

INFORMATION OF THE SCHOOL RESQUIRED TO BE UPLOADED ON WEBSITE

1. Name of the school with address N.P.CO-ED.S.S.S, Havlock Square, Near Gole Dak
Khana Behind RML Hospital New Delhi-110001
with Pin code no.
(i) E-mail hav.s@ndmcmail.gov.in
(ii) Ph. No. 011-23366714/23366717
(iii) Fax no. -NA-
2. Years of establishment of school 1997
3. Is the school recognised , Yes, DoE & NDMC
if yes By which Authority
4. List of member of school managing -NA-
Committee with their Address/ tenure and _____
Post held

SL.NO	NAME OF MEMBERS	DESIGNATION	ADDRESS	TENURE	POST HELD

5. Area of School Campus

- (i) In Acres 5.07 Acers
(ii) In sq. mtrs. 20520 Sq. Mt.
(iii) Built up Area (Sq. mtrs.) 12170 Sq. Mt.
(iv) Area of playground in (Sq. mtrs.) 8350 Sq. Mt.
(v) Other facility
(vi) Swimming pool No
(vii) Indoor game Yes
(viii) Dance rooms No
(ix) Gymnasium No
(x) Music Room Yes
(xi) Hostels No
(xii) Health and Medical Yes
Check up

6. Details of the fee structure

- (i) Pre nursery No fee charged
(ii) Nursery Free Education from Nry. to XII
(iii) I to V No Fees
(iv) VI to VIII No. Fees

7. Transport facility

- (i) Own Buses N/A
(ii) Busses hired on contract basis N/A
(iii) Details of transport charge N/A

8. Details of salary being paid by the school to teaching staff/non-teaching (to be updated time to time)
Give information about other posts also.

Designation PGT/TGT/ PRT/ COUNSELLOR/ etc.	Scale of pay	Grade pay	% of D.A.	HRA	EPF CONTRIBUTION
			As per the norms adopted for Central Govt Employees		
T. G. Ts/H.M (Pry./Nry.)	9300-34800	4600/-	As per the norms adopted for Central Govt Employees	30% OF BASIC	N.A.
PRTs	9300-34800	4200/-		30% OF BASIC	N.A.
JUNIOR LIBRARIAN	9300-34800	4200/-		30% OF BASIC	N.A.
LAB ASSISTANT	5200-20200	2400/-		30% OF BASIC	N.A.
PET					

9. Mode of payment of salary

- (i) Name of the bank through which salary is drawing ECS (Different Banks for individuals)
(ii) Through single cheque transfer advice N/A
(iii) Individual cheque N/A
(iv) Cash N/A

10. Library facility

- (i) Size of the library in sq. mtrs. 183.75 Sq. Mtrs.
(ii) No. of Periodicals Nil
(iii) No. of Dailies 03
(iv) No. of Reference books class- wise VI-9, VII-8, VIII-8, IX-102, X-82, XI-54, XII-85
(v) No. of Magazine 10
(vi) Others Nil

11. Name of the Grievance/ Redressal Officer With E-mail, Ph. No., Fax No.

Deputy Education Officer (G) for Primary/Nursery Classes (Room No. 8019) Palika Kendra, New Delhi. E-mail address: deo-g.education@ndmcmil.gov.in

Contact: 41501353 ó 60 Extn. 2819.

Deputy Education Officer (A) for Middle, Secondary and Sr. Sec. Classes (Room No. 8016, Palika Kendra, New Delhi. E-mail address: deo-admn.education@ndmcmail.gov.in

Contact: 41501354 ó 60 Extn. 2816.

Timings: 3.00 PM to 4.00 PM on working Days.

In case of non-redressal individuals can also approach Director (Education) for all such problems in Room No. 7014. E-mail address: director.education@ndmcmail.gov.in

Contact: 41501354 ó 60 Extn. 2714.

Timings: 3.00 PM to 4.00 PM on working Days.

1. Members of Sexual Harassment committee

Mrs. Uvashi Kapoor,
Mrs. Neelam Kaushik,
Mrs. Nimmy Tirkey,
Ms. Sushama,
Ms. Mansi Rai,
Mrs. Vandana,
Mr. Umesh Kumar Sharma

12. Section wise enrolment of school for the

Current session

Enrolment as on 31.07.2016

Class & No. of Sections (Add more rows if needed for sections)	Enrolment (Gender wise)		Total Enrolment	Subjects in English medium
	M	F		
Nursery A	20	15	35	
Nursery B	26	13	39	
Total of Nursery				
I A	33	10	43	Maths
I B	20	13	43	Maths
I C	01	01	01	
II A	23	14	37	Maths
II B	25	13	38	Maths
III A	17	12	29	Maths, EVS
III B	28	10	38	Maths
III C	02	05	07	
IV A	16	13	29	Maths, EVS
IV B	15	14	29	Maths
IV C	05	03	08	
V A	20	06	26	Maths, EVS
V B	13	14	27	Maths
V C	02	01	03	
Total class I to V	230	129	359	
VI A	32	10	42	Maths, Science
VI B	32	13	45	Maths

VII A	22	14	36	Maths, Science
VII B	27	08	35	Maths
VIII A	28	11	39	Maths, Science
VIII B	24	18	42	Maths
Total of class VI to VIII	165	74	239	
Grand Total of Nur. To VIII	441	231	672	

13. Academic session period

From 01/04/2016 to 31/03/2017

14. Vacation period

From 11/05/2016 to 30/06/2016 (Summer vact.)

From 8/10/2016 to 10/10/2016 (Autumn break)

From 26/12/2016 to 15/01/2017 (Winter break)

15. Admission period

Throughout the year for I TO VIII

16. Particular of teaching staff (to be updated time to time)

Name & Designation	Employee Code	Permanent/ Regular/ Contract/ Guest faculty etc.	Date Of Appointment	Trained/ Untrained	Teaching Subjects and Total periods assigned in a week.	Responsibility*
SURESH CHANDRA PRINCIPAL	256827	Permanent	19/7/1989	Trained	Maths	Multiple responsibilities
ARUN BHANOT VICE PRINCIPAL	253146	Permanent	15/7/1988	Trained	Economics	multiple responsibilities
KUSUM LATA PGT(MATHS)	267428	Permanent	15/7/1991	Trained	Maths	Class Tr, Books I/C
PUSHPA KUMARI SINGH PGT(HISTORY)	268658	Permanent	23/9/1991	Trained	History	Class Tr
DINESH KUMAR AGGARWAL PGT (I.P)	306288	Permanent	23/7/1999	Trained	I.P	Class Tr
GEETIKA MAKHIJA PGT (MUSIC)	310955	Permanent	01/07/2010	Trained	Music	Teaching
PREM LATA SHARMA TGT(S.S.T)	220103	Permanent	24/1/1984	Trained	S.St	Teaching
PUNAM SOOD TGT(WORK. EX)	263195	Permanent	16/10/1990	Trained	Work. Exp.	Class Tr

NEELAM KAUSHIK TGT(HOME SC)	267824	Permanent	2/8/1991	Trained	Home Sci	Mid Day Meal I/C, Examinat ion I/C, Admissio n I/C, Time Table I/C
KAMLESH TGT(HINDI)	277568	Permanent	17/10/1994	Trained	Hindi	Class Tr, Books I/C
SHALINI SHARMA TGT(MATHS)	292251	Permanent	12/08/1997	Trained	Maths	Class Tr
URVASHI KAPOOR TGT(SCIENCE)	271841	Permanent	08/09/1992	Trained	Science	Class Tr , Books I/C
SHAIL SHARMA TGT(ENGLISH)	267717	Permanent	15/7/1991	Trained	English	Class Tr
ARCHANA NAKRA SENIOR LIBRARIAN	306356	Permanent	10.09.1999	Trained	Senior Librarian	Library I/C, Scholarshi ps
MINI RIBA MUZTAR YOGA TR.	223850	Permanent	01.04.1982	Trained	Yoga	Yoga I/C and Discipline Maintaini ng
SUDHIR SAINI TGT(COMPUTE R)	306274	Permanent	18.08.1999	Trained	Computer Science	Admissio n I/C, Office Work
KANTA DEVI ASSISTANT TR.	272287	Permanent	12/10/1992	Trained	All subjects	Officating H.M
PREMLATA JOSHI	272310	Permanent	05/11/1992	Trained	All subjects	Class Tr
NIMMY TIRKEY ASSISTANT TR.	306034	Permanent	07/07/1998	Trained	All subjects	Class Tr
ZAREENA BANO ASSISTANT TR. URDU	284688	Permanent	01/07/1996	Trained	All subjects	Class Tr
JYOTI MEENA ASSISTANT TR.		Permanent	4/07/2016	Trained	All subjects	Class Tr
GERISH KUMAR SINGH ASSISTANT TR.	306968	Permanent	12/11/2001	Trained	All subjects	Class Tr
PUSHPLATA SHARMA ASSISTANT TR.	263038	Permanent	15/9/1990	Trained	All subjects	Class Tr
SUMAN LATA ASSISTANT TR.	306230	Permanent	19/8/1999	Trained	All subjects	Class Tr

MANJULA BHARTWAL ASSISTANT TR.	305895	Permanent	24/04/1998	Trained	All subjects	Class Tr
VINOD KUMAR MEENA ASSISTANT TR.	314826	Permanent	8/3/2016	Trained	All subjects	Class Tr
AVNEET CHOUDHARY ASSISTANT TR.		Permanent	19/7/2016	Trained	All subjects	Class Tr
ARUN KUMAR ASSISTANT TR.	306939	Permanent	12/11/2001	Trained	All subjects	Class Tr
NEERU KAURA ASSISTANT TR.	259293	Permanent	28/11/1989	Trained	All subjects	Class Tr
VANDANA SETHI ASSISTANT TR.	244319	Permanent	10/08/1987	Trained	All subjects	Class Tr
JAHANARA ASSISTANT TR. URDU	312007	Contract	02/04/2012	Trained	All subjects	Class Tr
VANDANA KUMARI	310484	Contract	08/08/2009	Trained	Hindi	Class Tr
PREETI	311212	Contract	29/10/2010	Trained	English	Class Tr
KAMINI KAUSHAL	311445	Contract	10/01/2011	Trained	Sanskrit	Class Tr
CHANDRIKA PGT(POL. SCI)	312773	Guest	10/07/2013	Trained	Political Science	Class Tr
VINOD KUMAR PGT(HINDI)	312923	Guest	04/09/2013	Trained	Hindi	Class Tr
JAMUNA MEENA PGT(GEO)	312770	Guest	11/07/2013	Trained	Geography	Class Tr
MANSI RAI PGT(COMMERC E)	312951	Guest	04/09/2013	Trained	Accounts & Business Study	Class Tr
SUSHMA DEVI PGT(ENG)	312739	Guest	26/07/2012	Trained	English	Class Tr
AKHILESH KUMAR MEENA PGT(PAINTING)	314464	Guest	20/01/2015	Trained	Painting	Class Tr
SHIVANI SONI PGT (COMMERCE)	314753	Guest	15/12/2015	Trained	Accounts & Business Study	Teaching
MANISHA PGT(ENGLISH)	314754	Guest	30/11/2015	Trained	English	Class Tr
REKHA PGT (ECONOMICS)	314755	Guest	04/12/2015	Trained	Economics	Teaching
NANDINI TGT(SCI)	312954	Guest	20/09/2013	Trained	Science	Class Tr
GUNJAN SURI TGT(DRAWING)	314430	Guest	16/01/2015	Trained	Drawing	Teaching
UMESH KUMAR SHARMA SPL.EDUCATO	314431	Guest	16/01/2015	Trained	Social Studies	Class Tr

R						
BRIJ LAL P.E.T	312768	Guest	15/07/2013	Trained	Physical Education	Games I/C Discipline Maintain ing

*= (e.g. Class Tr. , Mid Day Meal I/C, Examination I/C, Admission I/C, Time Table I/C etc.) may mention multiple responsibilities for example Class Teacher and Mid Day Meal I/C.

Other Information

1. Brief about History of school in 100 words:

N.P.Co-Ed. Sr.Sec.School,Havlock Square, New Delhi-1 situated near Gole Dak Khana, behind RML Hospital. This school was established in 1977 and was upgraded to a Senior Secondary school in 2013. This School is managed by NDMC (New Delhi Municipal council). The present enrolment in this school is 1168 (Boys : 803, Girls : 365).

At present there are two streams in the Sr. Secondary School namely : Humanities and Commerce. No fees is charged from the students and all the students are provided with free books, mid-day meal and uniform, stationery is provided to all the students from classes I to VIII.

2. Main achievements (Academic, sports, co-curricular etc) of school in session 2015-16 . (Please include Photos also)

Sr.no	Games	Group/ Students name	Position
1	Kho-Kho	U-14	Ist
2	Pass Ball	U-14	IIInd
3	Pass Ball	U-17	IIInd
4	Badminton	U-17	IIInd
5	Football	U-11	IIIrd
6	Athletics	Rajkumar U-11 (Race)	IIIrd
7	Athletics	Deepa U-11 (Race)	Ist
8	Athletics	Deepa + Anjali U-11 (Three Leg Race)	IIIrd
9	Cricket	Junior Player: Suraj(VIIth), Aditya (VIIth)	Selected in NDMC team
10	Cricket	Senior Player:Ramesh(XIIth), Ravi Kumar (XIIth), Shahid (XII), Sumit (XI), Roshan (XI), Ujjwal (XI), Abhishek (XI), Sufiyan (IX)	Selected in NDMC team
11	Half Marathon Delhi	Naresh Kumar	IIIrd
12	5 Km Race	Bhola	IIIrd

3. Main achievements (Academic, Sports, Co-Curricular etc) of school from 1st April 2016 to till date. (Please include Photos also)

4. Information about HM :

S. No.	Name	Designation	Employee code	Date of joining	Remarks
--------	------	-------------	---------------	-----------------	---------

				present school	
	Nil				Post HM is Vacant

5. Information about Nearest Police Station

S. No.	Approx. Distance from School	Address of Nearest Police station	Land Line Number
	2 Km. Approx.	North Avenue, New Delhi	011-23093294

6. Information about Rooms

S. No	Room No.	Floor(E.G. = G.F. = Ground Floor, F.F= First Floor Etc.)	# Utilization (e.g.= Xii-A, Library, Staff Room)	Size Of Room In Meter (L*B*H), e.g. (6.2*5.2*5)	No. Of Windows	No Of Doors	No Of Fans	No. Of Tube Lights	Remarks
	Hall	G.Floor	School Hall	18.6*18.6*5	08	03	10	14	
	1-8	G.Floor S.W	classroom	1.10*6.10*3.20	03	02	03	05	
	9	F.Floor S.W	Library	12.5*14.7*3.1	06	02	16	24	
	13-17	S.Floor S.W	classroom	1.10*6.10*3.20	03	02	03	05	
	18-27	P.Floor S.W	classroom	1.10*6.10*3.20	03	02	03	05	
	39-41	G.Floor	Offices	20*15*12	01	01	02	04	

= If room is utilized for class then please mention the medium of the class for example Class XII A , English Medium, V A Hindi Medium and so on.

- Whether the school has facility of Toilet block for Physically Challenged (Yes/No) Yes
- Whether the school has Ramp for Physically Challenged . (Yes/No) Yes

7. Information about Toilet Blocks

Toilet Block No.	Floor	Used By Male / Female	Used By Staff/ Students	No. of W. Cø	No. of Urinals
07	Ground, First Second	Male : 15 Female: 16	Satff : 2 male + 2 female Studentt : 12 male + 12 female 01 for Handicapped		Male = 20 Female =19

8. Information about Drinking Water Facilities

Total No. of taps	Total No. of functional taps	No. of Water Coolers	No. of RO etc.
16	16	03	03 Aquaguards

9. Information about various clubs in the school

S. No	Name Of Club/ Houses (e.g. Eco Club)	No. of Club / House members	In-charge Of Club/ Houses	Activities Performed In Club/Houses
1	Eco Club	Whole Staff	Mrs. Neelam kaushik	Tree Plantation, Cleanliness Competition, Education tour.
2	Houses	Whole Staff	Mrs. Poonam Sood	News reading, thought of the day, Importance of the day.

10. Important contact numbers

S. No	Designation	Extension Followed by 41501353 To 68	Direct Number
1.	DIR (Edn.)	2714	23360114
2.	Jt. Dir (Edn.)	3009	
3.	DEO (A)	2016	
4.	DEO (G)	2019	
5.	AEO (Mid Day Meal Scheme)	3113	
6.	DD (NSES)		23347296
7.	DD (NSES Gen.)	3901	
8.	SO (Edn.)	2401	

S. No.	Designation	Name	Land Line No.
1.	J. E (Civil)	Mohan Lalkat	9250217817
2.	A.E. (Civil)	A.K Rajan	9971639366
3.	E.E. (Civil)	Brij Kumar	9810042728
4.	J. E (Electrical)	Dinesh Kumar	8800152095
5.	A.E. (Electrical)	Sukh Ramvashani	9910421187
6.	E.E. (Electrical)	Suresh Chandra	
7.	Section Officer (Horticulture)	Lokesh Kumar Sharma	
8.	Any Other		