

Lines of Communication

	Issues related to	1 st level communication	2 nd level communication	3 rd level communication	4 th level communication	5 th level communication
Academics	School Programme	→ Coordinators PYP – Ms. Farida MYP – Ms. Shweta DP – Mr. Sudipta	→ Principals Primary- Ms. Kimberly Secondary-Mr. Oliver		Deputy Director Ms. Carla	Director Mr. Joel Cohen
	Classroom Behaviour & Grades	→ Homeroom/ Subject Teachers	→ Coordinators PYP- Ms. Farida MYP- Ms. Shweta DP- Mr. Sudipta	→ Principals Primary- Ms. Kimberly Secondary-Mr. Oliver		
	Attendance & Dismissal	→ Office Manager Primary- Ms. Edna Secondary- Mr. Francis	→ Homeroom/ Subject Teachers	→ Principals Primary – Ms. Kimberly Secondary – Mr. Oliver		
	Socio Emotional/ Child Protection	→ Counsellors Primary- Ms. Namrata Secondary- Ms. Megha	→ Principals Primary – Ms. Kimberly Secondary – Mr. Oliver			
	Learning Support	→ Primary- Ms. Huma Secondary- Ms. Megha	→ Principals Primary – Ms. Kimberly Secondary – Mr. Oliver			
	Co-curricular	→ Athletics- Mr. Siddhant ECA- Ms. Edna CCA- Mr. Francis	→ Principals Primary – Ms. Kimberly Secondary – Mr. Oliver			
	College Counselling	→ College counsellor Mr. Sourabh	→ Secondary Principal – Mr. Oliver			
PTA	PTA	→ Office bearers	→ Deputy Director Ms. Carla	→ Director Mr. Joel Cohen		
Invoice	Invoices	→ Accounts Team Mr. Umesh/ Mr. Ajinkya	→ CFO - Ms. Poonam	→ Deputy Director Ms. Carla	→ Director Mr. Joel Cohen	
Medical Emergency	Medical Emergency	→ Nurses- Ms. Dally/ Ms. Poonam D	→ Dr. Remya	→ Principals Primary – Ms. Kimberly Secondary – Mr. Oliver		
Transcript	Transcript	→ Primary- Ms. Edna Secondary- Ms. Reena/ Mr. Francis	→ Principals Primary – Ms. Kimberly Secondary – Mr. Oliver			
System	Systems	→ Sr. Systems Administrator Mr. Akshay	→ Sr. Manager IT and Digital Compliance Mr. Irfan			
Transport	School Transport	→ Sr. Mgr. Facilities & GS - Mr. Narendra	→ Head of Facilities Mr. Vikramjeet			
	Bus Fees	→ Accounts- Mr. Umesh/ Mr. Ajinkya	→ CFO- Ms. Poonam			
	Transport Safety	→ Sr. Mgr. Facilities & GS - Mr. Narendra	→ Head of Facilities Mr. Vikramjeet			

Issues related to		1 st level communication	2 nd level communication	3 rd level communication	4 th level communication	5 th level communication
Others	Cafeteria	→ foodfeedback@misp.org				
	Lost & found	→ Front desk Executive	→ Homeroom/ Subject teachers	→ Principals Primary- Ms. Kimberly Secondary-Mr. Oliver		
	Uniform	→ Head of Facility & Sr. Mgr. Facilities & Purchase- Mr. Brian				
	Student Id	→ Sr. Mgr. Facilities & Compliance Mr. Gerald				

Directory

Role	Name	Email
Director	Mr. Joel Cohen	joel.cohen@misp.org
Deputy Director	Ms. Carla Swinehart	carla.swinehart@misp.org
Executive Assistant to the Director	Ms. Shraddha Deshpande	shraddha.deshpande@misp.org
Primary		
Primary School Principal	Ms. Kimberly Strandemo	kimberly.strandemo@misp.org
Primary School Coordinator	Ms. Frida Bhaidani	farida.bhaidani@misp.org
Primary Office Manager	Ms. Edna Borges	primaryoffice@misp.org
Primary School Counselor	Ms. Namrata Kulkarni	primarycounselor@misp.org
Primary Teaching Learning Support	Ms. Huma Bhola	huma.bhola@misp.org
Secondary		
Secondary School Principal	Mr. Oliver Chua	oliver.chua@misp.org
Secondary School Coordinator (DP)	Mr. Sudipta Roy	sudipta.roy@misp.org
Secondary School Coordinator (MYP)	Ms. Shweta Deokar	shweta.deokar@misp.org
College Counselor	Mr. Sourabh Inamdar	sourabh.inamdar@misp.org
Secondary Office Manager	Mr. Francis Fernandes	secondaryoffice@misp.org , francis.fernandes@misp.org
Registrar	Ms. Reena Nair	registrar@misp.org
Secondary Counselor	Ms. Megha Sharma	megha.sharma@misp.org
HOD Science	Ms. Dipa Sarkar	dipa.sarkar@misp.org
HOD PHE	Mr. Gregory Motteron	gregory.motteron@misp.org
HOD Secondary School Learning Support	Ms. Megha Sharma, Ms. Khushboo Shrivastava	megha.sharma@misp.org , khushboo.shrivastava@misp.org
CAS Coordinator	Mr. Elvis Mathew	elvis.mathew@misp.org
Administration		
Front Desk Executive	Ms. Jacintha Pegado	reception@misp.org
Chief Finance Officer	Ms. Poonam Kabadi	businessoffice@misp.org
Senior Finance Officer	Mr. Umesh Shitre	accounts@misp.org , umesh.shitre@misp.org
Finance Officer	Mr. Ajinkya Ranawade	accounts@misp.org , ajinkya.ranawade@misp.org
Admissions Manager	Ms. Kawita Sharma	kawita.sharma@misp.org
Head of Facilities	Mr. Vikramjeet Sra	vikramjeet.sra@misp.org
Senior Manager Facilities & Compliance	Mr. Gerald Lewis	gerald.lewis@misp.org
Senior Manager Facilities & General Services	Mr. Narendra Sawant	transport@misp.org , narendra.sawant@misp.org
Senior Manager Facilities & Purchase	Mr. Brian D'souza	purchase@misp.org
School Doctor	Dr. Remya	remya.mahesh@misp.org
Senior Nurse	Ms. Dally Jojo	nurse@misp.org
School Nurse	Ms. Poonam Dubey	poonam.dubey@misp.org
Sr. Manager IT and Digital Compliance	Mr. Irfan Khan	irfan.khan@misp.org
Systems Administrator	Mr. Akshay Dhongade	akshay@misp.org
PTA	PTA	pta@misp.org
Cafeteria	MIS Food committee	foodfeedback@misp.org