



**1. Name of the School with address:**

**Name: Clara Global School**

Address: Sr No 50, Next to Yellow Blossoms Soc, B T Kawade Road, Sopan Baug Annexe, Pune 411036.

Email : info@claraschool.com

Phone No. : 8380838098/99

**2. Year of Establishment of School : 2018**

**3. Whether NOC from State : YES Govt. Of Maharashtra**

**4. Is the school recognized , if yes by which authority : NO**

**5. Name of the trust /Society / Company registered: Kawade Patil Educational Foundation**

**6. Nature of School:**

Category: Co-educational

Medium of Instruction: English

Type of School: Independent

**7. School Management Committee**

<b>Sr No</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	<b>Mr Chandrakant Kawade</b>	<b>Trustee</b>
<b>2</b>	<b>Mrs Sarika Babar</b>	<b>Director of Academics / Principal</b>
<b>3</b>	<b>Mr Sagar Babar</b>	<b>Director</b>
<b>4</b>	<b>Mrs Hemangi Kawade</b>	<b>Director</b>
<b>5</b>	<b>Mr Vishal Kawade</b>	<b>Director</b>
<b>6</b>	<b>Mrs Rhoda Rathnam</b>	<b>Academic Head</b>
<b>7</b>	<b>Mrs Michelle Freese</b>	<b>Headmistress Pre Primary Section</b>
<b>8</b>	<b>Mrs Patricia James</b>	<b>Cultural Head</b>
<b>9</b>	<b>Ms Heena Asnani</b>	<b>Teacher (Pre Primary)</b>
<b>10</b>	<b>Mrs Rajani Hirekar</b>	<b>Teacher (Pre Primary)</b>
<b>11</b>	<b>Mrs Ekta Chawla</b>	<b>Teacher (Primary)</b>
<b>12</b>	<b>Ms Haleema Khan</b>	<b>Teacher (Primary)</b>
<b>13</b>	<b>Mrs Jean Innis</b>	<b>Ex-Principal- Sinhagad School</b>
<b>14</b>	<b>Mr Harish Kawade</b>	<b>Transport Manager</b>
<b>15</b>	<b>Mr Amit Ghule</b>	<b>Pre Primary Parent Representative</b>
<b>16</b>	<b>Mrs Diya Nambiar</b>	<b>Primary Parent Representative</b>

**8. Area of School Campus :**

1. Area of Campus:

2. Built up area: 67000 sqft



3. Area of Playground in :25000 sqft

**9. Other Facilities:**

1. Swimming Pool : No
2. Indoor games : Yes
3. Dance Rooms : Yes
4. Gymnasium :No
5. Music Rooms : Yes
6. Hostels : No
7. Health and Medical Checkup : Yes
8. Library : Yes
9. Drama Room : Yes
10. Multipurpose Hall : Yes
11. Cafeteria : Yes
12. Language Labs : Yes
13. Robotics Room: Yes
14. ART & CRAFT ROOM: YES

**10. Transport Facility :**

**Third partied vendor: Magik Wheels**

**Transport Manager: Mr Harish Kawade (9822613939)**

**11. Particulars of Teaching Staff:**

SR No	Teachers Name	Sex	DOB(dd/mm/yy)	Designation	Type of Employment	Date of Joining	Educational
1	SARIKA BABAR	F	10/07/1980	Principal	Full Time	01/06/2016	MASTER IN COMPUTER SCIENCE
2	RHODA RATHNAM	F	26/08/1956	Academic Head	Full Time	16/05/2016	B.COM, B.ED
3	MICHELLE FREESE	F	18/08/1970	Head Mistress	Full Time	09/03/2019	Grad,Diploma TTC(Montessori)
4	PATRICIA JAMES	F	21/03/1957	Cultural Head	Full Time	01/02/2016	BA
5	EKTA CHAWLA	F	15/08/1976	Teacher	Full Time	27/05/2016	M.A ENGLISH
6	HALEEMA KHAN	F	10/04/1983	Teacher	Full Time	01/06/2016	B.A. & MONTESSORI COURSE
7	RAJANI HIREKAR	F	05/08/1988	Teacher	Full Time	26/05/2016	B.ED,BCOM



8	HEENA ASNANI	F	29/06/1992	Teacher	Full Time	26/05/2016	MCOM
9	JOSHUA JAMES	M	10/07/1990	Sports and Craft	Full Time	26/05/2016	BA PURSUING
10	SONALI CHAKOLE	F	21/03/1985	Assistant Teacher	Full Time	03/04/2018	ECCE
11	SNEHA MANIKAL	F	26/10/1989	Assistant Teacher	Full Time	03/04/2018	M.COM B.ED
12	NIVEDITA SOOD	F	01/11/1976	Teacher	Full Time	01/06/2016	B.ED, MA, NTT
13	TANUSHRI BHISE	F	22/04/1996	Teacher	Full Time	24/04/2017	TTC
14	PATRICIA O'CONNOR	F	24/06/1986	Assistant Teacher	Full Time	01/02/2018	BA GRADUATE
15	ROSELINE RODRIGUES	F	05/10/1986	Assistant Teacher	Full Time	01/06/2016	12TH
16	GLORY KALOKHE	F	15/08/1995	Teacher	Full Time	26/05/2016	GRADUATE
17	MADHUMITA SINGH	F	15/12/1989	Main Teacher	Full Time	04/04/2017	MSC(CHEMISTRY), BED
18	FARRIDAH RAJA	F	14/09/1971	Teacher	Full Time	03/04/2018	BSC TTC
19	RAHUL SIRSAT	M	02/02/1992	Music Teacher	Full Time	06/04/2017	BACHELOR IN ARTS
20	Tangee Reena Kobalkar	F	05/01/1968	Teacher	Full Time	02/07/2018	HSC
21	Rekha Naidu	F	26/07/1974	Assistant Teacher	Full Time	24/09/2018	ECCED,Bcom,BED
22	Aarti Surag	F	12/12/1996	Teacher	Full Time	04/04/2019	BA Politics
23	Divya Talreja	F	20/03/1996	Teacher	Full Time	18/02/2019	B.COM
24	Prema Salunke	F	17/11/1986	Teacher	Full Time	12/07/2019	HSC
25	Selvina Pawar	F	20/09/1996	Teacher	Full Time	01/07/2019	BA Economics
26	Anita Thorat	F	02/07/1985	Teacher	Full Time	22/04/2018	MA, BED
27	Mukta Sharma	F	23/05/1978	Teacher	Full Time	06/06/2019	M Phil



28	Sneha Nahar	F	21/09/1987	French Teacher	Part Time	17/07/2019	MCOM
29	Madhavi Prabhakar	F	07/07/1981	Assistant Teacher	Full Time	04/04/2019	B.tech
30	Neha Suratwala	F	24/12/1981	Teacher	Full Time	06/06/2019	B.com /B.Ed
31	Sunaina Sidh	F	29/11/1973	Teacher	Full Time	17/06/2019	BSC/ PGPPHC
32	Vellangani John	F	20/11/1972	Teacher	Full Time	10/07/2019	Mcom
33	Preeti Kadam	F	31/05/1979	Teacher	Full Time	04/04/2019	Bsc
34	Rashmi Kadam	F	05/01/1985	Teacher	Full Time	07/06/2019	Bcom
35	Archana Upadhyay	F	16/11/1979	Teacher	Full Time	22/08/2019	Post Grad, B.Ed
36	Rita Binani	F	03/04/1983	Teacher	Full Time	09/09/2019	Grad, B.Ed
37	Rama Motadoo	F	02/02/1962	Teacher	Full Time	13/01/2020	Grad, B.Ed
38	Prannoy Samson	M	24/01/1992	Teacher	Full Time	23/01/2020	Grad, B.Ed
39	Mrunal Salunkhe	F	02/06/1990	Computer Teacher	Full Time	02/03/2020	Post Grad.
40	KOMAL ALAVEKAR	F	21/01/1988	Assistant Teacher	Full Time	04/04/2017	B.ED

## 12. Mode of Payment of Salary

1. Name of the bank Through which salary is drawing : HDFC Bank

## 13. Library Facilities :

1. Size of the /Library [ primary] : 14.54 sqmt X 7.57 sqmt
2. No of Books : 2800
3. Online Books: 50000

## 14. Name of the HR/ Administrator:

- a) Mrs Suchita Jain – Human Resource
  - Email: hr@claraschool.com
  - Mobile: 9767240044
- b) Mr. Aakash Thombre – Administrator



- Email : administrator@claraschool.com
- Mobile: 8380838099

### **15.WOMEN'S COMPLAINT CELL**

<b>Sr No</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	<b>Mrs Sarika Babar</b>	<b>Director of Academics / Principal</b>
<b>2</b>	<b>Mrs Hemangi Kawade</b>	<b>Director</b>
<b>3</b>	<b>Mrs Rhoda Rathnam</b>	<b>Academic Head</b>
<b>4</b>	<b>Mrs Michelle Freese</b>	<b>Headmistress Pre Primary Section</b>
<b>5</b>	<b>Mrs Patricia James</b>	<b>Cultural Coordinator</b>
<b>6</b>	<b>Ms Heena Asnani</b>	<b>Coordinator (Pre Primary)</b>
<b>7</b>	<b>Mrs Ekta Chawla</b>	<b>Coordinator (Primary)</b>
<b>8</b>	<b>Mrs Suchita Jain</b>	<b>Admin</b>
<b>9</b>	<b>Mrs Shridevi Holmujage</b>	<b>Ancillary Co-ordinator</b>

### **16. Section wise Enrollment of School for the current Session(2019-20):**

- Primary Section: Total 327
- Pre Primary Section: Total 132
- Total Students: 459

**17. Academic Session Period :** From April to March

**18. Admission Period :** October Onwards

### **19.NORMS FOLLOWED FOR FIXING FEES**

Societies /trust /companies are required to run schools without any profit motive in accordance with the provisions contained in these bye laws. The School shall endeavor to charge fees to the extent the expenses for running the School are met Schools shall follow the following norms in respect of the fees



charged from pupils: No Society/Trust/Company/School shall charge capitation fee or accept donations for the purpose of admission for pupils Admission Fee and Fee charged under any other head are to be charged only as per the regulations of the Appropriate Government. Fees shall be charged under the heads prescribed by the Department of Education of the State/UTs.

**REFUND OF FEES:**

In case not otherwise provided by the Appropriate Government, in the event of a student discontinuing the studies or wishing to migrate to some other School, dues shall be collected only up to the month of discontinuance or migration and not up to the month in which the transfer certificate is applied for. This shall apply to all Heads of fee.

**FEE REVISION:**

Fee revision of schools shall be subject to laws, regulation and directions of the Appropriate Government. Fee shall not be revised without the express approval of the School Management Committee or the process prescribed by the Appropriate Government under any circumstances. The acts and regulations of the Central and State/UT Governments enacted/framed in connection with regulation of fee in respected of the various categories of the schools situated in the state will be applicable to the school affiliated with CBSE also. For schools situated in foreign countries a transparent process, as per the applicable laws and regulations of the country where the school is situated, shall be followed in respect of all matters related to fee and revision of fee etc.

20.

**FEE STRUCTURE FOR 2020-2021**

**PRIMARY SECTION**

**One Time Admission Fees (Non-Refundable): 40000/-**



**Tuition Fees:**

CLASS	1 <sup>st</sup> on 01- March'20	2 <sup>nd</sup> on 01- June'20	3 <sup>rd</sup> on 01- Sept'20	4 <sup>th</sup> on 01- Dec'20	Tuition Fee Total
GRADE 1- GRADE 5	<u>20000/-</u>	<u>20000/-</u>	<u>20000/-</u>	<u>20000/-</u>	<u>80000/-</u>

**75200/- on paying the entire Tuition Fee in 1 Installment**

**Annual Fees:**

<u>SECTION</u>	<u>Pre Primary &amp; Primary</u>
<u>AMOUNT</u>	<u>16000/-</u>

**Annual fees include:**

- RFID Card
- Robotics
- Extra-Curricular Activity Coaching
- Sports Program Coaching
- French
- Field trips
- Annual Planners
- Newsletters
- Medical Check Up
- Books, Bags and Stationary
- School Portal (School APP, ERP, Bus Tracking, Social Media, G- Suit)

**Fees to be paid at the time of Admission: One Time Fees + Annual Fees + Form Fees + PDC's**

**Please Note:** Uniform, Transport facility and Annual Day charges extra. Fees once paid will not be refunded. Late fee of Rs. 100/- will be charged after every instalment dates and Also Cheques bounced will be charged sum of Rs. 500/-

**FEE STRUCTURE FOR 2020-2021**

**PRE-PRIMARY SECTION**



**One Time Admission Fees (Non-Refundable): 40000/-**

**Tuition Fees:**

CLASS	1 <sup>st</sup> on 01- March'20	2 <sup>nd</sup> on 01- June'20	3 <sup>rd</sup> on 01- Sept'20	4 <sup>th</sup> on 01- Dec'20	Tuition Fee Total
NURSERY- SR.KG	<u>18000/-</u>	<u>18000/-</u>	<u>18000/-</u>	<u>18000/-</u>	<u>72000/-</u>

**67680/- on paying the entire Tuition Fee in 1 Installment.**

**Annual Fees:**

<u>SECTION</u>	<u>Pre Primary</u>
<u>AMOUNT</u>	<u>16000/-</u>

**Annual fees include:**

- RFID Card
- Robotics
- Extra-Curricular Activity Coaching(Physical Training by SHAPES INDIA, Music, Dance, Art and Craft, Singing, Phonics)
- Sports Program Coaching
- French
- Field trips
- Annual Planners
- Newsletters
- Medical Check Up
- Books, Bags and Stationary
- School Portal (School APP, ERP, Bus Tracking, Social Media, G- Suit)

**Fees to be paid at the time of Admission: One Time Fees + Annual Fees + Form Fees + PDC's**

**Please Note:** Uniform, Transportfacility and Annual Day charges extra. Fees once paid will not be refunded.Late fee of Rs. 100/- will be charged after every instalment dates and Also Cheques bounced will be charged sum of Rs. 500/-

**FEE STRUCTURE FOR 2020-2021**

**UPPER-PRIMARY**

**One Time Admission Fees (Non-Refundable): 40000/-**

**Tuition Fees:**





CLASS	1 <sup>st</sup> on 01- March'20	2 <sup>nd</sup> on 01- June'20	3 <sup>rd</sup> on 01- Sept'20	4 <sup>th</sup> on 01- Dec'20	Tuition Fee Total
GRADE 6 – GRADE 8	20500/-	20500/-	20500/-	20500/-	82000/-

**77080/- on paying the entire Tuition Fee in 1 Installment.**

**Annual Fees:**

<u>SECTION</u>	<u>Upper Primary 6<sup>th</sup> Grade Onwards</u>
<u>AMOUNT</u>	<u>16000/-</u>

**Annual fees include:**

- RFID Card
- Robotics
- Extra-Curricular Activity Coaching
- Sports Program Coaching
- French (Verbal Introduction till Grade 5)
- Field trips
- Annual Planners
- Newsletters
- Medical Check Up
- Books, Bags and Stationary
- School Portal (School APP, ERP, Bus Tracking, Social Media, G- Suit)
- Vocational Coaching(Carpentry, Cooking, Fashion Designing, Sculpting)

**Fees to be paid at the time of Admission: One Time Fees + Annual Fees + Form Fees + PDC's**

**Please Note:** Uniform, Transport facility and Annual Day charges extra. Fees once paid will not be refunded. Late fee of Rs. 100/- will be charged after every instalment dates and Also Cheques bounced will be charged sum of Rs. 500/-