

**ORCHID INTERNATIONAL SCHOOL, NASIK**  
Contact details of Staff Members for different purposes as on 10.10.2018, Rev00

SL	PURPOSE	STAFF MEMBER RESPONSIBLE	Email id of person to address the email	Copy 1	Copy 2	Copy 3	Copy 4
1	<b>ADMISSIONS:</b> Enquiries, follow up, entrance tests, queries related to admissions	Mrs. Sonia Manchanda, Administrative Officer	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	MohanKumar <itengg.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	madanmohan.dange@sapkalknowledgehub.org	PrincipalOrchidInternational <principal.orchideducation@gmail.com>
2	<b>FEES:</b> Queries related to fee dues, payments, refunds, suggestions	Mr. Mangesh Ghuge, Accounts Officer	MangeshGhuge <ois.accountant@sapkalknowledgehub.org>	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	MohanKumar <itengg.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>
3	<b>PASTORAL CARE:</b> Queries, clarifications, feedback and suggestions related to pastoral care or hostel matters	Mrs. Kiran Uppal, Hostel Coordinator and Mrs. Sonia Manchanda, Administrative Officer	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>		
4	<b>NURSERY TO CLASS 5 ACADEMICS:</b> Queries, clarifications, feedback and suggestions related to academic and examination matters for Classes Nursery to Class 5	Mrs. Tina Misquitta, Mrs. Vrushali Gaekwad, Mrs. Mitul Asthana, Mrs. Sheetal Wagh and Mrs. Sonia Manchanda	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>		
5	<b>CLASSES 6 to 12 ACADEMICS:</b> Queries, clarifications, feedback and suggestions related to academic and examination matters for Classes 6 to 12	Mr. Niteen Jadhav and Mrs. Sonia Manchanda	NiteenJadhav <niteen.jadhav@sapkalknowledgehub.org>	UpendraTripathi <upendra.tripathi@sapkalknowledgehub.org>	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>
6	<b>EXAMINATIONS, QR, NQR, LCP OF ENTIRE SCHOOL:</b> Queries, clarifications, feedback and suggestions related to examinations and reports thereof for all classes	NiteenJadhav <niteen.jadhav@sapkalknowledgehub.org>	UpendraTripathi <upendra.tripathi@sapkalknowledgehub.org>	MohanKumar <itengg.ois@sapkalknowledgehub.org>	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>
7	<b>ADMINISTRATION, LEAVE, SCHEDULES, VACATIONS:</b> Any other feedback, suggestions, queries regarding administration or schedules, vacations, holidays	SoniaManchanda <adminofficer.ois@sapkalknowledgehub.org>	SanjayDhere <admin.supervisor@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>		
8	<b>DIARY, WEBSITE, ORCHID SPEAKS, ORCHIDFEST, PUBLICATIONS:</b> Any other feedback, suggestions, queries regarding Diary, our publications, Orchid Speaks or OrchidFest or website	Ois H. R. Chandrashekar <hr.chandrashekar@sapkalknowledgehub.org>	MohanKumar <itengg.ois@sapkalknowledgehub.org>	LeenaBhatia <leena.bhatia@sapkalknowledgehub.org>	PrincipalOrchidInternational <principal.orchideducation@gmail.com>		
9	<b>CONFIDENTIAL:</b> Confidential or urgent feedback, suggestions, queries	PrincipalOrchidInternational <principal.orchideducation@gmail.com>					