

School Information (2024 – 2025)

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. Dr. <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, K N Orchid Ground Floor, Gopichand Shivhare Road, Sadar Bazar, 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.ANNAMMALISSYMATHEW – 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. Dr. <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
4	Fr. Sunny Kottoor	Secretary		St. Clare's Sr. Sec. School, 118 Prithviraj Road Agra Cantt – 282001
5	SR. Gincy Joseph	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. Beena John	Member		Principal St. Anthony's School
9	Fr. Roshan D'Silva	Member		Principal St. Clare's Unit II
10	Mrs. Manu Sharma	Parent Representative		514/1 MAP, 4 Area, AFS, Agra
11	Mr. Sandeep Mahajan	Parent Representative		Agra Cantt, Agra
12	Mrs. Veronica Peter	Teacher Representative		103 Silver Castle, Agra
13	Fr. Samma Joseph	Asst. Parish Priest		St. Patrick's Church
14	Mr. Lawrence Masih	Accountant		St. Clare's Sr. Sec. School, Agra
15	Mr. Manoj Kumar	DIOS/ Govt. Nominee		Agra Cantt, Agra
16	Mrs. Deepa Jaggi	Teacher Representative		St. Clare's Sr. Sec. School, Agra
17	Fr. Shaji Antheemattu	Financial Administrator		Cathedral House, Wazipura Road, Agra
18	Fr. Paul Thannickal	Member		Principal, St. Peter's Inter College, Rohta Agra

Annexure – B
Fee Structure Session (2024 – 2025)

		Nursery LKG & UKG	I & II	III & IV	V–VIII	IX & X	XI & XII Science	XI & XII Com.
1	Composite Fee (Bimonthly)	6110	6400	7160	7260	8340	9080	8640
2	Exam Fee Twice a Year	1050	1050	1050	1050	1140	1200	1200
3	Admission Fee (For New Admission only)	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	Total (Per Annum)	38760	40500	45060	45660	52240	56880	54240

Staff Details 2024 - 2025

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Joining	Trained / Un-Trained	Confirmed / Probation
1	Fr. Sunny Kottoor	Principal	28th April, 1969	8th July, 2023	Trained	Confirmed
2	Sr. Gincy George	Vice - Principal	26th Jan, 1981	Apr-24	Trained	Confirmed
3	Sr. Annie Kalathil	Head Mistress	13th Nov 1952		Trained	Confirmed
4	Mrs. Babita Tewari	PGT	2nd Jan 1965	01-Jul-93	Trained	Confirmed
5	Mr. Arthur Jude Clarence	PGT	30th Oct 1969	01-Jan-95	Trained	Confirmed
6	Mrs. Pushpa Kempster	PGT	8th Oct 1969	02-Jul-96	Trained	Confirmed
7	Mr. Jopson Thomas	PGT	12th July 1970	01-Jul-93	Trained	Confirmed
8	Mr. Ajeet Singh	PGT	9th Sept 1966	08-Jul-92	Trained	Confirmed
9	Mr. Vipul Kumar	PGT	5th July 1979	10-Jul-08	Trained	Confirmed
10	Mr. Vishnu Sharma	PGT	23rd July 1974	02-Aug-10	Trained	Confirmed
11	Mr. Arun Kumar Yadav	PGT	25th Dec 1969	07-Jul-11	Trained	Confirmed
12	Dr. Meeta Arora	PGT	29th Aug 1975	05-Jul-98	Trained	Confirmed
13	Dr. Praveen Kumar Verma	PGT	19th Oct 1981	08-Jul-13	Trained	Confirmed
14	Mrs. Veronica Peter	PGT	3rd June 1982	02-Jul-05	Trained	Confirmed
15	Mr. Sanjeev Rathore	PGT	25th Feb 1965	05-Jul-16		
16	Mrs. Kumkum Dixit	PGT	17th July 1984	15th April 2021	Trained	Probation
17	Mr. Vineet Yadav	PGT	4th July 1985	11th January 2024	Trained	
18	Mr. Shivesh Gupta	PGT	11th July 1999	1st April 2024	Trained	
19	Mr. James Dueman	PGT	28th Dec 1963	02-Jul-05	Trained	

20	Mrs. Sangeeta Bahl	TGT	1st May 1965	16-Jul-90	Trained	Confirmed
21	Mrs. Shikha Vashisht	TGT	3rd Aug 1969	01-Jul-94	Trained	Confirmed
22	Mrs. Alka Dua	TGT	11th March 1965	05-Jul-99	Trained	Confirmed
23	Mrs. Savneet Kaur	TGT	14th Nov 1977	05-Jul-99	Trained	Confirmed
24	Mrs. Rita Sharma	TGT	12th July 1964	01-Jul-94	Trained	Confirmed
25	Ms. Namrata Singhal	TGT	19th April 1966	01-Jul-94	Trained	Confirmed
26	Dr. Anuradha Paliwal	TGT	21st Aug 1978	02-Jul-16	Trained	Confirmed
27	Mrs. Ruveena Caroline Nadar	TGT	9th Sept 1982	06-Apr-16	Trained	Confirmed
28	Ms. Paramjit Kaur	TGT	17th May 1970	11-Apr-15	Trained	Confirmed
29	Mrs. Yasmin Parvez	TGT	6th Aug 1968	02-Jul-91	Trained	Confirmed
30	Mrs. Richa Kaushal	TGT	8th Oct 1983	04-Nov-16	Trained	Confirmed
31	Mr. Malkeet Singh	TGT	30th June 1989	1st July 2019	Trained	Confirmed
32	Mrs. Sunita Saxena	PRT	1st July 1965	07-Jul-88	Trained	Confirmed
33	Mrs. Theresa Miyan	PRT	12th March 1966	16-Jul-90	Trained	Confirmed
34	Mrs. Sandra Hearsey	PRT	9th Aug 1964	07-Jul-88	Trained	Confirmed
35	Mrs. Rita Crispin	PRT	23rd Feb 1972	01-Jul-94	Trained	Confirmed
36	Dr. Meenakshi Sharma	PRT	14th April 1964	02-Jul-04	Trained	Confirmed
37	Mr. Rubu Borooh	PRT	15th Sept 1975	01-Aug-10	Trained	Confirmed
38	Mrs. Rekha Jain	PRT	13th July 1965	01-Jul-10	Trained	Confirmed
39	Mr. Desmond Fernandez	PRT	23rd July 1989	02-Aug-10	Trained	Confirmed
40	Mrs. Deepa Jaggi	PRT	18th Oct 1981	01-Jul-13	Trained	Confirmed

41	Mrs. Dimple Veronica Massey	PRT	9th May 1986	11-Jul-15	Trained	Confirmed
42	Mrs. Rekha Mehra	PRT	6th March 1976	12-Oct-15	Trained	Confirmed
43	Mrs. Lorraine Rosemeyer	PRT	31st Dec 1975	02-Jul-96	Trained	Confirmed
44	Mrs. Chandni Karan	PRT	2nd Jan 1984	01-Jul-06	Trained	Confirmed
45	Mrs. Tresa Lince	PRT	12th May 1986	01-Jul-06	Trained	Confirmed
46	Mrs. Archana Daniel	PRT	9th Nov 1972	01-Jul-09	Trained	Confirmed
47	Mrs. Aarti Christovahak	PRT	20th March 1986	01-Jul-08	Trained	Confirmed
48	Mrs. Anandi Tirkey	PRT	12th Feb 1987	1ST July 2008	Trained	Confirmed
49	Mrs. Irene Massey	PRT	15th Jan 1976	01-Jul-14	Trained	Confirmed
50	Mrs. Geeta Rawat	PRT	22nd June1966	01-Jul-14	Trained	Confirmed
51	Mr. G. Lazer	PRT	1st July 1969	06-Apr-16	Trained	Confirmed
52	Mrs. Seema Agarwal	PRT	15th Sept 1984	01-Apr-17	Trained	Confirmed
53	Mrs. Ankita Mishra	PRT	26th Aug 1984	1st April 2018	Trained	Confirmed
54	Ms. Shweta Sahni	PRT	23rd July 1993	1st July 2019	Trained	Probation
55	Dr. Madhulika Verma	PRT	6th Nov 1976	1st July 2019	Trained	Probation
56	Mrs. Ritu Mago	PRT	7th July 1974	1st July 2019	Trained	Probation
57	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Probation
58	Sr. Aruna Divya Tirkey	PRT	14th Nov 1981	1st Aug 2022	Trained	Probation
59	Mrs. Anjali Mary Dass	PRT	3rd Aug 1991	20th April 2020	Trained	Probation
60	Ms. Aditi Ghai	PRT	27th Sept 1991	1st July 2019	Trained	Probation
61	Mrs. Jamuna	PRT	5th July 1979	1st July 2019	Trained	Probation

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	Probation
65	Ms. Marina Manisha Morris	PRT	19th June 1997	12th April 2021	Trained	Probation
66	Ms. Jacinta Silvera	PRT	21st Oct 1997	15th Aug 2021	Trained	Probation
67	Mr. Jiljo John	PRT	1st Sept 1990	1st Sept 2021	Trained	Probation
68	Ms. Celeste Mary Joseph	PRT	7th Aug 1996	23rd March 2022	Trained	
69	Mrs. Mary Augustine	PRT	3rd Nov 1992	3rd April 2023	Trained	
70	Ms. Shreyya Nayyar	PRT	10th Sept 1993	25th Aug 2023	Trained	
71	Mrs. Rashmi Garg	PRT	23rd May 1983	16th Sept 2023	Trained	
72	Mrs. Divya Sharma	PRT	30th Jan 1993	1st April 2024	Trained	
73	Ms. Renu Bansal	PRT	30th Nov 1988	1st April 2024	Trained	
74	Ms. Sumita Kushwaha	PRT	4th July 1999	1st April 2024	Trained	
75	Mrs. Pamela Lebon	PPRT	3rd July 1964	03-Oct-12	Trained	Confirmed
76	Mrs. Beverly Pears	PPRT	3rd Jan 1968	01-Jul-94	Trained	Confirmed
77	Mrs. Maria Lall	PPRT	4th June 1971	02-Aug-96	Trained	Confirmed
78	Ms. Nancy Crispin	PPRT	1st Dec 1988	06-Jul-09	Trained	Confirmed
79	Mrs. Anjali D'Silva	PPRT	21st Feb 1970	01-Jul-14	Trained	Confirmed
80	Mrs. Rachna Batra	PPRT	29th July 1979	1st July 2019	Trained	Probation
81	Mrs. Saujanya Singh Chaudhary	PPRT	1st Feb 1991	1st July 2019	Trained	Probation
82	Ms. Khushboo Arora	PPRT	10th Jan 1989	1st July 2019	Trained	Probation

83	Mrs. Khushboo Joseph	PPRT	28th Oct 1994	1st July 2019	Trained	Probation
84	Mrs. Rishika Arora	PPRT	24th Sept 1986	1st July 2023	Trained	
85	Ms. Harjas Kaur	PPRT	2nd Dec 1997	5th April 2022	Trained	
86	Ms. Rebecca Nath	PPRT	7th Oct 1986	5th April 2022	Trained	
87	Mrs. Soniya Singh	PPRT	15th Oct 1986	5th April 2022	Trained	
88	Mrs. Alice John Thomas	Office Assistant	23rd Nov 1970	1st July 1993	Trained	Confirmed
89	Mrs. Nathasha Jane Kaul	Office Assistant	29th May 1978	1st July 2006	Trained	Confirmed
90	Mr. Lawrence Masih	Office Assistant	8th Dec 1982	1st October 2013	Trained	Confirmed
91	Mr. Nitin Kumar Singh	Office Assistant	16th Jan 1988	1st July 2019	Trained	Confirmed
92	Mr. Stanly Vishal Crispin	Office Assistant	18th Dec 1994	3rd July 2017	Trained	Confirmed
93	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 (2024– 2025)

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 (2024 - 2025)

Class	A	B	C	D
NURSERY	50	49		
LKG	52	49	51	50
UKG	54	54	54	55
I	54	54	54	53
II	57	57	59	56
III	57	59	57	57
IV	56	56	56	56
V	56	58	58	56
VI	55	54	54	54
VII	54	55	56	55
VIII	57	57	59	56
IX	57	56	56	56
X	48	50	48	49
XI	33	38	42	41
XII	34	29	27	31

Total Strength

3006

SELECTION PANEL

- | | |
|--------------------------------------|-----------------------|
| 1. Principal | Fr. Sunny Kottoor |
| 2. Headmistress | Sr. Gincy |
| | Sr. Annie |
| 3. Manager | Fr. Grigorious Antony |
| 4. Education Officer | Col. Khan |
| Station Head Quarters | |
| 5. Principal Jesus & Mary | |

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**