

# OTHER INFORMATION

1. PASS PERCENTAGE OF LAST THREE YEARS (CLASS 10) 100/100/100
2. PASS PERCENTAGE OF LAST THREE YEARS (CLASS 12) 88/84/0
3. PARENT TEACHERS ASSOCIATION AS PER NORMS (YES/NO) YES
4. AVAILABILITY OF WELLNESS/ACTIVITY TEACHER (YES/NO) YES
5. NAME OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER Sr.Joyce Mary
6. CONTACT NUMBER OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER 9431884518
7. EMAIL ID OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER sriovce55@gmail.com
8. NAME OF HEAD OF SEXUAL HARASSMENT COMMITTEE Sr.Lalita Joseph
9. CONTACT NUMBER OF HEAD OF SEXUAL HARASSMENT COMMITTEE 9473339956
10. EMAIL ID OF HEAD OF SEXUAL HARASSMENT COMMITTEE lalitaampatt@gmail.com
11. NAME OF CONTACT PERSON IN CASE OF EMERGENCY Sr.Lalita Joseph
12. CONTACT NUMBER OF PERSON IN CASE OF EMERGENCY 9473339956
13. EMAIL ID OF PERSON IN CASE OF EMERGENCY lalitaampatt@gmail.com
14. NUMBER OF DOCTORS IN SCHOOL CLINIC 0
15. NUMBER OF NURSES IN SCHOOL CLINIC 0
16. NUMBER OF BEDS IN SCHOOL CLINIC 0
17. INVOLVEMENT OF SCHOOL IN CBSE ACTIVITIES (ACTIVE/NEUTRAL/PASS IVE) ACTIVE
18. DOES THE SCHOOL HAS EPF FACILITY FOR STAFF (YES/NO) YES
19. SALARY PAID TO STAFF THROUGH (CASH/CHEQUE/BANK TRANSFER) BANK TRANS.
20. NAME OF THE BANK WITH WHICH THE SCHOOL HAS SALARY ACCOUNT  
VIJAYA BANK
21. ACADEMIC SESSION OF SCHOOL (MONTH DETAILS)

1<sup>st</sup> April to 31<sup>st</sup> March

22. VACATION PERIOD OF SCHOOL (*MONTH DETAILS*)  
SUMMER, DUSHERRA, X'MAS

23. BEST PRACTICES OF SCHOOL

- A. Theme based Assembly prayer.
- B. Conduct Prayer service on important days and festivals.
- C. Conduct orientation program for staff.
- D. Mentoring for students.
- E. Conduct Annual days/ Annual Sports Days.

24. WHETHER ACCOUNTS ARE BEING REGULARLY AUDITED (*YES/NO*)      YES

25. FEE STRUCTURE OF SCHOOL (*SEPARATELY FOR PRIMARY, MIDDLE, SECONDARY & SENIOR SECONDARY SECTIONS*)

<u>CLASS</u>	<u>ADMISSION FEE</u>	<u>TUITION FEE</u>	<u>DEVELOPMENT FEE</u>	<u>ANNUAL FEE</u>
<u>PRIMARY</u>	<u>2000</u>	<u>1550</u>	<u>1200</u>	<u>1000</u>
<u>MIDDLE</u>	<u>2400</u>	<u>1550</u>	<u>1200</u>	<u>1000</u>
<u>SECONDARY</u>	<u>2400</u>	<u>1550</u>	<u>1200</u>	<u>1000</u>

26. DO THE TEACHERS GET PROPER GRADE LIKE PGT/TGT AS PER THE CLASSES THEY ARE ENTITLED TO TEACH? (*YES/NO*)      YES

27. DO THE TEACHERS AND STAFF GET THEIR SALARY WITHIN FIRST WEEK OF THE MONTH? (*YES/NO*)      YES

NAME OF THE STAFF	DESIGNATION	D.O.B	QUALIFICATION	EXP (YEARS)	D.O.A	TYPE OF APPOINTMENT	PAY SCALE	SALARY AND ALLOWANCE	TOTAL SALARY	MODE OF PAYMENT
Sr. Lalita Joseph	Principal	28.05.1959	M.A., B.Ed.	6	17.08.2010	PERMANENT	15600-39100+8600 GP	47504	51106	Bank Trans.
Sr. Jyocce Mary	Manager	12.07.1949	M.A., B.Ed.	1	01.07.2015	PERMANENT	9300-34800+4800 GP			Bank Trans.
Sr. Sushi Sumita	Vice principal	25.12.1979	M.Sc., B.Ed.	6 months	06.04.2016	PERMANENT	9300-34800+4800 GP	25010	28610	Bank Trans.
Sr. Ancy	P.R.T	07.04.1996	T.T.C	4 months	22.06.2016	TEMPORARY				Bank Trans.
Mr. Chacko Mathew	P.G.T	18.05.1961	M.Sc., B.Ed.	21	09.01.1995	PERMANENT	9300-34800+4200 GP	43765	47365	Bank Trans.
Miss. Neeta Michael	T.G.T	15.05.1965	M.A., B.Ed.	21	09.01.1995	PERMANENT	9300-34800+4600 GP	43765	47365	Bank Trans.
Miss. Rupa Benedict	T.G.T	12.05.1963	M.A., B.Ed.	30	06.01.1986	PERMANENT	9300-34800+4600 GP	43765	47365	Bank Trans.
Mr. Steven John Serpis	T.G.T	10.02.1962	B.Sc., B.Ed.	22	01.08.1994	PERMANENT	9300-34800+4600 GP	42160	45760	Bank Trans.
Mr. Pradeep Besra	T.G.T	18.09.1975	M.A., DPCS, PGDMIT	19	03.01.1997	PERMANENT	9300-34800+4600 GP	38153	41753	Bank Trans.
Mr. Prem Chandra Jha	Librarian	07.06.1968	M.A, BLISC.	21	01.04.1995	PERMANENT	9300-34800+4200 GP	41113	44713	Bank Trans.
Mr. Ramesh Kr. Jha	T.G.T	25.01.1979	B.A., CADP, MLIS	15	10.09.2001	PERMANENT	9300-34800+4600 GP	36771	40371	Bank Trans.
Mr. Vijay Kumar Singh	Art. Teacher	05.12.1972	M.F.A.	16	01.04.2000	PERMANENT	5200-20200+4200 GP	30869	34469	Bank Trans.
Mr. Munir Alam	P.G.T	24.08.1973	M.Sc., M.Ed.	12	01.04.2004	PERMANENT	9300-34800+4200 GP	41507	45107	Bank Trans.
Mrs. Rohila M. Sadique	P.R.T	07.03.1970	M.A, M.Ed.	21	09.01.1995	PERMANENT	5200-20200+2800 GP	34952	38552	Bank Trans.
Mrs. Mala Jha	P.R.T	15.11.1963	M.A., B.Ed.	24	01.07.1992	PERMANENT	5200-20200+2800 GP	34952	38552	Bank Trans.
Mrs. Sunita Jha	P.R.T	18.09.1966	B.A, B.Ed.	23	01.08.1993	PERMANENT	5200-20200+2800 GP	34952	38552	Bank Trans.
Mrs. Sudha Kumari	P.R.T	27.02.1974	M.A., B.Ed.	19	10.07.1997	PERMANENT	5200-20200+2800 GP	29224	32824	Bank Trans.
Mrs. Rashmi Thakur	P.R.T	30.03.1965	M.A., B.Ed.	18	01.07.1998	PERMANENT	5200-20200+2800 GP	34389	37989	Bank Trans.
Mr. Anil Kumar	P.R.T	16.07.1975	M.A., B.Ed.	14	01.08.2002	PERMANENT	5200-20200+2800 GP	32674	36274	Bank Trans.
Mrs. Ruby Rajni	P.R.T	28.02.1980	B.Com, ECPD	12	01.04.2004	PERMANENT	5200-20200+2800 GP	28879	32479	Bank Trans.
Miss Soma Ganguly	P.R.T	29.08.1976	B.Sc., B.Ed.	12	01.11.2004	PERMANENT	5200-20200+2800 GP	29786	33386	Bank Trans.
Mrs. Riti Sinha	P.R.T	19.09.1978	B.A., B.Ed.	9	04.07.2007	PERMANENT	5200-20200+2800 GP	29224	32824	Bank Trans.
Mrs. Anju Roy	P.R.T	26.04.1979	M.A., B.Ed.	9	01.04.2007	PERMANENT	5200-20200+2800 GP	29224	32824	Bank Trans.
Mrs. Rinku Roy	P.R.T	26.11.1979	M.A., B. Ed.	9	01.04.2007	PERMANENT	5200-20200+2800 GP	29224	32824	Bank Trans.
Mr. Waris Ahmad	P.G.T.	16.02.1984	M.C.A.	9	06.07.2007	PERMANENT	9300-34800+4200 GP	37415	41015	Bank Trans.

Mrs. Fatma Zafar	P.R.T	31.08.1985	M.A., B.Ed.	9 months	01.02.2016	Probation			15000	Cash
Mrs. Lata Singh	P.R.T	20.10.1980	M.A., B.Ed.	7 months	06.04.2016	Probation			15000	Cash
Mrs. Suvamala	P.R.T	30.12.1987	B.A., B.Ed.	5 months	22.06.2016	Probation			15000	Cash
Mrs. Sonal Devi	P.R.T	09.03.1980	B.A.	2 months	09.08.2016	Probation			15000	Cash
Mrs. Komal Kumari	P.R.T	02.02.1995	B.Sc.	2 months	24.08.2016	Probation			15000	Cash
Sr. Margret Lakra	Accountant	28.12.1972	B.Com	8 months	01.03.2016	PERMANENT		24250	27850	Bank Trans.
Miss Anshu Mittal	Clerk	01.08.1992	B.Com	1	20.07.2015	Probation	5200-20200+2400 GP	12672	16128	Bank Trans.
Miss Pooja Karmakar	Clerk	30.03.1996	I.Com., Secretarial Course	1	08.10.2015	Probation	5200-20200+2400 GP	12672	16128	Bank Trans.
Miss Anshu Baxla	Clerk	06.09.1992	B.A., Secretarial Course	11 months	09.11.2015	Probation	5200-20200+2400 GP	12672	16128	Bank Trans.
Miss Apolina Kandulna	Clerk	30.10.1995	I.Com., Secretarial Course	4 months	21.06.2016	Probation			9000	Cash

# AUDITED BALANCE SHEET

HOLY CROSS SCHOOL, DONAR, DARBHANGA.  
BALANCE SHEET AS AT 31ST. MARCH, 2015

<u>LIABILITIES</u>	Amount (Rs.)	Amount (Rs.)
<u>CAPITAL FUND</u>		
Balance as per last a/c.	1,83,84,001.14	
Add: Capitalisation of Building Fund utilised during the year	68,98,733.00	2,52,82,734.14
<u>OTHER FUNDS</u>		
As per Schedule A attached		2,67,52,142.24
<u>INCOME &amp; EXPENDITURE ACCOUNT</u>		
Balance as per last a/c.	1,30,99,170.69	
Add: Excess of Income over expenditure	1,02,59,418.00	
Less: Contribution to BHCSS	60,00,000.00	1,73,58,588.69
<u>SCIENCE CAUTION MONEY</u>		
Balance as per last a/c.	1,00,103.00	
Add: Received during the year	78,900.00	
Less: Refunded during the year	30,400.00	1,48,603.00
<u>CURRENT LAIBILITIES</u>		
Security deposit from contractor		1,36,520.00
Outstanding Salary A/c		10,99,784.00
Outstanding P.F		2,53,487.00
<b>TOTAL</b>		<b>7,10,31,859.07</b>

## ASSETS

<u>FIXED ASSETS</u>		
As per Schedule B attached		2,01,50,617.95
<u>CURRENT ASSETS, LOANS &amp; ADVANCES</u>		
TDS on Bank Interest		3,21,308.00
Advance to Staff & Others		7,000.00
<u>CASH &amp; BANK BALANCES</u>		
With Canara Bank - FD	53,33,166.00	
With Canara Bank - SB A/c. 13425	22,80,804.83	
With Vijaya Bank - FD	3,48,02,823.00	
With Vijaya Bank - SB A/c.3415	31,25,254.22	
With Vijaya Bank - Reserve fund - FD	4,70,968.00	
With Vijaya Bank Current A/C 0089	44,07,184.00	
Cash in hand	1,32,733.07	5,05,52,933.12
<b>TOTAL</b>		<b>7,10,31,859.07</b>



Sr. Lalita  
Principal

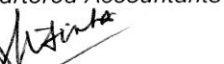
*Principal*  
HOLY CROSS SCHOOL

PLACE: PATNARA - 446111

DATE: 25.07.2015

As per our report of even date.  
For V. SINHA & ASSOCIATES,  
Chartered Accountants



  
Kramaditya Sinha  
Proprietor

# INCOME & EXPENDITURE STATEMENT

HOLY CROSS SCHOOL, DONAR, DARBHANGA.  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST. MARCH, 2015

## INCOME

Amount (Rs.)

Admission fee	9,88,250.00
Co-curricular	2,30,700.00
Computer fee	19,91,650.00
Establishment fee	10,74,300.00
Examination fee	9,86,050.00
Fee cards, diaries, etc	17,32,775.00
Generator maintenance fee	8,01,165.00
Interest on FD	28,46,759.00
Interest on SB	2,21,786.00
Library Fee	3,19,650.00
Maintenance Fee	11,25,450.00
Re-admission Fee	26,450.00
Registration fee	51,000.00
Science Fee	1,86,000.00
Sports & Games	1,12,612.00
Student activity fee	2,30,700.00
Smart class fee	2,73,450.00
Transfer Certificate	77,700.00
Term Fee	64,500.00
Tuition Fee	2,80,61,700.00
Teachers' In Service Training	1,95,232.00
Use of Materials	65,050.00

TOTAL

4,16,62,929.00

## EXPENDITURE

Bank Commission	4,227.00
CBSE	32,716.00
Charity	91,670.00
Concession	3,80,900.00
Honorarium to staff	30,37,366.00
Miscellaneous	11,341.00
P.F. to staff	19,39,580.00
Printing & stationery	2,95,409.00
Postage & Telephone	29,329.00
Repairs & Maintenance	22,07,283.00
Salary	1,38,93,953.00
Subscription & Membership	10,115.00
Traveling & Conveyance	81,633.00
Vehicle maintenance	43,735.00
Electricity expenses	57,223.00
Computer maintenance	30,710.00
Science Lab	3,704.00
Taxes, rent & etc.	18,183.00
Compensation for use of building Bettiah Holy Cross	7,20,000.00
Smart Class expenses (Extra Marks Education Pvt. Ltd.)	52,800.00
Legal Expenses	13,000.00
Contribution	26,925.00
Co-curricular expenses	2,22,353.00
Depreciation	13,59,656.00
Excess of Income over Expenditure c/d	1,70,99,118.00

TOTAL

4,16,62,929.00

