

School Information (2025–2026)

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 U.P. 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 upto	31March 2031
6	Name of Trust/Society/Company Registered under Section 25 of the Company Act, 1956. Period upto 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) FaxNo.	
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 Checkup	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 perclassX 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. GINCY GEORGE- Headmistress
18	Section wise enrolment of school for the current session		Annexure-E
19	Academic session period		From-1 st April to 31 st March
20	Vacation Period		From- 21 st May to 01 st July (Summer)
			1 st Jan. to 10 th Jan(Winter)
21	Admission period		From-April-July

Annexure – A

School Managing Committee

S.No.	Name	Designation	Tenure	Address
1	Most Rev. Dr. Raphy Manjaly	President		Archbishop of Agra
				Cathedral House
				Wazipura Road, Agra
2	Fr. Shaji Joseph	Manager		St. Clare's Sr. Sec. School,
				118 Prithvi raj 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 Prithvi raj Road
				Agra Cantt.–282001
5	SR. Gincy Joseph	Headmistress/Member		St. Clare's Sr. Sec. School,
				118 Prithvi raj Road
				Agra Cantt.–282001
6	SR. Nellie Dantas	Headmistress/Member		St. Clare's Sr. Sec. School,
				118 Prithvi raj 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		103Silver Castle, Agra
13	Fr. Asim Beck	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 Joseph	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 (2025–2026)

		Nursery LKG & UKG	I&II	III & IV	V–VIII	IX&X	XI&XII Science	XI&XII Com.
1	Composite Fee (Bimonthly)	6660	6970	7800	7910	9090	9890	9420
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)	42060	43920	48900	459560	56820	61740	58920

Staff Details 2025 - 2026

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. Nellie Dantas	Head Mistress	13th Nov 1952	Jul-25	Trained	Confirmed
4	Mr. Arthur Jude Clarence	PGT	30th Oct 1969	01-Jan-95	Trained	Confirmed
5	Mrs. Pushpa Kempster	PGT	8th Oct 1969	02-Jul-96	Trained	Confirmed
6	Mr. Jopson Thomas	PGT	12th July 1970	01-Jul-93	Trained	Confirmed
7	Mr. Ajeet Singh	PGT	9th Sept 1966	08-Jul-92	Trained	Confirmed
8	Mr. Vipul Kumar	PGT	5th July 1979	10-Jul-08	Trained	Confirmed
9	Mr. Vishnu Sharma	PGT	23rd July 1974	02-Aug-10	Trained	Confirmed
10	Mr. Arun Kumar Yadav	PGT	25th Dec 1969	07-Jul-11	Trained	Confirmed
11	Dr. Meeta Arora	PGT	29th Aug 1975	05-Jul-98	Trained	Confirmed
12	Dr. Praveen Kumar Verma	PGT	19th Oct 1981	08-Jul-13	Trained	Confirmed
13	Mrs. Veronica Peter	PGT	3rd June 1982	02-Jul-05	Trained	Confirmed
14	Mrs. Rekha Mehra	PGT	6th March 1976	12-Oct-15	Trained	Confirmed
15	Mrs. Kumkum Dixit	PGT	17th July 1984	15th April 2021	Trained	Confirmed
16	Mrs. Sangeeta Bahl	TGT	1st May 1965	16-Jul-90	Trained	Confirmed
17	Mrs. Shikha Vashisth	TGT	3rd Aug 1969	01-Jul-94	Trained	Confirmed
18	Mrs. Savneet Kaur	TGT	14th Nov 1977	05-Jul-99	Trained	Confirmed
19	Ms. Namrata Singhal	TGT	19th April 1966	01-Jul-94	Trained	Confirmed

20	Dr. Anuradha Paliwal	TGT	21st Aug 1978	02-Jul-16	Trained	Confirmed
21	Mrs. Ruveena Caroline Nadar	TGT	9th Sept 1982	06-Apr-16	Trained	Confirmed
22	Mrs. Paramjit Kaur	TGT	17th May 1970	11-Apr-15	Trained	Confirmed
23	Mrs. Yasmin Parvez	TGT	6th Aug 1968	02-Jul-91	Trained	Confirmed
24	Mrs. Richa Kaushal	TGT	8th Oct 1983	04-Nov-16	Trained	Confirmed
25	Mr. Malkeet Singh	TGT	30th June 1989	1st July 2019	Trained	Confirmed
26	Dr. Madhulika Verma	TGT	6th Nov 1976	1st July 2019	Trained	Confirmed
27	Mrs. Sunita Saxena	PRT	1st July 1965	07-Jul-88	Trained	Confirmed
28	Mrs. Theresa Miyan	PRT	12th March 1966	16-Jul-90	Trained	Confirmed
29	Mrs. Rita Crispin	PRT	23rd Feb 1972	01-Jul-94	Trained	Confirmed
30	Mr. Rubu Barooah	PRT	15th Sept 1975	01-Aug-10	Trained	Confirmed
31	Mrs. Rekha Jain	PRT	13th July 1965	01-Jul-10	Trained	Confirmed
32	Mr. Desmond Fernandez	PRT	23rd July 1989	02-Aug-10	Trained	Confirmed
33	Mrs. Deepa Jaggi	PRT	18th Oct 1981	01-Jul-13	Trained	Confirmed
34	Mrs. Dimple Veronica Massey	PRT	9th May 1986	11-Jul-15	Trained	Confirmed
35	Mrs. Loraine Rosemeyer	PRT	31st Dec 1975	02-Jul-96	Trained	Confirmed
36	Mrs. Chandini Karan	PRT	2nd Jan 1984	01-Jul-06	Trained	Confirmed
37	Mrs. Tresa Massey	PRT	12th May 1986	01-Jul-06	Trained	Confirmed
38	Mrs. Archana Daniel	PRT	9th Nov 1972	01-Jul-09	Trained	Confirmed
39	Mrs. Aarti Christovahak	PRT	20th March 1986	01-Jul-08	Trained	Confirmed
40	Mrs. Anandi Tirkey	PRT	12th Feb 1987	1ST July 2008	Trained	Confirmed

41	Mrs. Irene Massey	PRT	15th Jan 1976	01-Jul-14	Trained	Confirmed
42	Mrs. Geeta Rawat	PRT	22nd June 1966	01-Jul-14	Trained	Confirmed
43	Dr. G. Lazer	PRT	1st July 1969	06-Apr-16	Trained	Confirmed
44	Mrs. Seema Agarwal	PRT	15th Sept 1984	01-Apr-17	Trained	Confirmed
45	Mrs. Ankita Mishra	PRT	26th Aug 1984	1st April 2018	Trained	Confirmed
46	Mrs. Anjali D'Silva	PRT	21st Feb 1970	01-Jul-14	Trained	Confirmed
47	Mrs. Ritu Mago	PRT	7th July 1974	1st July 2019	Trained	Confirmed
48	Mrs. Jamuna	PRT	5th July 1979	1st July 2019	Trained	Confirmed
49	Ms. Shweta Sahni	PRT	23rd July 1993	1st July 2019	Trained	Confirmed
50	Ms. Monika Batra	PRT	1st Nov 1991	1st July 2019	Trained	Confirmed
51	Ms. Aditi Ghai	PRT	27th Sept 1991	1st July 2019	Trained	Confirmed
52	Mrs. Sheena Mehta	PRT	13th Feb 1974	1st July 2019	Trained	Confirmed
53	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Confirmed
54	Mrs. Anjali Mary Dass	PRT	3rd Aug 1991	20th April 2020	Trained	Confirmed
55	Mrs. Beverly Pears	PRT	3rd Jan 1968	01-Jul-94	Trained	Confirmed
56	Mrs. Maria Lal	PRT	4th June 1971	02-Aug-96	Trained	Confirmed
57	Ms. Nancy Crispin	PRT	1st Dec 1988	06-Jul-09	Trained	Confirmed
58	Mrs. Saujanya Singh Chaudhary	PPRT	1st Feb 1991	1st July 2019	Trained	Confirmed
59	Mrs. Rachna Batra	PPRT	29th July 1979	1st July 2019	Trained	Confirmed
60	Mrs. Khushboo Arora	PPRT	10th Jan 1989	1st July 2019	Trained	Confirmed
61	Mrs. Khushboo Joseph	PPRT	28th Oct 1994	1st July 2019	Trained	Confirmed

62	Sr. Anita Bara	PRT	20th April 1984	1st July 2025	Trained	
63	Mr. Vineet Yadav	PGT	4th July 1985	11th January 2024	Trained	
64	Mr. Shivesh Gupta	PGT	11th July 1999	1st April 2024	Trained	
65	Mrs. Sherlie Benjamin	PGT	29th March 1993	1st April 2025	Trained	
66	Mr. Akash Gupta	TGT	19th June 1991	1st April, 2025	Trained	
67	Ms. Marina Morris	PRT	19th June 1997	12th April 2021	Trained	Probation
68	Ms. Jacinta Silvera	PRT	21st Oct 1997	15th Aug 2021	Trained	Probation
69	Mr. Jiljo John	PRT	1st Sept 1990	1st Sept 2021	Trained	Probation
70	Ms. Celeste Mary Joseph	PRT	7th Aug 1996	23rd March 2022	Trained	Probation
71	Ms. Shreyya Nayyar	PRT	10th Sept 1993	25th Aug 2023	Trained	
72	Mrs. Rashmi Garg	PRT	23rd May 1983	16th Sept 2023	Trained	
73	Mrs. Divya Sharma	PRT	30th Jan 1993	1st April 2024	Trained	
74	Ms. Renu Bansal	PRT	30th Nov 1988	1st April 2024	Trained	
75	Ms. Rakshita Arora	PRT	9th Aug 1997	9th Jan 2025	Trained	
76	Mrs. Shikha Verma	PRT	11th June 1986	1st April 2025	Trained	
77	Mrs. Rachna Holkar	PRT	26th Oct 1989	1st April 2025	Trained	
78	Mrs. Zahida Khanam	PRT	28th Aug 1988	1st April 2025	Trained	
79	Ms. Joveeta Michael	PRT	10th Oct 2002	1st July 2025	Trained	
80	Mrs. Ashmita Lyall	PRT	27th April 1998	5th July 2025	Trained	
81	Mrs. Rishika Arora	PPRT	24th Sept 1986	1st July 2023	Trained	
82	Mrs. Soniya Singh	PPRT	15th Oct 1986	5th April 2022	Trained	Probation

83	Ms. Rebecca Nath	PPRT	7th Oct 1986	5th April 2022	Trained	Probation
84	Ms. Harjas Kaur	PPRT	2nd Dec 1997	5th April 2022	Trained	Probation
85	Mrs. Neha Bhawani	PPRT	4th Jan 1992	1st April 2025	Trained	
86	Mrs. Neetu Gupta	PPRT	14th Oct 1974	15th Oct 2024	Trained	
87	Ms. Azline Massey	PPRT	18th July 2002	3rd April 2025	Trained	
88	Mrs. Babita Tewari	PGT	2nd Jan 1965	01-Jul-93	Trained	
89	Mr. Sanjeev Rathore	PGT	25th Feb 1965	05-Jul-16	Trained	
90	Mrs. Alka Dua	TGT	11th March 1965	05-Jul-99	Trained	
91	Mrs. Alice John Thomas	Office Assistant	23rd Nov 1970	1st July 1993	Trained	Confirmed
92	Mrs. Nathasha Jane Kaul	Office Assistant	29th May 1978	1st July 2006	Trained	Confirmed
93	Mr. Lawrence Masih	Office Assistant	8th Dec 1982	1st October 2013	Trained	Confirmed
94	Mr. Nitin Kumar Singh	Office Assistant	16th Jan 1988	1st July 2019	Trained	Confirmed
95	Mr. Stanly Vishal Crispin	Office Assistant	18th Dec 1994	3rd July 2017	Trained	Confirmed

Annexure–D

Details of Salary being paid to teaching Staff/non-teaching staff (2025–2026)

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 (2025- 2026)

Class	A	B	C	D
NURSERY	58	58		
LKG	49	49	48	49
UKG	51	51	51	50
I	58	58	58	58
II	55	55	52	54
III	59	59	58	59
IV	59	58	58	58
V	58	57	58	58
VI	58	58	56	56
VII	55	55	57	55
VIII	54	53	54	55
IX	56	56	56	55
X	55	56	56	57
XI	36	37	44	39
XII	32	38	40	41

Total Strength

3081

SELECTION PANEL

- | | |
|--------------------------------------|-------------------|
| 1. Principal | Fr. Sunny Kottoor |
| 2. Headmistress | Sr. Gincy George |
| | Sr. Nellie Dantas |
| 3. Manager | Fr. Shaji Joseph |
| 4. Education Officer | Col. Khan |
| Station Head Quarters | |
| 5. Principal Jesus & Mary | |

Secretary
Management Committee