

## School Information (2018 – 2019)

S. No.		
1	Name of the School with address : (Strictly as Per Affiliation sanction letter or as permitted by the Board) with pin code no.	: St. Clare's Sr. Sec. School 118 Prithvi Raj Road, Cantt. Agra – 282001, - U.P.
	(i) E.Mail	<a href="mailto:stclaresagra@rediffmail.com">stclaresagra@rediffmail.com</a>
	(ii) Ph. No.	0562 – 2227721
	(iii) Fax No.	0562 – 2227721
2	Year of Establishment of school	: 1957
3	Whether NOC from State / UT or recommendation of Embassy of India obtained?	: Yes – NOC from UP Board through local authority
	(i) NOC No.	425-19881989
	(ii) NOC issuing date	17/06/1993
4	Is the school recognized, if yes by which authority	: C.B.S.E., Delhi
5	Status of Affiliation : Permanent / Regular / Provisional	: Provisional
	(i) Affiliation No.	2130080
	(ii) Affiliation with the Board since	17-06-1993
	(iii) Extension of affiliation upto	Up gradation extension pending since June 2009
6	Name of Trust / Society / Company Registered under Section 25 of the Company Act, 1956. Period upto which Registration of Trust / Society is valid.	: The Roman Catholic Diocese of Agra Education Society, Agra
7	List of members of School Managing Committee with their Address / tenure and post held	<b>Annexure - A</b>
8	Name and official address of the Manager / President / Chairman / Correspondent	: Chairman - Dr. Albert D'Souza Cathedral House, Wazirpura Road, Agra - 282003
	(i) E.Mail	
	(ii) Ph. No.	0562 - 2853939
	(iii) Fax No.	
9	Area of School Campus	:
	(i) In Acres	2.74
	(i) In Sq. mtrs.	11088.386536
	(ii) Built up area (Sq. mtrs.)	3667.47
	(iii) Area of Playground in Sq. mtrs.	7420.91
	(iv) 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 Check up	Yes

10	Details of Fee Structure	:	<b>Annexure - B</b>
	(i) Pre-Nursery		
	(ii) Nursery		
	(iii) I to V		
	(iv) VI to VIII		
	(v) IX to X		
11	Transport Facility	:	-----
	(i) Own Buses		-----
	(ii) Buses hired on contract basis		-----
	(iii) Details of transport charges		-----
12	Particulars of teaching staff	:	<b>Annexure – C</b>
13	Details of salary being paid by the school to teaching staff / non-teaching staff	:	<b>Annexure – D</b>
14	Mode of payment of salary	:	
	(i) Name of the Bank through which salary is drawing		Syndicate Bank, Shahzadi Mandi, Agra Cantt.
	(ii) Through single cheque transfer advice		Yes
	(iii) Individual Cheque		Yes
	(iv) Cash		No
15	Library Facilities	:	
	(i) Size of the Library in sq. feet		600 sq. feet
	(ii) No. of Periodicals		20
	(iii) No. of Dailies		5 per day
	(iv) No. of reference books class-wise		@ 700 per class X 12 = 8400 + 1400 = 9800
	(v) No. of Magazine		45 per month
	(vi) Others		CD's, Cassettes related to the children
16	Name of the Grievance / redressal Officer with E.Mail, Ph. No., Fax No.	:	Mr. Vikram Veer Singh, Sr. Advocate 9411838312
17	Members of Sexual Harassment Committee	:	1. Ms. Smriti Agarwal – Advocate 2. Ms. Pansy Thomas – 3. Sr. Victoria – Headmistress
18	Section wise enrolment of school for the current session	:	<b>Annexure – E</b>
19	Academic session period	:	From – 1 <sup>st</sup> April to 31 <sup>st</sup> March
20	Vacation Period	:	From – 21 <sup>st</sup> May to 30 <sup>th</sup> June (Summer) 1 <sup>st</sup> January to 10 <sup>th</sup> June
21	Admission period	:	From – April – July

## Annexure – A

### School Managing Committee

S. No.	Name	Designation	Tenure	Address
1	Most Rev. Dr. Albert D'Souza	President		Archbishop of Agra Cathedral House Wazipura Road, Agra
2	Fr. Joby K	Manager		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
3	Fr. George Paul	Education Director		Cathedral House Wazipura Road, Agra
4	Fr. Dennis D'Souza	Secretary		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
5	Sr. Victoria Alex	Headmistress / Member		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
6	Sr. Ruby Savorock Budul	Headmistress / Member		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
7	Sr. Jene (Holy Family)	Member		
	,			
				Agra
9	Dr. Neville Smith	Educationist		
10	Mrs. Payal Garg	Parent Representative		
11	Mr. Ravinder Pal Singh	Parent Representative		514/1 MAP, 4 Area, AFS, Agra
12	Mr. James Dueman	Teacher Representative		125 Avtar Singh Roar, Agra Cantt.
13	Mrs. Veronica Peter	Teacher Representative		103 Silver Castle, Agra
14	Fr. Shiju	Principal/Member		St. Clare's Unit II
15	Mr. Lawrence Masih	Accountant		St. Clare's Sr. Sec. School, Agra
16	Mr. DINESH YADAV	DIOS/ Govt. Nominee		

## Annexure – B

### Fee Structure Session (2018 – 2019)

		LKG & UKG	I & II	III & IV	V – VIII	IX & X	XI & XII
1	Tuition Fee (Per Month)	1700	1800	1800	1900	2000	2200
2	Term / Exam Fee (Twice a year Aug. & Feb.)	1800	1800	1800	1800	2000	2000
3	Annual Fee (Once a year – April) (Only for Internal students)	3500	3500	3500	3500	4000	4000
4	Computer Fee (Per Month)	-----	-----	350	400	550	1200
5	Science Fee (Twice a Year June & December)	-----	-----	-----	-----	1200	1500
6	Education Activity Fee (Twice a year June & October)	1400	1400	1400	1600	1600	1600
7	Miscellaneous Fees	1200	1200	1200	1200	1200	1500
	Total (Per Annum)	28300	29500	33700	35700	40600	44200

## Annexure – C

### Particulars of Teaching Staff (2018 – 2019)

S. NO.	NAMES	Designation	Date of Birth	Date of Appointment	Trained / un-Trained	Confirmed / Probation	Adhoc / Part Time
1	Mrs. Babita Tiwari	PGT	2/1/1965	1/7/1993	Trained	Confirmed	
2	Mr. Arthur Clarence	PGT	30/10/1969	1/1/1995	Trained	Confirmed	
3	Mrs. Pushpa Kempster	PGT	8/10/1969	2/7/1996	Trained	Confirmed	
4	Mr. Jopson Thomas	PGT	12/7/1970	1/7/1993	Trained	Confirmed	
5	Mr. Ajit Singh	PGT	18/02/1966	8/7/1992	Trained	Confirmed	
6	Mr. Vipul Kulshertha	PGT	5/7/1979	10/7/2008	Trained	Confirmed	
7	Mr. Vishnu Sharma	PGT	23/07/1974	2/8/2010	Trained	Confirmed	
8	Mr. Himanshu Jain	PGT	1/12/1985	15/04/2010	Trained	Confirmed	
9	Mr. Arun Yadav	PGT	25/12/1969	7/7/2011	Trained	Confirmed	
10	Mrs. Meeta Arora	PGT	29/08/1975	5/7/1998	Trained	Confirmed	
11	Mrs. Sangeeta Pandya	PGT	10/6/1963	1/7/1994	Trained	Confirmed	
12	Mr. James Dueman	PGT	28/12/1963	2/7/2005	Trained	Confirmed	
13	Mrs. Veronica Peter	PGT	3/6/1982	2/7/2005	Trained	Confirmed	
14	Dr. Praveen Verma	PGT	19/10/1981	8/7/2013	Trained	Confirmed	
15	Mrs. Grisha Ros	PGT	26/01/1984	3/7/2015	Trained		Adhoc
16	Mr. Sanjeev Rathore	PGT	25/02/1965	5/7/2016	Trained		Adhoc
17	Mrs. Sangeeta Bahl	TGT	1/5/1965	16/07/1990	Trained	Confirmed	

18	Mrs. Shikha Vashistha	TGT	3/8/1969	1/7/1994	Trained	Confirmed	
19	Mrs. Alka Dua	TGT	11/3/1965	5/7/1999	Trained	Confirmed	
20	Mrs. Rita Sharma	TGT	12/7/1964	1/7/1994	Trained	Confirmed	
21	Ms. Namrata Singhal	TGT	19/06/1966	1/7/1994	Trained	Confirmed	
22	Mrs. S. Kaur	TGT	14/11/1977	5/7/1999	Trained	Confirmed	
23	Mrs. Paramjit Kaur	TGT	17/05/1970	11/4/2015	Trained		Adhoc
24	Mr. Desmond Massey	Music Teacher	23/07/1989	2/8/2010	Trained	Confirmed	
25	Ms. Nancy C.	PPRT	1/12/1988	6/7/2009	Trained	Confirmed	
26	Mrs. Meenakshi Bakshi	PRT	22/06/1959	16/07/1985	Trained	Confirmed	
27	Mrs. Sunita Saxena	PRT	1/7/1965	7/7/1988	Trained	Confirmed	
28	Mrs. Shobha Sharma	PRT	1/11/1962	10/10/1986	Trained	Confirmed	
29	Mrs. Yasmin Parvez	PRT	16/08/1968	2/7/1991	Trained	Confirmed	
30	Mrs. Theresa Miyan	PRT	12/3/1966	16/07/1990	Trained	Confirmed	
31	Mrs. Nidhi Singh	PRT	1/9/1962	4/1/1966	Trained	Confirmed	
32	Mrs. Sandra Hearsey	PRT	9/8/1964	7/7/1988	Trained	Confirmed	
33	Mrs. Rita Crispin	PRT	23/02/1972	1/7/1994	Trained	Confirmed	
34	Dr. M. Sharma	PRT	14/04/1964	2/7/2004	Trained	Confirmed	
35	Mrs. Naina Basavraj	PRT	6/10/1959	2/4/2001	Trained	Confirmed	
36	Mr. Rubu Barooah	PRT	1/7/1976	1/8/2010	Trained	Confirmed	

37	Mrs. Loraine Rosemeyer	PRT	31/12/1975	2/7/1996	Trained	Confirmed	
38	Mrs. Chandini Karan	PRT	2/1/1984	1/7/2006	Trained	Confirmed	
39	Mrs. Tresa Lince	PRT	12/5/1986	1/7/2006	Trained	Confirmed	
40	Archana Daniel	PRT	9/11/1972	1/7/2009	Trained	Confirmed	
41	Mrs. Rekha Jain	PRT	13/07/1965	1/7/2010	Trained	Confirmed	
42	Mrs. Deepa Jaggi	PRT	18/10/1981	1/7/2013	Trained	Confirmed	
43	Mrs. Geeta Rawat	PRT	22/06/1966	1/7/2014	Trained	Probation	
44	Mrs. Dimple Massey	PRT	2/7/1980	11/7/2015	Trained		Adhoc
45	Mrs. Anuradha Saxena	PRT	16/03/1978	7/4/2015	Trained	Probation	
46	Sr. Sonia Joseph	PRT	7/7/1985	1/7/2017	Trained		Adhoc
47	Mr. G. Lazar	PRT	1/7/1969	6/4/2016	Trained		Adhoc
48	Mrs. Amandeep Kaur	PRT	19/06/1978	6/4/2016	Trained		Adhoc
49	Mrs. Richa Kaushal	PRT	8/10/1983	4/11/2016	Trained		Adhoc
50	Mrs. Seema Agarwal	PRT	15/09/1984	1/4/2017	Trained		Adhoc
51	Mrs. Vaishali Lall	PRT	14/04/1975	15/05/2018			Adhoc
52	Ms. Jaspreet Kaur	PRT	6/4/1993	1/7/2017	Trained		Adhoc
53	Mrs. Jayanti Michael	PRT	24/10/1988	6/4/2016	Trained		Adhoc
54	Mrs. Ruveena Nadar	TGT	9/9/1982	6/4/2016	Trained		Adhoc
55	Mrs. Rekha Mehra	PRT	6/3/1976	12/10/2015	Trained		Adhoc

56	Dr. Anuradha Paliwal	PRT	21/08/1978	2/7/2016	Trained		Adhoc
57	Mrs. Neelam Singh	PRT	7/7/1970	31/07/2017	Trained		Adhoc
58	Ms. Aarti C.	PRT	20/03/1968	1/7/2008	Trained	Confirmed	
59	Mrs. Irene Massey	PRT	15/01/1978	1/7/2014	Trained	Probation	
60	Ms. Aarthi Prakash	PRT	26/10/1990	1/4/2015	Trained	Probation	
61	Ms. Anandi Turkey	PRT	12/2/1987	2/7/2008	Trained	Confirmed	
62	Mr. Malkeet Singh	TGT	30/06/1989	10/07/2018	Trained	Probation	
63	Mrs. Pamela Lebon	PPRT	3/7/1964	3/10/2012	Trained	Confirmed	
64	Mrs. Anjali D'Silva	PPRT	21/02/1970	1/7/2014	Trained	Probation	
65	Ms. Joysee Varun	PPRT	21/06/1992	10/07/2018	Trained	Probation	
66	Mrs. Beverly Pears	PPRT	3/1/1968	1/7/1994	Trained	Confirmed	
67	Mrs. Maria Lal	PPRT	4/6/1971	2/8/1996	Trained	Confirmed	



## Annexure – D

### Details of Salary being paid to Teaching Staff / non-teaching staff (2018 – 2019)

Designation	Scale of pay	Grade Pay	EPF Contribution
PGT / TGT / PRT / Counsellor / etc.			
PGT	9300- 34800	4800	4800
TGT	9300- 34800	4600	4600
PRT	9300- 34800	4200	4200
PPRT	5200- 20200	2800	2800
Office Assistant	5200- 20200	2400	2400
Lab Assistant	4440- 7440	1650	1650
IV <sup>III</sup> Class	4440- 7440	1300	1300

## Annexure – E

### Class Wise Strength ( 2018 - 2019)

<b>S. No.</b>	<b>Class</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>1</b>	<b>LKG</b>	65	65	66	
<b>2</b>	<b>UKG</b>	63	64	64	
<b>3</b>	<b>I</b>	71	71	70	
<b>4</b>	<b>II</b>	57	57	56	57
<b>5</b>	<b>III</b>	59	60	60	59
<b>6</b>	<b>IV</b>	63	64	65	
<b>7</b>	<b>V</b>	64	63	63	
<b>8</b>	<b>VI</b>	66	62	66	
<b>9</b>	<b>VII</b>	65	64	65	
<b>10</b>	<b>VIII</b>	70	65	63	
<b>11</b>	<b>IX</b>	62	62	59	
<b>12</b>	<b>X</b>	57	54	55	
<b>13</b>	<b>XI</b>	38	34	39	40
<b>14</b>	<b>XII</b>	40	28	58	
	<b>TOTAL</b>	<b>840</b>	<b>813</b>	<b>849</b>	<b>156</b>

**Total Strength**

**2658**

## **SELECTION PANEL**

- |   |   |
|---|---|
| <b>1. Principal</b>   | Fr. Dennis D'Souza                              |
| <b>2. Headmistress</b>                                      | Sr. Victoria Alex<br>Sr. Ruby Savorock<br>Budul |
| <b>3. Manager</b>   | Fr. Mathew<br>Kanjirathinkal                    |
| <b>4. Education Officer</b><br><b>Station Head Quarters</b> | Col. Khan                                       |
| <b>5. Principal Jesus &amp; Mary</b>                        | Sr. Lucy D'Souza                                |

This year we did not have as such vacancies but we had to take teachers for leave vacancy which was done through selection by Principal, Headmistress & Manager together.

**Secretary**  
**Management Committee**