

INSTITUTION:CHOITHRAM SCHOOL, MANIK BAGH		CATEGORY: DOCUMENT
TITLE: REPORTING MATRIX	NO.: ECM/DOC/CA/01	REV. NO. & DATE: 00/01.04.2024

REPORTING MATRIX

Sr. No.	Issues	Write to	Title	Email	Cell	If not satisfied forward to	Title	Email	Cell
1	Academic issues related to Hindi Subject (Class VI - XII)	Ms. Shilpa Khargonkar	HOD	shilpa.khargonkar@choithramschoool.com	9893104641	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
2	Academic issues related to English Subject (Class VI - XII)	Ms. Dipti Telang	HOD	dipti.telang@choithramschoool.com	9165740413	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
3	Academic issues related to Mathematics Subject (Class VI - XII)	Mrs. Abeda Raotiwala	HOD	abeda.raotiwala@choithramschoool.com	99926598300	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
4	Academic issues related to Science Subject (Class VI - XII)	Ms. Varsha Khamgaonkar	HOD	versha.khamgaonkar@choithramschoool.com	9755172968	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
5	Academic issues related to Social Science Subject (Class VI - XII)	Ms. Deepali Ahirrao	HOD	deepali.ahirrao@choithramschoool.com	8085573116	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
6	Academic issues related to Commerce Stream (Class XI & XII)	Ms. Ankita Jain	HOD	ankita.jain@choithramschoool.com	8989462825	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
7	Academic issues related to Computer based Subjects (Class VI - XII)	Ms. Pardeep Kaur	HOD	pardeepkaur.arora@choithramschoool.com	8770312348	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
8	Academic issues related to Hindi Subject (Class III - V)	Ms. Meeta Pandit	HOD	meeta.pandit@choithramschoool.com	9406811268	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
9	Academic issues related to English Subject (Class III - V)	Ms. Jinitha Chahande	HOD	jinitha.chahande@choithramschoool.com	8889676667	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
10	Academic issues related to Mathematics Subject (Class III - V)	Ms. Neha Vaid	HOD	neha.vaid@choithramschoool.com	9300837389	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
11	Academic issues related to Science Subject (Class III - V)	Ms. Navneet Bhatia	HOD	navneet.bhatia@choithramschoool.com	7000061993	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
12	Academic issues related to Social Science Subject (Class III - V)	Ms. Supriya Supekar	HOD	supriya.supekar@choithramschoool.com	9993070994	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
13	Academic issues related to Class I & II	Ms. Tarvinder Ghai	Co-Ordinator	tarvinderkaur.ghai@choithramschoool.com	9425928411	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
14	Academic issues related to Nursery	Ms. Pooja Joshi	Co-Ordinator	pooja.joshi@choithramschoool.com	8817525065	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
15	Academic issues related to Junior Montessori	Ms. Kanchan Kapoor	Co-Ordinator	kanchan.kapoor@choithramschoool.com	9424091355	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
16	Academic issues related to Senior Montessori	Ms. Sapna Bhatnagar	Co-Ordinator	sapna.bhatnagar@choithramschoool.com	9977763655	Ms. Chitralekha Kulkarni	Vice-Principal (Acad.)	chitralekha.kulkarni@choithramschoool.com	9993053305
17	Issues related to House Activities (VI-XII)	Ms. Pushplata Mishra	Activity Co-Ordinator	activities@choithramschoool.com	9826042254	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoool.com	9827653138
18	Issues related to House Activities (I-V)	Ms. Raji Pilai	Activity Co-Ordinator	raji.pillai@choithramschoool.com	9826956784	Ms. Smita Bhargava	Primary In-charge	pi@choithramschoool.com	9893727357
19	Issues related to Indoor CCA- Visual Arts	Ms. Nidhi Jain	HOD	nidhi.jain@choithramschoool.com	9926374540	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoool.com	9827653138
20	Issues related to Indoor CCA- Performing Arts	Ms. Amrita Tiwari	HOD	amrita.tiwari@choithramschoool.com	9009803756	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoool.com	9827653138

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21	Issues related to International Activities	Ms. Raminder Mac	Co-Ordinator International Affairs	deanactivities@choithramschoo.com	9826889859	Mr. Rajesh Awasthi	Principal	rajeshawasthi@choithramschoo.com	
22	Sports issues	Mr. Ashish Raghuwanshi	HOD	ashish.raghuwanshi@choithramschoo.com	7000925523	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
23	Issues related to discipline amongst Boys students (Sr. Block)	Mr. Devendra Singh Raghuwanshi	Discipline In-charge	devendra.raghuwanshi@choithramschoo.com	77460-10788	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
24	Issues related to discipline amongst Girls students (Sr. Block)	Ms. Vinita Sisodia	Discipline In-charge	vinita.sisodia@choithramschoo.com	9907334178	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
25	Feedback of Teachers from Parents / Students	Mr. S. K. Mishra	Vice-principal	viceprincipal@choithramschoo.com	9827653139	Mr. Rajesh Awasthi	Principal	rajeshawasthi@choithramschoo.com	
26	Feedback of Transportation facility	Mr. Sandeep Sarmandal	Transport In-charge	transportincharge@choithramschoo.com	8319443532	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
27	Feedback of Lunch provided by the school	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
28	Hygiene /Infrastructure /Any other non-academic issue	Mr. Himanshu Ware	Supervisor	supervisor@choithramschoo.com	8982373015	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
29	Internal & External Examinations	Mr. Suresh Dhage	Examination In-Charge	examcsmb@choithramschoo.com	9039556077	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
30	Assistance in procurement of fixed assets	Mr. S. K. Mishra	Vice-principal	viceprincipal@choithramschoo.com	9827653139	Mr. Rajesh Awasthi	Principal	rajeshawasthi@choithramschoo.com	
31	Technical issues related to website / google classrooms / any other assistance	Mr. Amit Joshi	Programmer	programmer@choithramschoo.com	9926811089	Mr. Rajesh Awasthi	Principal	rajeshawasthi@choithramschoo.com	
32	Behavioural issues of teaches / students	Ms. Abhilasha Purushothaman	Counsellor	abhilasha.purushothaman@choithramschoo.com, surabhi.shastri@choithramschoo.com	9829719124 7987632616	Mr. Rajesh Awasthi	Principal	rajeshawasthi@choithramschoo.com	
33	Administrative issues related to Primary wing	Ms. Smita Bhargav	Primary In-charge	pi@choithramschoo.com	9893727357	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
34	Issues related to discipline amongst students (Pr. Block)	Ms. Smita Bhargava	Primary In-charge	pi@choithramschoo.com	9893727357	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
35	Issues related to sexual harassment	Ms. Chitralekha Kulkarni	Member, CASH	chitralekha.kulkarni@choithramschoo.com	9993053305	Mr. Rajesh Awasthi	Principal	rajeshawasthi@choithramschoo.com	
36	Issue related to school Fee	Mr. Rahul Hadke	Fee Clerk	info@choithramschoo.com	8982870212	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138
37	Document related inquiry	Mr. Kamlesh Kumar Vyas	Accountant	info@choithramschoo.com	9425444504	Mr. S. K. Mishra	Vice-Principal	viceprincipal@choithramschoo.com	9827653138

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