

## 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.	:	St. Clare's Sr. Sec. School 118 Prithvi Raj Road, Agra Cantt. – 282001, - U.P.
	(i) E.Mail		<a href="mailto:stclaresagra@rediffmail.com">stclaresagra@rediffmail.com</a> , <a href="mailto:stclaressss@gmail.com">stclaressss@gmail.com</a>
	(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		<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	: <b>Annexure – E</b>
	(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
15	(iv) Cash	No
	Library Facilities	: <b>Annexure – F</b>
	(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 – 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 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. 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. 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 (2020– 2021)

		LKG & UKG	I & II	III & IV	V – VIII	IX & X	XI & XII Science	XI & XII Com.
1	Composite Fee (Per Month)	2,411	2,519	2,819	2,859	3,281	3,575	3407
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**

<b>S.No.</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Date of Birth</b>	<b>Date of Appointment</b>	<b>Trained / Un-Trained</b>	<b>Confirmed / Probation</b>	<b>Adhoc / Part Time</b>
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
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	











## Annexure – D

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

Designation	Scale of pay	Grade Pay	EPF Contribution
<b>PGT / TGT / PRT / Counsellor / etc.</b>			
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 <sup>th</sup> Class (Helpers)	4440 - 7440	1300	1800

## Annexure – E

### Class Wise Strength ( 2020 - 2021)

S. No.	Class	A	B	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
	<b>TOTAL</b>	<b>697</b>	<b>697</b>	<b>676</b>	<b>676</b>

**Total Strength**

**2746**

## **SELECTION PANEL**

- |                                      |  |
|--------------------------------------|--|
| <b>1. Principal</b>                  | Fr. Baskar Jesuraj                     |
| <b>2. Headmistress</b>               | Sr. Victoria Alex<br>Sr. Elsy Varghese |
| <b>3. Manager</b>                    | Fr. Grigorious Antony                  |
| <b>4. Education Officer</b>          | Col. Khan                              |
| <b>Station Head Quarters</b>         |  |
| <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**