

## **MANDATORY DISCLOSURE FORM – 2021 to 22**

<b>SCHOOL NAME</b>	<b>BALSAM ACADEMY</b>
<b>ADDRESS OF SCHOOL</b>	<b>#5/410 A, VANAPADI ROAD, BHARATHI NAGAR EXTENSION, KARAI VILLAGE, WALAJAH TALUK, RANIPET, VELLORE DISTRICT, TAMIL NADU 632403, INDIA</b>
<b>SCHOOL CODE</b>	<b>55195</b>
<b>AFFILIATION CODE</b>	<b>1930274</b>

<b>BASIC INFORMATION</b>		
<b>1</b>	<b>NAME OF THE PRINCIPAL</b>	<b>Mr. PRABAKARAN.B</b>
<b>2</b>	<b>EMAIL ID OF PRINCIPAL</b>	<a href="mailto:principal@balsamacademy.org">principal@balsamacademy.org</a>
<b>3</b>	<b>RETIREMENT DATE OF PRINCIPAL</b>	<b>01.08.2042</b>
<b>4</b>	<b>SCHOOL CONTACT NUMBER</b>	<b>04172 272611</b>
<b>5</b>	<b>SCHOOL FAX NUMBER</b>	<b>-</b>
<b>6</b>	<b>SCHOOL EMAIL ID</b>	<a href="mailto:balsamacademy@gmail.com">balsamacademy@gmail.com</a>
<b>7</b>	<b>SCHOOL WEBSITE</b>	<b>www.balsamacademy.org</b>
<b>8</b>	<b>LANDMARK OF SCHOOL</b>	<b>Thirumalai Mission Hospital and CSI church</b>
<b>9</b>	<b>YEAR OF ESTABLISHMENT</b>	<b>2004</b>
<b>10</b>	<b>AFFILIATION VALID UNTIL</b>	<b>31.03.2024</b>
<b>11</b>	<b>STATUS OF AFFILIATION</b>	<b>Provisional</b>
<b>12</b>	<b>RECOGNITION LETTER/ NOC ISSUING AUTHORITY</b>	<b>01.06.2017 to 31.05.2020 Directorate of School Education, Chennai</b>
<b>13</b>	<b>DATE OF ISSUING RECOGNITION LETTER/ NOC</b>	<b>13.02.2019 / 25.02.2010</b>
<b>14</b>	<b>COPY OF RECOGNITION LETTER/ NO OBJECTION CERTIFICATE</b>	<b>UPLOADED</b>
	<b>MANAGEMENT DETAILS</b>	
<b>15</b>	<b>NAME OF THE TRUST/SOCIETY/ COMPANY REGISTERED WITH</b>	<b>BALARAM MEMORIAL TRUST</b>

16	REGISTRATION NUMBER OF TRUST/SOCIETY/COMPANY	149/2004
17	UPLOAD DETAILS OF CHAIRMAN & MEMBERS OF TRUST/SOCIETY	UPLOADED
18	UPLOAD NON-PROPREITY CHARACTER/ NON-PROFIT COMPANY AFFIDAVIT	UPLOADED

#### UPLOAD PHOTO AND VIDEO

1	UPLOAD GEO-TAGGED PHOTOGRAPH OF SCHOOL BUILDING (2 MB)	UPLOADED
2	UPLOAD PHOTOGRAPH OF SCHOOL LIBRARY (1MB)	UPLOADED
3	UPLOAD PHOTOGRAPH OF SCHOOL PLAYGROUND (1MB)	UPLOADED
4	UPLOAD PHOTOGRAPH OF SCHOOL LABS (1MB EACH)	UPLOADED
5	UPLOAD VIDEO CLIP OF SCHOOL (2 MB)	UPLOADED

#### FACULTY DETAILS

1	TOTAL NUMBER OF TEACHERS (ALL CLASSES)	47
2	NUMBER OF PGTs	0
3	NUMBER OF TGTs	11
4	NUMBER OF PRTs	26
	NUMBER OF NTTs	4
5	NUMBER OF PETs	3
6	OTHER NON-TEACHING STAFF	33
7	NUMBER OF TRAINING ATTENDED BY FACULTY SINCE LAST YEAR	1

#### STUDENT DETAILS

CLASS	TOTAL NUMBER OF SECTIONS	TOTAL NUMBER OF STUDENTS' INTAKE	TOTAL NUMBER OF STUDENTS
CLASS 1	2	8	85
CLASS 2	2	8	83
CLASS 3	2	3	81
CLASS 4	3	3	118
CLASS 5	3	4	104
CLASS 6	2	3	71

<b>CLASS 7</b>	<b>2</b>	<b>2</b>	<b>80</b>
<b>CLASS 8</b>	<b>3</b>	<b>1</b>	<b>104</b>
<b>CLASS 9</b>	<b>3</b>	<b>1</b>	<b>93</b>
<b>CLASS 10</b>	<b>2</b>	<b>0</b>	<b>65</b>
<b>Total</b>		<b>33</b>	<b>884</b>

#### ACADEMIC DETAILS

<b>NAME OF SUBJECT OFFERED FOR CLASS 10</b>	<b>SUBJECT CODE</b>
<b>ENGLISH LANGUAGE AND LITERATURE</b>	<b>184</b>
<b>TAMIL</b>	<b>006</b>
<b>HINDI COURSE – B</b>	<b>086</b>
<b>MATHEMATICS</b>	<b>041</b>
<b>SCIENCE</b>	<b>086</b>
<b>SOCIAL SCIENCE</b>	<b>087</b>
<b>NAME AND SUBEJCT CODE OF ALL SUBJECTS OFFERED IN SCHOOL FOR CLASS 12</b>	<b>NOT APPLICABLE</b>

#### INFRASTRUCTURE DETAILS

<b>PHYSICAL INFRASTRUCTURE DETAILS</b>		
<b>1</b>	<b>NUMBER OF SITES OF SCHOOL</b>	<b>1</b>
<b>2</b>	<b>TOTAL AREA OF SCHOOL IN SQUARE METRES</b>	<b>8248</b>
<b>3</b>	<b>NUMBER OF BUILDING BLOCKS OF SCHOOL</b>	<b>4</b>
<b>4</b>	<b>NUMBER OF PLAYGROUNDS IN SCHOOL</b>	<b>1</b>
<b>5</b>	<b>TOTAL AREA OF PLAYGROUND IN SQUARE METRES</b>	<b>4548</b>
<b>6</b>	<b>TOTAL NUMBER OF ROOMS</b>	<b>46</b>
<b>7</b>	<b>TOTAL NUMBER OF SMALL-SIZED ROOMS</b>	<b>2</b>
<b>8</b>	<b>TOTAL NUMBER OF MEDIUM SIZED ROOMS</b>	<b>32</b>
<b>9</b>	<b>TOTAL NUMBER OF LARGE SIZED ROOM</b>	<b>12</b>
<b>10</b>	<b>NUMBER OF AUDITORIUMS</b>	<b>1</b>
<b>11</b>	<b>TOTAL NUMBER OF ACTIVTIY ROOMS</b>	<b>1</b>
<b>12</b>	<b>TOTAL NUMBER OF LIBRARIES</b>	<b>2</b>
<b>13</b>	<b>TOTAL NUMBER OF LABORATORIES</b>	<b>4</b>
<b>14</b>	<b>TOTAL NUMBER OF FEMALE RESTROOMS</b>	<b>0</b>
<b>15</b>	<b>TOTAL NUMBER OF MALE RESTROOMS</b>	<b>0</b>

16	TOTAL NUMBER OF TOILETS	76
17	NUMBER OF TOILETS FOR GIRLS	23
18	NUMBER OF TOILETS FOR BOYS	52
19	NUMBER OF TOILETS FOR DIFFERENTLY ABLED	1
20	TOTAL NUMBER OF WASHROOMS FOR FEMALE STAFF	1
21	TOTAL NUMBER OF WASHROOMS FOR MALE STAFF	1
22	TOTAL NUMBER OF LIFTS/ELEVATORS	1
23	TOTAL NUMBER OF DIGITAL CLASSROOMS	30
24	TOTAL NUMBER OF COMPUTERS (IN ALL)	50
25	TOTAL NUMBER OF STUDENT CANTEEN	0
26	TOTAL NUMBER OF STAFF CANTEEN	0

#### FACILITIES DETAILS

1	NUMBER OF WATER PURIFIERS/RO AVAILABLE IN SCHOOL	3
2	DOES THE SCHOOL HAVE SPORTS FACILITY?	YES
3	DOES THE SCHOOL HAVE A GYMNASIUM?	NO
4	DOES THE SCHOOL HAVE A SWIMMING POOL?	NO
5	TOTAL NUMBER OF COMPUTERS (ALL COMPUTER LABS COMBINED)	50
6	IS THE SCHOOL WI-FI ENABLED?	YES
7	DOES THE SCHOOL HAVE A WEB SERVER?	NO
8	DOES THE SCHOOL COMPOUND HAVE A BOUNDARY WALL?	YES
9	DOES THE SCHOOL HAVE A STRONG ROOM?	NO

10	DOES THE SCHOOL HAVE A CLINIC FACILITY?	YES
11	DOES THE SCHOOL HAVE OUTDOOR SPORTS FACILITY?	YES
12	DOES THE SCHOOL HAVE INDOOR GAMES FACILITY?	YES
13	DOES THE SCHOOL HAVE MUSIC/DANCE FACILITY?	YES
14	DEOS THE SCHOOL HAVE HOSTEL FACILITY?	NO
15	DOES THE SCHOOL HAVE FIRE EXTINGUISHERS?	YES
16	DOES THE SCHOOL HAVE WATER SPRINKLERS?	NO
17	DOES THE SCHOOL HAVE FIRE ALARMS?	YES
18	PROVISION OF WEB BASED LEARNING PROGRAMS?	YES
19	DOES THE SCHOOL HAVE CCTV CAMERAS INSTALLED IN THE AREAS OF SECURITY CONCERN WITHIN SCHOOL PREMISES?	YES
20	IS THE SCHOOL EXAMINATION CENTER OF CBSE?	NO
21	WHETHER SUFFICIENT GUARDS ARE EMPLOYED FOR SAFETY?	YES
22	DOES THE SCHOOL HAVE RAMPS FOR THE DIFFERENTLY ABLED?	YES
23	UPLOAD BUILDING SAFETY CERTIFICATE (1 MB)	UPLOADED

<b>TRANSPORT FACILITY DETAILS</b>		
<b>1</b>	<b>TOTAL NUMBER OF BUSES OWNED BY THE SCHOOL</b>	<b>6</b>
<b>2</b>	<b>TOTAL NUMBER OF BUSES HIRED BY THE SCHOOL</b>	<b>0</b>
<b>3</b>	<b>TOTAL NUMBER OF VANS/MINI BUSES/MATADORS</b>	<b>1</b>
<b>4</b>	<b>NUMBER OF BUS ATTENDANTS FOR BUS DUTY</b>	<b>6</b>
<b>5</b>	<b>TOTAL NUMBER OF DRIVERS</b>	<b>6</b>
<b>6</b>	<b>NAME OF TRANSPORT COORDINATOR</b>	<b>U.KISHORE KUMAR</b>
<b>7</b>	<b>CONTACT NUMBER OF TRANSPORT COORDINATOR</b>	<b>7397775879</b>
<b>8</b>	<b>UPLOAD TRANSPORT SAFETY CERTIFICATE IF AVAILABLE (1 MB)</b>	<b>UPLOADED</b>
<b>LOCATION DETAILS</b>		
<b>1</b>	<b>NAME OF NEAREST NATIONALIZED BANK WITH STRONG ROOM FACILITY</b>	<b>SBI RANIPET</b>
<b>2</b>	<b>DISTANCE FROM THE BANK (IN KILOMETRES)</b>	<b>2 KILOMETRES</b>
<b>3</b>	<b>NAME OF NEAREST BUS STATION</b>	<b>RANIPET BUS STATION</b>
<b>4</b>	<b>DISTANCE FROM BUS STATION (IN KILOMETRES)</b>	<b>2</b>
<b>5</b>	<b>NAME OF NEAREST RAILWAY STATION</b>	<b>WALAJAH ROAD</b>

6	DISTANCE FROM RAILWAY STATION (IN KILOMETRES)	6
7	NAME OF NEAREST AIRPORT	ARIGNAR ANNA INTERNATIONAL AIRPORT, CHENNAI
8	DISTANCE FROM THE AIRPORT (IN KILOMETRES)	120
9	NAME OF NEAREST HOSPITAL	THIRUMALAI MISSION HOSPITAL
10	DISTANCE FROM THE HOSPITAL (IN KILOMETRES)	0.5
11	NAME OF NEAREST POLICE STATION	RANIPET POLICE STATION
12	DISTANCE FROM THE POLICE STATION (IN KILOMETRES)	2
13	NAME OF THE NEAREST METRO STATION (IN KILOMETRES)	CHENNAI
14	DISTANCE FROM THE METRO STATION (IN KILOMETRES)	120

#### OTHER VITAL INFORMATION

1	BOARD EXAM PASS PERCENTAGE OF LAST THREE YEARS (CLASS 10)	100%
2	BOARD EXAM PASS PERCENTAGE OF LAST THREE YEARS (CLASS 12)	NOT APPLICABLE
3	PARENT TEACHERS ASSOCIATION AS PER NORMS	YES
4	AVAILABILITY OF WELLNESS/ACTIVITY TEACHER	YES
5	NAME OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER	Ms.T.K.Meenakshi

6	CONTACT NUMBER OF GRIEVANCE/ COMPLAINT REDRESSAL OFFICER	04172-271611/12
7	E-MAIL ID OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER	<a href="mailto:grievance@balsamacademy.org">grievance@balsamacademy.org</a>
8	NAME OF HEAD OF SEXUAL HARASSMENT COMMITTEE	ADHIRAI THIRUVALLUVAN
9	CONTACT NUMBER OF HEAD OF SEXUAL HARASSMENT COMMITTEE	9597209058
10	E-MAIL ID OF HEAD OF SEXUAL HARASSMENT COMMITTEE	<a href="mailto:principal@balsamacademy.org">principal@balsamacademy.org</a>
11	NAME OF CONTACT PERSON IN CASE OF EMERGENCY	B.HEMAKUMARI
12	CONTACT NUMBER OF PERSON IN CASE OF EMERGENCY	7397775874
13	EMAIL ID OF PERSON IN CASE OF EMERGENCY	<a href="mailto:Principal_ins@balsamacademy.org">Principal_ins@balsamacademy.org</a>
14	NUMBER OF DOCTORS IN SCHOOL CLINIC	NIL
15	NUMBER OF NURSES IN SCHOOL CLINIC	1
16	NUMBER OF BEDS IN SCHOOL CLINIC	1
17	INVOLVEMENT OF SCHOOL IN CBSE ACTIVITIES	ACTIVE
18	DOES THE SCHOOL HAVE EPF FACILITY FOR STAFF	YES
19	SALARY PAID TO STAFF THROUGH	BANK TRANSFER
20	WHETHER ACCOUNTS ARE BEING REGULARLY AUDITED?	YES
21	DO THE TEACHERS AND STAFF GET THEIR SALARY WITHIN FIRST WEEK OF THE MONTH?	YES
22	DO THE TEACHERS GET PROPER GRADE LIKE PGT/TGT AS PER THE CLASSES THEY ARE ENTITLED TO TEACH?	YES
23	EPF REGISTRATION NUMBER	TN/VL/74809
24	NAME OF THE BANK WITH WHICH THE SCHOOL HAS SALARY ACCOUNT	HDFC, Ranipet.
25	ACADEMIC SESSION OF SCHOOL ( <i>MONTH DETAILS</i> )	APRIL – MARCH
26	VACATION PERIOD OF SCHOOL ( <i>MONTH DETAILS</i> )	MAY
27	UPLOAD AUDITED BALANCE SHEET OF LAST YEAR	UPLOADED



28	UPLOAD INCOME AND EXPENDITURE STATEMENT	UPLOADED
29	UPLOAD STAFF STATEMENT	UPLOADED
30	UPLOAD INFORMATION UPDATE AFFIDAVIT	UPLOADED
31	UPLOAD ACADEMIC CALENDAR	UPLOADED

**TUITION FEE FOR THE YEAR 2021 - 22**

CLASS	TUITION FEE
LKG and UKG	40,389
Grade I & II	43,380
Grade III to IV	46,373
Grade VI to VII	50,860
Grade VIII & IX	53,851
Grade X	59,835

**BEST PRACTICES OF SCHOOL:**

**Clear Vision and Mission - School wide; Effective Processes and Leadership; Quality Instruction and Grading Practices; Professional Learning Community; Cultural Competence and Culturally Responsive Teaching; Family and Community Engagement in School.**

**NAME, DESIGNATION, QUALIFICATION, EXPERIENCE AND PAY SCALES OF PRINCIPAL AND TEACHERS OF DIFFERENT GRADES – ANNEXURE 5**

**\* Appropriate Pay is offered based on their experience.**

S.No.	NAME OF THE STAFF	DESIGNATION	QUALIFICATION	DATE OF JOINING
1	Mr. PRABAKARAN.B	TGT - PRINCIPAL	M.Sc., M.Ed.,	24.05.2018
2	Mrs. HEMAKUMARI.B	TGT - INSTRUCTIONAL LEADER	M.Sc., B.Ed.,	01.06.2011
3	Mrs. SHALINI. S	PRT - VICE-PRINCIPAL	B.A., B.Ed.,	02.01.2020
4	Mrs. SUJATHA.R	TGT	M.A., B.Ed.,	01.06.2008
5	Mrs. BHARATHI.P	TGT	B.Sc., B.Ed.,	01.06.2010
6	Mrs. KAVERI PRIYA.K.R.	TGT	M.Sc., B.Ed.,	02.04.2015

7	Mr. YATHEESHA.H.V	TGT	M.A., B.Ed.,	01.03.2018
8	Mr. ZAKIR SHARIFF A	TGT	M.Sc., B.Ed.,	22.10.2018
9	Mr. VIGNESHWARAN. T	TGT	M.A., B.Ed.,	10.04.2020
10	Mr. SIVAKUMAR. P	TGT	M.A., B.Ed.,	08.05.2021
11	Mr. TOSI JOSE	TGT	M.A., B.Ed.,	01.06.2021
12	Mrs. JAYASUDHA.S	PRT	M.A., B.Ed.,	01.06.2009
13	Mrs. NALINI SHOBA N.D.	PRT	M.A., B.Ed.,	01.06.2012
14	Mrs. NITHYALAKSHMI J	PRT	B.Sc., B.Ed.,	12.06.2013
15	Mrs. KALPANA.S	PRT	M.Sc., B.Ed.,	11.06.2014
16	Mrs. ARUL JANSI.A	PRT	M.A., B.Ed.,	02.05.2014
17	Mrs. JAYASHREE.D	PRT	M.A., B.Ed.,	15.10.2014
18	Mrs. REVATHI.S	PRT	B.Lit., B.Ed.,	01.04.2015
19	Mrs. SUDHA.P	PRT	M.Com, B.Ed.,	01.06.2015
20	Ms. SUGANYA.S	PRT	M.A., B.Ed.,	01.06.2015
21	Mrs. LALITHA.S	PRT	M.A., B.Ed.,	01.09.2015
22	Mrs. SARITHA.P	PRT	B.Sc., B.Ed.,	01.12.2015
23	Mrs. USHARANI.P	PRT	M.A., M.Ed.,	18.05.2017
24	Mrs. FATHIMA.G	PRT	M.Sc., B.Ed.,	25.05.2018
25	Mrs. VIJAYALAKSHMI.P	PRT	M.A., B.Ed.,	04.02.2019
26	Mrs. KOMAL GROVER.S	PRT	B.A., B.Ed.,	01.04.2015
27	Mrs. ARIFA. M	PRT	M.A., B.Ed.,	08.07.2020
28	Mrs. SUDHA.M	PRT	M.A., B.Ed.,	02.05.2019
29	Mrs. DEVI.P	PRT	B.Sc., B.Ed.,	03.05.2019
30	Mrs. PRASOONA. B	PRT	M.A., D.T.Ed.,	01.04.2020
31	Mrs. SEETHA LAKSHMI. M	PRT	B.E., B.Ed.,	08.04.2021
32	Mrs. PRABHA JOSHUA	PRT	D.El.Ed.,	02.05.2019
33	Ms. JASINTHA RANI.R	PRT	B.C.A.	27.05.2019
34	Mrs. SHANMUGAPRIYA.S	PRT	B.Sc.,	02.04.2018
35	Mrs. NADHIYA. S	PRT	B.Tech., M.B.A., B.Ed.,	02.04.2020
36	Ms. LATHA .M	NTT	D.T.Ed.,	06.04.2015
37	Mrs. SUDHA.K	NTT	M.Com., B.Ed.,	06.05.2019
38	Mrs. PRIYANGA. G	NTT	B.E., D.El.Ed.,	01.04.2020

39	Mrs. KRUTHIKA. A	NTT	M.Sc., B.Ed.,	15.04.2020
40	Mr. DINESH KUMAAR.R	TGT - ICT	M.E.	01.04.2019
41	Ms. PREETHI. A	PRT - ICT	B.E.,	15.05.2021
42	Mr. SURESH KUMAR. S	P.E.T	B.Sc., B.P.Ed.,	01.05.2020
43	Mr. DHARSAN.M	P.E.T.	M.B.A., (Sports Management)	02.05.2019
44	Mrs. VIDHYASHREE. KR	P.ET.	B.Sc., B.P.Ed.,	15.05.2021
45	Mr. KARUNAKARAN.V	MUSIC-VOCAL	Diploma in Music	11.04.2018
46	Mr. VIKRAM.S	FINE ARTS TRAINER	B.F.A., T.T.C.,	03.06.2019
47	Mrs. SARASWATHI.E	CRAFT INSTRUCTOR	Dip in Tailoring, Soft Toys Making	14.06.2013
48	Ms. MERCY PAVITHRA. D	COUNSELLOR	M.Sc., Counselling and Psychotherapy	31.05.2021