F Sector Berkhera Pathani Bhopal
10	Mr. Rajesh Swarup Baghel	Parent representative	H. No. 102, A Sector Indrapuri BHEL Bhopal

8. Name of official address of the Manager/President : SHRI PHILIP PANICKER
/Chairman/Correspondent H-18, Brindavan Nagar Raisen, BY Pass Road, Bhopal
- (i) E-mail : hemahss1973@gmail.com
- (ii) Ph. No. : 9827454960
- (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. The number of students classwise

Class	Number of sections	Total number of Girls	Total number of Boys	Total Number of Students
KINDERGARTEN				
Nursery	1	6	10	16
KGI	2	34	27	61
KG II	2	31	31	62
PRIMARY				
1	4	69	71	140
2	2	41	41	82
3	3	53	52	105
4	2	50	38	88
5	3	51	70	121
SECONDARY				
6	2	55	48	103
7	2	48	53	101
8	2	57	49	106
SENIOR SECONDARY				
9	3	68	44	112
10	3	58	52	110
11	4	37	38	75
12	3	48	44	92
TOTAL :				1374

11. Details of Fee Structure : Given below

DETAILS OF FEE BOOK FOR THE SESSION 2023-24

 HEMA HIGHER SECONDARY SCHOOL Affiliated to CBSE New Delhi , No 1030417 D- Sector, Security Line, Govindpura, BHEL, Bhopal - 462023. website : www.hemaschool.edu.in FEE SCHEDULE FOR ACADEMIC SESSION 2023-24												
S.No	PARTICULAR	Nursery, KGI & KGII	I	II	III	IV-V	VI-VIII	IX-X	XI-XII PCM/PCB(OPTIONAL)	XI-XII PCM/PCB(HINDI/PSY)	XI-XII COMM & humanities(OPTIONAL)	XI-XII COMM & humanities (HINDI/PSY/MATHS)
1	Admission Fee	15000	20000	20000	20000	20000	27000	35000	35000	35000	35000	35000
2	Development Fund	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
3	Caution Money Deposit	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
	TOTAL	20000	25000	25000	25000	25000	32000	40000	40000	40000	40000	40000
4	Tuition Fee	1375	2000	2125	2250	2500	2750	2750	2750	2750	2750	2750
5	Annual Charges	625	875	1250	1375	1563	1563	2125	2250	1625	2125	1500
Per Academic Session												
6	Readmission charges		For Class Ist Rs1000/-				For Class XI Rs 3000/-					
FEE TO BE PAID IN INSTALLMENT BETWEEN 05TH TO 20TH OF EVERY MONTH												
MONTHLY FEE FOR SESSION 2023-24												
INSTALLMENT	MONTH	NURSERY, KG-I & KG-II	I	II	III	IV-V	VI-VIII	IX-X	XI-XII PCM/PCB(OPTIONAL)	XI-XII PCM/PCB(HINDI/PSY)	XI-XII COMM & Humanities (Optional)	XI-XII COMM & Humanities (HINDI/PSY/MATHS)
I	APRIL	2000	2875	3375	3625	4063	4313	4875	5000	4375	4875	4250
II	JULY	2000	2875	3375	3625	4063	4313	4875	5000	4375	4875	4250
III	AUGUST	2000	2875	3375	3625	4063	4313	4875	5000	4375	4875	4250
IV	SEPTEMBER	2000	2875	3375	3625	4063	4313	4875	5000	4375	4875	4250
V	OCTOBER	2000	2875	3375	3625	4063	4312	4875	5000	4375	4875	4250
VI	NOVEMBER	2000	2875	3375	3625	4063	4312	4875	5000	4375	4875	4250
VII	DECEMBER	2000	2875	3375	3625	4061	4312	4875	5000	4375	4875	4250
VIII	JANUARY	2000	2875	3375	3625	4061	4312	4875	5000	4375	4875	4250
	TOTAL FEES	16000	23000	27000	29000	32500	34500	39000	40000	35000	39000	34000
	OTP	15200	21850	25650	27550	30875	32775	37050	38000	33250	37050	32300
Discount for one time Payment												
5% discount on Total fee will be given on one time payment of annual fees except admission fees.												
Note:												
1. Registration fee for the session 2023-24 is Rs. 1500/-												
2. 50% concession in Admission fees & Tuition fee for 2nd child.												

12. Transport Facility

- (i) Own buses : 6
(ii) Buses hired on contract basis : nil
(iii) Details of transport charges : Given below

BUS ROUTE CHARGES 2023-24		
Sl. No.	ROUTE	Amount
1	Misrod Guradi	1800
2	Misrod Thana	1600
3	Aashima Mall	1400
4	Bagmughaliya	1400
5	Narayan Nagar	1200
6	Amrai	1300
7	AIIMS	1200
8	KV	1100
9	Saket Nagar Pahadi Mandir	1100
10	Saket Nagar Durga Mandir	1100
11	Panchvati	1100
12	Alkapuri	1100
13	Habibganj	1000
14	Kalibadi (HBG)	1000
15	Bhadbhada	1800
16	Coach Factory	1500
17	Dwarka Nagar	1500
18	Railway Station	1400
19	Pushpa Nagar	1400
20	Jahangirabad Jail Pahadi	1300
21	Jinsi	1300
22	Bogdapul	1300
23	Chandbad Semra	1300
24	Ashoka Thana	1300
25	JP Hospital	1300
26	Berkhedi	1300
27	80 Feet	1200
28	Capital Petrol pump	1200
29	Ashoka Garden	1200
30	Prabhat Petrol Pump	1100
31	Apsara	1100
32	Congresss Committee Hall	1100
33	Subhash Nagar	1000
34	Transport Nagar	1800
35	Bhanpur	1800
36	LNCT	1800
37	Patel Nagar	1500
38	Vrindavan	1400
39	Tantan Dhabha	1400
40	Sagar landmark	1400

41	Eco green	1400
42	kakda Abhinav	1400
43	Minal Gate No. 2	1400
44	Narela jod	1300
45	Ayodhya Bypass	1300
46	Minal gate no. 1	1300
47	Semra	1300
48	Kalpana Nagar	1300
49	Kolua	1300
50	Balaji Hospital	1300
51	Subhash Colony	1300
52	Anand Nagar	1300
53	Chhatrasal	1200
54	J.K. Road	1200
55	CPRI	1000
56	Turba College	2000
57	Khajuri Kalan	1500
58	Krishna Mandir	1300
59	BDA purvanchal Phase- 1	1300
60	Adarshila	1300
61	Deep Mohini	1300
62	Shivlok Phase 1	1300
63	Nirmal Nagar	1300
64	Gopal Nagar SOS	1200
65	Shyamapalli	1200
66	Bikaner	1200
67	Regal Town	1200
68	Awadhpuri Phase 2	1200
69	Soumya Park land	1200
70	BDA MGM School	1200
71	Yugantar	1200
72	Surabhi Avenue	1200
73	Tulsi Vihar	1200
74	Crystal Ideal City	1200
75	Ram parisar	1200
76	VidyaSagar	1200
77	Rishipuram	1100
78	Tagore Nagar/Berkheda	1100
79	Dwarka Nagar	1500
80	Coach Factory	1500
81	Pushpa Nagar	1400
82	Railway Station	1400
83	Ashoka Garden Thana	1300
84	Ashoka Garden	1200
85	80 Feet	1200
86	Apsara	1100
87	Prabhat Petrol Pump	1100

88	Bijli Colony	1100
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13. Particulars of teaching staff (to be updated time to time):

TEACHING STAFF DETAILS 2023-24						
S. NO.	NAME	DESIGNATION	DATE OF BIRTH	DATE OF JOINING	TRAINED / UNTRAINED	PROBATION / CONFIRMED
1	POONAM SHARMA	PRINCIPAL	1-Jul-1968	15-Mar-2021	TRAINED	CONFIRMED
2	PAMELA ABRAHAM	VICE-PRINCIPAL	15-Nov-1965	31-Jul-1989	TRAINED	CONFIRMED
3	PEYALI SINHA	HEADMISTRESS	17-Nov-1965	8-Aug-1986	TRAINED	CONFIRMED
4	GEETHA SURESH	PGT -BIOLOGY	25-Apr-1970	1-Sep-1994	TRAINED	CONFIRMED
5	SALMAN AZIZ	PGT -PHYSICS	1-Jun-1980	7-Apr-2011	TRAINED	CONFIRMED
6	SREELATA PILLAI	PGT-ACCOUNTS	25-Dec-1976	18-Jun-2012	TRAINED	CONFIRMED
7	BRIJESH SONI	PGT-COMPUTER	9-Dec-1988	9-Jul-2014	TRAINED	CONFIRMED
8	MUKTESH PILLAI	PGT-ECONOMICS	21-Nov-1977	13-Jun-2016	TRAINED	CONFIRMED
9	PREETI SHARMA	PGT -HINDI	27-Feb-1967	1-Nov-2017	TRAINED	CONFIRMED
10	ANJALI ABHISHEK	PGT-BUSINESS STD.	31-Jul-1989	19-Jun-2018	TRAINED	CONFIRMED
11	KHUSHALI PATHARKAR	PGT-CHEMISTRY	14-Nov-80	12-Jun-2019	TRAINED	CONFIRMED
12	SNEHAL MANDE	PGT-BUSINESS STD.	14-Jul-85	13-Aug-2019	TRAINED	CONFIRMED
13	RAJESH TIWARI	PGT-MATHS	6-Mar-92	13-Jan-2020	TRAINED	PROBATION
14	SONAL MAN NATHAN	PGT-ENGLISH	21-Mar-77	1-Apr-2022	TRAINED	PROBATION
15	SAMARTH PRATAP SINGH BHADORIA	PGT-PE	13-Sep-1987	25-Jul-2022	TRAINED	PROBATION
16	MUSKAN ADWANI	PGT-COUNSELLOR	18-Feb-1999	1-Jul-2022	TRAINED	PROBATION
17	SHWETA AGARWAL	PGT-ENGLISH	23-May-1984	26-Jun-2023	TRAINED	PROBATION
18	BINDU NAIR	TGT-ENGLISH	27-Apr-1976	2-Jul-2001	TRAINED	CONFIRMED
19	BIJI GOPALAN	LIBRARIAN	23-Jun-1969	1-Jul-2002	TRAINED	CONFIRMED
20	NIRMALA PARASHAR	TGT-PTI	1-Dec-1966	30-Jun-2008	TRAINED	CONFIRMED
21	ARCHANA GUPTA	PGT-FINE ARTS	3-Dec-1974	1-Jul-2008	TRAINED	CONFIRMED
22	NAMITA BISWAS	TGT-MATHS	3-Oct-1984	24-Jul-2008	TRAINED	CONFIRMED
23	NEHA PARITA	TGT-COMPUTER	11-Jul-1987	12-Oct-2011	TRAINED	CONFIRMED
24	VARSHA PANDEY	TGT-ENGLISH	22-Jan-1990	5-Aug-2013	TRAINED	CONFIRMED
25	NARINDER SAINI	TGT-CHEMISTRY	18-Apr-1982	10-Jun-2014	TRAINED	CONFIRMED
26	RANVEER SINGH MEENA	TGT-PTI	6-Apr-1985	10-Jun-2014	TRAINED	CONFIRMED
27	SNEH LATA SHARMA	TGT-SANSKRIT	26-Jun-1980	15-Jun-2015	TRAINED	CONFIRMED
28	SWETA MALVIYA	TGT-MATHS	24-Jan-1977	10-Jun-2014	TRAINED	CONFIRMED
29	AMIT RAJORIYA	TGT-SANSKRIT	21-Jun-90	12-Jun-2019	TRAINED	CONFIRMED
30	DHWAJA CHOUDHARY	TGT-SOCIAL SCIENCE	14-Aug-93	8-Nov-2021	TRAINED	PROBATION
31	SHAHANA CHAKRABORTY	TGT-SCIENCE	13-Jul-78	1-Apr-2022	TRAINED	PROBATION

32	LINA NAGLE	TGT-DANCE	22-Oct-83	1-Apr-2022	TRAINED	PROBATION
33	JESTINA JOHNSON	TGT-SCIENCE	6-Sep-00	1-Aug-2022	TRAINED	PROBATION
34	ARCHANA PUROHIT	TGT	2-Jul-1973	1-Jul-2010	TRAINED	CONFIRMED
35	REENA SHARMA	TGT	21-Dec-1980	20-Jun-2011	TRAINED	CONFIRMED
36	JAISHIKA JAISWAL	TGT-ENGLISH	1-Mar-2001	3-Jul-2023	TRAINED	PROBATION
37	RAHUL SHARMA	TGT-MATHS	18-Jul-1990	1-Jul-2023	TRAINED	PROBATION
38	AMIT CHAKARBORTY	PRT-MUSIC	1-Nov-1973	1-Jul-2009	TRAINED	CONFIRMED
39	ARCHANA PILLAI	PRT-MATHS	19-Apr-1971	1-Jul-2010	TRAINED	CONFIRMED
40	SHARIQ KHAN	PRT-KARATE	8-Apr-1978	23-Nov-2011	TRAINED	CONFIRMED
41	REMA SUNIL	PRT	20-Apr-1969	8-Jul-2013	TRAINED	CONFIRMED
42	KESAR ADVANI	PRT-ENGLISH	20-Nov-1979	15-Jun-2015	TRAINED	CONFIRMED
43	SADHANA JHA	PRT-HINDI	23-Aug-1985	18-Oct-2016	TRAINED	CONFIRMED
44	MANJUSHA BONDE	PRT	30-Jun-73	22-Jun-2017	TRAINED	CONFIRMED
45	JALAJA JAYACHANDRAN	PRT	24-Jun-73	23-Jun-2017	TRAINED	CONFIRMED
46	MAYA NAIR	PRT-KG TEACHER	10-Jul-76	15-Jun-2019	TRAINED	CONFIRMED
47	DEEPSHIKHA DUBEY	PRT	12-Mar-94	9-Aug-2021	TRAINED	PROBATION
48	KARAMJEET KAUR	PRT-EVS	9-Nov-75	1-Apr-2022	TRAINED	PROBATION
49	SUNAINA VERMA	PRT-MATHS	18-May-82	1-Apr-2022	TRAINED	PROBATION
50	KAVITA PANDEY	PRE-PRIMARY	18-May-82	11-Apr-2022	TRAINED	PROBATION
51	SANCHI TIWARI	NURSERY-TEACHER	22-Nov-87	5-Jul-2022	TRAINED	PROBATION
52	K. UMA	PRT	2-Jul-91	1-Aug-2022	TRAINED	PROBATION
53	BANI PRASAD JAIN	LAB ASST.	12-Sep-81	5-Jul-2022	TRAINED	PROBATION
54	ADITI TIWARI	PRT-MATHS	19-Apr-85	17-Aug-2022	TRAINED	PROBATION
55	AARTI SHARMA	EXTRA MARKS CO-OR	17-Aug-83	1-Jul-2022	TRAINED	PROBATION
56	REENA MATHUR	PRT	1-Oct-76	1-Jul-2022	TRAINED	PROBATION
57	NAVNEET CHETWANI	PRT-MUSIC	29-Jun-93	5-Apr-2023	TRAINED	PROBATION
58	POOJA SHARMA	PRT	6-Oct-78	10-Apr-2023	TRAINED	PROBATION
59	KOMAL RAGHUVANSHI	PRT	13-May-98	21-Jun-2023	TRAINED	PROBATION
60	SRASHTI RATHOR	PRT-HINDI	17-Jun-87	20-Jun-2023	TRAINED	PROBATION

14. Details of teachers training

S.No.	Training	Date
1	Art Teachers Meet	24/03/2023
2	AI & Robotics	26/03/2023
3	Animation, VFX	24/04/2023
4	Cyber Safety & Security	21/05/2023

5	Artificial Intelligence in Education	15/06/2023
6	Gender Sensitivity in Schools PRP	03/06/2023
7	Safe Online Communication	03/07/2023

15. Mode of payment of salary

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

16. 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 : 7000 (Approx)
(v) No. of Magazine : 10
(vi) Others : Specimen books

17. Name of Grievance/redressal Officer with : Ms. POONAM SHARMA
E-mail, Ph. No., Fax No. Phone No. 9826527051

18. Members of Sexual Harassment Committee : Given below

- 1 GEETHA SURESH (CO-ORDINATOR)
- 2 PEYALI SINHA
- 3 SREELATA PILLAI
- 4 MUSKAN ADWANI

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