

# Lines of Communication

|              | Issues Related to                    | 1 <sup>st</sup> Level of Communication                                    | 2 <sup>nd</sup> Level of Communication                                    | 3 <sup>rd</sup> Level of Communication                      | 4 <sup>th</sup> Level of Communication |
|--------------|--------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------|
| Academics    | School Programme                     | Co-ordinators<br>PYP – Ms. Farida<br>MYP – Ms. Shweta<br>DP – Mr. Sudipta | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver               |                                                             | Director-<br>Mr. Joel Cohen            |
|              | Classroom Behaviour & Grades         | Homeroom/<br>Subject Teachers                                             | Co-ordinators<br>PYP – Ms. Farida<br>MYP – Ms. Shweta<br>DP – Mr. Sudipta | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver |                                        |
|              | Attendance & Dismissal               | Office Manager<br>Primary- Ms. Edna<br>Secondary- Mr. Francis             | Homeroom/<br>Subject Teachers                                             | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver |                                        |
|              | Socio-Emotional/<br>Child Protection | Counsellors<br>Primary- Ms. Namrata<br>Secondary- Ms. Megha               | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver               |                                                             |                                        |
|              | Learning Support                     | Primary- Ms. Chaitrali<br>Secondary- Ms. Sandra                           | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver               |                                                             |                                        |
|              | Co-curricular                        | Athletics- Mr. Siddhant<br>ECA- Ms. Edna<br>CCA- Mr. Francis              | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver               |                                                             |                                        |
|              | College Counselling                  | College counsellor<br>Mr. Sourabh                                         | Secondary Principal<br>Mr. Oliver                                         |                                                             |                                        |
| Transport    | School Transport                     | Sr. Mgr. Facilities &<br>GS - Mr. Narendra                                | Head of Facilities<br>Mr. Vikramjeet                                      |                                                             |                                        |
|              | Bus Fees                             | Accounts-<br>Mr. Umesh/ Mr. Ajinkya                                       | CFO- Ms. Poonam                                                           |                                                             |                                        |
|              | Transport Safety                     | Sr. Mgr. Facilities &<br>GS - Mr. Narendra                                | Head of Facilities<br>Mr. Vikramjeet                                      |                                                             |                                        |
| PTA          | PTA                                  | Office Bearers                                                            |                                                                           | Director<br>Mr. Joel Cohen                                  |                                        |
| Invoice      | Invoices                             | Accounts Team<br>Mr. Umesh/ Mr. Ajinkya                                   | CFO - Ms. Poonam                                                          | Director<br>Mr. Joel Cohen                                  |                                        |
| Tech Related | Systems                              | Sr. Systems Administrator<br>Mr. Akshay                                   | Sr. Manager IT and<br>Digital Compliance<br>Mr. Irfan Khan                |                                                             |                                        |
| Health       | Medical Emergency                    | Nurses- Ms. Dally/<br>Ms. Poonam D                                        | Dr. Remya                                                                 | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver |                                        |
| Transcript   | Transcript                           | Primary- Ms. Edna<br>Secondary- Ms. Reena/<br>Mr. Francis                 | Principals<br>Primary – Ms. Carla<br>Secondary – Mr. Oliver               |                                                             |                                        |

| Issues Related to |                | 1 <sup>st</sup> Level of Communication | 2 <sup>nd</sup> Level of Communication                                     | 3 <sup>rd</sup> Level of Communication | 4 <sup>th</sup> Level of Communication                    |
|-------------------|----------------|----------------------------------------|----------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------|
| Others            | Cafeteria      | →                                      | Ms. Marion Cohen<br>Ms. Sharon Noronha                                     |                                        |                                                           |
|                   | Lost and found | →                                      | Front Desk Executive<br>Ms. Jacintha                                       | →                                      | Homeroom/<br>Subject Teachers                             |
|                   | Uniform        | →                                      | Head of Facility & Sr. Mgr.<br>Facilities & Purchase-<br>Mr. Brian D'souza | →                                      | Principals<br>Primary- Ms. Carla<br>Secondary- Mr. Oliver |
|                   | Student ID     | →                                      | Sr. Mgr. Facilities &<br>Compliance<br>Mr. Gerald                          |                                        |                                                           |

### Directory

| Role                                         | Name                                     | Email                                                                                                                                               |
|----------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Director                                     | Mr. Joel Cohen                           | <a href="mailto:joel.cohen@misp.org">joel.cohen@misp.org</a>                                                                                        |
| Executive Assistant to the Director          | Ms. Shraddha Deshpande                   | <a href="mailto:shraddha.deshpande@misp.org">shraddha.deshpande@misp.org</a>                                                                        |
| <b>Primary</b>                               |                                          |                                                                                                                                                     |
| Primary School Principal                     | Ms. Carla Swinehart                      | <a href="mailto:carla.swinehart@misp.org">carla.swinehart@misp.org</a>                                                                              |
| Primary School Co-ordinator                  | Ms. Frida Bhaidani                       | <a href="mailto:farida.bhaidani@misp.org">farida.bhaidani@misp.org</a>                                                                              |
| Primary Office Manager                       | Ms. Edna Borges                          | <a href="mailto:primaryoffice@misp.org">primaryoffice@misp.org</a>                                                                                  |
| Primary School Counselor                     | Ms. Namrata Kulkarni                     | <a href="mailto:namrata.kulkarni@misp.org">namrata.kulkarni@misp.org</a>                                                                            |
| Primary Teaching Learning Support            | Ms. Chaitrali Ranade                     | <a href="mailto:chaitrali.ranade@misp.org">chaitrali.ranade@misp.org</a>                                                                            |
| <b>Secondary</b>                             |                                          |                                                                                                                                                     |
| Secondary School Principal                   | Mr. Oliver Chua                          | <a href="mailto:oliver.chua@misp.org">oliver.chua@misp.org</a>                                                                                      |
| Secondary School Co-ordinator (DP)           | Mr. Sudipta Roy                          | <a href="mailto:sudipta.roy@misp.org">sudipta.roy@misp.org</a>                                                                                      |
| Secondary School Co-ordinator (MYP)          | Ms. Shweta Deokar                        | <a href="mailto:shweta.deokar@misp.org">shweta.deokar@misp.org</a>                                                                                  |
| College Counselor                            | Mr. Sourabh Inamdar                      | <a href="mailto:sourabh.inamdar@misp.org">sourabh.inamdar@misp.org</a>                                                                              |
| Secondary Office Manager                     | Mr. Francis Fernandes                    | <a href="mailto:secondaryoffice@misp.org">secondaryoffice@misp.org</a> , <a href="mailto:francis.fernandes@misp.org">francis.fernandes@misp.org</a> |
| Registrar                                    | Ms. Reena Nair                           | <a href="mailto:registrar@misp.org">registrar@misp.org</a>                                                                                          |
| Secondary Counselor                          | Ms. Megha Sharma                         | <a href="mailto:megha.sharma@misp.org">megha.sharma@misp.org</a>                                                                                    |
| HOD Science                                  | Ms. Dipa Sarkar                          | <a href="mailto:dipa.sarkar@misp.org">dipa.sarkar@misp.org</a>                                                                                      |
| HOD PHE                                      | Mr. Siddhant Pathak                      | <a href="mailto:siddhant.pathak@misp.org">siddhant.pathak@misp.org</a>                                                                              |
| HOD Secondary School Learning Support        | Ms. Sandra Fonseca                       | <a href="mailto:sandra.fonseca@misp.org">sandra.fonseca@misp.org</a>                                                                                |
| CAS Co-ordinator                             | Ms. Maya Gurung                          | <a href="mailto:maya.gurung@misp.org">maya.gurung@misp.org</a>                                                                                      |
| <b>Administration</b>                        |                                          |                                                                                                                                                     |
| Front Desk Executive                         | Ms. Jacintha Pegado                      | <a href="mailto:reception@misp.org">reception@misp.org</a>                                                                                          |
| Chief Finance Officer                        | Poonam Kabadi                            | <a href="mailto:businessoffice@misp.org">businessoffice@misp.org</a>                                                                                |
| Senior Finance Officer                       | Mr. Umesh Shitre                         | <a href="mailto:accounts@misp.org">accounts@misp.org</a> , <a href="mailto:umesh.shitre@misp.org">umesh.shitre@misp.org</a>                         |
| Finance Officer                              | Mr. Ajinkya Ranawade                     | <a href="mailto:accounts@misp.org">accounts@misp.org</a> , <a href="mailto:ajinkya.ranawade@misp.org">ajinkya.ranawade@misp.org</a>                 |
| Admissions Manager                           | Ms. Kawita Sharma                        | <a href="mailto:kawita.sharma@misp.org">kawita.sharma@misp.org</a>                                                                                  |
| Head of Facilities                           | Mr. Vikramjeet Sra                       | <a href="mailto:vikramjeet.sra@misp.org">vikramjeet.sra@misp.org</a>                                                                                |
| Senior Manager Facilities & Compliance       | Mr. Gerald Lewis                         | <a href="mailto:gerald.lewis@misp.org">gerald.lewis@misp.org</a>                                                                                    |
| Senior Manager Facilities & General Services | Mr. Narendra Sawant                      | <a href="mailto:transport@misp.org">transport@misp.org</a> , <a href="mailto:narendra.sawant@misp.org">narendra.sawant@misp.org</a>                 |
| Senior Manager Facilities & Purchase         | Mr. Brian D'souza                        | <a href="mailto:purchase@misp.org">purchase@misp.org</a>                                                                                            |
| School Doctor                                | Dr. Remya                                | <a href="mailto:remya.mahesh@misp.org">remya.mahesh@misp.org</a>                                                                                    |
| Senior Nurse                                 | Ms. Dally Jojo                           | <a href="mailto:nurse@misp.org">nurse@misp.org</a>                                                                                                  |
| School Nurse                                 | Ms. Poonam Dubey                         | <a href="mailto:poonam.dubey@misp.org">poonam.dubey@misp.org</a>                                                                                    |
| Sr. Manager IT and Digital Compliance        | Mr. Irfan Khan                           | <a href="mailto:irfan.khan@misp.org">irfan.khan@misp.org</a>                                                                                        |
| Systems Administrator                        | Mr. Akshay Dhongade                      | <a href="mailto:akshay@misp.org">akshay@misp.org</a>                                                                                                |
| PTA                                          | PTA                                      | <a href="mailto:pta@misp.org">pta@misp.org</a>                                                                                                      |
| <b>Cafeteria</b>                             | Ms. Marion Cohen &<br>Ms. Sharon Noronha | <a href="mailto:foodfeedback@misp.org">foodfeedback@misp.org</a>                                                                                    |