

School Information (2019 – 2020)

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		stclaresagra@rediffmail.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 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 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 - 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	:	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		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	:	Annexure – E
19	Academic session period	:	From – 1st April to 31st March
20	Vacation Period	:	From – 21st May to 30 June (Summer)
			1st January to 10th 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. 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. 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. Elsy Varghese	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 (2019 – 2020)

		LKG & UKG	I & II	III & IV	V – VIII	IX & X	XI & XII Science
1	Composite Fee (Per Month)	2,411-2,411	2,519-00	2,819-00	2,859-00	3281-00	3,575-00
2	Term / Exam Fee(Per Month)	330 - 330	330-00	330-00	330-00	360-00	400-00
3	Admission Fee	40,000	40,000	40,000	40,000	40,000	40,000
							XI & XII Commerce
1	Composite Fee (Per Month)						3407
2	Term / Exam Fee(Per Month)						400
	Total (Per Annum)	30,932-00	32,227-00	35,833-00	36,270-00	41,574-00	45,303-43,287

Staff Details 2019 - 2020

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	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 Clarence	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
31	Mrs. Meenakshi Bakshi	PRT	22-Jun-59	16-Jul-85	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	
33	Mrs. Seema Agarwal	PRT	15-Sep-84	1-Apr-17	Trained	Contract	Adhoc
34	Mrs. Anuradha Saxena	PRT	16-Mar-78	7-Apr-15	Trained	Confirmed	
35	Mrs. Geeta Rawat	PRT	22-Jun-66	1-Jul-14	Trained	Confirmed	
36	Ms. Shweta Sahni	PRT	23-Jul-93	1st July 2019	Trained	Contract	Adhoc
37	Mrs. Merle Sara Thomas	PRT	10-Jan-85	1st July 2019	Trained	Contract	Adhoc
38	Mrs. Dimple Massey	PRT	2-Jul-80	11-Jul-15	Trained	Confirmed	
39	Ms. Kanchan Kushlani	PRT	1-Sep-94	1st July 2019	Trained	Contract	Adhoc
40	Mrs. Deepa Jaggi	PRT	18-Oct-81	1-Jul-13	Trained	Confirmed	
41	Dr. Madhulika Verma	PRT	6-Nov-76	1st July 2019	Trained	Contract	Adhoc
42	Mrs. Deepika	PRT	11-May-87	1st July 2019	Trained	Contract	Adhoc
43	Mrs. Ritu Mago	PRT	7-Jul-74	1st July 2019	Trained	Contract	Adhoc
44	Mrs. Jayanti Michael	PRT	24-Oct-88	6-Apr-16	Trained	Probation	
45	Mrs. Tresa Lince	PRT	12-May-86	1-Jul-06	Trained	Confirmed	
46	Ms. Shiny Victor	PRT	2-May-94	1st July 2019	Trained	Contract	Adhoc
47	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
48	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Contract	Adhoc
49	Sr. Ujala	PRT	1st July 2019	1st July 2019	Trained		
50	Mrs. Shobha Sharma	PRT	1-Nov-62	10-Oct-86	Trained	Confirmed	
51	Mrs. Lorraine Rosemeyer	PRT	31-Dec-75	2-Jul-96	Trained	Confirmed	
52	Mrs. Sandra Hearsey	PRT	9-Aug-64	7-Jul-88	Trained	Confirmed	
53	Mrs. Naina Basavraj	PRT	6-Oct-59	2-Apr-01	Trained	Confirmed	
54	Mrs. Anjali M. Dass	PRT	3-Aug-91	1st July 2019	Trained	Contract	Adhoc
55	Mrs. Theresa Miyan	PRT	12-Mar-66	16-Jul-90	Trained	Confirmed	
56	Mrs. Ankita Misra	PRT	26-Aug-84	1st April 2018	Trained	Contract	Adhoc
57	Ms. Aditi Ghai	PRT	27-Sep-91	1st July 2019	Trained	Contract	Adhoc
58	Mrs. Nidhi Singh	PRT	1-Sep-62	4-Jan-66	Trained	Confirmed	
59	Ms. Kanchan Kushlani	PRT	1-Sep-94	1st July 2019	Trained	Contract	Adhoc
60	Dr. Meenakshi Sharma	PRT	14-Apr-64	2-Jul-04	Trained	Confirmed	
61	Mr. G. Lazer	PRT	1-Jul-69	6-Apr-16	Trained	Probation	
62	Mrs. Amandeep Kaur	PRT	19-Jun-78	6-Apr-16	Trained	Probation	
63	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
64	Mrs. Rekha Mehra	PRT	6-Mar-76	12-Oct-15	Trained	Confirmed	
65	Mr. Rajarshi Mallik	PRT	9-Dec-89	1st July 2019	Trained	Contract	Adhoc
66	Mrs. Jamuna	PRT	5-Jul-79	1st July 2019	Trained	Contract	Adhoc
67	Mr. Desmond Fernandez	PRT	23-Jul-89	2-Aug-10	Trained	Confirmed	
68	Mrs. Rekha Jain	PRT	13-Jul-65	1-Jul-10	Trained	Confirmed	
69	Mrs. Chandni Karan	PRT	2-Jan-84	1-Jul-06	Trained	Confirmed	
70	Mrs. Archana Daniel	PRT	9-Nov-72	1-Jul-09	Trained	Confirmed	
71	Mrs. Irene Massey	PRT	15-Jan-78	1-Jul-14	Trained	Confirmed	
72	Mrs. Aarti Christovahak	PRT	20-Mar-68	1-Jul-08	Trained	Confirmed	
73	Ms. Jaspreet Kaur	PRT	6-Apr-93	1-Jul-17	Trained		Adhoc
74	Ms. Monika Batra	PRT	1-Nov-91	1st July 2019	Trained		Adhoc
75	Mrs. Sheena Mehta	PRT	13-Feb-74	1st July 2019	Trained		Adhoc
76	Mr. Chandresh Sharma	PRT	20-Aug-92	1-Jul-19	Trained		Adhoc
77	Ms. Nancy Crispin	PPRT	1-Dec-88	6-Jul-09	Trained	Confirmed	
78	Mrs. Pamela Lebon	PPRT	3-Jul-64	3-Oct-12	Trained	Confirmed	
79	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
80	Mrs. Saujanya Singh Chaudhary	PPRT	1-Feb-91	1st July 2019	Trained		Adhoc
81	Mrs. Beverly Pears	PPRT	3-Jan-68	1-Jul-94	Trained	Confirmed	
82	Mrs. Maria Lal	PPRT	4-Jun-71	2-Aug-96	Trained	Confirmed	
83	Ms. Garima Kampani	PPRT	23-Sep-94	1st July 2019	Trained		Adhoc
84	Ms. Khushboo Gandhi	PPRT	10-Jan-89	1st July 2019	Trained		Adhoc
85	Mrs. Khushboo Joseph	PPRT	28-Oct-94	1st July 2019	Trained		Adhoc
86	Mrs. Anjali D'Silva	PPRT	21-Feb-70	1-Jul-14	Trained	Confirmed	
87	Mrs. Alice J. Thomas	Office Assistant	23-Aug-70	1st July 1993	Trained	Confirmed	
88	Mr. Ivon Charley Lyall	Office Assistant	16-Dec-60	1st July 2019	Trained	Confirmed	
89	Mrs. Nathasha J. Kaul	Office Assistant	29-May-78	1st July 2006	Trained	Confirmed	
90	Mr. Upendra Singh	Office Assistant	28-Jun-77	1st July 2013	Trained	Confirmed	
91	Mr. Lawrence Masih	Accountant	8-Dec-82	1st October 2013	Trained		
92	Mr. Rohit Massey	Lab Assistant	17-Jul-85	5th August 2014	Trained	Probation	
93	Mr. Stanly Vishal Crispin	Lib Assistant	18-Dec-94	3rd July 2017	Trained		Adhoc
94	Ms. Tulsi Meena	Office Assistant	27-Jun-92	1st July 2019	Trained		Adhoc
95	Mr. Sharin Joseph	Office Assistant	17-Mar-84	1st June 2019	Trained		Adhoc

Annexure – D

Details of Salary being paid to Teaching Staff / non-teaching staff (2019 – 2020)

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 (2019 - 2020)

S. No.	Class	A	B	C	D
1	LKG	54	54	55	56
2	UKG	56	56	56	55
3	I	55	55	54	53
4	II	54	55	53	53
5	III	57	57	56	57
6	IV	58	58	60	59
7	V	50	49	51	50
8	VI	53	53	52	53
9	VII	53	51	52	52
10	VIII	51	52	51	52
11	IX	50	50	49	48
12	X	40	47	40	46
13	XI	40	43	33	36
14	XII	31	28	37	36
	TOTAL	702	708	699	706

Total Strength

2815

SELECTION PANEL

- | | |
|--------------------------------------|--|
| 1. Principal | Fr. Baskar Jesuraj |
| 2. Headmistress | Sr. Victoria Alex
Sr. Elsy Varghese |
| 3. Manager | Fr. Grigorious Antony |
| 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