

Institution - Choithram School North Campus		Category - Document
Title : Reporting Matrix	No.– ECN/DOC/IC/01	Rev. No. & Date - 00/01.04.2024

SESSION 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	info	6264739071	Mr. Amit Trivedi, Principal Email - principal@choithramschoolnorthcampus.org Cell - 9399193112	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
2	Admission Related Counselling		Mr. Shailendra Geete	HoD	info	6264739071		
3	Scholar Records, TC and Other Applications		Ms. Sonali Bapat	I/Sch	info	6264739071		
4	Students' Leaves and Attendance		Respective Class Teacher	CT	Class Teacher's Email			
5	School Fee & Related Information		Ms. Sonali Bapat	I/Sch	info	6264739071		
6	Academic Issues - Senior (VI to XII)	5.1- English	Ms. Laghu Singh	HoD	laghu.singh	8461966417	Ms. Anshu Chopra Email - viceprincipal@choithramschoolnorthcampus.org Cell -9926189929 If problem is NOT solved then contact: Mr. Amit Trivedi, Principal Email - principal@choithramschoolnorthcampus.org Cell - 9399193112	
		5.2- Hindi & Sanskrit	Ms. Rakhi Saxena	HoD	rakhi.saxena	6232541794		
		5.3- Mathematics	Ms. Neeta Mehta	HoD	neeta.mehta	9826679210		
		5.4- Science	Ms. Jagmeet Kaur Chhabra	HoD	jagmeetkaur.chhabra	7987997976		
		5.5- Social Science	Ms. Reeta Gupta	HoD	reeta.gupta	8827400458		
		5.6- Commerce	Ms. Anuradha Joshi	HoD	anuradha.joshi	9926463353		
		5.7- Computer/ IT	Mr. Shailendra Geete	HoD	shailendra.geete	9926682337		
7	Academic Issues - Junior (III to V)	6.1- English	Ms. Archana Pillai	HoD	archana.pillai	81098 57771	Ms. Anshu Chopra Email - viceprincipal@choithramschoolnorthcampus.org Cell -9926189929 If problem is NOT solved then contact: Mr. Amit Trivedi, Principal Email - principal@choithramschoolnorthcampus.org Cell - 9399193112	
		6.2- Hindi	Ms. Hemlata Upadhyay	HoD	hemlata.upadhyay	9826010907		
		6.3- Mathematics	Ms. Ruchi Pahwa	HoD	ruchi.pahwa	9425321725		
		6.4- EVS	Ms. Richa Jauhari	HoD	richa.jauhari	9993511767		
		6.5- Computer/ IT	Ms. Priyanka Reja	I/c	priyanka.reja	7798807688		
8	Academic Issues - Class I & II		Ms. Amisha Saxena	C/I & II	amisha.saxena	9826422307		
9	Academic Issues - Preprimary		Ms. Shuchita Joshi	C/Mont.	shuchita.joshi	9755548258		
10	Issues Related to Visual Arts		Ms. Rajshree Chitnis	I/VA	rajshree.chitnis	99770 14133		
11	Issues Related to Performing Arts		Mr. Mahendra Tiwari	I/PA	mahendra.tiwari	8358099540		
12	Issues Related to Sports & Physical Education		Mr. Sandeep Deshpande	I/SPE	sandeep.deshpande	8770950418		
13	School Events & Activities (House/Club/Assembly/Other)	Senior (VI to XII)	Ms. Pramila Sharma	C/Act	parmila.sharma	7869361696		
		Junior (I to V)	Ms. Richa Jauhari	C/Act (Jr.)	richa.jauhari	9993511767		
14	Internationalism & Interschool Activities		Ms. Dyuti Agrawal	C/Int	dyuti.agrawal	9993435700		
15	Students' Discipline	Senior Boys	Mr. Sandeep Deshpande	I/DC	sandeep.deshpande	8770950418	Ms. Anshu Chopra	

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		Senior Girls	Ms. Monika Rathore	I/DC	monika.rathore	99266 40416	Email - viceprincipal@choithramschoolnorthcampus.org Cell -9926189929 If problem is NOT solved then contact: Mr. Amit Trivedi, Principal Email - principal@choithramschoolnorthcampus.org Cell - 9399193112	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
		Junior Boys	Mr. Prabhat Kanojia	I/DC	prabhat.kanojia	99776 75709		
		Junior Girls	Ms. Hemlata Upadhyay	I/DC	hemlata.upadhyay	9826010907		
16	Academic Operations & Administration	Senior	Ms. Anshu Chopra	VP	viceprincipal	9926189929		
		Junior	Ms. Mani Bhargava	FYC	mani.bhargava	9424595274		
17	Examinations & Results		Mr. Umesh Rathore	C/Exam	exam	9893673229		
18	CBSE Related Issues		Mr. Shailendra Geete	HoD	shailendra.geete	9926682337		
19	Feedback of Academic & Other Staff		Ms. Anshu Chopra	VP	viceprincipal	9399193112		
20	Staff's Leaves, Attendance and Applications		Ms. Deepali Bendre	I/SR	info	6264739071	Mr. Amit Trivedi, Principal Email - principal@choithramschoolnorthcampus.org Cell - 9399193112	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
21	Staff's Records & Related Issues		Ms. Deepali Bendre	I/SR	info	6264739071		
22	Technical Issues		Mr. Shiv Malviya	I/NET	shivchand.malviya	9479714636		
23	Repair & Maintenance, Hyigene and Housekeeping		Mr. Suresh Yadav	SUP	info	6264739071	Mr. Amit Trivedi, Principal Email - principal@choithramschoolnorthcampus.org Cell - 9399193112	
24	Issues Related to Lunch & Transport		Mr. Umesh Singh Rathore	C/Admin	umeshsingh.rathore	9893673229		
25	Sexual Misconduct & Harrasment Issues		Ms. Neeta Mehta	I/CASH	neeta.mehta	9826296391		
26	Guidance, Counselling and Behavioural Issues		Ms. Anshu Chopra	VP	viceprincipal	9826296391		
27	Internal Complaints Redressal Issues		Ms. Neeta Mehta	VP	viceprincipal	9826679210		
28	Issues Related to Children' Bullying		Mr. Sandeep Deshpande	I/DC	sandeep.deshpande	8770950418		
29	Property & Resource Management		Mr. Suresh Yadav	SUP	info	6264739071		

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

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