

CBSE REQUIREMENTS

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

Ph : 0755-2528826, 0755-2528144

Website: www.holyfamilybpl.com

2. Year of Establishment of School : 2nd 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 – 1st 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	Designation in SMC	Address
1	Rev. Dr. Sr. Ruby Therese	President of the School	Shantidhara Provincial House Plot No. 767 P.O. Burari, Delhi-87
2	Rev. Sr. Ancy Maria	Manager of the School	Holy Family Novitiate House, Shantinagar, P.O. Kurana Bhopal
3	Rev. Sr. Rosiline Jose	Secretary (Principal – HFCS)	Holy Family Convent Sr. Sec. Svchool, Shantinagar P.O. Kurana Bhopal

4	MELSI C.O.	Member - School Teacher	Pavanalaya, Shantinagar, P.O. Kurana Bhopal
5	ROSY K. V.	Member – School Teacher	Pavanalaya, Shantinagar, P.O. Kurana Bhopal
6	Rev. Bro. Alex	Member - Other School Teacher	Monfort School, Bhopal, Raisen Road, Patel Nagar
7	Mercy M.D.	Member – Other School Teacher	Holy Family Convent Sr. Sec. School, Khurai, Sagar Dt. M.P.
8	Rev. Fr. Sebi	Member – Other School Principal	St. Paul’s School, Anand Nagar, Bhopal
9	Rev. Bro. Cyriac	Member – Other School Principal	St. Francis School, Jahangirabad, Bhopal
10	Mr. Fortenus	Member - Parent Rep.	H.No. G-5, Shikar Parwat Complex, Kailash Nagar, Bairagarh, Bhopal
11	Mrs. Raj Kishori Kujur	Member - Parent Rep.	38, Suvid Vihar Colony, By Pass Road, Gandhi Nagar, Bhopal
12	Representation of M. Thomas & Co.	Member - Chartered Accountant	Mr. Thomas & Co. Chartered Accountants 211, Vishal Tower, District Center, Janakpuri, New Delhi
13	BENSY V.K.	Member	Pavanalaya, Shantinagar, P.O. Kurana Bhopal
14	Rev. Fr. Johnson Kannanaikal	Member	Christ College, Anand Nagar, Bhopal
15	Mrs. Geetika Sharma	Member	Novodaya Vidyalaya Sehore Dist. Shyampur
16	Mr. Dr. Pramod W A Parate	Member	Kendriya Vidyalaya, Bairagarh, Bhopal

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

President : Dr. Sr. Ruby Therese

Email : 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

S. No.	CLASS	FEES
1	I	22040
2	II & III	20540
3	IV & V	22520
4	VI, VII & VIII	24720
5	IX & X	30550
6	XI & XII	
	Comm. + Hindi	37810
	PCM + Hindi	39450
	PCB + Hindi/ Maths	40280
	PCB + Comp/P.E	41100

11. Transport Facility

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

12. List of Particulars of Teaching Staff:

TEACHERS 2016 – 2017

POST GRADUATE TEACHERS(PGT)						
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	5/26/1969	1-Jul-12	Yes	Permanent
3	MR. SAJU JOY	PGT	03.01.1971	1-Jul-98	Yes	Permanent
4	MR.SANTOSH RAI	PGT	29.06.1976	1-Jul-02	Yes	Permanent
5	BEENA C.J. (SR. BEENA JACOB)	PGT	14.05.1969	13-Jun-16	Yes	Permanent
6	MRS. SHEEBA J VARGHESE	PGT	04.09.1976	1-Feb-06	Yes	Permanent

7	LILLY C. I (SR.LEENA JOSEPH)	PGT	12/19/67	1-Jul-12	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	1-Mar-09	Yes	Permanent
11	MRS. URMILA PANTHI	PGT	02.07.1980	1-Jul-09	Yes	Permanent
12	MR. DILIP PRATAP EKKA	PGT	13.11.1979	1-Jul-09	Yes	Permanent
13	MR. HARSH SHARMA	PGT	5/18/1985	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	No	Temporary

TRAINED GRADUATE TEACHERS(TGT)

Sl. No	Teacher Name	Designation	DOB	Date of Joining	Trained	Date of Confirmation (P)
17	MRS. BHANU MOHNANI	TGT	30.06.1960	4-Jul-94	Yes	Permanent
18	MISS. AZMIA HAQUE	TGT	06.04.1967	1-Jul-98	Yes	Permanent
19	MRS. POONAM NAIR	TGT	12.09.1973	3-Jul-01	Yes	Permanent
20	MRS. SARITA ASNANI	TGT	06.05.1970	4-Oct-04	Yes	Permanent
21	MRS. SALEHA KHAN	TGT	07.11.1974	1-Nov-07	Yes	Permanent
22	MRS. HINA NAZ	TGT	15.05.1979	1-Jul-09	Yes	Permanent
23	MRS. RITA MATHUR	TGT	08.08.1969	1-Jul-06	Yes	Permanent
24	MISS. REENA PARWANI	TGT	18.01.1987	1-Jul-10	Yes	Permanent
25	MRS. MRINALINI JAIN	TGT	24.07.1973	16-Aug-10	Yes	Permanent
26	MRS. OMANA PILLAI	TGT	30.05.1968	7-Jan-04	Yes	Permanent
27	MR. ANIL KUMAR PANICKER	TGT	05.02.1969	3-Apr-00	Yes	Permanent
28	MRS.SONIA KUKREJA	TGT	02.11.1976	1-Jul-11	Yes	Permanent
29	MRS. FARAH KHAN	TGT	26.11.1976	1-Jul-11	Yes	Permanent
30	MRS.SEEMA SYLVESTER	TGT	1/9/1969	1-Jul-11	Yes	Permanent
31	MRS. JYOTSNA BHARAGAVA	TGT	8/25/1978	1-Jul-12	Yes	Permanent
32	MRS. RIDDDHI JAIN	TGT	1/13/1984	1-Jul-12	Yes	Permanent
33	MELSI C.O. (SR. MERCEINA)	TGT	15.05.1967	11-Jun-15	Yes	Permanent
34	ANNA P X (SR. ANN MARIA)	STAFF NURSE	01.04.1972	11-Jun-15	Yes	Permanent
35	MERCY (SR. VINAYA)	TGT	24.03.1970	11-Jun-15	Yes	Permanent
36	MS. JOYES XAVIOUR	TGT	11.01.1990	1-Oct-13	Yes	Temporary
37	MS. MONIKA SONI	TGT	28.03.1991	11-Jun-15	Yes	Temporary
38	MR. ASHISH GURJAR	TGT	02.10.1982	15-Jun-15	Yes	Temporary
39	MRS. MEENAKSHI CHAUHAN	TGT	29.07.1988	1-Jul-15	Yes	Temporary
40	MS. SHOBHNA SISODIYA	TGT	03.06.1989	13-Jun-16	Yes	Temporary
41	MS. SWATI MALL	TGT	13.08.1990	13-Jun-16	Yes	Temporary
42	MRS. MINILEENA JOHN	TGT	27.09.1983	13-Jun-16	Yes	Temporary
43	MS. MONIKA	TGT	24.10.1997	17-Jun-16	Yes	Temporary
44	JINI P. T. (SR. DIVYA THOMAS)	COUNSEL-LOR	12.04.1973	1-Jul-16	Yes	Temporary

PRIMARY TEACHERS(PRT)

Sl. No	Teacher Name	Designation	DOB	Date of Joining	Trained	Date of Confirmation (P)
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45	MRS. ANJALI HARNE	PRT	24.05.1964	1-Jul-96	Yes	Permanent
46	MRS. SUNITA LALWANI	PRT	18.07.1973	3-Jul-95	Yes	Permanent
47	MRS. NIRMAL JADON	PRT	29.10.1956	1-Jul-04	Yes	Permanent
48	MRS. SADHANA VERMA	PRT	02.07.1970	1-Jul-06	Yes	Permanent
49	MRS. ASHA PANICKER	PRT	31.05.1973	1-Jul-02	Yes	Permanent
50	MRS. JITISHA JETHANI	PRT	06.07.1972	2-Jul-07	Yes	Permanent
51	MRS. RAJI K.S	PRT	15.05.1979	2-Jul-07	Yes	Permanent
52	MRS. GULNAZ AASHI	PRT	04.12.1974	1-Jul-98	Yes	Permanent
53	MRS. ANUPAMA SINGH	PRT	07.07.1969	1-Jul-08	Yes	Permanent
54	MRS. KAJAL MANGTANI	PRT	15.11.1974	1-Jul-08	Yes	Permanent
55	MRS. JAYASREE NAIR	PRT	11.08.1983	15-Oct-08	Yes	Permanent
56	MRS. RITU SHARMA	PRT	31.10. 1980	1-Apr-09	Yes	Permanent
57	MRS. HARSHA MEHTANI	PRT	17.11.1970	1-Apr-09	Yes	Permanent
58	MRS. ABIDA TAHSEEN	PRT	07.09.1974	1-Jul-09	Yes	Permanent
59	MRS. ANITHA PILLAI	PRT	12.05.1982	1-Jul-09	Yes	Permanent
60	MRS. IRUM KHAN	PRT	24.12.1982	2-Jul-09	Yes	Permanent
61	MRS. UMA GUPTA	PRT	24.03.1985	1-Jul-09	Yes	Permanent
62	MRS. ZEENAT MOIN KHAN	PRT	16.09.1975	1-Jul-09	Yes	Permanent
63	MRS. RAJNI YADAV	PRT	25.06.1985	1-Jul-09	Yes	Permanent
64	MRS. NAELA NASEEM	PRT	14.10.1977	1-Jul-10	Yes	Permanent
65	MRS. DEEPTI CLINCH	PRT	30.09.1977	1-Jul-10	Yes	Permanent
66	MISS. SARITA KAROLE	PRT	01.01.1990	1-Jul-10	Yes	Permanent
67	MRS. JYOTI MOTWANI	PRT	11/5/1975	1-Jul-12	Yes	Permanent
68	MRS. SHABANA KATOCH	PRT	19.01.1974	3-Apr-13	Yes	Permanent
69	MRS. RANU SAKALLEY	PRT	05.12.1978	17-Jun-13	Yes	Permanent
70	MS. MEENAKSHI KUMARI	PRT	01.01.1992	15-Jun-15	Yes	Temporary
71	MRS. FIZA PARVEEN	PRT	19.09.1990	11.-Jun-2014	Yes	Temporary
72	MS. RINY ROY	PRT	23.03.1990	1-Apr-15	Yes	Temporary
73	MRS. PARVEEN LATA	PRT	18.08.1978	13-Jun-16	Yes	Temporary
74	MRS. RICHA KULSHRESTHA	PRT	05.08.1980	13-Jun-16	Yes	Temporary
75	MS. RUSHNA ANSARI	PRT	15.12.1989	13-Jun-16	Yes	Temporary
76	MRS. JYOTI THAKUR	PRT	19.12.1982	13-Jun-16	Yes	Temporary
77	MS. HEMA KHUSHLANI	PRT	26.08.1988	13-Jun-16	Yes	Temporary
78	MS. RINKI SAMBHANI	PRT	29.04.1991	13-Jun-16	Yes	Temporary

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

Designation	Scale of Pay (6 th Pay)	Grade Pay	% of DA	HRA	EPF Contribution
PGT	9300-34800	4800	64%	Nil	1800
TGT	9300-34800	4200	64%	Nil	1800
PRT	5200-20200	2800	64%	Nil	1800
OFFICE STAFF	5200-20200	2400	64%	Nil	1800
COUNSELLOR	9300-34800	4200	64%	Nil	1800
NON TEACHING STAFF	5200-20200	1900	64%	Nil	1800

13. 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

- c. Individual Cheque : No
- d. Cash : No

14. Library Facilities

- a. Size of the Library in sq. feet – 1500 sq. feet
- b. No. of Periodicals: **21**
- c. No. of Dialies : **05**
- d. No. of reference books classwise : **4500**
- e. No. of Magazines : **18**
- f. Others : **05**

15. Name of the grievance / redressal officer with

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

16. Members of Sexual harassment Committee:

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

17. Section wise enrolment of students for the current Session(2016-17):

CLASS	BOYS	GIRLS	TOTAL
Class I A	19	30	49
Class I B	24	27	51
Class I C	23	27	50
Class I D	22	28	50
TOTAL	88	112	200
CLASS	BOYS	GIRLS	TOTAL
Class II A	28	25	53
Class II B	25	30	55
Class II C	27	27	54
Class II D	25	28	53
TOTAL	105	110	215
CLASS	BOYS	GIRLS	TOTAL
Class III A	23	30	53
Class III B	31	21	52
Class III C	21	31	52
Class III D	25	25	50
TOTAL	100	107	207
CLASS	BOYS	GIRLS	TOTAL
Class IV A	24	20	44

Class IV B	24	21	45
Class IV C	24	21	45
Class IV D	26	18	44
TOTAL	98	80	178
CLASS	BOYS	GIRLS	TOTAL
Class V A	28	21	49
Class V B	30	20	50
Class V C	28	21	49
Class V D	27	25	52
TOTAL	113	87	200
CLASS	BOYS	GIRLS	TOTAL
Class VI A	31	19	50
Class VI B	28	21	49
Class VI C	28	20	48
Class VI D	27	22	49
TOTAL	114	82	196
CLASS	BOYS	GIRLS	TOTAL
Class VII A	27	28	55
Class VII B	28	27	55
Class VII C	29	26	55
Class VII D	27	27	54
TOTAL	111	108	219
CLASS	BOYS	GIRLS	TOTAL
Class VIII A	29	28	57
Class VIII B	28	27	55
Class VIII C	29	26	55
Class VIII D	30	25	55
TOTAL	116	106	222
CLASS	BOYS	GIRLS	TOTAL
Class IX A	23	22	45
Class IX B	24	22	46
Class IX C	26	21	47
Class IX D	23	21	44
TOTAL	96	86	182
CLASS	BOYS	GIRLS	TOTAL
Class X A	26	19	45

Class X B	25	19	44
Class X C	25	21	46
Class X D	24	21	45
TOTAL	100	80	180
CLASS	BOYS	GIRLS	TOTAL
Class XI A	20	28	48
Class XI B	24	29	53
Class XI C	26	28	54
TOTAL	70	85	155
CLASS	BOYS	GIRLS	TOTAL
Class XII A	17	26	43
Class XII B	14	23	37
Class XII C	11	25	36
TOTAL	42	74	116

18.Academic Session Period: From April to March

19.Vacation Period: From May to June

20.Admission Period : From December to January