

School Information (2021 – 2022)

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, Agra Cantt. – 282001, - U.P.
	(i) E.Mail	stclaresagra@rediffmail.com , stclaressss@gmail.com
	(ii) Ph. 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 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	: Chairman- Most Rev. Fr. <u>Raphy Manjaly</u> 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	Annexure - 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	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	Canara Bank, Shahzadi Mandi, Agra Cantt.
	(ii) Through single cheque transfer advice	Yes
	(iii) Individual Cheque	Yes
15	(iv) Cash	No
	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	Annexure – E
19	Academic session period	From – 1st April to 31st March
20	Vacation Period	From – 21 st May to 30 th June (Summer)
		24 th Dec. to 5 th Jan. (Winter)
21	Admission period	From – April – July

Annexure – A

School Managing Committee

S. No.	Name	Designation	Tenure	Address
1	Most Rev. Fr. Raphy Manjaly	President		Archbishop of Agra 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, 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. Jean Thomas (Holy Family) Sr. Lucy D'Souza	Member		
9	Dr. Neville Smith	Educationist		Agra
10	Mrs. Jyotsna Marwah	Parent Representative		
11	Mrs. Manu Sharma	Parent Representative		514/1 MAP, 4 Area, AFS, Agra
12	Mr. Anuradha Saxena	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. Ravindra Singh	DIOS/ Govt. Nominee		

Annexure – B
Fee Structure Session (2021– 2022)

		LKG & UKG	I & II	III & IV	V–VIII	IX & X	XI & XII Science	XI & XII Com.
1	Composite Fee (Bimonthly)	4340	4535	5075	5140	5900	6435	6130
2	Admission Fee (For New Admission only)	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	Total (Per Annum)	44340	44535	45075	45140	45900	46435	46130

Staff Details 2021 - 2022

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		
2	Mr. Vipul Kulshrestha	PGT	5-Jul-79	10-Jul-08	Trained	Confirmed	
3	Mrs. Pushpa Kempster	PGT	8-Oct-69	2-Jul-96	Trained	Confirmed	
4	Mrs. Sangeeta Pandya	PGT	10-Jun-63	1-Jul-94	Trained	Confirmed	
5	Mr. Arthur Clarence	PGT	30-Oct-69	1-Jan-95	Trained	Confirmed	
6	Mr. Vishnu Sharma	PGT	23-Jul-74	2-Aug-10	Trained	Confirmed	
7	Dr. Praveen Verma	PGT	19-Oct-81	8-Jul-13	Trained	Confirmed	
8	Mr. Himanshu Jain	PGT	1-Dec-85	14-Apr-10	Trained	Confirmed	
9	Mrs. Veronica Peter	PGT	3-Jun-82	2-Jul-05	Trained	Confirmed	
10	Dr. Meeta Arora	PGT	29-Aug-75	5-Jul-98	Trained	Confirmed	
11	Mr. Jopson Thomas	PGT	12-Jul-70	1-Jul-93	Trained	Confirmed	
12	Mrs. Babita Tewari	PGT	2-Jan-65	1-Jul-93	Trained	Confirmed	
13	Mr. James Dueman	PGT	28-Dec-63	2-Jul-05	Trained	Confirmed	
14	Mr. Arun Kumar Yadav	PGT	25-Dec-69	7-Jul-11	Trained	Confirmed	
15	Mr. Ajeet Singh	PGT	18-Jul-66	8-Jul-92	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. Sangeeta Bahl	TGT	1-May-65	16-Jul-90	Trained	Confirmed	
17	Mrs. Sunita Saxena	PRT	1-Jul-65	7-Jul-88	Trained	Confirmed	
18	Mrs. Rita Sharma	TGT	12-Jul-64	1-Jul-94	Trained	Confirmed	
19	Mrs. Alka Dua	TGT	11-Mar-65	5-Jul-99	Trained	Confirmed	
20	Mrs. Shikha Vashishth	TGT	3-Aug-69	1-Jul-94	Trained	Confirmed	
21	Mrs. Savneet Kaur	TGT	14-Nov-77	5-Jul-99	Trained	Confirmed	
22	Ms. Paramjit Kaur	TGT	17-May-70	11-Apr-15	Trained	Probation	
23	Ms. Namrata Singhal	TGT	19-Apr-66	1-Jul-94	Trained	Confirmed	
24	Mrs. Ruveena Nadar	PRT	9-Sep-82	6-Apr-16	Trained	Probation	
25	Mrs. Yasmin Parvez	PRT	16-Aug-68	2-Jul-91	Trained	Confirmed	
26	Mrs. Richa Kaushal	PRT	8-Oct-83	4-Nov-16	Trained	Probation	
27	Mr. Malkeet Singh	PRT	30th June 1989	1st July 2019	Trained		Adhoc
28	Mrs. Rita Crispin	PRT	23-Feb-72	1-Jul-94	Trained	Confirmed	
29	Mrs. Seema Agarwal	PRT	15-Sep-84	1-Apr-17	Trained	Contract	Adhoc
30	Mrs. Geeta Rawat	PRT	22-Jun-66	1-Jul-14	Trained	Confirmed	
31	Ms. Shweta Sahni	PRT	23-Jul-93	1st July 2019	Trained	Contract	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. Dimple Massey	PRT	2-Jul-80	11-Jul-15	Trained	Confirmed	
33	Ms. Kanchan Kushlani	PRT	1-Sep-94	1st July 2019	Trained	Contract	Adhoc
34	Mrs. Deepa Jaggi	PRT	18-Oct-81	1-Jul-13	Trained	Confirmed	
35	Dr. Madhulika Verma	PRT	6-Nov-76	1st July 2019	Trained	Contract	Adhoc
36	Mrs. Ritu Mago	PRT	7-Jul-74	1st July 2019	Trained	Contract	Adhoc
37	Mrs. Jayanthi Michael	PRT	24-Oct-88	6-Apr-16	Trained	Probation	
38	Mrs. Tresa Lince	PRT	12-May-86	1-Jul-06	Trained	Confirmed	
39	Ms. Shiny Victor	PRT	2-May-94	1st July 2019	Trained	Contract	Adhoc
40	Mrs. Anandi Tirkey	PRT	2-May-94		Trained	Confirmed	
41	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Contract	Adhoc
42	Sr. Ujala	PRT	1st July 2019	1st July 2019	Trained		
43	Mrs. Shobha Sharma	PRT	1-Nov-62	10-Oct-86	Trained	Confirmed	
44	Mrs. Lorraine Rosemeyer	PRT	31-Dec-75	2-Jul-96	Trained	Confirmed	
45	Mrs. Sandra Hearsey	PRT	9-Aug-64	7-Jul-88	Trained	Confirmed	
46	Mrs. Anjali M. Dass	PRT	3-Aug-91	1st July 2019	Trained	Contract	Adhoc
47	Mrs. Theresa Miyan	PRT	12-Mar-66	16-Jul-90	Trained	Confirmed	

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un-Trained	Confirmed / Probation	Adhoc / Part Time
48	Mrs. Ankita Misra	PRT	26-Aug-84	1st April 2018	Trained	Contract	Adhoc
49	Ms. Aditi Ghai	PRT	27-Sep-91	1st July 2019	Trained	Contract	Adhoc
50	Mrs. Nidhi Singh	PRT	1-Sep-62	4-Jan-66	Trained	Confirmed	
51	Sr. Annamma Lissy Mathew	Head Mistress	11 th October 1967	1 st July 2021	Trained		
52	Dr. Meenakshi Sharma	PRT	14-Apr-64	2-Jul-04	Trained	Confirmed	
53	Mr. G. Lazer	PRT	1-Jul-69	6-Apr-16	Trained	Probation	
54	Mrs. Amandeep Kaur	PRT	19-Jun-78	6-Apr-16	Trained	Probation	
55	Dr. Anuradha Paliwal	PRT	21-Aug-78	2-Jul-16	Trained	Probation	
56	Mrs. Rekha Mehra	PRT	6-Mar-76	12-Oct-15	Trained	Confirmed	
57	Mrs. Jamuna	PRT	5-Jul-79	1st July 2019	Trained	Contract	Adhoc
58	Mr. Desmond Fernandez	PRT	23-Jul-89	2-Aug-10	Trained	Confirmed	
59	Mrs. Rekha Jain	PRT	13-Jul-65	1-Jul-10	Trained	Confirmed	
60	Mrs. Chandni Karan	PRT	2-Jan-84	1-Jul-06	Trained	Confirmed	
61	Mrs. Archana Daniel	PRT	9-Nov-72	1-Jul-09	Trained	Confirmed	
62	Mrs. Irene Massey	PRT	15-Jan-78	1-Jul-14	Trained	Confirmed	
63	Mrs. Aarti Christovahak	PRT	20-Mar-68	1-Jul-08	Trained	Confirmed	

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un-Trained	Confirmed / Probation	Adhoc / Part Time
64	Ms. Jaspreet Kaur	PRT	6-Apr-93	1-Jul-17	Trained		Adhoc
65	Ms. Monika Batra	PRT	1-Nov-91	1st July 2019	Trained		Adhoc
66	Mrs. Sheena Mehta	PRT	13-Feb-74	1st July 2019	Trained		Adhoc
67	Ms. Nancy Crispin	PPRT	1-Dec-88	6-Jul-09	Trained	Confirmed	
68	Mrs. Pamela Lebon	PPRT	3-Jul-64	3-Oct-12	Trained	Confirmed	
69	Mr. Rubu Barooah	PRT	15-Sep-76	1-Aug-10	Trained	Confirmed	
70	Mrs. Saujanya Singh Chaudhary	PPRT	1-Feb-91	1st July 2019	Trained		Adhoc
71	Mrs. Beverly Pears	PPRT	3-Jan-68	1-Jul-94	Trained	Confirmed	
72	Mrs. Maria Lal	PPRT	4-Jun-71	2-Aug-96	Trained	Confirmed	
73	Ms. Garima Kampani	PPRT	23-Sep-94	1st July 2019	Trained		Adhoc
74	Ms. Khushboo Gandhi	PPRT	10-Jan-89	1st July 2019	Trained		Adhoc
75	Mrs. Khushboo Joseph	PPRT	28-Oct-94	1st July 2019	Trained		Adhoc
76	Mrs. Anjali D'Silva	PPRT	21-Feb-70	1-Jul-14	Trained	Confirmed	
77	Mrs. Alice John Thomas	Office Assistant	23-Aug-70	1st July 1993	Trained	Confirmed	
78	Mrs. Nathasha Jane Kaul	Office Assistant	29-May-78	1st July 2006	Trained	Confirmed	
79	Mr. Lawrence Masih	Accountant	8-Dec-82	1st October 2013	Trained		

Annexure – D

Details of Salary being paid to Teaching Staff / non-teaching staff (2021– 2022)

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

Annexure – E

Class Wise Strength (2021 - 2022)

S. No.	Class	A	B	C	D
1	LKG	53	53	52	53
2	UKG	55	54	55	54
3	I	58	57	57	57
4	II	56	57	56	54
5	III	54	56	53	53
6	IV	55	54	54	55
7	V	57	57	57	57
8	VI	59	58	60	58
9	VII	52	52	52	51
10	VIII	54	54	54	53
11	IX	53	51	53	52
12	X	51	54	53	54
13	XI	52	54	34	38
14	XII	39	41	36	36
	TOTAL	748	751	726	725

Total Strength

2950

SELECTION PANEL

- | | |
|---|--|
| 1. Principal | Fr. Baskar Jesuraj |
| 2. Headmistress | Sr. Victoria Alex
Sr. Annamma Lissy
Mathew |
| 3. Manager | Fr. Grigorious Antony |
| 4. Education Officer
Station Head Quarters | Col. Khan |
| 5. Principal Jesus & Mary | Sr. Annamma Lissy
Mathew |

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