

# **DPS STS SCHOOL DHAKA**

- Principal-Mr. Harsh Wal ([harsh@dpsstdhaka.org](mailto:harsh@dpsstdhaka.org))
- Vice Principal-Mrs. Madhu Wal ([madhu@dpsstdhaka.org](mailto:madhu@dpsstdhaka.org))

## **List of Concerned Section Heads/Coordinators/Personnel for Parents Communication**

### **Junior School**

#### **Pre Primary (Grade Play Group to KG)**

- Head of Junior School (Genuine Administrative, disciplinary & major Academic issues)- Ms. Sumona Karim ([sumona.karim@dpsstdhaka.org](mailto:sumona.karim@dpsstdhaka.org))
- Head of Pre Primary (Administrative, disciplinary & Academic issues)- Ms. Dushani Rajaratnam ([dushani.rajaratnam@dpsstdhaka.org](mailto:dushani.rajaratnam@dpsstdhaka.org))
- Coordinators:  
Play Group-Ms. Monami Hossain ([monami.hossain@dpsstdhaka.org](mailto:monami.hossain@dpsstdhaka.org))  
Nursery- Ms. Tazeen Rahman ([tazeen.rahman@dpsstdhaka.org](mailto:tazeen.rahman@dpsstdhaka.org))  
Pre KG- Ms. Sharmeen Rahman ([sharmeen.rahman@dpsstdhaka.org](mailto:sharmeen.rahman@dpsstdhaka.org))  
KG- Ms. Asheka E Pir Hushmi ([asheka.hashmi@dpsstdhaka.org](mailto:asheka.hashmi@dpsstdhaka.org))  
# When writing to the coordinator please put Pre Primary Head & Head of Junior School in CC.

#### **Primary (Grades 1-4)**

- Head of Junior School (Genuine Administrative, disciplinary & major Academic issues)- Ms. Sumona Karim ([sumona.karim@dpsstdhaka.org](mailto:sumona.karim@dpsstdhaka.org))
- Head of Primary (Administrative, disciplinary & Academic issues)- Ms. Juliet Gloria Gomes ([juliet.gomes@dpsstdhaka.org](mailto:juliet.gomes@dpsstdhaka.org))
- Class Coordinators:  
Grade 1-Ms. Shammin Sultana ([shammin.sultana@dpsstdhaka.org](mailto:shammin.sultana@dpsstdhaka.org))  
Grade 2-Ms. Zakia Sultana ([nahid.tabassum@dpsstdhaka.org](mailto:nahid.tabassum@dpsstdhaka.org))  
Grade 3-Ms. Sonia Afrin Zahan ([sonia.zahan@dpsstdhaka.org](mailto:sonia.zahan@dpsstdhaka.org))  
Grade 4-Ms. Tanzeela Amin Aureen ([tanzeela.aureen@dpsstdhaka.org](mailto:tanzeela.aureen@dpsstdhaka.org))  
# When writing to the coordinator please put Primary Section Head & Head of Junior School in CC.

### **Heads of Academic Departments (Junior School Grades 1 to 4)**

S/N.	Issues	Concerned Teachers & Design.	Email ID
1	English	Ms. Nahid Tabassum	<a href="mailto:nahid.tabassum@dpsstdhaka.org">nahid.tabassum@dpsstdhaka.org</a>
2	Bangla	Ms. Kazi Jannatun Nahar	<a href="mailto:jannatun.nahar@dpsstdhaka.org">jannatun.nahar@dpsstdhaka.org</a>
3	Maths	Ms. Shaila Sheikh	<a href="mailto:shaila.sheikh@dpsstdhaka.org">shaila.sheikh@dpsstdhaka.org</a>
4	Science	Ms. Ferdoushi Rahman	<a href="mailto:ferdoushi.rahman@dpsstdhaka.org">ferdoushi.rahman@dpsstdhaka.org</a>
5	Social Studies-SST	Ms. Farhana Akter Nadia	<a href="mailto:farhana.akter@dpsstdhaka.org">farhana.akter@dpsstdhaka.org</a>
6	Computer Studies	Ms. Subarna Chakraborty	<a href="mailto:subarna.chakraborty@dpsstdhaka.org">subarna.chakraborty@dpsstdhaka.org</a>
7	Music	Mr. Md. Ashaduzzaman	<a href="mailto:asaduz.zaman@dpsstdhaka.org">asaduz.zaman@dpsstdhaka.org</a>
8	Art	Ms. Rania Alam	<a href="mailto:rania.alam@dpsstdhaka.org">rania.alam@dpsstdhaka.org</a>
9	Dance	Ms. Farjana Ibrahim	<a href="mailto:farjana.ibrahim@dpsstdhaka.org">farjana.ibrahim@dpsstdhaka.org</a>
10	Sports	Ms. Sema Debnath	<a href="mailto:sema.debnath@dpsstdhaka.org">sema.debnath@dpsstdhaka.org</a>
11	French (Gr.3 to 4)	Mr. Abul Mujahid Md. Tarik	<a href="mailto:abul.tarik@dpsstdhaka.org">abul.tarik@dpsstdhaka.org</a>
12	General Knowledge	Ms. Tahmina Binte Aziz	<a href="mailto:tahmina.aziz@dpsstdhaka.org">tahmina.aziz@dpsstdhaka.org</a>
13	Value Education	Ms. Zakia Sultana	<a href="mailto:zakia.sultana@dpsstdhaka.org">zakia.sultana@dpsstdhaka.org</a>
14	Islamiat	Ms. Isnad Monir	<a href="mailto:isnad.monir@dpsstdhaka.org">isnad.monir@dpsstdhaka.org</a>

## **Middle School (Grades 5 to 7)**

- Head of Middle School (Administrative, disciplinary, Academic & activities related issues)-Mrs. Kumkum Habiba Jahan ([kumkum.jahan@dpsstdhaka.org](mailto:kumkum.jahan@dpsstdhaka.org))
  - Dean of Activities (Music, Art & Dance)-Ms. Preeti Sharma ([preeti.sharma@dpsstdhaka.org](mailto:preeti.sharma@dpsstdhaka.org))
  - Coordinators:
    - Grade 5- Ms. Parveen Sultana ([parveen.sultana@dpsstdhaka.org](mailto:parveen.sultana@dpsstdhaka.org))
    - Grade 6- Mr. Shaon Das Tonmoy ([shaon.tanmay@dpsstdhaka.org](mailto:shaon.tanmay@dpsstdhaka.org))
    - Grade 7- Ms. Trisha Sharbin ([trisha.sharbin@dpsstdhaka.org](mailto:trisha.sharbin@dpsstdhaka.org))
- # When writing to the coordinator please put Head of Middle Section in CC.

### **Heads of Academic Departments**

S/N.	Issues	Concerned HOD	Email ID
1	English (under Vice Principal)	Mr. Emran Jashed Taher	<a href="mailto:emran.taher@dpsstdhaka.org">emran.taher@dpsstdhaka.org</a>
2	Bangla	Ms. Sarwat Akil	<a href="mailto:sarwat.akil@dpsstdhaka.org">sarwat.akil@dpsstdhaka.org</a>
3	Maths	Ms. Mahua Bhattacharya	<a href="mailto:mahua@dpsstdhaka.org">mahua@dpsstdhaka.org</a>
4	Chemistry	Mr. Sanjib Parial	<a href="mailto:sanjib.parial@dpsstdhaka.org">sanjib.parial@dpsstdhaka.org</a>
5	Physics	Mr. Imran Wahiduzzaman Khan	<a href="mailto:imran.wahiduzzaman@dpsstdhaka.org">imran.wahiduzzaman@dpsstdhaka.org</a>
6	Biology	Ms. Imrana Iqbal	<a href="mailto:imrana.iqbal@dpsstdhaka.org">imrana.iqbal@dpsstdhaka.org</a>
7	Computer Science	Mr. S. Ranjith	<a href="mailto:ranjith@dpsstdhaka.org">ranjith@dpsstdhaka.org</a>
8	Business Studies	Ms. Afrin Khan	<a href="mailto:afrin.khan@dpsstdhaka.org">afrin.khan@dpsstdhaka.org</a>
9	Accounting	Mr. Azad Rahman	<a href="mailto:azad.rahaman@dpsstdhaka.org">azad.rahaman@dpsstdhaka.org</a>
10	Economics	Ms. Preeti Sharma	<a href="mailto:preeti.sharma@dpsstdhaka.org">preeti.sharma@dpsstdhaka.org</a>
11	Social Studies (SST)	Ms. Mahfuja Majumder Happy	<a href="mailto:mahfuja.majumder@dpsstdhaka.org">mahfuja.majumder@dpsstdhaka.org</a>
12	French	Mr. Mohammad Toufique Hossain	<a href="mailto:toufique.hossain@dpsstdhaka.org">toufique.hossain@dpsstdhaka.org</a>
13	Art	Mr. Nasiruddin	<a href="mailto:nasir.uddin@dpsstdhaka.org">nasir.uddin@dpsstdhaka.org</a>
14	Dance	Mr. Partho Pratim Das	<a href="mailto:partho.das@dpsstdhaka.org">partho.das@dpsstdhaka.org</a>
15	Sports	Mr. Md. Aminul Islam	<a href="mailto:aminul.islam@dpsstdhaka.org">aminul.islam@dpsstdhaka.org</a>
16	Swimming & Cricket	Mr. Arunava Das/ Supervisor of Swimming & Cricket	<a href="mailto:arunava.das@dpsstdhaka.org">arunava.das@dpsstdhaka.org</a>
17	Pastoral Counsellor	Ms. Sumaya Afrin Misti	<a href="mailto:sumaya.misti@dpsstdhaka.org">sumaya.misti@dpsstdhaka.org</a>
18	In charge of General Knowledge	Ms. Mahfuja Majumder & Mr. Shahed	<a href="mailto:mahfuja.majumder@dpsstdhaka.org">mahfuja.majumder@dpsstdhaka.org</a> <a href="mailto:qazi.iqbal@dpsstdhaka.org">qazi.iqbal@dpsstdhaka.org</a>
19	In charge of Value Education	Ms. Alia Afrin	<a href="mailto:alia.afrin@dpsstdhaka.org">alia.afrin@dpsstdhaka.org</a>
20	In charge of Islamiyat	Ms. Rumi Rozina Yesmin	<a href="mailto:rozina.yesmin@dpsstdhaka.org">rozina.yesmin@dpsstdhaka.org</a>

## **Senior School (Grades 8 to 12)**

- Head of Senior School (Administrative, disciplinary & activities related issues)-Mrs. Tarana Majid Ahmed ([tarana.ahmed@dpsstdhaka.org](mailto:tarana.ahmed@dpsstdhaka.org))
  - Dean of Academics (Academic issues)-Mr. Manoj Kumar ([manoj.kumar@dpsstdhaka.org](mailto:manoj.kumar@dpsstdhaka.org))
  - Dean of Activities (Music, Art & Dance)-Ms. Preeti Sharma ([preeti.sharma@dpsstdhaka.org](mailto:preeti.sharma@dpsstdhaka.org))
  - Coordinators:
    - Grade 8- Ms. Jannatul Ferdous ([jannatul.ferdous@dpsstdhaka.org](mailto:jannatul.ferdous@dpsstdhaka.org))
    - Grade 9- Ms. Marzia Zaman ([marzia.zaman@dpsstdhaka.org](mailto:marzia.zaman@dpsstdhaka.org))
    - Grade 10- Ms. Esha Roy ([esha.roy@dpsstdhaka.org](mailto:esha.roy@dpsstdhaka.org))
    - Grade 11- Mr. Mashky Chowdhury ([mashky.surja@dpsstdhaka.org](mailto:mashky.surja@dpsstdhaka.org))
    - Grade 12- Mr. Asish Kumar Saha ([asish.saha@dpsstdhaka.org](mailto:asish.saha@dpsstdhaka.org))
- # When writing to the coordinator please put Head of Senior Section in CC.

## Heads of Academic Departments

S/N.	Issues	Concerned HOD	Email ID
1	Issues related to English (Under Vice Principal)	Mr. Mohammad Shamim Hosen	<a href="mailto:shamim.hosen@dpsstdhaka.org">shamim.hosen@dpsstdhaka.org</a>
2	Issues related to Bangla	Ms. Sarwat Akil	<a href="mailto:sarwat.akil@dpsstdhaka.org">sarwat.akil@dpsstdhaka.org</a>
3	Issues related to Maths	Ms. Mahua Bhattacharya	<a href="mailto:mahua@dpsstdhaka.org">mahua@dpsstdhaka.org</a>
4	Issues related to Chemistry	Mr. Sanjib Parial	<a href="mailto:sanjib.parial@dpsstdhaka.org">sanjib.parial@dpsstdhaka.org</a>
5	Issues related to Physics	Mr. Imran Wahiduzzaman Khan	<a href="mailto:imran.wahiduzzaman@dpsstdhaka.org">imran.wahiduzzaman@dpsstdhaka.org</a>
6	Issues related to Biology	Ms. Imrana Iqbal	<a href="mailto:imrana.iqbal@dpsstdhaka.org">imrana.iqbal@dpsstdhaka.org</a>
7	Issues related to Computer Science	Mr. S. Ranjith	<a href="mailto:ranjith@dpsstdhaka.org">ranjith@dpsstdhaka.org</a>
8	Issues related to Exams from Grades 5 to 12 (First Term/Mid-Term/Final Term, Cyclic or Screening Exams)		
9	Issues related to Business Studies	Ms. Afrin Khan	<a href="mailto:afrin.khan@dpsstdhaka.org">afrin.khan@dpsstdhaka.org</a>
10	Issues related to Accounting	Mr Azad Rahman	<a href="mailto:azad.rahaman@dpsstdhaka.org">azad.rahaman@dpsstdhaka.org</a>
11	Issues related to Economics	Ms. Preeti Sharma	<a href="mailto:preeti.sharma@dpsstdhaka.org">preeti.sharma@dpsstdhaka.org</a>
12	Issues related to Social Studies	Ms. Mahfuja Majumder Happy	<a href="mailto:mahfuja.majumder@dpsstdhaka.org">mahfuja.majumder@dpsstdhaka.org</a>
13	Issues related to French	Mr. Mohammad Toufique Hossain	<a href="mailto:toufique.hossain@dpsstdhaka.org">toufique.hossain@dpsstdhaka.org</a>
14	Issues related to Art	Mr. Nasiruddin	<a href="mailto:nasir.uddin@dpsstdhaka.org">nasir.uddin@dpsstdhaka.org</a>
15	Issues related to Dance	Mr. Partho Pratim Das	<a href="mailto:partho.das@dpsstdhaka.org">partho.das@dpsstdhaka.org</a>
16	Issues related to Sports	Mr. Md. Aminul Islam	<a href="mailto:aminul.islam@dpsstdhaka.org">aminul.islam@dpsstdhaka.org</a>
17	Issues related to Swimming & Cricket	Mr. Arunava Das/ Supervisor of Swimming & Cricket	<a href="mailto:arunava.das@dpsstdhaka.org">arunava.das@dpsstdhaka.org</a>
18	Career Counsellor	Ms. Nileema Khan	<a href="mailto:nileema.khan@dpsstdhaka.org">nileema.khan@dpsstdhaka.org</a>
19	Pastoral Counsellor	Ms. Sumaya Afrin Misti	<a href="mailto:sumaya.misti@dpsstdhaka.org">sumaya.misti@dpsstdhaka.org</a>
20	Board Exam Coordinator	Mr. S.M. Nurul Alam	<a href="mailto:nurul.alam@dpsstdhaka.org">nurul.alam@dpsstdhaka.org</a>
21	In charge of General Knowledge	Ms. Mahfuja Majumder & Mr. Shahed	<a href="mailto:mahfuja.majumder@dpsstdhaka.org">mahfuja.majumder@dpsstdhaka.org</a> <a href="mailto:qazi.iqbal@dpsstdhaka.org">qazi.iqbal@dpsstdhaka.org</a>
22	Director of Sports	Mr. Manoj Kumar	<a href="mailto:manoj.kumar@dpsstdhaka.org">manoj.kumar@dpsstdhaka.org</a>

## List of Administrative Staff for parents' communication

S/N.	Issues	Concerned Staff & Designation	Email ID
1	Admissions & Students' record update & Transfer Certificate	Mr. Rinku Costa (Admission Officer) /Ms. Sonia Hoq (Sr. Exe-Admin) /Mr. Shakhawat Hossain (Exe-Admin.)	<a href="mailto:rinku.costa@dpsstdhaka.org">rinku.costa@dpsstdhaka.org</a> <a href="mailto:sonia@dpsstdhaka.org">sonia@dpsstdhaka.org</a> <a href="mailto:shakhawat.hossain@dpsstdhaka.org">shakhawat.hossain@dpsstdhaka.org</a> <a href="mailto:admission@dpsstdhaka.org">admission@dpsstdhaka.org</a>
2	Applying for employment at DPS STS School Dhaka	Ms. Rezia Parvin (HR Officer & Exe. Asst to Principal)	<a href="mailto:rezia@dpsstdhaka.org">rezia@dpsstdhaka.org</a> <a href="mailto:career@dpsstdhaka.org">career@dpsstdhaka.org</a>
3	Head of IT	Mr. Mostafizur Rahman Mridha	<a href="mailto:mostafiz@dpsstdhaka.org">mostafiz@dpsstdhaka.org</a>
4	Transportation	Mr. Khondokar Mohammed Imran Akbar (Junior & Senior School)	<a href="mailto:transport@dpsstdhaka.org">transport@dpsstdhaka.org</a>
5	Fee related enquiries	Mr. Golam Mostafa (Deputy Manger-Accounts) & Mr. Sayad Ata Us Samad (Asst. Manager-Accounts)	<a href="mailto:samad@dpsstdhaka.org">samad@dpsstdhaka.org</a> <a href="mailto:mostafa@dpsstdhaka.org">mostafa@dpsstdhaka.org</a>
6	Administrative issues	Mr. Stickle M (Manager-Administration; Junior School; Grades PG to Grade 4)	<a href="mailto:stickle@dpsstdhaka.org">stickle@dpsstdhaka.org</a>
7	Administrative issues	Mr. Seakh Mohammad Shihab (Manager-Administration; Senior Section; Grades 5 to 12)	<a href="mailto:seakh.shihab@dpsstdhaka.org">seakh.shihab@dpsstdhaka.org</a>
8	Security issues	Mr. Syed Selim Ershad (Both Junior & Senior School)	<a href="mailto:syed.ershada@dpsstdhaka.org">syed.ershada@dpsstdhaka.org</a>

PARENTS MUST TAKE PRIOR APPOINTMENT FOR MEETING PRINCIPAL AND VICE PRINCIPAL. MS. REZIA PARVIN SHOULD BE PUT IN CC IN ALL MAILS SENT TO PRINCIPAL AT [rezia@dpsstdhaka.org](mailto:rezia@dpsstdhaka.org)

MR. RAJGIR & MS. NADIA MUST BE PUT IN CC IN MAILS SENT TO VICE PRINCIPAL RESPECTIVELY AT [rajgir.dewan@dpsstdhaka.org](mailto:rajgir.dewan@dpsstdhaka.org) & [nadia.chowdhury@dpsstdhaka.org](mailto:nadia.chowdhury@dpsstdhaka.org) (unless the mail is strictly confidential).

- ANY MAIL TO ANY HOD MUST ALSO BE MARKED TO THE CLASS COODINATOR AND TO THE CONCERNED SECTION HEAD.
- ANY ADMINISTRATIVE ISSUES HAVE TO BE ADDRESSED TO PRINCIPAL WITH CC TO VICE PRINCIPAL AND RESPECTIVE ADMINISTRATION MANAGER (JUNIOR OR SENIOR AS MENTIONED ABOVE).
- ALL LEAVE APPLICATIONS SHOULD BE ADDRESSED TO THE PRINCIPAL & EMAILED TO THE CONCERNED SECTION HEAD, COORDINATOR & TO MR. RINKU COSTA, MS. SONIA HOQ AND MR. SHAKHAWAT HOSSAIN.
- IF A PARENT WANTS TO MEET THE SECTION HEAD, HEAD OF DEPARTMENT, COORDINATOR OR ANY TEACHERS, A PRIOR APPOINTMENT IS NECESSARY & THIS CAN BE TAKEN FROM THE HEADS OF SENIOR, MIDDLE SECTION, HEAD OF JUNIOR SCHOOL.
- ALL SPORTS RELATED CORRESPONDENCE IS TO BE SENT TO MR. MANOJ WITH CC TO MR. AMINUL ISLAM.

**APPLICATIONS WHICH ARE NOT MARKED TO PROPER CONCERNED TEACHER OR PERSONNEL WILL BE CONSIDERED AS INVALID.**