

## CBSE REQUIREMENTS 2017-18

### 1. Name of the School with Address

Holy Family Convent Senior Secondary School

Shantinagar, P.O. Kurana, Bhopal

Pin - 462036, M.P.

Email: [holyfly1@gmail.com](mailto:holyfly1@gmail.com)

Ph : 0755-2528826, 0755-2528144

Website: [www.holyfamilybpl.com](http://www.holyfamilybpl.com),

[www.hfcsbhopal.in](http://www.hfcsbhopal.in)

### 2. Year of Establishment of School : 2<sup>nd</sup> July 1990

### 3. Whether NOC from state : yes

a. NOC No. - 73-80/96/20 - 5

b. NOC issuing date - 29-08-1996

### 4. Is the School recognized, if yes by which authority : yes – CBSE

### 5. Status Affiliation

Permanent/Regular/Provisional - **Provisional**

a. Affiliation No. - **1030103**

b. Affiliation with Board since - **1<sup>st</sup> April 1990**

c. Extension of Affiliation up to - **31.03.2020**

### 6. Name of Trust/Society/Company registered – **Holy Family Society, Bhopal** under Section 25 of the Company Act 1956 -**Registration Act 44 of 1973**

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.	Name	Father's Name	Office	Occupation	Address
1	Sr. Ruby K.K	Mr. Kochu Varied	President	Provincial Superior	Holy Family Society Pavanalaya Shantinagar Khurana. P.O., Bhopal
2	Sr. Beena C.J.	Mr. C.C. Jacob	Vice President	Teacher	.....do.....
3	Sr. Deepa	Mr. K. K Vareed	Secretary	Teacher	.....do.....
4	Sr. Melsi C.O.	Mr. C.L. Ouseph	Treasurer	Teacher	.....do.....
5	Sr. Rosiline Jose	Mr. Joseph Thomas	Member	Teacher	.....do.....

**8. Name and official address of the Manager/President/Chairman:**

President : Dr. Sr. Ruby Therese

Email : [chfshantidhara@gmail.com](mailto:chfshantidhara@gmail.com)

Address: CHF Shantidhara Provincial House

Burari P.O. Burari Road, Delhi

Ph no. : 011 27616309

Fax : 011 27617287

**9. Area of School Campus:**

- a. In acres : 5.5 acres
- b. In sq.mts : 22257 sq mts
- c. Builtup area(sq mts) – 11396 sq mts
- d. Area of Playground in sq mts – 10861 sq mts

**Other Facilities**

Indoor Games

Dance Room

Music Room

Health & Medical Checkup

Language Lab

Maths Lab

Separate Science Labs

Computer Lab

Multimedia Classrooms

Spacious Grounds for Outdoor Games

Purified Drinking Water

Special Periods & Faculty for Co-curricular Activities

Art & Craft

Sports

Karate

Music & Dance

Moral Values

Counselling

Meditation Room

Sick Room under the supervision of **Staff Nurse**

Educational Tours

Seminars

Garden

Basketball Court

Volleyball Court  
 Football Court  
 Badminton Court  
 Kho-Kho Court  
 Personality Development Programmes

**10. Details of Fee Structure**

<b>S. No.</b>	<b>CLASS</b>	<b>FEES</b>
1	<b>NURSERY</b>	<b>22180</b>
2	<b>KGI &amp; KGII</b>	<b>20180</b>
3	<b>I</b>	<b>24370</b>
4	<b>II &amp; III</b>	<b>22870</b>
5	<b>IV &amp; V</b>	<b>25040</b>
6	<b>VI, VII &amp; VIII</b>	<b>27470</b>
7	<b>IX &amp; X</b>	<b>33880</b>
8	<b>XI &amp; XII</b>	
	<b>Humanities Comm. + Hindi</b>	<b>41760</b>
	<b>PCM + Hindi, Comm. + Comp/Maths/P.E.</b>	<b>43600</b>
	<b>PCB + Hindi/ Maths, PCM + Comp/PE</b>	<b>44530</b>
	<b>PCB + Comp/P.E</b>	<b>45450</b>

**11. Transport Facility**

- a. Own Buses : **06**
- b. Buses hired on Contract basis : **No**
- c. Details of Transport Charges : Rs.**5 Per Km.**

**12. List of Particulars of Teaching Staff:**

## TEACHERS 2017 - 2018

<b>POST GRADUATE TEACHERS(PGT)</b>						
Sl. No	Teacher Name	Designation	DOB	Date of Joining	Trained	Date of Confirmation (P)
1	SR. ROSILINE JOSE	Principal	01.06.1958	1-Jul-03	Yes	Permanent
2	BENSY V.K. (SR. CATHERINE)	V. Principal	26.05.1969	1-Jul-12	Yes	Permanent
3	BEENA C.J. (SR. BEENA JACOB)	PGT	14.05.1969	13-Jun-16	Yes	Permanent
4	LILLY C. I	PGT	19.12.1967	1-Jul-12	Yes	Permanent
5	MR. SAJU JOY	PGT	03.01.1971	1-Jul-98	Yes	Permanent
6	MR.SANTOSH RAI	PGT	29.06.1976	1-Jul-02	Yes	Permanent
7	MRS. SHEEBA J VARGHESE	PGT	04.09.1976	1-Feb-06	Yes	Permanent
8	MISS. SHEEBA ASGHAR	PGT	06.08.1975	2-Jul-06	Yes	Permanent
9	MRS. SUNITA PANICKER	PGT	25.02.1977	2-Jul-07	Yes	Permanent
10	MRS. DEEPTI PATHAK	PGT	15.12.1977	2-Mar-09	Yes	Permanent
11	MRS. URMILA PANTHI	PGT	08.07.1980	1-Jul-09	Yes	Permanent
12	MR. DILIP PRATAP EKKA	PGT	13.11.1979	1-Jul-09	Yes	Permanent
13	MR. HARSH SHARMA	PGT	18.10.1985	1-Jul-12	Yes	Permanent
14	MRS. MEENAKSHI SEHGAL	PGT	13.07.1967	1-Jul-92	Yes	Permanent
15	ROSY K V (SR. DEEPA)	PGT	18.05.1959	13-Jun-16	Yes	Permanent
16	MS. SAUMYA SINGH	PGT	01.10.1993	11-Jun-15	Yes	Temporary
17	MS. ELIZABETH BABY	PGT	25.11.1991	12-Jun-17	Yes	Temporary
18	MR. ASHISH GURJAR	PGT	02.10.1982	15-June-15	Yes	Temporary
19	MERCY (SR. VINAYA)	PGT	24.03.1970	11-Jun-15	Yes	Permanent
20	JILCY C.A. (SR. ANGELINE)	PGT	12.10.1982	23-Jun-17	Yes	Temporary

<b>TRAINED GRADUATE TEACHERS(TGT)</b>						
Sl. No	Teacher Name	Designation	DOB	Date of Joining	Trained	Date of Confirmation(P)
21	MRS. BHANU MOHNANI	TGT	30.06.1960	4-Jul-94	Yes	Permanent
22	MISS. AZMIA HAQUE	TGT	04.06.1967	1-Jul-98	Yes	Permanent
23	MRS. POONAM NAIR	TGT	12.09.1973	3-Jul-01	Yes	Permanent
24	MRS. SARITA ASNANI	TGT	06.05.1970	4-Oct-04	Yes	Permanent
25	MRS. SALEHA KHANAM	TGT	07.11.1974	1-Nov-07	Yes	Permanent

26	MRS. HINA NAZ	TGT	15.05.1979	1-Jul-09	Yes	Permanent
27	MRS. RITA MATHUR	TGT	08.08.1969	1-Jul-06	Yes	Permanent
28	MISS. REENA PARWANI	TGT	18.03.1987	1-Jul-10	Yes	Permanent
29	MRS. MRINALINI JAIN	TGT	24.07.1973	16-Aug-10	Yes	Permanent
30	MRS. OMANA PILLAI	TGT	30.05.1968	7-Jan-04	Yes	Permanent
31	MR. ANIL KUMAR PANICKER	TGT	05.02.1969	3-Apr-00	Yes	Permanent
32	MRS. SONIA KUKREJA	TGT	02.11.1976	1-Jul-11	Yes	Permanent
33	MRS. FARAH KHAN	TGT	26.11.1976	1-Jul-11	Yes	Permanent
34	MRS. SEEMA SYLVESTER	TGT	19.01.1969	1-Jul-11	Yes	Permanent
35	MRS. JYOTSNA BHARGAVA	TGT	25.08.1978	2-Jul-12	Yes	Permanent
36	MRS. RIDDHI JAIN	TGT	13.01.1984	2-Jul-12	Yes	Permanent
37	MRS. JOYES XAVIOUR	TGT	11.01.1990	2-Oct-13	Yes	Temporary
38	MELSI C.O. (SR. MERCEINA)	TGT	15.05.1967	11-Jun-15	Yes	Permanent
39	ANNA P X (SR. ANN MARIA)	TGT	01.04.1972	11-Jun-15	Yes	Permanent
40	MRS. MINILEENA JOHN	TGT	27.09.1983	13-Jun-16	Yes	Temporary
41	MS. SHEFALI SONI	TGT	13.10.1992	01-Feb-17	Yes	Temporary
42	JINI P. T. (SR. DIVYA THOMAS)	TGT	12.04.1973	01-Jul-16	Yes	Permanent
43	MRS. NEEU MEGHANI	TGT	19.12.1984	12-Jun-17	Yes	Temporary
44	MRS. PRAJAKTA DANDORE	TGT	04.11.1975	19-Jun-17	Yes	Temporary

### PRIMARY TEACHERS(PRT)

Sl. No	Teacher Name	Designation	DOB	Date of Joining	Trained	Date of Confirmation (P)
45	MRS. ANJALI HARNE	PRT	24.05.1964	1-Jul-96	Yes	Permanent
46	MRS. SIMRAN GUWALANI	PRT	18.07.1973	3-Jul-95	Yes	Permanent
47	MRS. SADHANA VERMA	PRT	02.07.1970	1-Jul-06	Yes	Permanent
48	MRS. ASHA PANICKER	PRT	23.04.1973	1-Jul-02	Yes	Permanent
49	MRS. JITISHA JETHANI	PRT	05.07.1972	2-Jul-07	Yes	Permanent
50	MRS. RAJI K.S	PRT	15.05.1979	2-Jul-07	Yes	Permanent
51	MRS. GULNAZ AASHI	PRT	04.12.1974	1-Jul-98	Yes	Permanent
52	MRS. ANUPAMA SINGH	PRT	07.07.1969	1-Jul-08	Yes	Permanent
53	MRS. KAJAL MANGTANI	PRT	15.11.1974	1-Jul-08	Yes	Permanent
54	MRS. JAYASREE NAIR	PRT	11.08.1983	15-Oct-08	Yes	Permanent
55	MRS. RITU SHARMA	PRT	31.10. 1980	1-Apr-09	Yes	Permanent
56	MRS. HARSHA	PRT	17.11.1970	1-Apr-09	Yes	Permanent

	MEHTANI					
57	MRS. SYED ABIDA TAHSIN	PRT	07.09.1974	01-Jul-09	Yes	Permanent
58	MRS. ANITHA PILLAI	PRT	12.05.1982	01-Jul-09	Yes	Permanent
59	MRS. IRUM KHAN	PRT	24.12.1982	01-Jul-09	Yes	Permanent
60	MRS. UMA AGRAWAL	PRT	24.03.1985	01-Jul-09	Yes	Permanent
61	MRS. ZEENAT MOIN KHAN	PRT	16.09.1975	01-Jul-09	Yes	Permanent
62	MRS. RAJNI YADAV	PRT	25.06.1985	01-Jul-09	Yes	Permanent
63	MRS. NAELA NASEEM	PRT	14.10.1977	01-Jul-10	Yes	Permanent
64	Mrs. DEEPTY CLINCH	PRT	30.09.1977	01-Jul-10	Yes	Permanent
65	MISS. SARITA KAROLE	PRT	01.01.1990	01-Jul-10	Yes	Permanent
66	MRS. JYOTI MOTWANI	PRT	15.11.1975	02-Jul-12	Yes	Permanent
67	MRS. SHABANA KATOCH	PRT	19.01.1974	03-Apr-13	Yes	Permanent
68	MRS. RANU SAKALLEY	PRT	05.12.1978	17-Jun-13	Yes	Permanent
69	MRS. FIZA PARVEEN	PRT	19.09.1990	11-Jun-14	Yes	Temporary
70	MS. RINY ROY	PRT	23.03.1990	01-Apr-15	Yes	Temporary
71	MRS. PARVEEN LATA	PRT	18.08.1978	13-Jun-16	Yes	Temporary
72	MRS. JYOTI THAKUR	PRT	19.12.1982	13-Jun-16	Yes	Temporary
73	MS. RINKY SAMBHANI	PRT	29.04.1991	13-Jun-16	Yes	Temporary
74	MRS. SHACHI TRIPATHI	PRT	26.06.1986	15-Nov-16	Yes	Temporary
75	MRS. RAMA WADHWANI	PRT	26.05.1991	12-Jun-17	Yes	Temporary
76	MS. ARPITA TIWARI	PRT	14.06.1992	12-Jun-17	Yes	Temporary
77	MS. AAZEEN KHAN	PRT	27.03.1992	12-Jun-17	Yes	Temporary

### PRE PRIMARY TEACHERS (PPRT)

Sl. No	Teacher Name	Designation	DOB	Date of Joining	Trained	Date of Confirmation (P)
78	MRS. BINCY K PHILIP	PPRT	30.11.1979	02-Jul-04	Yes	Permanent
79	MRS. ASHA DADLANI	PPRT	14.04.1964	10-Dec-08	Yes	Permanent
80	MRS. RAJSHREE DANGRE	PPRT	28.04.1983	17-Oct-08	Yes	Permanent
81	MRS SHABNAM JAHAN	PPRT	10.02.1978	01-Jul-11	Yes	Permanent
82	MRS. HEER PAHLAJANI	PPRT	13.02.1984	21-Mar-13	Yes	Permanent
83	MRS. DHANISHA HIMTHANI	PPRT	16.04.1979	11-Jun-14	Yes	Temporary
84	MS. SHWETA SHEWANI	PPRT	11.11.1994	15-Jun-15	Yes	Temporary
85	MS. SHRUTI GANGLANI	PPRT	13.11.1994	24-Aug-15	Yes	Temporary
86	MRS. USHA SISODIYA	PPRT	15.05.1988	15-Jun-16	Yes	Temporary
87	MRS. JYOTI HOTWANI	PPRT	19.10.1988	12-Jun-17	Yes	Temporary
88	MRS. FARHEEN KHAN	PPRT	01.11.1987	12-Jun-17	Yes	Temporary
89	MS. PRIYA AGRAWAL	PPRT	09.04.1992	12-Jun-17	Yes	Temporary

**13. Details of Salary being paid by the School to teaching/non teaching staff:**

Designation	Scale of Pay (6 <sup>th</sup> Pay)	Grade Pay	% of DA	HRA	EPF Contribution
PGT	9300-34800	4800	71%	Nil	1800
TGT	9300-34800	4200	71%	Nil	1800
PRT	5200-20200	2800	71%	Nil	1800
PPRT/OFFICE STAFF	5200-20200	2400	71%	Nil	1800
COUNSELLOR	9300-34800	4200	71%	Nil	1800
NON TEACHING STAFF	5200-20200	1900	71%	Nil	1800

**14. Mode of Payment of Salary:**

- Name of the Bank through which Salary is drawing : State Bank of India, Bairagarh
- Through Single Cheque transfer advice: Yes
- Individual Cheque : No
- Cash : No

**15. Library Facilities**

- Size of the Library in sq. feet – 1500 sq. feet
- No. of Periodicals: **21**
- No. of Dialies : **05**
- No. of reference books class wise : **4500**
- No. of Magazines : **18**
- Others : **05**

**16. Name of the grievance / redressal officer with**

Email, ph no., etc: **MELSI C.O. (Sr. Mercina) 8223861515**

**17. Members of Sexual harassment Committee:**

**LILLY C. I (SR.LEENA JOSEPH), JINI P. T.(Sr. Divya Thomas)**

**18. Section wise enrolment of students for the current Session(2017-18):**

CLASS	BOYS	GIRLS	TOTAL
Nursery A	23	29	52
Nursery B	31	21	52
Nursery C	34	17	51
<b>TOTAL</b>	<b>88</b>	<b>67</b>	<b>155</b>

<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
KG I A	24	18	42
KG I B	23	20	43
KG I C	23	20	43
KG I D	24	19	43
<b>TOTAL</b>	<b>94</b>	<b>77</b>	<b>171</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
KG II A	25	24	49
KG II B	26	23	49
KG II C	24	25	49
KG II D	27	21	48
<b>TOTAL</b>	<b>102</b>	<b>93</b>	<b>195</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class I A	29	26	55
Class I B	26	27	53
Class I C	25	26	51
Class I D	19	35	54
<b>TOTAL</b>	<b>99</b>	<b>114</b>	<b>213</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class II A	23	28	51
Class II B	21	29	50
Class II C	23	27	50
Class II D	22	29	51
<b>TOTAL</b>	<b>89</b>	<b>113</b>	<b>201</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class III A	26	28	54
Class III B	24	28	52
Class III C	24	29	53
Class III D	29	25	54
<b>TOTAL</b>	<b>103</b>	<b>110</b>	<b>213</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class IV A	23	29	52
Class IV B	25	27	52
Class IV C	23	28	51
Class IV D	24	26	50
<b>TOTAL</b>	<b>95</b>	<b>110</b>	<b>205</b>



<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class V A	24	21	45
Class V B	24	19	43
Class V C	23	21	44
Class V D	23	21	44
<b>TOTAL</b>	<b>94</b>	<b>82</b>	<b>176</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class VI A	28	22	50
Class VI B	28	20	48
Class VI C	30	21	51
Class VI D	28	20	48
<b>TOTAL</b>	<b>114</b>	<b>83</b>	<b>197</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class VII A	29	20	49
Class VII B	29	20	49
Class VII C	26	21	47
Class VII D	27	21	48
<b>TOTAL</b>	<b>111</b>	<b>82</b>	<b>193</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class VIII A	25	27	52
Class VIII B	26	26	52
Class VIII C	28	26	54
Class VIII D	27	28	55
<b>TOTAL</b>	<b>106</b>	<b>107</b>	<b>213</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class IX A	28	26	54
Class IX B	29	27	56
Class IX C	29	27	56
Class IX D	29	26	55
<b>TOTAL</b>	<b>115</b>	<b>106</b>	<b>221</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class X A	25	27	52
Class X B	27	24	51
Class X C	25	30	55
<b>TOTAL</b>	<b>77</b>	<b>81</b>	<b>158</b>

<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class XI A	27	26	53
Class XI B	17	24	41
Class XI C	16	30	46
<b>TOTAL</b>	<b>60</b>	<b>80</b>	<b>140</b>
<b>CLASS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>TOTAL</b>
Class XII A	13	21	34
Class XII B	19	23	42
Class XII C	20	23	43
<b>TOTAL</b>	<b>52</b>	<b>67</b>	<b>119</b>

**19. Academic Session Period:** From April to March

**20. Vacation Period:** From May to June

**21. Admission Period :** From December to January