

SCHOOL INFORMATION 2017-2018

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| 1. NAME OF THE SCHOOL WITH ADDRESS:
AS PER AFFILIATION LETTER | St. Anne's Convent School,
Sector 32-C, Chandigarh
160 030 |
| (i) E-mail | info@sacschd.in |
| (ii) Ph. No. | 0172 2603278 |
| (iii) Fax No. | 0172 2622278 |
| 2. Year Of Establishment Of The School: | 1977 |
| 3. Whether NOC from State/UT or
Recommendation of Embassy of
India obtained? | Yes
N/A |
| 4. Is the school is recognized, if
yes by which Authority | Yes
Education Department,
Chandigarh U.T |
| 5. STATUS OF AFFILIATION: | |
| Permanent/Regular/Provisional | Provisional |
| (i) Affiliation No. | 2630021 |
| (ii) Affiliation with the Board since | 1985 |
| (iii) Extension of affiliation up to | A/F |
| 6. Name of Trust/Society/Company
Registered under the Societies Registration
ACT of 1860 | Simla-Chandigarh Educational
Society |
| Period up to which registration
Of Trust/Society is valid. | For ever |

7. LIST OF MEMBERS OF SCHOOL MANAGING COMMITTEE WITH THEIR ADDRESS AND POST HELD:

Name	Address	Post Held
Rt. Rev. Dr. Ignatius Loyola Mascernhas	Bishop's House, Christ the King Cathedral, Sector 19-A, Chandigarh	President
Rev. Fr. Dominic Bosco	Christ the King Cathedral, Sector 19-A, Chandigarh	Member
Rev. Fr. James Gin	Christ the King Cathedral, Sector 19-A, Chandigarh	Manager
Rev. Sr. Shyni Paul	St. Anne's Convent, Sector 32, Chandigarh	Secretary
Mrs. Reena Godura	2249/3, Sec.45.C, Chandigarh	Teacher
Rev. Fr. Ambrose D'Souza	Christ the King Cathedral, Sec. 19.A, Chandigarh	Educationist
Dr. Ranjay Vardhan	433, Sector 22.A, Chandigarh	Lecturer
Rev. Sr. Nisha	Principal, Sacred Heart Convent School, Sec. 26, Chandigarh	Educationist
Rev. Sr. Mary Supreeta	Principal, Carmel Convent School, Sec. 9, Chandigarh	Educationist
Mr. Anish Babbar	House No. 872, Phase 7, Mohali	Advocate
Rev. Sr. Pushpa	St. Anne's Convent School, Sector 32, Chandigarh	Member
Mr. Sham Lal	# 3949, Sector 22.D, Chandigarh	Parent
Mrs. Rosy Massy	201, Sector A, Chandigarh	Teacher
Mr. Jose George	#24/A, OM Enclave, Mundi Kharar, Mohali Dist. Punjab	Parent
Mrs. Aruna Saini	1308, Sec. 68, Mohali	Lecturer
Rev. Sr. Shibimol Job	St. Anne's Convent, Sector 32, Chandigarh	Member

8. Name and official address of the Manager/President/Chairman/Correspondent

**Fr. James Gin, Manager,
St. Anne's Convent School,
Catholic Church,
Sector 19.A, Chandigarh
Pin Code: 160 019.**

- (i) E- mail : palakaprambilginachi@gmail.com
- (ii) Ph. No. : **0172 2773777, 0172 2775777**
- (iii) Fax No. : **0172 2622278**

9. AREA OF SCHOOL CAMPUS:

(i)	In acres:	8
(ii)	In Sq.mts	32374.8512
(iii)	Built up area (Sq.mtrs)	6717.86
(iv)	Area of play ground in Sq.mtrs	13420
(v)	Other facilities	
	i) Swimming pool	Nil
	ii) Indoor games	Yes
	iii) Dance Rooms	Yes
	iv) Gymnasium	Nil
	v) Music rooms	Yes
	vi) Hostels	Nil
	vii) Health and Medical check –up.	Yes

10 DETAILS OF FEE STRUCTURE: 2017-2018**i) NURSERY: (LKG-UKG)**

Admission only at the time of 1 st Admission in the school	Annual Fee	T. Fee Per month	Development Fee
₹20000	₹4000	₹2230	Nil

ii) I-III

Admission only at the time of 1 st Admission in the school	Annual Fee	T. Fee Per month	Development Fee
₹20000	₹5510	₹2230	₹ 1600 Per annum

iv) IV-VIII

Admission only at the time of 1 st Admission in the school	Annual Fee	T. Fee Per month	Development Fee
₹20000	₹6250	₹2420	₹1600 Per annum

v) **IX –X**

Admission only at the time of 1 st Admission in the school	Annual Fee	T. Fee Per month	Development Fee
₹20000	₹5160	₹2420	₹1600 Per annum

vi) **XI-XII:**

I –XII Non-Medial

XI-XII Commerce

Admission

Only at the time of 1 st in the school	₹20000	₹ 20000
Annual Charges Per annum	₹2160	₹ 2160
Term Fee Per annum	₹1400	₹ 1400
Exam Fee Per annum	₹600	₹ 600
Science Fee Per annum	₹2000	Nil
Tuition fee Per month	₹2730	₹ 2730
Development Fee Per annum	₹ 4000	₹ 4000

11 **TRANSPORT FACILITIES:**

- i) Own Buses **N/A**
- ii) Buses hired on contract basis **Pvt. Buses running for the School on contract.**

iii) **DETAILS OF TRANSPORT CHARGES**

Routes	Classes	Fee
Chandigarh, Behlana, R. Darbar, Air Force, Hallo Majra, Mani Majra	Class I to X	1375
	LKG/UKG/XI/XII	1475
Sarangpur, Kh. Jassu, Kh. Lahora, N. Gaon, Dhanas	Class I to X	1430
	LKG/UKG/XI/XII	1530
Zirakpur, Baltana, Dhakoli, Panchkula	Class I to X	1550
	LKG/UKG/XI/XII	1650
Mohali	Class I to X	1300 -1530
	LKG/UKG/XI/XII	1580
Dera Bassi, Kharar	Class I to X	1900
One Time Charges for insurance/other Taxes/ GPS Camera etc		₹700/- per annum

12 PARTICULARS OF STAFF 2017-2018.

All Faculty members and staff are trained as per requirements of CBSE.

Name	Designation	Date of Appointment	Probation/ Confirmed
Sr. Dr. Shyni Paul	Principal	01/07/2017	Confirmed
Mrs. Kanchan Kulkarni	Music Teacher(TGT)	01/02/1984	Confirmed
Mr. N.King Kennedy	PTI	08/04/1987	Confirmed
Mrs. Rosy Massy	PRT	04/04/1989	Confirmed
Mrs. Amita Sood	Craft Teacher(TGT)	02/11/1992	Confirmed
Mrs. Vandna Mehta	PRT	04/04/1995	Confirmed
Mrs. Vandna Mathew	TGT	02/04/1997	Confirmed
Mrs. Kavita Rani	TGT	15/04/1998	Confirmed
Mrs. Linda D'Silva	TGT	15/04/1998	Confirmed
Mrs. Neel Kamal Sofat	PRT	06/07/1998	Confirmed
Mrs. Sneh Lata	Computer Tr. (TGT)	05/04/1999	Confirmed
Mrs. Anuradha Jain	PRT	05/07/1999	Confirmed
Mrs. Pooja Pathak	TGT	01/04/2000	Confirmed
Mrs. Neelma Jasmine Krishan	TGT	01/04/2000	Confirmed
Mrs. Divya Chathle	PRT	01/04/2000	Confirmed
Mrs. Neelam	TGT	04/04/2000	Confirmed
Mrs. Bindu Marwaha	PRT	04/07/2001	Confirmed
Mrs. Hannah Augusta	Computer Tr. (TGT)/ Inter School Activity Coordinator	04/04/2002	Confirmed
Mrs. Ruchi Sharma	PRT	03/04/2002	Confirmed
Ms. Sonia Vijn	PRT	03/04/2002	Confirmed
Mrs. Sudha Aggarwal	PRT	04/04/2002	Confirmed
Mrs. Anne Cynthia Pawar	PRT	01/04/2003	Confirmed
Mrs. Anita Bala	TGT	01/04/2003	Confirmed
Mrs. Chetna	TGT	01/04/2003	Confirmed
Mr. Vikas Rai	PTI	01/04/2004	Confirmed
Mrs. Teressa	PRT	01/05/2004	Confirmed
Mrs. Kusum Lata	TGT	01/04/2005	Confirmed
Mrs. Sreedevi M R	PRT	01/04/2005	Confirmed
Mrs. Kashma Sharma	PRT	01/04/2005	Confirmed
Mrs. Priti Puri	Computer Tr. (TGT)	01/05/2005	Confirmed
Mr. Bijan Nath	Music Tr (PRT)	02/05/2005	Confirmed
Mrs. Neera Sharma	TGT	01/10/2005	Confirmed
Mrs. Rachna Sood	TGT	01/09/2005	Confirmed
Mrs. Monika	TGT	01/12/2005	Confirmed

Mrs. Renu Akhtar	PRT	03/07/2006	Confirmed
Mr. Rajesh Kumar Gupta	ART Tr. (TGT)	01/11/2006	Confirmed
Mrs. Ramandeep Kaushal	TGT	02/04/2007	Confirmed
Mrs. Meenakshi Joshi	PRT	02/04/2007	Confirmed
Ms. Shubha Chhabra	PRT	02/04/2007	Confirmed
Mrs. Poonam Sidana	TGT	02/07/2007	Confirmed
Mrs. Sarika Kapila	Student Counselor	05/08/2008	Confirmed
Mrs. Renu Dhiman	TGT	01/09/2008	Confirmed
Mr. Deepak	ART TR (PRT)	03/10/2008	Confirmed
Mrs. Seema Pathania	TGT	02/04/2009	Confirmed
Ms. Geeta Rani	PRT	15/04/2009	Confirmed
Mrs. Basundhara	PRT	01/07/2009	Confirmed
Mrs. Poonam Kukreja	TGT	08/07/2009	Confirmed
Mrs. Babita Gupta	TGT	15/07/2009	Confirmed
Ms. Jyoti Varma	TGT	05/04/2010	Confirmed
Mrs. Guncha Nanda	TGT	05/04/2010	Confirmed
Mrs. Simmi Puri	TGT	05/04/2010	Confirmed
Mrs. Pooja Puri	PRT	09/04/2010	Confirmed
Mrs. Seema Sharma	PTI (PRT)	05/07/2010	Confirmed
Mrs. Parvathy O M	Computer Tr. (PRT)	06/07/2010	Confirmed
Mr. Vijay Kumar	TGT	02/08/2010	Confirmed
Mrs. Kuldeep Kaur	TGT	02/08/2010	Confirmed
Mrs. Sukhdeep Kaur	PRT	02/08/2010	Confirmed
Mr. Vanit Kumar	PGT	25/04/2011	Confirmed
Mrs. Jaspreet Kaur	PGT	25/04/2011	Confirmed
Mrs. Mukta Kinger	PGT	25/04/2011	Confirmed
Mrs. Shivani Kakkar	PGT	25/04/2011	Confirmed
Mrs. Shalini Syal	TGT	02/05/2011	Confirmed
Mrs. Deepika Bhandari	TGT	02/05/2011	Confirmed
Mrs. Indu Goel	Craft (PRT)	02/05/2011	Confirmed
Mr. Raman Jinta	PTI	01/07/2011	Confirmed
Mrs. Narinder Pal Kaur	PRT	01/11/2011	Confirmed
Mrs. Rajni Bhambri	TGT	02/04/2012	Confirmed
Mrs. Anita Bhamotra	TGT	02/04/2012	Confirmed
Mrs. Poonam Bist	TGT	02/04/2012	Confirmed
Mrs. Pooja Rana	Dance (PRT)	02/04/2012	Confirmed
Ms. Renu	PTI(PRT)	03/04/2012	Confirmed
Mrs. Arvinder Kaur Bajwa	TGT	07/04/2014	Confirmed
Mrs. Puja Jain	TGT	10/07/2012	Confirmed
Mrs. Gurjeet Kaur Sohal	PGT	02/04/2013	Confirmed
Mrs. Anju Bala Sharma	PRT	02/04/2013	Confirmed
Mrs. Nidhi Sharma Taneja	PRT	04/07/2013	Confirmed
Mrs Rachel Sampson	PRT	04/07/2013	Confirmed
Mrs. Rijo T.J	PRT	07/04/2014	Confirmed
Mrs. Saikata Dutta	TGT	06/04/2015	Confirmed

Ms. Divya Mehta	PRT	06/04/2015	Confirmed
Mrs. Deepika	PRT	06/04/2015	Confirmed
Mrs. Merlymol Antony	PRT	06/04/2015	Confirmed
Mrs. Amaninder Kaur	TGT	01/04/2016	Probation
Mrs. Sobia George	PRT	01/04/2016	Probation
Mrs. Gracy Bento	PRT	01/04/2016	Probation
Sr. Shibimol Job	Vice- Principal	01/07/2017	Confirmed
Ms. Ruchi	TGT	07/04/2017	Probation
Mrs. Ranjeeta	PRT	07/04/2017	Probation
Mrs. Alice Sidhu	Nursery Tr.	01/03/1987	Confirmed
Mrs. Rajni Khandpur	Nursery Tr.	01/04/2000	Confirmed
Mrs. Rojarani Vincent	Nursery Tr.	01/04/2003	Confirmed
Mrs. Harpreet Kaur	Nursery Tr.	02/04/2009	Confirmed
Mrs. Rajni Budhiraja	Nursery Tr.	02/04/2011	Confirmed
Mrs. Neeta Goel	Nursery Tr.	02/04/2012	Confirmed
Mrs. Rita Adalkha	Nursery Tr.	02/04/2012	Confirmed
Mrs. Indrani Pan	Nursery Tr.	02/04/2012	Confirmed
Mrs. Anjula Thakur	Nursery Tr.	07/04/2014	Probation
Mrs. Deepa Nambiar	Nursery Tr.	09/04/2014	Probation
Mrs. Sonia	Librarian	01/08/2001	Confirmed
Mrs. Jasbeer Kaur	Asstt. Librarian	02/07/2007	Confirmed
Ms. Gursharan Kaur	Special Education Tr.	12/10/2015	Probation
Dr. Veerpal Kaur	Doctor	01/11/2015	Probation

ADMINISTRATIVE/NON- TEACHING STAFF

Sr. Pushpa	Treasurer	01/07/2010	Confirmed
Mrs. Lizy Kennedy	Office Supdt.	15/04/1991	Confirmed
Mr. A. Vincent Selvaraj	Supervisor	17/04/2001	Confirmed
Mr. Sukhjeet Singh	System Administrator	02/04/2013	Confirmed
Ms. Indramuni Minj	Office Assistant	02/08/2010	Probation
Ms. Sophia	Receptionist	02/04/2007	Confirmed
Mrs. Mercy George	Library Asstt.	02/04/2007	Confirmed
Mrs. Pushpa Tirkey	Lab Attendant	02/04/2007	Confirmed
Mrs. Jessy Fernandes	Office Asstt. Cum Lab Attendant	02/04/2012	Confirmed

SUPPORT STAFF

Name	Date of Appointment	Probation/ Confirmation
Mr. A.Sayhaya Dass	12/09/1985	Confirmed
Mrs. Salomi	01/08/1989	Confirmed
Mr. Prakash K.C	01/11/1989	Confirmed
Mr. Bir Singh	02.11.1992	Confirmed
Mrs. Mary	10/05/1993	Confirmed
Mr. Pakkiyanathan	02/04/1993	Confirmed
Mr. Birbal	01/01/1995	Confirmed
Mrs. Rani	01/04/1999	Confirmed
Mrs. Chinnapappa	10/04/2000	Confirmed
Mr. T. Mathias	01/07/2001	Confirmed
Mrs. Raj Samuel	09/04/2002	Confirmed
Mrs. Arputhamary	15/04/2002	Confirmed
Mr. Dharma Bhakta	02/05/2005	Confirmed
Mr. Basudev Dass	02/05/2005	Confirmed
Mr.Madan Lal	01/12/2011	Probation
Mrs. Sagayamary	07/07/2003	Confirmed
Mrs. Vimla Kandulna	07/07/2008	Confirmed
Mr. Jaitun Minj	01/08/2009	Confirmed

13 DETAILS OF SALARY BEING PAID BY THE SCHOOL TO TEACHING STAFF/NON- TEACHING STAFF.

Designation	Scale of Pay	Grade Pay	D.A%	HRA %	CCA	EPF Contribution
Principal	18650	6600	120%	10%	100	12%
Vice- Principal	10830	3600	120%	10%	100	12%
PGT	12090	4200	120%	10%	100	12%
TGT	10830	3600	120%	10%	100	12%
PRT	8470	3000	120%	10%	100	12%
Accountant/Office Supdt/Supervisor/System Administrator	8470	3000	120%	10%	100	12%
Office Asstt	6240	2000	120%	10%	100	12%
Lib Asstt and Lab Attendant	5300	1400	120%	10%	100	12%
Driver	5300	1400	120%	10%	100	12%
Class IV Employees	4900	1300	120%	10%	100	12%

14 MODE OF PAYMENT OF SALARY

- i) Name of the bank through which salary is drawing **The Catholic Syrian Bank,
SCO 114-115
Sector 34, Chandigarh**
- ii) Mode of Transfer: Directly transferred from School A/C to Staff's Savings A/C through standing instruction.

15 LIBRARY FACILITIES

- I. Size of the Library in Sq.ft **2015.06 Sq.ft.**
II. No of periodicals **20**
III. No of Dailies **04**
IV. No. f Reference books class-wise **3500. 290/ per class**
V. Others **6526**

16. NAME OF THE GRIEVANCE/REDRESSAL OFFICER: Sr. Dr. Shyni Paul

- (i) E-mail, **shaini222@gmail.com**
(ii) Ph. No. **0172 2603278**

17 MEMBERS OF SEXUAL HARASSMENT COMMITTEE:

- 1) Mr. N. King Kennedy
2) Mrs. Linda D'Silva
3) Mrs. Sonia Mahant
4) Mr. Girish Sachdeva

18 SECTION WISE ENROLMENT OF SCHOOL FOR THE CURRENT SESSION:

Class	No. of Section	Strength
L.K.G	5	236
U.K.G	5	230
I	5	231
II	5	246
III	5	244
IV	5	248
V	5	230

VI	5	240
VII	5	240
VIII	5	247
IX	5	244
X	5	222
XI (Commerce)	1	50
XI (Non- Medical)	1	45
XII (Commerce)	1	55
XII (Non-Medical)	1	31

- 19 ACADEMIC SESSION PERIOD:** April 2017 to March 2018
FROM (07.04.2017 to 31.03.2018)
- 20 VACATION PERIOD**
SUMMER: May, 20, 2017 to July, 3, 2017
AUTUMN: October 15, 2017 to October 22, 2017
WINTER: December 23, 2017 to January, 08, 2018.
- 21 ADMISSION PERIOD**
L.K.G.:- 2nd Week of January
Other Classes: Subject to availability of seats/T.C. position.

PRINCIPAL
SR. DR. SHYNI PAUL