



# CHOITHRAM SCHOOL NORTH CAMPUS

## MR – 11, Nipania, Indore



ECN/DOC/IC/01

### REPORTING MATRIX – 2025-2026

**[GUIDE FOR QUICK & EFFICIENT COMMUNICATION AND EFFECTIVE & PROMPT PROBLEM – SOLVING]**

S No.	Issues	Contact/ Submit to/ Inform to	Email <a href="mailto:@choithramschoollnorthcampus.org">@choithramschoollnorthcampus.org</a>	Contact No.	
1	<b>Admission Enquiries</b>	Ms. Yashin Joseph, Admission Counsellor	<a href="mailto:admissions@choithramschoollnorthcampus.org">admissions</a>	6266026578	
2	<b>Students' Records, TC and Other Applications</b>	Mr. Dinesh Chouhan, I/c – Scholars' Records	<a href="mailto:info@choithramschoollnorthcampus.org">info</a>	6264739071	
3	<b>Students' Leaves and Attendance</b>	Respective Class Teacher	<a href="#">Class Teacher's Email</a>		
4	<b>School Fee &amp; Related Information</b>	Mr. Dinesh Chouhan, I/c – Scholars' Records	<a href="mailto:info@choithramschoollnorthcampus.org">info</a>	6264739071	
5	<b>Academic Issues - Senior (VI to XII)</b>	5.1- English	Ms. Laghu Singh, HoD – English (Senior)	<a href="mailto:laghu.singh@choithramschoollnorthcampus.org">laghu.singh</a>	8461966417
		5.2- Hindi & Sanskrit	Ms. Rakhi Saxena, HoD – Hindi & Sanskrit (Senior)	<a href="mailto:rakhi.saxena@choithramschoollnorthcampus.org">rakhi.saxena</a>	6232541794
		5.3- Mathematics	Ms. Neeta Mehta, HoD – Maths (Senior)	<a href="mailto:neeta.mehta@choithramschoollnorthcampus.org">neeta.mehta</a>	9826679210
		5.4- Science	Ms. Jagmeet K. Chhabra, HoD – Science (Senior)	<a href="mailto:jagmeetkaur.chhabra@choithramschoollnorthcampus.org">jagmeetkaur.chhabra</a>	7987997976
		5.5- Social Science	Ms. Reeta Gupta, HoD – Soc. Science & Humanities	<a href="mailto:reeta.gupta@choithramschoollnorthcampus.org">reeta.gupta</a>	8827400458
		5.6- Commerce	Ms. Shruti Jalttare, HoD – Commerce	<a href="mailto:Shruti.jalttare@choithramschoollnorthcampus.org">Shruti.jalttare</a>	9179957008
		5.7- Computer/ IT	Mr. Shailendra Geete, HoD – Computer & IT	<a href="mailto:shailendra.geete@choithramschoollnorthcampus.org">shailendra.geete</a>	9926682337
6	<b>Academic Issues – Junior (III to V)</b>	6.1- English	Ms. Archana Pillai, HoD – English (Junior)	<a href="mailto:archana.pillai@choithramschoollnorthcampus.org">archana.pillai</a>	81098 57771
		6.2- Hindi	Ms. Deepti Trivedi, HoD – Hindi (Junior)	<a href="mailto:deepti.trivedi@choithramschoollnorthcampus.org">deepti.trivedi</a>	8871902661
		6.3- Mathematics	Ms. Soniya Jain, HoD – Maths (Junior)	<a href="mailto:soniya.jain@choithramschoollnorthcampus.org">soniya.jain</a>	9753360775
		6.4- EVS	Ms. Smita Chhabra, HoD – Sci. & Soc. Sc. (Junior)	<a href="mailto:smita.chhabra@choithramschoollnorthcampus.org">smita.chhabra</a>	9630030006
		6.5- Computer/ IT	Mr. Shailendra Geete, HoD – Computer & IT	<a href="mailto:shailendra.geete@choithramschoollnorthcampus.org">shailendra.geete</a>	9926682337
7	<b>Academic Issues - Class I &amp; II</b>	Ms. Amisha Saxena, Coordinator – I & II	<a href="mailto:amisha.saxena@choithramschoollnorthcampus.org">amisha.saxena</a>	9826422307	
8	<b>Academic Issues - Preprimary</b>	Ms. Shuchita Joshi, Coordinator – Montessori	<a href="mailto:shuchita.joshi@choithramschoollnorthcampus.org">shuchita.joshi</a>	9755548258	
9	<b>Issues Related to Visual Arts</b>	Ms. Rajshree Chitnis, HoD – Visual Arts	<a href="mailto:rajshree.chitnis@choithramschoollnorthcampus.org">rajshree.chitnis</a>	99770 14133	
10	<b>Issues Related to Performing Arts</b>	Mr. Mahendra Tiwari, HoD – Performing Arts	<a href="mailto:mahendra.tiwari@choithramschoollnorthcampus.org">mahendra.tiwari</a>	8358099540	
11	<b>Issues Related to Sports &amp; Physical Education</b>	Mr. Sandeep Deshpande, HoD – Sports & PE	<a href="mailto:sandeep.deshpande@choithramschoollnorthcampus.org">sandeep.deshpande</a>	8770950418	
12	<b>School Events &amp; Activities (House/Club/Assembly/Other)</b>	Ms. Parmila Sharma, Coordinator – Activity	<a href="mailto:parmila.sharma@choithramschoollnorthcampus.org">parmila.sharma</a>	7869361696	
13	<b>Internationalism &amp; Interschool Activities</b>	Ms. Parmila Sharma, Coordinator - Internationalism	<a href="mailto:parmila.sharma@choithramschoollnorthcampus.org">parmila.sharma</a>	7869361696	



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14	<b>Students' Discipline &amp; Bullying Issues</b>	Senior Boys (IX to XII)	Mr. Sandeep Deshpande, I/c – Boys' Discipline	<a href="mailto:sandeep.deshpande">sandeep.deshpande</a>	8770950418
		Senior Boys (VI to VIII)	Mr. O. P. Namdev, I/c – Boys' Discipline	<a href="mailto:omprakash.namdev">omprakash.namdev</a>	9098711920
		Senior Girls (IX to XII)	Ms. Monika Rathore, I/c – Girls' Discipline	<a href="mailto:monika.rathore">monika.rathore</a>	99266 40416
		Senior Girls (VI to VIII)	Ms. Nida Khan, I/c – Girls' Discipline	<a href="mailto:nida.khan">nida.khan</a>	9685847786
		Junior Boys	Mr. Vipin Bargal, I/c – Boys' Discipline	<a href="mailto:vipin.bargal">vipin.bargal</a>	99776 75709
		Junior Girls	Ms. Jyoti Shrivastava, I/c – Girls' Discipline	<a href="mailto:jyoti.shrivastava">jyoti.shrivastava</a>	9826010907
15	<b>Academic Administration</b>	Senior	Mr. Umesh Rathore, Coordinator – Admin & Exams	<a href="mailto:umeshsingh.rathore">umeshsingh.rathore</a>	9893673229
		Junior	Ms. Mani Bhargava, Coordinator – Primary	<a href="mailto:mani.bhargava">mani.bhargava</a>	9424595274
16	<b>Examinations &amp; Results</b>		Mr. Umesh Rathore, Coordinator – Admin & Exams	<a href="mailto:umeshsingh.rathore">umeshsingh.rathore</a>	9893673229
17	<b>CBSE Related Issues</b>		Mr. Shailendra Geete, HoD – Computer & IT	<a href="mailto:shailendra.geete">shailendra.geete</a>	9926682337
18	<b>Feedback of Academic &amp; Other Staff</b>		Ms. Anshu Chopra, Vice-principal	<a href="mailto:viceprincipal">viceprincipal</a>	9399193112
19	<b>Staff Leaves, Attendance and Applications</b>		Mr. Bhagwan Bhandole, I/c – Staff Records	<a href="mailto:info">info</a>	6264739071
20	<b>Staff Records &amp; Related Issues</b>		Mr. Bhagwan Bhandole, I/c – Staff Records	<a href="mailto:info">info</a>	6264739071
21	<b>Technical Issues – Educloud/ Google Classroom/ Others</b>		Mr. Shiv Malviya, Coordinator – Technical Systems	<a href="mailto:shivchand.malviya">shivchand.malviya</a>	9479714636
22	<b>Repair &amp; Maintenance, Hygiene and Housekeeping</b>		Mr. Harsh Goyal, Admin Assistant	<a href="mailto:harsh.goyal">harsh.goyal</a>	8233863339
23	<b>Issues Related to Lunch &amp; Transport</b>		Mr. Harsh Goyal, Admin Assistant	<a href="mailto:harsh.goyal">harsh.goyal</a>	8233863339
24	<b>Sexual Misconduct &amp; Harassment Issues</b>		Ms. Anshu Chopra, Vice-principal	<a href="mailto:viceprincipal">viceprincipal</a>	9926189929
25	<b>Guidance, Counselling and Behavioural Issues</b>		Ms. Mukta Petare, Counsellor & Wellness Teacher	<a href="mailto:mukta.petare">mukta.petare</a>	9754216827
			Ms. Avinash K. Khalsa, Counsellor & Wellness Teacher	<a href="mailto:avinash.kaur">avinash.kaur</a>	9424501441
26	<b>Internal Complaints Redressal Issues</b>		Ms. Anshu Chopra, Vice-principal	<a href="mailto:viceprincipal">viceprincipal</a>	9926189929
27	<b>Property &amp; Resource Management</b>		Mr. Harsh Goyal, Admin Assistant	<a href="mailto:harsh.goyal">harsh.goyal</a>	8233863339

### NOTE:

#### 1. Please Copy/ Inform to:

Ms. Anshu Chopra, Vice-principal, Email - [viceprincipal@choithramschoolnorthcampus.org](mailto:viceprincipal@choithramschoolnorthcampus.org) Contact No.: 9926189929

**IF PROBLEM IS NOT SOLVED THEN CONTACT** Mr. Amit Trivedi, Principal, Email - [myprincipal@choithramschoolnorthcampus.org](mailto:myprincipal@choithramschoolnorthcampus.org), Contact No.: 9399193112

*In case any problem is not solved/ acknowledged at school, please mail at [rajesh.awasthi@choithram.org](mailto:rajesh.awasthi@choithram.org) ; further you may mail at [sumit.nandedkar@choithram.org](mailto:sumit.nandedkar@choithram.org)*