## $School\ Information\ (2020-2021)$

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.  (i) E.Mail  (ii) Ph. No.		St. Clare's Sr. Sec. School 118 Prithvi Raj Road, Agra Cantt. – 282001, - U.P. stclaresagra@rediffmail.com, stclaressss@gmail.com 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 Govt. 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 up to		Up gradation extension pending since June 2009
6	Name of Trust / Society / Company Registered under Section 25 of the Company Act, 1956. Period up to 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		Annexure - A
8	Name and official address of the Manager / President / Chairman / Correspondent  (i) E.Mail  (ii) Ph. No.	   	Chairman - Dr. Albert D'Souza Cathedral House, Wazirpura Road, Agra - 282003
	(iii) Fax No.	1	0302 - 2033939
9	Area of School Campus		
	(i) In Acres	1	2.74
	(i) In Sq. mtrs.	1	11088.386536
	(ii) Built up area (Sq. mtrs.)	1	3667.47
	(iii) Area of Playground in Sq. mtrs.	1	7420.91
	(iv) Other facilities	1	
	(i) Swimming Pool	1	No
	(ii) Indoor Games	1	Yes
	(iii) Dance Rooms	1	Yes
	(iv) Gymnasium	1	No
	(v) Music Rooms	1	Yes
	(vi) Hostels	4	No
	(vii) Health and Medical Check up		Yes

10	Details of Fee Structure	
	(i) Pre-Nursery	
	(ii) Nursery	Annexure - B
	(iii) I to V	
	(iv) VI to VIII	
	(v) IX to X	
	(vi) XI to XII	
11	Transport Facility	
	(i) Own Buses	
	(ii) Buses hired on contract basis	
	(iii) Details of transport charges	
12	Particulars of teaching staff	Annexure – C
13	Details of salary being paid by the school to teaching staff / non-teaching staff	: Annexure – D
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	Yes
	advice	
	(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	1. Ms. Smriti Agarwal – Advocate
	Committee	2. Ms. Pansy Thomas –
		3. Sr. Victoria – Headmistress
18	Section wise enrolment of school for the current session	: Annexure – E
19	Academic session period	From – 1st April to 31st March
20	Vacation Period	From – 21 <sup>st</sup> May to 30 <sup>th</sup> June (Summer)
		24 <sup>th</sup> Dec. to 5 <sup>th</sup> Jan. (Winter)
21	Admission period	From – April – July

### Annexure – A

## **School Managing Committee**

S. No.	Name	Designation	Tenure	Address
1	Most Rev. Dr. Albert	President		Archbishop of Agra
	D'Souza			Cathedral House
				Wazipura Road, Agra
2	Fr. Grigorious Antony	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. Bhaskar Jesuraj	Secretary		St. Clare's Sr. Sec. School,
	3	•		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. Elsy Varghese	Headmistress / Member		St. Clare's Sr. Sec. School,
				118 Prithviraj Road
				Agra Cantt – 282001
7	Sr. Jene (Holy Family)	Member		
	D M 111 G 11			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 (2020– 2021)

		LKG & UKG	I & II	III & IV	V – VIII	IX & X	XI & XII Science	XI & XII Com.
L	Composite Fee	0.444	2.710	• 010		• • • • •		- 10-
	(Per Month)	2,411	2,519	2,819	2,859	3,281	3,575	3407
	T / E E							
2	Term / Exam Fee (Once in two Months)	330	330	330	330	360	400	400
3	Admission Fee (For New Admission only)	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	Total (Per Annum)	30,912	32,208	35,808	36,288	41,532	45,300	43,284

#### **Staff Details 2020 - 2021**

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
1	Sr. Victoria Alex	Head Mistress	3-Mar- 57	1st July 2016	Trained	Trobación	
2	Sr. Elsy Varghese	Head Mistress	15-Nov- 54	Apr-19	Trained		
3	Mr. Vipul Kulshrestha	PGT	5-Jul-79	10-Jul-08	Trained	Confirmed	
4	Mrs. Pushpa Kempster	PGT	8-Oct-69	2-Jul-96	Trained	Confirmed	
5	Mrs. Sangeeta Pandya	PGT	10-Jun- 63	1-Jul-94	Trained	Confirmed	
6	Mr. Arthur Clarance	PGT	30-Oct- 69	1-Jan-95	Trained	Confirmed	
7	Mr. Vishnu Sharma	PGT	23-Jul- 74	2-Aug-10	Trained	Confirmed	
8	Dr. Praveen Verma	PGT	19-Oct- 81	8-Jul-13	Trained	Confirmed	
9	Mr. Himanshu Jain	PGT	1-Dec- 85	14-Apr-10	Trained	Confirmed	
10	Mrs. Veronica Peter	PGT	3-Jun-82	2-Jul-05	Trained	Confirmed	
11	Dr. Meeta Arora	PGT	29-Aug- 75	5-Jul-98	Trained	Confirmed	
12	Mr. Jopson Thomas	PGT	12-Jul- 70	1-Jul-93	Trained	Confirmed	
13	Mrs. Babita Tewari	PGT	2-Jan-65	1-Jul-93	Trained	Confirmed	
14	Mr. James Dueman	PGT	28-Dec- 63	2-Jul-05	Trained	Confirmed	
15	Mr. Arun Kumar Yadav	PGT	25-Dec- 69	7-Jul-11	Trained	Confirmed	

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
16	Mrs. Grisha Ros	PGT	26-Jan- 84	3-Jul-15	Trained	Confirmed	
17	Mr. Ajeet Singh	PGT	18-Jul- 66	8-Jul-92	Trained	Confirmed	
18	Mrs. Sangeeta Bahl	TGT	1-May- 65	16-Jul-90	Trained	Confirmed	
19	Mrs. Sunita Saxena	PRT	1-Jul-65	7-Jul-88	Trained	Confirmed	
20	Mrs. Rita Sharma	TGT	12-Jul- 64	1-Jul-94	Trained	Confirmed	
21	Mrs. Alka Dua.	TGT	11-Mar- 65	5-Jul-99	Trained	Confirmed	
22	Mrs. Shikha P. Vashisht	TGT	3-Aug- 69	1-Jul-94	Trained	Confirmed	
23	Mrs. Savneet Kaur	TGT	14-Nov- 77	5-Jul-99	Trained	Confirmed	
24	Mrs. Paramjit Kaur	TGT	17-May- 70	11-Apr-15	Trained	Probation	
25	Mrs. Anjali Singh	TGT	24th Dec 1977	1st July 2019	Trained		Adhoc
26	Ms. Namrata Singhal	TGT	19-Apr- 66	1-Jul-94	Trained	Confirmed	
27	Mrs. Ruveena Nadar	PRT	9-Sep-82	6-Apr-16	Trained	Probation	
28	Mrs. Yasmin Parvez	PRT	16-Aug- 68	2-Jul-91	Trained	Confirmed	
29	Mrs. Richa Kaushal	PRT	8-Oct-83	4-Nov-16	Trained	Probation	
30	Mr. Malkeet Singh	PRT	30th June 1989	1st July 2019	Trained		Adhoc

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
32	Mrs. Rita Crispin	PRT	23-Feb- 72	1-Jul-94	Trained	Confirmed	
32	Mrs. Seema Agarwal	PRT	15-Sep- 84	1-Apr-17	Trained	Contract	Adhoc
33	Mrs. Anuradha Saxena	PRT	16-Mar- 78	7-Apr-15	Trained	Confirmed	
34	Mrs. Geeta Rawat	PRT	22-Jun- 66	1-Jul-14	Trained	Confirmed	
35	Ms. Shweta Sahni	PRT	23-Jul- 93	1st July 2019	Trained	Contract	Adhoc
36	Mrs. Merle Sara Thomas	PRT	10-Jan- 85	1st July 2019	Trained	Contract	Adhoc
37	Mrs. Dimple Massey	PRT	2-Jul-80	11-Jul-15	Trained	Confirmed	
38	Ms. Kanchan Kushlani	PRT	1-Sep-94	1st July 2019	Trained	Contract	Adhoc
39	Mrs. Deepa Jaggi	PRT	18-Oct- 81	1-Jul-13	Trained	Confirmed	
40	Dr. Madhulika Verma	PRT	6-Nov- 76	1st July 2019	Trained	Contract	Adhoc
41	Mrs. Deepika	PRT	11-May- 87	1st July 2019	Trained	Contract	Adhoc
42	Mrs. Ritu Mago	PRT	7-Jul-74	1st July 2019	Trained	Contract	Adhoc
43	Mrs. Jayanti Michael	PRT	24-Oct- 88	6-Apr-16	Trained	Probation	
44	Mrs. Tresa Lince	PRT	12-May- 86	1-Jul-06	Trained	Confirmed	
45	Ms. Shiny Victor	PRT	2-May- 94	1st July 2019	Trained	Contract	Adhoc
46	Mrs. Anandi Tirkey	PRT	2-May- 94		Trained	Confirmed	

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
47	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Contract	Adhoc
48	Sr. Ujala	PRT	1st July 2019	1st July 2019	Trained		
49	Mrs. Shobha Sharma	PRT	1-Nov- 62	10-Oct-86	Trained	Confirmed	
50	Mrs. Lorraine Rosemeyer	PRT	31-Dec- 75	2-Jul-96	Trained	Confirmed	
51	Mrs. Sandra Hearsey	PRT	9-Aug- 64	7-Jul-88	Trained	Confirmed	
52	Mrs. Anjali M. Dass	PRT	3-Aug- 91	1st July 2019	Trained	Contract	Adhoc
53	Mrs. Theresa Miyan	PRT	12-Mar- 66	16-Jul-90	Trained	Confirmed	
54	Mrs. Ankita Misra	PRT	26-Aug- 84	1st April 2018	Trained	Contract	Adhoc
55	Ms. Aditi Ghai	PRT	27-Sep- 91	1st July 2019	Trained	Contract	Adhoc
56	Mrs. Nidhi Singh	PRT	1-Sep-62	4-Jan-66	Trained	Confirmed	
57	Ms. Kanchan Kushlani	PRT	1-Sep-94	1st July 2019	Trained	Contract	Adhoc
58	Dr. Meenakshi Sharma	PRT	14-Apr- 64	2-Jul-04	Trained	Confirmed	
59	Mr. G. Lazer	PRT	1-Jul-69	6-Apr-16	Trained	Probation	
60	Mrs. Amandeep Kaur	PRT	19-Jun- 78	6-Apr-16	Trained	Probation	
61	Dr. Anuradha Paliwal	PRT	21-Aug- 78	2-Jul-16	Trained	Probation	

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
62	Mrs. Rekha Mehra	PRT	6-Mar- 76	12-Oct-15	Trained	Confirmed	
63	Mrs. Jamuna	PRT	5-Jul-79	1st July 2019	Trained	Contract	Adhoc
64	Mr. Desmond Fernandez	PRT	23-Jul- 89	2-Aug-10	Trained	Confirmed	
65	Mrs. Rekha Jain	PRT	13-Jul- 65	1-Jul-10	Trained	Confirmed	
66	Mrs. Chandni Karan	PRT	2-Jan-84	1-Jul-06	Trained	Confirmed	
67	Mrs. Archana Daniel	PRT	9-Nov- 72	1-Jul-09	Trained	Confirmed	
68	Mrs. Irene Massey	PRT	15-Jan- 78	1-Jul-14	Trained	Confirmed	
69	Mrs. Aarti Christovahak	PRT	20-Mar- 68	1-Jul-08	Trained	Confirmed	
70	Ms. Jaspreet Kaur	PRT	6-Apr- 93	1-Jul-17	Trained		Adhoc
71	Ms. Monika Batra	PRT	1-Nov- 91	1st July 2019	Trained		Adhoc
72	Mrs. Sheena Mehta	PRT	13-Feb- 74	1st July 2019	Trained		Adhoc
73	Mrs. Jyotsana Marwah	PRT	02- March- 1972	05-Nov-2019	Trained		Adhoc
74	Ms. Nancy Crispin	PPRT	1-Dec- 88	6-Jul-09	Trained	Confirmed	
75	Mrs. Pamela Lebon	PPRT	3-Jul-64	3-Oct-12	Trained	Confirmed	
76	Mr. Rubu Barooah	PRT	15-Sep- 76	1-Aug-10	Trained	Confirmed	

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
77	Mrs. Saujanya Singh Chaudhary	PPRT	1-Feb-91	1st July 2019	Trained		Adhoc
78	Mrs. Beverly Pears	PPRT	3-Jan-68	1-Jul-94	Trained	Confirmed	
79	Mrs. Maria Lal	PPRT	4-Jun-71	2-Aug-96	Trained	Confirmed	
80	Ms. Garima Kampani	PPRT	23-Sep- 94	1st July 2019	Trained		Adhoc
81	Ms. Khushboo Gandhi	PPRT	10-Jan- 89	1st July 2019	Trained		Adhoc
82	Mrs. Khushboo Joseph	PPRT	28-Oct- 94	1st July 2019	Trained		Adhoc
83	Mrs. Anjali D'Silva	PPRT	21-Feb- 70	1-Jul-14	Trained	Confirmed	
84	Mrs. Alice J. Thomas	Office Assistant	23-Aug- 70	1st July 1993	Trained	Confirmed	
85	Mr. Ivon Charley Lyall	Office Assistant	16-Dec- 60	1st July 2019	Trained	Confirmed	
86	Mrs. Nathasha J. Kaul	Office Assistant	29-May- 78	1st July 2006	Trained	Confirmed	
87	Mr. Upendra Singh	Office Assistant	28-Jun- 77	1st July 2013	Trained	Confirmed	
88	Mr. Lawrence Masih	Accountant	8-Dec- 82	1st October 2013	Trained		
89	Mr. Rohit Massey	Lab Assistant	17-Jul- 85	5th August 2014	Trained	Probation	
90	Mr. Stanly Vishal Crispin	Lib Assistant	18-Dec- 94	3rd July 2017	Trained		Adhoc
91	Mr. Sharin Joseph	Office Assistant	17-Mar- 84	1st June 2019	Trained		Adhoc

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un- Trained	Confirmed / Probation	Adhoc / Part Time
92	Mr. Sanjeev Rathore	PGT	25-Feb- 65	5-Jul-16	Trained		Adhoc
93	Mrs. Rachna Batra	PPRT	29-Jul- 79	1st July 2019	Trained		Adhoc
94	Mr. Nitin Kr. Singh	E-Care Admin	16-Jan- 88	1st July 2019	Trained		Adhoc

# Annexure – D

### Details of Salary being paid to Teaching Staff / non-teaching staff (2020-2021)

Designation	Scale of pay	Grade Pay	EPF Contribution
PGT / TGT / PRT /			
Counsellor / etc.			
PGT	9300 - 34800	4800	1800
TGT	9300 - 34800	4600	1800
		12.2.2	1.0.0.0
PRT	9300 - 34800	4200	1800
PPRT	5200 - 20200	2800	1800
		• 400	1222
Office Assistant	5200 - 20200	2400	1800
Lab Assistant	4440 - 7440	1650	1800
IV <sup>th</sup> Class (Helpers)	4440 - 7440	1300	1800

Annexure – E
Class Wise Strength ( 2020 - 2021)

S. No.	Class	A	В	C	D
1	LKG	35	30	32	30
2	UKG	54	54	56	56
3	I	56	56	56	54
4	II	54	55	54	52
5	III	53	53	53	52
6	IV	55	55	56	56
7	V	58	58	60	57
8	VI	50	48	51	50
9	VII	53	53	52	52
10	VIII	52	51	52	51
11	IX	51	52	51	52
12	X	50	50	49	48
13	XI	37	41	18	32
14	XII	39	41	36	34
	TOTAL	697	697	676	676

**Total Strength** 

### **SELECTION PANEL**

1. **Principal** Fr. Baskar Jesuraj

2. **Headmistress** Sr. Victoria Alex

Sr. Elsy Varghese

Fr. Grigorious Antony

3. Manager

4. **Education Officer** Col. Khan

**Station Head Quarters** 

5. **Principal Jesus & Mary** 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**