

## CHOITHRAM SCHOOL NORTH CAMPUS

### COMMUNICATION MATRIX 2024-25

S No.	Issues	Submit to/ Inform to	Title	Email @choithramschoolnorthcampus.org	Cell	Copy/ Inform to		
1	Admission Enquiries	Ms. Anamika Sarkar	I/FD	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071	<p><b>Mr. Amit Trivedi, Principal</b>  <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9399193112</b></p>		
2	Admission Related Counselling	Mr. Shailendra Geete	HoD	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071			
3	Scholar Records, TC and Other Applications	Ms. Sonali Bapat	I/Sch	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071			
4	Students' Leaves and Attendance	Respective Class Teacher	CT	<b>Class Teacher's Email</b>				
5	School Fee & Related Information	Ms. Sonali Bapat	I/Sch	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071			
6	Academic Issues - Senior (VI to XII)	5.1- English	Ms. Laghu Singh	HoD	<a href="mailto:laghu.singh@choithramschoolnorthcampus.org">laghu.singh</a>	8461966417	<p><b>Ms. Anshu Chopra</b>  <b>Email - <a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9926189929</b>  <b>If problem is NOT solved then contact:</b>  <b>Mr. Amit Trivedi, Principal</b>  <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9399193112</b></p>	
		5.2- Hindi & Sanskrit	Ms. Rakhi Saxena	HoD	<a href="mailto:rakhi.saxena@choithramschoolnorthcampus.org">rakhi.saxena</a>	6232541794		
		5.3- Mathematics	Ms. Neeta Mehta	HoD	<a href="mailto:neeta.mehta@choithramschoolnorthcampus.org">neeta.mehta</a>	9826679210		
		5.4- Science	Ms. Jagmeet Kaur Chhabra	HoD	<a href="mailto:jagmeetkaur.chhabra@choithramschoolnorthcampus.org">jagmeetkaur.chhabra</a>	7987997976		
		5.5- Social Scinece	Ms. Reeta Gupta	HoD	<a href="mailto:reeta.gupta@choithramschoolnorthcampus.org">reeta.gupta</a>	8827400458		
		5.6- Commerce	Ms. Anuradha Joshi	HoD	<a href="mailto:anuradha.joshi@choithramschoolnorthcampus.org">anuradha.joshi</a>	9926463353		
		5.7- Computer/ IT	Mr. Shailendra Geete	HoD	<a href="mailto:shailendra.geete@choithramschoolnorthcampus.org">shailendra.geete</a>	9926682337		
7	Academic Issues - Junior (III to V)	6.1- English	Ms. Archana Pillai	HoD	<a href="mailto:archana.pillai@choithramschoolnorthcampus.org">archana.pillai</a>	81098 57771	<p><b>Ms. Anshu Chopra</b>  <b>Email - <a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9926189929</b>  <b>If problem is NOT solved then contact:</b>  <b>Mr. Amit Trivedi, Principal</b>  <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9399193112</b></p>	
		6.2- Hindi	Ms. Hemlata Upadhyay	HoD	<a href="mailto:hemlata.upadhyay@choithramschoolnorthcampus.org">hemlata.upadhyay</a>	9826010907		
		6.3- Mathematics	Ms. Ruchi Pahwa	HoD	<a href="mailto:ruchi.pahwa@choithramschoolnorthcampus.org">ruchi.pahwa</a>	9425321725		
		6.4- EVS	Ms. Richa Jauhari	HoD	<a href="mailto:richa.jauhari@choithramschoolnorthcampus.org">richa.jauhari</a>	9993511767		
		6.5- Computer/ IT	Ms. Priyanka Reja	I/c	<a href="mailto:priyanka.reja@choithramschoolnorthcampus.org">priyanka.reja</a>	7798807688		
8	Academic Issues - Class I & II	Ms. Amisha Saxena	C/I & II	<a href="mailto:amisha.saxena@choithramschoolnorthcampus.org">amisha.saxena</a>	9826422307	<p><b>Ms. Anshu Chopra</b>  <b>Email - <a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9926189929</b>  <b>If problem is NOT solved then contact:</b>  <b>Mr. Amit Trivedi, Principal</b>  <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9399193112</b></p>		
9	Academic Issues - Preprimary	Ms. Shuchita Joshi	C/Mont.	<a href="mailto:shuchita.joshi@choithramschoolnorthcampus.org">shuchita.joshi</a>	9755548258			
10	Issues Related to Visual Arts	Ms. Rajshree Chitnis	I/VA	<a href="mailto:rajshree.chitnis@choithramschoolnorthcampus.org">rajshree.chitnis</a>	99770 14133			
11	Issues Related to Performing Arts	Mr. Mahendra Tiwari	I/PA	<a href="mailto:mahendra.tiwari@choithramschoolnorthcampus.org">mahendra.tiwari</a>	8358099540			
12	Issues Related to Sports & Physical Education	Mr. Sandeep Deshpande	I/SPE	<a href="mailto:sandeep.deshpande@choithramschoolnorthcampus.org">sandeep.deshpande</a>	8770950418			
13	School Events & Activities (House/Club/Assembly/Other)	Senior (VI to XII)	Ms. Pramila Sharma	C/Act	<a href="mailto:pramila.sharma@choithramschoolnorthcampus.org">pramila.sharma</a>		7869361696	
		Junior (I to V)	Ms. Richa Jauhari	C/Act (Jr.)	<a href="mailto:richa.jauhari@choithramschoolnorthcampus.org">richa.jauhari</a>		9993511767	
14	Internationalism & Interschool Activities	Ms. Dyuti Agrawal	C/Int	<a href="mailto:dyuti.agrawal@choithramschoolnorthcampus.org">dyuti.agrawal</a>	9993435700			
15	Students' Discipline	Senior Boys	Mr. Sandeep Deshpande	I/DC	<a href="mailto:sandeep.deshpande@choithramschoolnorthcampus.org">sandeep.deshpande</a>		8770950418	<p><b>Ms. Anshu Chopra</b>  <b>Email - <a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9926189929</b>  <b>If problem is NOT solved then contact:</b>  <b>Mr. Amit Trivedi, Principal</b>  <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9399193112</b></p>
		Senior Girls	Ms. Monika Rathore	I/DC	<a href="mailto:monika.rathore@choithramschoolnorthcampus.org">monika.rathore</a>		99266 40416	
		Junior Boys	Mr. Prabhat Kanojia	I/DC	<a href="mailto:prabhat.kanojia@choithramschoolnorthcampus.org">prabhat.kanojia</a>	99776 75709		
		Junior Girls	Ms. Hemlata Upadhyay	I/DC	<a href="mailto:hemlata.upadhyay@choithramschoolnorthcampus.org">hemlata.upadhyay</a>	9826010907		
16	Academic Operations & Administration	Senior	Ms. Anshu Chopda	VP	<a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal</a>	9926189929		
		Junior	Ms. Mani Bhargava	FYC	<a href="mailto:mani.bhargava@choithramschoolnorthcampus.org">mani.bhargava</a>	9424595274		
17	Examinations & Results	Mr. Umesh Rathore	C/Exam	<a href="mailto:exam@choithramschoolnorthcampus.org">exam</a>	9893673229	<p><b>Mr. Amit Trivedi, Principal</b>  <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b>  <b>Cell - 9399193112</b></p>		
18	CBSE Related Issues	Mr. Shailendra Geete	HoD	<a href="mailto:shailendra.geete@choithramschoolnorthcampus.org">shailendra.geete</a>	9926682337			

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

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S No.	Issues	Submit to/ Inform to	Title	Email @choithramschoolnorthcampus.org	Cell	Copy/ Inform to
19	Feedback of Academic & Other Staff	Ms. Anshu Chopda	VP	<a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal</a>	9399193112	<b>Mr. Amit Trivedi, Principal</b> <b>Email - principal@choithramschoolnorthcampus.org</b> <b>Cell - 9399193112</b>  <b>Mr. Amit Trivedi, Principal</b> <b>Email - principal@choithramschoolnorthcampus.org</b> <b>Cell - 9399193112</b>
20	Staff's Leaves, Attendance and Applications	Ms. Deepali Bendre	I/SR	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071	
21	Staff's Records & Related Issues	Ms. Deepali Bendre	I/SR	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071	
22	Technical Issues	Mr. Shiv Malviya	I/NET	<a href="mailto:shivchand.malviya@choithramschoolnorthcampus.org">shivchand.malviya</a>	9479714636	
23	Repair & Maintenance, Hygiene and Housekeeping	Mr. Suresh Yadav	SUP	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071	
24	Issues Related to Lunch & Transport	Mr. Umesh Singh Rathore	C/Admin	<a href="mailto:umeshsingh.rathore@choithramschoolnorthcampus.org">umeshsingh.rathore</a>	9893673229	
25	Sexual Misconduct & Harrasment Issues	Ms. Neeta Mehta	I/CASH	<a href="mailto:neeta.mehta@choithramschoolnorthcampus.org">neeta.mehta</a>	9826296391	
26	Guidance, Counselling and Behavioural Issues	Ms. Anshu Chopda	VP	<a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal</a>	9826296391	
27	Internal Complaints Redressal Issues	Ms. Neeta Mehta	VP	<a href="mailto:viceprincipal@choithramschoolnorthcampus.org">viceprincipal</a>	9826679210	
28	Issues Related to Children' Bullying	Mr. Sandeep Deshpande	I/DC	<a href="mailto:sandeep.deshpande@choithramschoolnorthcampus.org">sandeep.deshpande</a>	8770950418	
29	Property & Resource Management	Mr. Suresh Yadav	SUP	<a href="mailto:info@choithramschoolnorthcampus.org">info</a>	6264739071	

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

**Abbreviations Used:**

**PRI:** Principal

**VP:** Vice-principal

**C/Admin:** Admin Coordinator

**C/Exam:** Exam Coordinator

**C/Act:** Activity Coordinator

**FYC:** FY Coordinator

**C/I & II:** Class I & II Coordinator

**C/Mont.:** Montessori Coordinator

**C/Int:** Coordinator - Internationalism

**HoD:** Head of Department

**I/PA:** Incharge - Performing Arts

**I/VA:** Incharge - Visual Arts

**I/SPE:** Incharge - Sports & Physical Education

**I/DC:** Incharge - Discipline Committee

**I/CASH:** Incharge - Committee Against Sexual Harassment

**I/NET:** Incharge - Network & Technical Issues

**I/FD:** Incharge - Front Desk

**I/Sch:** Incharge - Scholar Records

**I/SR:** Incharge - Staff Records

**SUP:** Supervisor