



CHOITHRAM SCHOOL NORTH CAMPUS

MR – 11, Nipania, Indore



ECN/F/IC/06

REPORTING MATRIX – 2026-2027

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

S No.	Issues		Contact/ Submit to/ Inform to	Email @choithramschoolnorthcampus.org	Contact No.
1	Admission Enquiries		Ms. Yashin Joseph, Admission Counsellor	admissions	6266026578
2	Students' Records, TC and Other Applications		School Office	info	07312802507
3	Students' Leaves and Attendance		Respective Class Teacher	Class Teacher's Email	-
4	School Fee & Related Information		School Office	info	07312802507
5	Academic Issues - Senior (VI to XII)	5.1- English	Ms. Kuldeep Kaur Chhabra, HoD – English (Senior)	kuldeepkaur.chhabra	8103379980
		5.2- Hindi & Sanskrit	Ms. Rakhi Saxena, HoD – Hindi & Sanskrit (Senior)	rakhi.saxena	6232541794
		5.3- Mathematics	Ms. Neeta Mehta, HoD – Maths (Senior)	neeta.mehta	9826679210
		5.4- Science	Ms. Samruddhi Kulkarni, HoD – Science (Senior)	samruddhi.kulkarni	9752828401
		5.5- Social Science	Ms. Reeta Gupta, HoD – Soc. Science & Humanities	reeta.gupta	8827400458
		5.6- Commerce	Ms. Shruti Jalitare, HoD – Commerce	Shruti.jalittare	9179957008
		5.7- Computer/ IT	Mr. Shailendra Geete, HoD – Computer & IT	shailendra.geete	9926682337
6	Academic Issues – Junior (III to V)	6.1- English	Ms. Archana Pillai, HoD – English (Junior)	archana.pillai	81098 57771
		6.2- Hindi	Ms. Deepti Trivedi, HoD – Hindi (Junior)	deepti.trivedi	8871902661
		6.3- Mathematics	Ms. Soniya Jain, HoD – Maths (Junior)	soniya.jain	9753360775
		6.4- Science	Ms. Apurva Patel, HoD – Science (Junior)	apurva.patel	9179623444
		6.5- Social Science	Ms. Smita Chhabra, HoD – Social Science (Junior)	smita.chhabra	9630030006
		6.6- Computer/ IT	Mr. Shailendra Geete, HoD – Computer & IT	shailendra.geete	9926682337
7	Academic Issues - Class I & II		Ms. Amisha Saxena, Coordinator – I & II	amisha.saxena	9826422307
8	Academic Issues - Preprimary		Ms. Sweety Shukla, Coordinator – Montessori	sweety.shukla	9993634436
9	Issues Related to Visual Arts		Ms. Rajshree Chitnis, HoD – Visual Arts	rajshree.chitnis	99770 14133
10	Issues Related to Performing Arts		Mr. Mahendra Tiwari, HoD – Performing Arts	mahendra.tiwari	8358099540
11	Issues Related to Sports & Physical Education		Mr. Sandeep Deshpande, HoD – Sports & PE	sandeep.deshpande	8770950418
12	School Events & Activities (House/Club/Assembly/Other)		Ms. Parmila Sharma, Coordinator – Activity	parmila.sharma	7869361696



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13	Inter School Activities		Ms. Parmila Sharma, Coordinator	parmila.sharma	7869361696
14	Global Citizenship & Internationalism		Ms. Nikita Mittal, Mentor (Social science)	nikita.mittal	9826388333
15	Students' Discipline & Bullying Issues	Senior Boys (IX to XII)	Mr. Sandeep Deshpande, I/c – Boys' Discipline	sandeep.deshpande	8770950418
		Senior Boys (VI to VIII)	Mr. O. P. Namdev, I/c – Boys' Discipline	omprakash.namdev	9098711920
		Senior Girls (IX to XII)	Ms. Monika Rathore, I/c – Girls' Discipline	monika.rathore	99266 40416
		Senior Girls (VI to VIII)	Ms. Nida Khan, I/c – Girls' Discipline	nida.khan	9685847786
		Junior Boys	Mr. Vipin Bargal, I/c – Boys' Discipline	vipin.bargal	99776 75709
16	Academic Administration	Junior Girls	Ms. Jyoti Shrivastava, I/c – Girls' Discipline	jyoti.shrivastava	9826010907
		Senior	Mr. Umesh Rathore, Coordinator – Admin & Exams	umeshsingh.rathore	9893673229
		Junior	Ms. Mani Bhargava, Coordinator – Primary	mani.bhargava	9424595274
17	Examinations & Results		Mr. Umesh Rathore, Coordinator – Admin & Exams	umeshsingh.rathore	9893673229
18	CBSE Related Issues		Mr. Shailendra Geete, HoD – Computer & IT	shailendra.geete	9926682337
19	Feedback of Academic & Other Staff		Ms. Anshu Chopra, Vice-principal	viceprincipal	9399193112
20	Staff Leaves, Attendance and Applications		Mr. Bhagwan Bhandole, I/c – Staff Records	info	07312802507
21	Staff Records & Related Issues		Mr. Bhagwan Bhandole, I/c – Staff Records	info	07312802507
22	Technical Issues – Educloud/ Google Classroom/ Others		Mr. Shiv Malviya, Coordinator – Technical Systems	shivchand.malviya	9479714636
23	Repair & Maintenance, Hygiene and Housekeeping		Mr. Harsh Goyal, Admin Assistant	harsh.goyal	8233863339
24	Issues Related to Lunch & Transport		Mr. Harsh Goyal, Admin Assistant	harsh.goyal	8233863339
25	Sexual Misconduct & Harassment Issues		Ms. Anshu Chopra, Vice-principal	viceprincipal	9926189929
26	Guidance, Counselling and Behavioural Issues		Ms. Mukta Petare, Counsellor & Wellness Teacher Ms. Avinash K. Khalsa, Counsellor & Wellness Teacher	mukta.petare avinash.kaur	9754216827 9424501441
27	Internal Complaints Redressal Issues		Ms. Anshu Chopra, Vice-principal	viceprincipal	9926189929
28	Property & Resource Management		Mr. Harsh Goyal, Admin Assistant	harsh.goyal	8233863339

NOTE: 1. Please Copy/ Inform to: Ms. Anshu Chopra, Vice-principal, Email - viceprincipal@choithramschoolnorthcampus.org Contact No.: 9926189929

2. IF PROBLEM IS NOT SOLVED THEN CONTACT Mr. Amit Trivedi, Principal, Email - principal@choithramschoolnorthcampus.org, Contact No.: 9399193112

3. In case any problem is not solved/ acknowledged at school, please mail at rajesh.awasthi@choithram.org ; further you may mail at sumit.nandedkar@choithram.org