

St. Clare's Sr. Sec. School, Agra Cantt.
School Information (2026 – 2027)

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	:	31 st March 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) Fax No.	:	
9	Area of School Campus	:	
	(i) In Acres	:	2.74
	(ii) In Sq. mtrs.	:	11088.386536
	(iii) Built up area (Sq.mtrs.)	:	3667.47
	(iv) Area of Playground in Sq.mtrs.	:	7420.91
	(v) Other facilities	:	
	a) Swimming Pool	:	No
	b) Indoor Games	:	Yes
	c) Dance Rooms	:	Yes
	d) Gymnasium (Outdoor)	:	Yes
	e) Music Rooms	:	Yes
	f) 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 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. Gincy George – Vice Principal
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 January to 10 th January (Winter)
21	Admission period	:	From : – April to July

Annexure – A
School Managing Committee(2026-2027)

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.(Dr.) 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 George FDCC	Vice - Principal / Member		St. Clare's Sr. Sec. School, 118 Prithvi raj Road
6	Fr.(Dr.) Alwyn Pinto	Member		Principal St. Peter's College, Agra
7	Fr. Varghese Kunnath	Member		Parish Priest St. Patrick's Church, Agra Cantt.–282001
8	Fr. Roshan D'Silva	Member		Principal St. Clare's Unit II
9	Sr. Beena John RJM	Member		Principal St. Anthony's School Agra Cantt.–282001
10	Sr. Shalu Sebastian CHF	Member		Principal St. Mary's School, Shamshabad Road, Agra
11	Sr. Neillie Dantas FDCC	Member		Head Mistress St. Clare's Sr. Sec. School, 118 Prithvi raj Road
12	Dr. Manu Sharma	Parent Representative		514/1 MAP, 4 Area, AFS, Agra
13	Dr. Sandeep Mahajan	Parent Representative		Agra Cantt, Agra
14	Mrs. Veronica Peter	Teacher Representative		103 Silver Castle, Agra
15	Fr. Asim Beck	Asst. Parish Priest		St. Patrick's Church
16	Mr. Lawrence Masih	Accountant		St. Clare's Sr. Sec. School, Agra
17	Mrs. Deepa Jaggi	Teacher Representative		St. Clare's Sr. Sec. School, Agra
18	Mr. Chandrashekhar	Member		DIOS/Govt. Nominee

Annexure–B
Fee Structure Session (2026–2027)

		Nursery LKG& UKG	I&II	III &IV	V–VIII	IX&X	XI&XII Science	XI&XII Com.
1	Composite Fee (Bimonthly)	7200	7540	8440	8560	9090	9840	10200
2	Exam Fee Twice aYear	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)	45300	47340	52740	53460	61320	66600	63600

Annexure–C

Staff Details 2026 - 2027

S.No.	Name of the Staff Member	Designation	Date of Birth	Date of Joining	Trained / Un-Trained	Confirmed / Probation	Contract
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. Melesia Ekka	Head - Mistress	4th May1973	1st July 2026	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. Vipul Kumar	PGT	5th July 1979	10-Jul-08	Trained	Confirmed	
8	Mr. Vishnu Sharma	PGT	23rd July 1974	02-Aug-10	Trained	Confirmed	
9	Mr. Arun Kumar Yadav	PGT	25th Dec 1969	07-Jul-11	Trained	Confirmed	
10	Dr. Meeta Arora	PGT	29th Aug 1975	05-Jul-98	Trained	Confirmed	
11	Dr. Praveen Kumar Verma	PGT	19th Oct 1981	08-Jul-13	Trained	Confirmed	
12	Mrs. Veronica Peter	PGT	3rd June 1982	02-Jul-05	Trained	Confirmed	
13	Mrs. Rekha Mehra	PGT	6th March 1976	12-Oct-15	Trained	Confirmed	
14	Mrs. Kumkum Dixit	PGT	17th July 1984	15th April 2021	Trained	Confirmed	
15	Mrs. Shikha Vashisth	TGT	3rd Aug 1969	01-Jul-94	Trained	Confirmed	
16	Mrs. Savneet Kaur	TGT	14th Nov 1977	05-Jul-99	Trained	Confirmed	
17	Ms. Namrata Singhal	TGT	19th April 1966	01-Jul-94	Trained	Confirmed	
18	Dr. Anuradha Paliwal	TGT	21st Aug 1978	02-Jul-16	Trained	Confirmed	

19	Mrs. Ruveena Caroline Nadar	TGT	9th Sept 1982	06-Apr-16	Trained	Confirmed	
20	Mrs. Yasmin Parvez	TGT	6th Aug 1968	02-Jul-91	Trained	Confirmed	
21	Mrs. Richa Kaushal	TGT	8th Oct 1983	04-Nov-16	Trained	Confirmed	
22	Mr. Malkeet Singh	TGT	30th June 1989	1st July 2019	Trained	Confirmed	
23	Dr. Madhulika Verma	TGT	6th Nov 1976	1st July 2019	Trained	Confirmed	
24	Mrs. Rita Crispin	PRT	23rd Feb 1972	01-Jul-94	Trained	Confirmed	
25	Mr. Rubu Barooah	PRT	15th Sept 1975	01-Aug-10	Trained	Confirmed	
26	Mr. Desmond Fernandez	PRT	23rd July 1989	02-Aug-10	Trained	Confirmed	
27	Mrs. Deepa Jaggi	PRT	18th Oct 1981	01-Jul-13	Trained	Confirmed	
28	Mrs. Dimple Veronica Massey	PRT	9th May 1986	11-Jul-15	Trained	Confirmed	
29	Mrs. Loraine Rosemeyer	PRT	31st Dec 1975	02-Jul-96	Trained	Confirmed	
30	Mrs. Chandini Karan	PRT	2nd Jan 1984	01-Jul-06	Trained	Confirmed	
31	Mrs. Tresa Massey	PRT	12th May 1986	01-Jul-06	Trained	Confirmed	
32	Mrs. Archana Daniel	PRT	9th Nov 1972	01-Jul-09	Trained	Confirmed	
33	Mrs. Aarti Christovahak	PRT	20th March 1986	01-Jul-08	Trained	Confirmed	
34	Mrs. Anandi Tirkey	PRT	12th Feb 1987	1st July 2008	Trained	Confirmed	
35	Mrs. Irene Massey	PRT	15th Jan 1976	01-Jul-14	Trained	Confirmed	
36	Mrs. Geeta Rawat	PRT	22nd June1966	01-Jul-14	Trained	Confirmed	
37	Dr. G. Lazer	PRT	1st July 1969	06-Apr-16	Trained	Confirmed	
38	Mrs. Seema Agarwal	PRT	15th Sept 1984	01-Apr-17	Trained	Confirmed	
39	Mrs. Ankita Mishra	PRT	26th Aug 1984	1st April 2018	Trained	Confirmed	

40	Mrs. Anjali D'Silva	PRT	21st Feb 1970	01-Jul-14	Trained	Confirmed	
41	Mrs. Ritu Mago	PRT	7th July 1974	1st July 2019	Trained	Confirmed	
42	Mrs. Jamuna	PRT	5th July 1979	1st July 2019	Trained	Confirmed	
43	Ms. Shweta Sahni	PRT	23rd July 1993	1st July 2019	Trained	Confirmed	
44	Ms. Monika Batra	PRT	1st Nov 1991	1st July 2019	Trained	Confirmed	
45	Ms. Aditi Ghai	PRT	27th Sept 1991	1st July 2019	Trained	Confirmed	
46	Mrs. Sheena Mehta	PRT	13th Feb 1974	1st July 2019	Trained	Confirmed	
47	Mrs. Sanjana Nancy Nadar	PRT	22nd Nov 1969	1st July 2019	Trained	Confirmed	
48	Mrs. Anjali Mary Dass	PRT	3rd Aug 1991	20th April 2020	Trained	Confirmed	
49	Ms. Marina Morris	PRT	19th June 1997	12th April 2021	Trained	Confirmed	
50	Ms. Jacinta Silvera	PRT	21st Oct 1997	15th Aug 2021	Trained	Confirmed	
51	Mr. Jiljo John	PRT	1st Sept 1990	1st Sept 2021	Trained	Confirmed	
52	Mrs. Beverly Pears	PPRT	3rd Jan 1968	01-Jul-94	Trained	Confirmed	
53	Mrs. Maria Lal	PPRT	4th June 1971	02-Aug-96	Trained	Confirmed	
54	Ms. Nancy Crispin	PPRT	1st Dec 1988	06-Jul-09	Trained	Confirmed	
55	Mrs. Saujanya Singh Chaudhary	PPRT	1st Feb 1991	1st July 2019	Trained	Confirmed	
56	Mrs. Rachna Batra	PPRT	29th July 1979	1st July 2019	Trained	Confirmed	
57	Mrs. Khushboo Arora	PPRT	10th Jan 1989	1st July 2019	Trained	Confirmed	
58	Mrs. Khushboo Joseph	PPRT	28th Oct 1994	1st July 2019	Trained	Confirmed	
59	Mr. Vineet Yadav	PGT	4th July 1985	11th January 2024	Trained		Contract

60	Mr. Shivesh Gupta	PGT	11th July 1999	1st April 2024	Trained		Contract
61	Mrs. Sherlie Benjamin	PGT	29th March 1993	1st April 2025	Trained		Contract
62	Mr. Himanshu Gupta	PGT	4th December 1993	1st April 2026	Trained		Contract
63	Mr. Shivin Bharti	PGT	5th January 1994	1st April 2026	Trained		Contract
64	Mr. Akash Gupta	TGT	19th June 1991	1st April, 2025	Trained		Contract
65	Ms. Celeste Mary Joseph	PRT	7th Aug 1996	23rd March 2022	Trained	Probation	
66	Ms. Shreyya Nayyar	PRT	10th Sept 1993	25th Aug 2023	Trained	Probation	
67	Mrs. Rashmi Garg	PRT	23rd May 1983	16th Sept 2023	Trained	Probation	
68	Mrs. Divya Sharma	PRT	30th Jan 1993	1st April 2024	Trained		Contract
69	Ms. Renu Bansal	PRT	30th Nov 1988	1st April 2024	Trained		Contract
70	Ms. Rakshita Arora	PRT	9th Aug 1997	9th Jan 2025	Trained		Contract
71	Mrs. Shikha Verma	PRT	11th June 1986	1st April 2025	Trained		Contract
72	Mrs. Rachna Holkar	PRT	26th Oct 1989	1st April 2025	Trained		Contract
73	Mrs. Zahida Khanam	PRT	28th Aug 1988	1st April 2025	Trained		Contract
74	Mrs. Ashmita Lyall	PRT	27th April 1998	5th July 2025	Trained		Contract
75	Ms. Ankita Verma	PRT	6th Aug 1995	1st August 2026	Trained		Contract
76	Mrs. Rishika Arora	PPRT	24th Sept 1986	1st July 2023	Trained	Probation	
77	Ms. Rebecca Nath	PPRT	7th Oct 1986	5th April 2022	Trained	Probation	
78	Ms. Harjas Kaur	PPRT	2nd Dec 1997	5th April 2022	Trained	Probation	
79	Mrs. Neha Bhawani	PPRT	4th Jan 1992	1st April 2025	Trained		Contract

80	Mrs. Soniya Singh	PPRT	15th Oct 1986	5th April 2022	Trained		Contract
81	Ms. Azline Massey	PPRT	18th July 2002	3rd April 2025	Trained		Contract
82	Mrs. Neetu Gupta	PPRT	14th Oct 1974	15th Oct 2024	Trained		Contract
83	Mr. Shivam Ojha	PRT	4th August, 2000	1st April, 2026	Trained		Contract
84	Mrs. Dimple Chauhan	PRT	27th October 1994	1st April, 2026	Trained		Contract
85	Mrs. Kiran Bika	PRT	14th June 1995	1st April, 2026	Trained		Contract
86	Dr. Pinky Sharma	PRT	10th February 1983	1st April, 2026	Trained		Contract
87	Mrs. Deepti Agarwal	PRT	22nd Aug 1982	1st July 2026	Trained		Contract
88	Mrs. Preeti Upadhyay	PPRT	15th June 1988	1st April, 2026	Trained		Contract
89	Mrs. Bhavna Tyagi	PPRT	24th Sept 1987	1st July 2026	Trained		Contract
90	Mrs. Alice John Thomas	Office Assistant	23rd Nov 1970	1st July 1993	Trained	Confirmed	
91	Mrs. Nathasha Jane Kaul	Office Assistant	29th May 1978	1st July 2006	Trained	Confirmed	
92	Mr. Lawrence Masih	Office Assistant	8th Dec 1982	1st October 2013	Trained	Confirmed	
93	Mr. Nitin Kumar Singh	Office Assistant	16th Jan 1988	1st July 2019	Trained	Confirmed	
94	Mr. Stanly Vishal Crispin	Office Assistant	18th Dec 1994	3rd July 2017	Trained	Confirmed	
95	Ms. Era Nigam	Student Counsellor	19th June 2001	20th July 2026	Trained		Contract

Annexure–D

Details of Salary being paid to teaching Staff/non-teaching staff (2026–2027)

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

SELECTION PANEL

S.No.	Designation	Member
1	Principal	Fr. Sunny Kottoor
2	Vice - Principal	Sr. Gincy George
3	Headmistress	Sr. Melesia Ekka
4	Manager	Fr. Shaji Joseph
5	Education Officer Station Head Quarters	Col. Khan
6	Principal Jesus & Mary	Sr. Gracy Paul

**Secretary Management
Committee**