

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

**CHOITHRAM SCHOOL NORTH CAMPUS  
REPORTING 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	<b>Mr. Amit Trivedi, Principal</b> <b>Email - <a href="mailto:principal@choithramschoolnorthcampus.org">principal@choithramschoolnorthcampus.org</a></b> <b>Cell - 9399193112</b>	
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	<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>
		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	<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>
		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	<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>	
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

**NOTE:** In case any problem is not solved/acknowledged, 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)

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14	<b>Internationalism &amp; Interschool Activities</b>	Ms. Dyuti Agrawal	C/Int	<a href="mailto:dyuti.agrawal">dyuti.agrawal</a>	9993435700	
15	<b>Students' Discipline</b>	Senior Boys	Mr. Sandeep Deshpande	I/DC	<a href="mailto:sandeep.deshpande">sandeep.deshpande</a>	8770950418
		Senior Girls	Ms. Monika Rathore	I/DC	<a href="mailto:monika.rathore">monika.rathore</a>	99266 40416
		Junior Boys	Mr. Prabhat Kanojia	I/DC	<a href="mailto:prabhat.kanojia">prabhat.kanojia</a>	99776 75709
		Junior Girls	Ms. Hemlata Upadhyay	I/DC	<a href="mailto:hemlata.upadhyay">hemlata.upadhyay</a>	9826010907
16	<b>Academic Operations &amp; Administration</b>	Senior	Ms. Anshu Chopda	VP	<a href="mailto:viceprincipal">viceprincipal</a>	9926189929
		Junior	Ms. Mani Bhargava	FYC	<a href="mailto:mani.bhargava">mani.bhargava</a>	9424595274
17	<b>Examinations &amp; Results</b>	Mr. Umesh Rathore	C/Exam	<a href="mailto:exam">exam</a>	9893673229	
18	<b>CBSE Related Issues</b>	Mr. Shailendra Geete	HoD	<a href="mailto:shailendra.geete">shailendra.geete</a>	9926682337	
<b>S No.</b>	<b>Issues</b>	<b>Submit to/ Inform to</b>	<b>Title</b>	<b>Email</b> <a href="mailto:@choithramschoolnorthcampus.org">@choithramschoolnorthcampus.org</a>	<b>Cell</b>	<b>Copy/ Inform to</b>
19	<b>Feedback of Academic &amp; Other Staff</b>	Ms. Anshu Chopda	VP	<a href="mailto:viceprincipal">viceprincipal</a>	9399193112	<p><b>NOTE :</b> In case any problem is not solved/acknowledged, please mail at <a href="mailto:rajesh.awasthi@choithram.org">rajesh.awasthi@choithram.org</a> ; further you may mail at <a href="mailto:sumit.nandedkar@choithram.org">sumit.nandedkar@choithram.org</a></p>
20	<b>Staff's Leaves, Attendance and Applications</b>	Ms. Deepali Bendre	I/SR	<a href="mailto:info">info</a>	6264739071	
21	<b>Staff's Records &amp; Related Issues</b>	Ms. Deepali Bendre	I/SR	<a href="mailto:info">info</a>	6264739071	
22	<b>Technical Issues</b>	Mr. Shiv Malviya	I/NET	<a href="mailto:shivchand.malviya">shivchand.malviya</a>	9479714636	
23	<b>Repair &amp; Maintenance, Hygiene and Housekeeping</b>	Mr. Suresh Yadav	SUP	<a href="mailto:info">info</a>	6264739071	
24	<b>Issues Related to Lunch &amp; Transport</b>	Mr. Umesh Singh Rathore	C/Admin	<a href="mailto:umeshsingh.rathore">umeshsingh.rathore</a>	9893673229	
25	<b>Sexual Misconduct &amp; Harrasment Issues</b>	Ms. Neeta Mehta	I/CASH	<a href="mailto:neeta.mehta">neeta.mehta</a>	9826296391	
26	<b>Guidance, Counselling and Behavioural Issues</b>	Ms. Anshu Chopda	VP	<a href="mailto:viceprincipal">viceprincipal</a>	9826296391	
27	<b>Internal Complaints Redressal Issues</b>	Ms. Neeta Mehta	VP	<a href="mailto:viceprincipal">viceprincipal</a>	9826679210	
28	<b>Issues Related to Children' Bullying</b>	Mr. Sandeep Deshpande	I/DC	<a href="mailto:sandeep.deshpande">sandeep.deshpande</a>	8770950418	
29	<b>Property &amp; Resource Management</b>	Mr. Suresh Yadav	SUP	<a href="mailto:info">info</a>	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