

School Information (2022 – 2023)

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(Outdoor)	Yes
	(v) Music Rooms	Yes
	(vi) Hostels	No
	(vii) Health and Medical Check up	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 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. 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 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. <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. Sunny Kottor	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. 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	Fr. Kulkant C	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 (2022– 2023)

		Nursery LKG & UKG	I & II	III & IV	V–VIII	IX & X	XI & XII Science	XI & XII Com.
1	Composite Fee (Bimonthly)	5060	5290	5920	6000	6890	7500	7150
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)	72460	33840	37620	38100	43620	47400	45300

S. No.	Name of the Staff Member	Designation	Date of Birth	Date of Appointment	Trained / Un-Trained	Confirmed / Probation	Contract
1	Fr. Bhaskar Jesuraj	Principal	11-Apr-1966	17-July-2019	Trained	Confirmed	
2	Sr. Annamma Lissy Mathew	Vice Principal	11-Oct.-1967	06-July-2021	Trained	Confirmed	
3	Sr. Annie Kala Thil Devasia	Head Mistress	13-Nov-52	Jul-22	Trained	Confirmed	
4	Mr. Ajeet Singh	PGT	18-Jul-66	8-Jul-92	Trained	Confirmed	
5	Mrs. Babita Tewari	PGT	2-Jan-65	1-Jul-93	Trained	Confirmed	
6	Mr. Jopson Thomas	PGT	12-Jul-70	1-Jul-93	Trained	Confirmed	
7	Mrs. Sangita Pandya	PGT	10-Jun-63	1-Jul-94	Trained	Confirmed	
8	Mr. Arthur Jude Clarence	PGT	30-Oct-69	1-Jan-95	Trained	Confirmed	
9	Mrs. Pushpa Kempster	PGT	8-Oct-69	2-Jul-96	Trained	Confirmed	
10	Dr. Meeta Arora	PGT	29-Aug-75	5-Jul-98	Trained	Confirmed	
11	Mrs. Veronica Peter	PGT	3-Jun-82	2-Jul-05	Trained	Confirmed	
12	Mr. James Dueman	PGT	28-Dec-63	2-Jul-05	Trained	Confirmed	
13	Mr. Vipul Kulshrestha	PGT	5-Jul-79	10-Jul-08	Trained	Confirmed	
14	Mr. Vishnu Sharma	PGT	23-Jul-74	2-Aug-10	Trained	Confirmed	
15	Mr. Himanshu Jain	PGT	1-Dec-85	14-Apr-10	Trained	Confirmed	
16	Mr. Arun Kumar Yadav	PGT	25-Dec-69	7-Jul-11	Trained	Confirmed	

17	Dr. Praveen Kumar Verma	PGT	19-Oct-81	8-Jul-13	Trained	Confirmed	
18	Mr. Sanjeev Rathore	PGT	25-Feb-65	5-Jul-16	Trained		Contract
19	Mrs. Kumkum Dixit	PGT	17-July 1984		Trained		Contract
20	Mrs. Sangeeta Bahl	TGT	1-May-65	16-Jul-90	Trained	Confirmed	
21	Mrs. Shikha Vashisht	TGT	3-Aug-69	1-Jul-94	Trained	Confirmed	
22	Mrs. Rita Sharma	TGT	12-Jul-64	1-Jul-94	Trained	Confirmed	
23	Ms. Namrata Singhal	TGT	19-Apr-66	1-Jul-94	Trained	Confirmed	
24	Mrs. Alka Dua	TGT	11-Mar-65	5-Jul-99	Trained	Confirmed	
25	Mrs. Savneet Kaur	TGT	14-Nov-77	5-Jul-99	Trained	Confirmed	
26	Ms. Paramjit Kaur	TGT	17-May-70	11-Apr-15	Trained	Confirmed	
27	Mrs. Ruveena Caroline Nadar	TGT	9-Sep-82	6-Apr-16	Trained	Confirmed	
28	Dr. Anuradha Paliwal	TGT	21-Aug-78	2-Jul-16	Trained	Confirmed	
29	Mrs. Shobha Sharma	PRT	1-Nov-62	10-Oct-86	Trained	Confirmed	
30	Mrs. Sandra Hearsey	PRT	9-Aug-64	7-Jul-88	Trained	Confirmed	
31	Mrs. Sunita Saxena	PRT	1-Jul-65	7-Jul-88	Trained	Confirmed	
32	Mrs. Theresa Miyan	PRT	12-Mar-66	16-Jul-90	Trained	Confirmed	
33	Mrs. Yasmin Parvez	PRT	16-Aug-68	2-Jul-91	Trained	Confirmed	

34	Mrs. Rita Crispin	PRT	23-Feb-72	1-Jul-94	Trained	Confirmed	
35	Mrs. Nidhi Singh	PRT	1-Sep-62	04-01-1996	Trained	Confirmed	
36	Mrs. Lorraine Rosemeyer	PRT	31-Dec-75	2-Jul-96	Trained	Confirmed	
37	Dr. Meenakshi Sharma	PRT	14-Apr-64	2-Jul-04	Trained	Confirmed	
38	Mrs. Tresa Lince	PRT	12-May-86	1-Jul-06	Trained	Confirmed	
39	Mrs. Chandni Karan	PRT	2-Jan-84	1-Jul-06	Trained	Confirmed	
40	Mrs. Anandi Tirkey	PRT	2-May-94	03-July-2012	Trained	Confirmed	
41	Mrs. Aarti Christovahak	PRT	20-Mar-68	1-Jul-08	Trained	Confirmed	
42	Mrs. Archana Daniel	PRT	9-Nov-72	1-Jul-09	Trained	Confirmed	
43	Mr. Desmond Fernandez	PRT	23-Jul-89	2-Aug-10	Trained	Confirmed	
44	Mrs. Rekha Jain	PRT	13-Jul-65	1-Jul-10	Trained	Confirmed	
45	Mrs. Deepa Jaggi	PRT	18-Oct-81	1-Jul-13	Trained	Confirmed	
46	Mrs. Geeta Rawat	PRT	22-Jun-66	1-Jul-14	Trained	Confirmed	
47	Mrs. Irene Massey	PRT	15-Jan-78	1-Jul-14	Trained	Confirmed	
48	Mrs. Dimple Massey	PRT	2-Jul-80	11-Jul-15	Trained	Confirmed	
49	Mrs. Rekha Mehra	PRT	6-Mar-76	12-Oct-15	Trained	Confirmed	

50	Mr. Rubu Barooah	PRT	15-Sep-76	01-July 2008	Trained	Confirmed	
51	Mr. G. Lazer	PRT	1-Jul-69	6-Apr-16	Trained	Confirmed	
52	Mrs. Amandeep Kaur	PRT	19-Jun-78	6-Apr-16	Trained	Confirmed	
53	Mrs. Richa Kaushal	PRT	8-Oct-83	4-Nov-16	Trained	Confirmed	
54	Mrs. Seema Agarwal	PRT	15-Sep-84	1-Apr-17	Trained	Probation	
55	Mrs. Ankita Misra	PRT	26-Aug-84	1st April 2018	Trained		Contract
56	Mr. Malkeet Singh	PRT	30th June 1989	1st July 2019	Trained		Contract
57	Ms. Shweta Sahni	PRT	23-Jul-93	1st July 2019	Trained		Contract
58	Dr. Madhulika Verma	PRT	6-Nov-76	1st July 2019	Trained		Contract
59	Mrs. Ritu Mago	PRT	7-Jul-74	1st July 2019	Trained		Contract
60	Ms. Shiny Victor	PRT	2-May-94	1st July 2019	Trained		Contract
61	Ms. Kanchan Kushlani	PRT	1-Sep-94	1st July 2019	Trained		Contract
62	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained		Contract
63	Ms. Aditi Ghai	PRT	27-Sep-91	1st July 2019	Trained		Contract
64	Mrs. Jamuna	PRT	5-Jul-79	1st July 2019	Trained		Contract
65	Ms. Monika Batra	PRT	1-Nov-91	1st July 2019	Trained		Contract
66	Mrs. Sheena Mehta	PRT	13-Feb-74	1st July 2019	Trained		Contract

67	Mrs. Anjali M. Dass	PRT	3-Aug-91	20th April 2020	Trained		Contract
68	Ms. Jacinta Silvera	PRT	21-Oct-97	15th Aug 2021	Trained		Contract
69	Mr. Jiljo John	PRT	1-Sep-90	1st Sept 2021	Trained		Contract
70	Ms. Marina Manisha Morris	PRT	19-Jun-97	12th April 2021	Trained		Contract
71	Ms. Japneet Kaur	PRT	17-Sep-98	1st July 2022	Trained		Contract
72	Sr. Aruna Divya Tirkey	PRT	14-Nov-81	4th July 2022	Trained		Contract
73	Ms. Celeste Mary Joseph	PRT	7-Aug-96	22nd March 2022	Trained		Contract
74	Mrs. Neha Gupta	PRT	08-Sept.-1983	04-July-2022	Trained		Contract
75	Mrs. Beverly Pears	PPRT	3-Jan-68	1-Jul-94	Trained	Confirmed	
76	Mrs. Maria Lal	PPRT	4-Jun-71	2-Aug-96	Trained	Confirmed	
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	Mrs. Anjali D'Silva	PPRT	21-Feb-70	1-Jul-14	Trained	Confirmed	
80	Mrs. Rachna Batra	PPRT	29-Jul-79	1st July 2019	Trained		Contract
81	Mrs. Saujanya Singh Chaudhary	PPRT	1-Feb-91	1st July 2019	Trained		Contract
82	Ms. Khushboo Arora	PPRT	10-Jan-89	1st July 2019	Trained		Contract
83	Mrs. Khushboo Joseph	PPRT	28-Oct-94	1st July 2019	Trained		Contract

84	Ms. Shiney Massey	PPRT	6-Jan-97	4-Jul-22	Trained		Contract
85	Ms. Rebecca Nath	PPRT	7-Oct-86	5-Apr-22	Trained		Contract
86	Ms. Harjas Kaur	PPRT	2-Dec-97	5-Apr-22	Trained		Contract
87	Mrs. Soniya Singh	PPRT	15-Oct-86	5-Apr-22	Trained		Contract
88	Mrs. Alice John Thomas	Office Assistant	23-Aug-70	1st July 1993	Trained	Confirmed	
89	Mrs. Nathasha Jane Kaul	Office Assistant	29-May-78	1st July 2006	Trained	Confirmed	
90	Mr. Lawrence Masih	Accountant	8-Dec-82	1st October 2013	Trained	Confirmed	
91	Mr. Nitin Kr. Singh	Office Assistant	16-Jan-88	1st July 2019	Trained	Confirmed	
92	Mr. Sharin Joseph	Office Assistant	17-Mar-84	1st June 2019	Trained		Contract
93	Mr. Stanly Vishal Crispin	Office Assistant	18-Dec-94	3rd July 2017	Trained	Probation	

Annexure – D

Details of Salary being paid to Teaching Staff / non-teaching staff (2022– 2023)

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 (2022 - 2023)

S. No.	Class	A	B	C	D
1	NURSERY	44	44		
1	LKG	52	53	53	54
2	UKG	53	54	55	51
3	I	55	55	56	59
4	II	56	56	54	58
5	III	56	60	55	57
6	IV	53	54	52	55
7	V	53	54	52	54
8	VI	56	58	56	56
9	VII	58	58	59	57
10	VIII	50	50	53	52
11	IX	52	53	54	53
12	X	53	47	51	49
13	XI	43	42	37	38
14	XII	48	45	35	36
	TOTAL	748	751	725	725

Total Strength

3015

SELECTION PANEL

- | | |
|---|--|
| 1. Principal | Fr. Baskar Jesuraj |
| 2. Headmistress | Sr. Annamma Lissy
Mathew
Sr. Annie |
| 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 Committe