

School Information (2023 – 2024)

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? (i) NOC No. (ii) NOC issuing date	: Yes – NOC from UP Govt. through local authority 425-19881989 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 (i) Affiliation No. (ii) Affiliation with the Board since (iii) Extension of affiliation up to	: Provisional 2130080 17-06-1993 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. (iii) Fax No.	: Chairman- Most Rev. Fr. <u>Raphy Manjaly</u> Cathedral House, Wazirpura Road, Agra - 282003 0562 - 2853939
9	Area of School Campus (i) In Acres (i) In Sq. mtrs. (ii) Built up area (Sq. mtrs.) (iii) Area of Playground in Sq. mtrs. (iv) Other facilities (i) Swimming Pool (ii) Indoor Games (iii) Dance Rooms (iv) Gymnasium(Outdoor) (v) Music Rooms (vi) Hostels (vii) Health and Medical Check up	: 2.74 11088.386536 3667.47 7420.91 No Yes Yes Yes Yes No Yes

10	Details of Fee Structure	Annexure - B
	(i) Nursery	
	(ii) LKG-UKG	
	(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	Canara Bank, Shahzadi Mandi, Agra Cantt.
	(ii) Through single cheque transfer advice	Yes
	(iii) Individual Cheque	No
	(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 Email, Ph. No., Fax No.	Mr. Vikram Veer Singh, Sr. Advocate9411838312
17	Members of Sexual Harassment Committee	1. Ms. Smriti Agarwal – Advocate 2. Ms. Pansy Thomas – 3. SR.ANNAMMALISSY MATHEW – 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 01 st July (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. <u>Raphy Manjaly</u>	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. Dennis D'Souza	Education Director		Cathedral House Wazipura Road, Agra
5	SR. ANNAMMALISSY MATHEW	Headmistress / Member		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
6	SR. Annie K.	Headmistress / Member		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
7	Sr. Jean Thomas (Holy Family)	Member		Principal St. Mary's School
8	Sr. Lucy D'Souza(RJM)	Member		Principal St. Anthony's School
9	Dr. Neville Smith	Educationist		Agra
10	Fr. Roshan D'Silva	Member		Principal St. Clare's Unit II
11	Mrs. Manu Sharma	Parent Representative		514/1 MAP, 4 Area, AFS, Agra
12	Mr. Sandeep Mahajan	Parent Representative		Agra Cantt, Agra
13	Mrs. Veronica Peter	Teacher Representative		103 Silver Castle, Agra
14		Asst. Parish Priest		St. Patrick's Church
15	Mr. Lawrence Masih	Accountant		St. Clare's Sr. Sec. School, Agra
16	Mr. Manoj Kumar	DIOS/ Govt. Nominee		Agra Cantt, Agra
17	Mrs. Deepa Jaggi	Teacher Representative		St. Clare's Sr. Sec. School, Agra
18	Fr. Thomas Mathew	Financial Administrator		Cathedral House, Wazipura Road, Agra

Annexure – B
Fee Structure Session (2023 – 2024)

		Nursery LKG & UKG	I & II	III & IV	V–VIII	IX & X	XI & XII Science	XI & XII Com.
1	Composite Fee (Bimonthly)	5560	5820	6510	6600	7580	8250	7860
2	Exam Fee	350	350	350	350	380	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)	75460	37020	41160	41700	47760	51900	49560

S. No.	Name of the Staff Member	Designation	D. O.B.	Date of Appointment	Trained / Un-Trained	Confirmed / Probation	Contract
1	Fr. Sunny Kottoor	Principal	28th April, 1969		Trained	Confirmed	
1	Sr. Annamma Lissy Mathew	Head Mistress	11th Oct 1967	1st July 2021	Trained	Confirmed	
2	Sr. Annie Kala Thil Devasia	Head Mistress	13th Nov 1952		Trained	Confirmed	
3	Mr. Vipul Kumar	PGT	5th July 1979	10-Jul-08	Trained	Confirmed	
4	Mrs. Pushpa Kempster	PGT	8th Oct 1969	02-Jul-96	Trained	Confirmed	
5	Mrs. Sangita Pandya	PGT	10th June 1963	01-Jul-94	Trained	Confirmed	
6	Mr. Arthur Jude Clarence	PGT	30th Oct 1969	01-Jan-95	Trained	Confirmed	
7	Mr. Vishnu Sharma	PGT	23rd July 1974	02-Aug-10	Trained	Confirmed	
8	Dr. Praveen Kumar Verma	PGT	19th Oct 1981	08-Jul-13	Trained	Confirmed	
9	Mrs. Veronica Peter	PGT	3rd June 1982	02-Jul-05	Trained	Confirmed	
10	Dr. Meeta Arora	PGT	29th Aug 1975	05-Jul-98	Trained	Confirmed	
11	Mr. Jopson Thomas	PGT	12th July 1970	01-Jul-93	Trained	Confirmed	
12	Mrs. Babita Tewari	PGT	2nd Jan 1965	01-Jul-93	Trained	Confirmed	
13	Mr. James Dueman	PGT	28th Dec 1963	02-Jul-05	Trained	Confirmed	
14	Mr. Arun Kumar Yadav	PGT	25th Dec 1969	07-Jul-11	Trained	Confirmed	
15	Mr. Ajeet Singh	PGT	9th Sept 1966	08-Jul-92	Trained	Confirmed	
	Mr. Sanjeev Rathore	PGT	25th Feb 1965	05-Jul-16	Trained	Confirmed	
17	Mrs. Kumkum Dixit	PGT	17th July 1984	15th April 2021	Trained		Contract
18	Mr. Baltej Singh	PGT	1st Dec 1992	1st July 2023	Trained		Contract
19	Mrs. Sangeeta Bahl	TGT	1st May 1965	16-Jul-90	Trained	Confirmed	

20	Mrs. Rita Sharma	TGT	12th July 1964	01-Jul-94	Trained	Confirmed	
21	Mrs. Alka Dua	TGT	11 th March 1965	05-Jul-99	Trained	Confirmed	
22	Mrs. Shikha Vashisht	TGT	3rd Aug 1969	01-Jul-94	Trained	Confirmed	
23	Mrs. Savneet Kaur	TGT	14th Nov 1977	05-Jul-99	Trained	Confirmed	
24	Ms. Paramjit Kaur SOHAL	TGT	17th May 1970	11-Apr-15	Trained	Confirmed	
25	Ms. Namrata Singhal	TGT	19 th April 1966	01-Jul-94	Trained	Confirmed	
26	Mrs. Ruveena Caroline Nadar	TGT	9th Sept 1982	06-Apr-16	Trained	Confirmed	
27	Mrs. Yasmin Parvez	TGT	6th Aug 1968	02-Jul-91	Trained	Confirmed	
28	Mrs. Richa Kaushal	TGT	8th Oct 1983	04-Nov-16	Trained	Confirmed	
29	Dr. Anuradha Paliwal	TGT	21st Aug 1978	02-Jul-16	Trained	Confirmed	
30	Mr. Malkeet Singh	PRT	30th June 1989	1st July 2019	Trained	Probation	
31	Mrs. Sunita Saxena	PRT	1st July 1965	07-Jul-88	Trained	Confirmed	
32	Mrs. Rita Crispin	PRT	23rd Feb 1972	01-Jul-94	Trained	Confirmed	
33	Mrs. Seema Agarwal	PRT	15th Sept 1984	01-Apr-17	Trained	Confirmed	
34	Mrs. Geeta Rawat	PRT	22nd June 1966	01-Jul-14	Trained	Confirmed	
35	Ms. Shweta Sahni	PRT	23rd July 1993	1st July 2019	Trained	Probation	
36	Mrs. Dimple Veronica Massey	PRT	9th May 1986	11-Jul-15	Trained	Confirmed	
37	Mrs. Deepa Jaggi	PRT	18th Oct 1981	01-Jul-13	Trained	Confirmed	
38	Dr. Madhulika Verma	PRT	6th Nov 1976	1st July 2019	Trained	Probation	
39	Mrs. Ritu Mago	PRT	7th July 1974	1st July 2019	Trained	Probation	
40	Mrs. Tresa Lince	PRT	12th May 1986	01-Jul-06	Trained	Confirmed	

41	Ms. Shiny Victor	PRT	2nd May 1994	1st July 2019	Trained	Probation	
42	Mrs. Anandi Tirkey	PRT	12th Feb 1987	1ST July 2008	Trained	Confirmed	
43	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Probation	
44	Sr. Aruna Divya Tirkey	PRT	14th Nov 1981	1st Aug 2022	Trained	Confirmed	
45	Mrs. Lorraine Rosemeyer	PRT	31st Dec 1975	02-Jul-96	Trained	Confirmed	
46	Mrs. Sandra Hearsey	PRT	9th Aug 1964	07-Jul-88	Trained	Confirmed	
47	Mrs. Anjali Mary Dass	PRT	3rd Aug 1991	20th April 2020	Trained	Probation	
48	Mrs. Theresa Miyan	PRT	12th March 1966	16-Jul-90	Trained	Confirmed	
49	Mrs. Ankita Mishra	PRT	26th Aug 1984	1st April 2018	Trained	Probation	
50	Ms. Aditi Ghai	PRT	27th Sept 1991	1st July 2019	Trained	Probation	
51	Dr. Meenakshi Sharma	PRT	14th April 1964	02-Jul-04	Trained	Confirmed	
52	Mr. G. Lazer	PRT	1st July 1969	06-Apr-16	Trained	Confirmed	
53	Mr. Rubu Borooah	PRT	15th Sept 1975	01-Aug-10	Trained	Confirmed	
54	Mrs. Rekha Mehra	PRT	6th March 1976	12-Oct-15	Trained	Confirmed	
55	Mrs. Jamuna	PRT	5th July 1979	1st July 2019	Trained	Probation	
56	Mr. Desmond Fernandez	PRT	23rd July 1989	02-Aug-10	Trained	Confirmed	
57	Mrs. Rekha Jain	PRT	13th July 1965	01-Jul-10	Trained	Confirmed	
58	Mrs. Chandni Karan	PRT	2nd Jan 1984	01-Jul-06	Trained	Confirmed	
59	Mrs. Archana Daniel	PRT	9th Nov 1972	01-Jul-09	Trained	Confirmed	
60	Mrs. Irene Massey	PRT	15th Jan 1976	01-Jul-14	Trained	Confirmed	
61	Mrs. Aarti Christovahak	PRT	20th March 1986	01-Jul-08	Trained	Confirmed	

62	Ms. Monika Batra	PRT	1st Nov 1991	1st July 2019	Trained	Probation	
63	Mrs. Sheena Mehta	PRT	13th Feb 1974	1st July 2019	Trained	Probation	
64	Ms. Japneet Kaur	PRT	17th Sept 1998	1st July 2022	Trained		Contract
65	Ms. Marina Manisha Morris	PRT	19th June 1997	12th April 2021	Trained		Contract
66	Ms. Jacinta Silvera	PRT	21st Oct 1997	15th Aug 2021	Trained		Contract
67	Mr. Jiljo John	PRT	1st Sept 1990	1st Sept 2021	Trained		Contract
68	Ms. Celeste Mary Joseph	PRT	7th Aug 1996	23rd March 2022	Trained		Contract
69	Dr. Ekta Srivastava	PRT	30th Sept 1977	5th April 2023	Trained		Contract
70	Ms. Nitu Yadav	PRT	5th Feb 1994	5th April 2023	Trained		Contract
71	Mrs. Neha Gupta	PRT	8th Sept 1983	1st July 2022	Trained		Contract
72	Mrs. Mary Augustine	PRT	3rd Nov 1992	3rd April 2023	Trained		Contract
73	Ms. Nancy Crispin	PPRT	1st Dec 1988	06-Jul-09	Trained	Confirmed	
74	Mrs. Pamela Lebon	PPRT	3rd July 1964	03-Oct-12	Trained	Confirmed	
75	Mrs. Rachna Batra	PPRT	29th July 1979	1st July 2019	Trained	Probation	
76	Mrs. Saujanya Singh Chaudhary	PPRT	1st Feb 1991	1st July 2019	Trained	Probation	
77	Mrs. Beverly Pears	PPRT	3rd Jan 1968	01-Jul-94	Trained	Confirmed	
78	Mrs. Maria Lall	PPRT	4th June 1971	02-Aug-96	Trained	Confirmed	
79	Ms. Khushboo Arora	PPRT	10th Jan 1989	1st July 2019	Trained	Probation	
80	Mrs. Khushboo Joseph	PPRT	28th Oct 1994	1st July 2019	Trained	Probation	
81	Mrs. Anjali D'Silva	PPRT	21st Feb 1970	01-Jul-14	Trained	Confirmed	
82	Mrs. Rishika Arora	PPRT	24th Sept 1986	1st July 2023	Trained		Contract

83	Ms. Harjas Kaur	PPRT	2nd Dec 1997	5th April 2022	Trained		Contract
84	Ms. Rebecca Nath	PPRT	7th Oct 1986	5th April 2022	Trained		Contract
85	Mrs. Soniya Singh	PPRT	15th Oct 1986	5th April 2022	Trained		Contract
86	Mrs. Alice John Thomas	Office Assistant	23rd Nov 1970	1st July 1993	Trained	Confirmed	
87	Mrs. Nathasha Jane Kaul	Office Assistant	29th May 1978	1st July 2006	Trained	Confirmed	
88	Mr. Lawrence Masih	Office Assistant	8th Dec 1982	1st October 2013	Trained	Confirmed	
89	Mr. Nitin Kumar Singh	Office Assistant	16th Jan 1988	1st July 2019	Trained	Confirmed	
90	Mr. Stanly Vishal Crispin	Office Assistant	18th Dec 1994	3rd July 2017	Trained	Confirmed	
91	Mr. Sharin Joseph	Office Assistant	17th March 1984	1st June 2019	Trained	Probation	

Annexure – D

Details of Salary being paid to Teaching Staff / non-teaching staff (2023– 2024)

Designation	Scale of pay	Grade Pay	EPF Contribution
PGT / TGT / PRT / Counselor / 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 (2023 - 2024)

S. No.	Class	A	B	C	D
1	NURSERY	45	45		
1	LKG	50	50	50	51
2	UKG	53	53	54	54
3	I	55	57	56	57
4	II	58	58	57	57
5	III	56	56	56	56
6	IV	57	57	58	58
7	V	53	53	53	53
8	VI	54	52	55	54
9	VII	58	57	57	56
10	VIII	57	56	59	55
11	IX	53	51	49	49
12	X	53	51	52	51
13	XI	35	31	29	32
14	XII	40	42	40	39
	TOTAL	777	769	725	72

Total Strength

2993

SELECTION PANEL

1. Principal	Fr. Sunny Kottoor
2. Headmistress	Sr. Annamma Lissy Mathew Sr. Annie
3. Manager	Fr. Grigorious Antony
4. Education Officer	Col. Khan
Station Head Quarters	
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**