

DPS STS SCHOOL DHAKA (2021-22)

Junior School (Nursery to Grade 4)

o **Principal-Dr. Shivananda CS** (shivananda@dpsstdhaka.org)

o **Vice Principal-Bijo Kurian** (bijo@dpsstdhaka.org)

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List of Concerned Heads, Coordinators, Teachers & Personnel for Parents Communication

List of Section Heads			
Sl.	Issues	Heads	Email IDs
1	Junior Section Head (Nursery-Grade 4)	Ms. Sumona Karim	sumona.karim@dpsstdhaka.org
2	Head of Pre Primary (Nursery-FS2)	Ms. Dushani Rajaratnam	dushani.rajaratnam@dpsstdhaka.org
3	Head of Primary (CF-Grade 4)	Ms. Juliet Gloria Gomes	juliet.gomes@dpsstdhaka.org
4	Dean of Activities (CF to Grade 4)	Ms. Shalini Agarwalla	shalini.agarwalla@dpsstdhaka.org
5	Sports Director (Grade 1 - 4)	Mr. Vishal Taunk	vishal.taunk@dpsstdhaka.org
6	Pastoral Counsellor	Ms. Tahneena Mehreinn	tahneena.mehreinn@dpsstdhaka.org

List of Coordinators			
Sl.	Issues	Coordinators	Email IDs
1	Nursery Year Leader	Ms. Marsia Shyma Sarker	marsia.sarker@dpsstdhaka.org
2	FS1 Year Leader	Ms. Kaniz Fatema Ahmed	kaniz.ahmed@dpsstdhaka.org
3	FS2 Year Leader	Ms. Maimuna Shati	maimuna.shati@dpsstdhaka.org
4	CF	Ms. Tasnima Tabassum	tasnima.tabassum@dpsstdhaka.org
5	Grade 1	Ms. Nishat Ashraf Khan	nishat.khan@dpsstdhaka.org
6	Grade 2	Ms. Syeda Umme K. Sumaiya	syeda.sumaiya@dpsstdhaka.org
7	Grade 3	Ms. Saima Akhter Jahan Khanam	saima.khanam@dpsstdhaka.org
8	Grade 4	Ms. Rafia Khanam	rafia.khanam@dpsstdhaka.org

HODs/ In Charges			
Sl	Department	Names	Email IDs
1	HOD-English	Ms. Mehjabeen Rashid	mehjabeen.rashid@dpsstdhaka.org
2	HOD-Bangla	Ms. Sharmin Sultana	sharmin.sultana@dpsstdhaka.org
3	HOD-Maths	Ms. Sonia Afrin Zahan	sonia.zahan@dpsstdhaka.org
4	HOD- Science	Ms. Anika Zishan	anika.zishan@dpsstdhaka.org
5	HOD-Social Studies	Ms. Shammin Sultana	sharmin.sultana@dpsstdhaka.org
6	HOD-Geography & GP	Ms. Samsun Nahar Rupa	samsun.rupa@dpsstdhaka.org
7	HOD-History	Ms. Parveen Sultana	parveen.sultana@dpsstdhaka.org
8	HOD-Computer Science	Ms. Meherunnesa Chowdhury	meherunnesa.chowdhury@dpsstdhaka.org
9	In Charge of Music, Art & Dance	M. Naza Binte Asif	naza.asif@dpsstdhaka.org
10	In Charge of Sports	Mr. Mahmudul Hassan Shawn	mahmudul.shawn@dpsstdhaka.org

Subject Coordinators of CF			
Sl	Subjects	Names	Email IDs
1	English	Ms. Ramisa Rahman	ramisa.rahman@dpsstdhaka.org
2	Bangla	Ms. Farzana Rubaiyat and Ms. Farhat Jahan Shumi	farzana.khan@dpsstdhaka.org farhat.shumi@dpsstdhaka.org
3	Mathematics	Ms. Tanni Wadud and Ms. Oshin Das	tanni.wadud@dpsstdhaka.org oshin.das@dpsstdhaka.org
4	Science	Ms. Sultana Yasmeen Jamal and Ms. Tasnima Tabassum	sultana.jamal@dpsstdhaka.org tasnima.tabassum@dpsstdhaka.org
5	GP & Bangladesh Studies	Ms. Mastura Maliyat	mastura.maliyat@dpsstdhaka.org
6	C. Sc.	Ms. Farhat Jahan Shumi	farhat.shumi@dpsstdhaka.org
7	Value Education	Ms. Tazeen Rahman and Ms. Fauzia Zabin	tazeen.rahman@dpsstdhaka.org fauzia.zabin@dpsstdhaka.org
8	In-charge of Student Orientation	Ms. Tasnima Tabassum and Ms. Ramisa Rahman	tasnima.tabassum@dpsstdhaka.org ramisa.rahman@dpsstdhaka.org

In Charges (Primary Section)

Sl	Issues	Concerned Teachers	Email IDs
1	Activities & Student Orientation	Grade Coordinators	mentioned above
2	Expeditions and Outward Bound Activities	Ms. Rokhsana Marzya Rumi and Ms. Sharmin Sultana	rokhsana.rumi@dpsstdhaka.org sharmin.sultana@dpsstdhaka.org
3	Substitution In-charges	Ms. Sonia Afrin, Ms. Meherunnesa C., Mr. Sourav Paul	sonia.zahan@dpsstdhaka.org meherunnesa.chowdhury@dpsstdhaka.org sourav.paul@dpsstdhaka.org
4	Newsletter and Communication Committee	Ms. Mehjabeen Rashid , Ms. Shanzida Murad ,Ms. Tashmeem Z, Ms. Shefath K. Tethi, Mr. Alim & Mr. Ramim Ul Haque, Ms. Sultana Jamal (For CF)	mehjabeen.rashid@dpsstdhaka.org shanzida.murad@dpsstdhaka.org tashmeem.zaman@dpsstdhaka.org shefath.khandker@dpsstdhaka.org alim@dpsstdhaka.org ramim.haq@dpsstdhaka.org sultana.jamal@dpsstdhaka.org
5	Yearbook	Ms. Mehjabeen R, Ms Tashmeem Z, Ms. Rokhsana M, Ms. Sultana Yasmeen Jamal (CF), Class Coordinators, Mr. Alim & Mr. Ramim Ul Haque	mentioned above
6	English Activities	All English department teachers	
7	Bangla Activities	All Bangla department teachers	

8	ASP (Grades CF- 2 & 3-4)	Ms. Nishat Ashraf Khan, Ms. Syeda Umme K., Ms. Rukhsar S., and Ms. Monami H	nishat.khan@dpsstdhaka.org syeda.sumaiya@dpsstdhaka.org rukhsar.sultana@dpsstdhaka.org monami.hossain@dpsstdhaka.org
9	General Knowledge (GK)	Ms. Rokhsana M Rumi and Ms. Airin Tisha	rokhsana.rumi@dpsstdhaka.org airin.tisha@dpsstdhaka.org
10	Islamiat & Value Education	Ms. Dilruba Kamal and Ms. Monami Hossain	dilruba.kamal@dpsstdhaka.org monami.hossain@dpsstdhaka.org
11	Exam Department and ERP (Internal)	Ms. Syeda Umme Khairunnesa, Ms. Shefath K Tethi, Ms. Meherunnesa C.	all mentioned above
12	SUPW	Ms. Rokhsana Marzya, Ms. Samsun N, Ms. Monisha A, Ms. Rafia Khanam	rokhsana.rumi@dpsstdhaka.org samsun.rupa@dpsstdhaka.org monisha.acharjee@dpsstdhaka.org rafia.khanam@dpsstdhaka.org
13	Assembly (Grades 1-4)	Grade Coordinators	mentioned above
14	Cafeteria Duty	Assigned duty teachers and Sports Teachers	
15	Photography	Ms. Subhasree S. and Ms. Naza Binte Asif & All Class teachers	subhasree.sarker@dpsstdhaka.org naza.asif@dpsstdhaka.org
16	Soft Boards	House Mistresses- All House Boards ASP ICs- ASP Boards Subject ICs: subject-wise soft board allotted Class Coordinators: Classrooms and corridor soft boards	
17	Bus/van In Charges	Ms. Monira Akhter(Asst. Lib.) and lab boy- (Mr. Siraj)	monira.akhter@dpsstdhaka.org
18	PEC ICs	Ms. Mehjabeen R, Ms. Sharmin S, Ms. Anika Zishan and Ms. Sonia A	mehjabeen.rashid@dpsstdhaka.org sharmin.sultana@dpsstdhaka.org anika.zishan@dpsstdhaka.org sonia.zahan@dpsstdhaka.org

List of Administrative Personnel for Parents' Communication

S/N.	Issues	Concerned Staff & Designation	Email IDs
1	Admissions, NOCs/letters for students, Students' record update & Transfer Certificate etc.	Mr. Shakhawat Hossain (Deputy Manager- Admissions and Student Affairs)	admission@dpsstdhaka.org shakhawat.hossain@dpsstdhaka.org +8801708130486
		Ms. Sonia Hoq (Senior Exe-Admissions and Student Affairs)	sonia@dpsstdhaka.org +8801730074295
		Mr. Rajgir Dewan (Exe. Admissions and Student Affairs)	rajgir.dewan@dpsstdhaka.org +8801734432535
2	Applying for employment at DPS STS School Dhaka	Sheikh Faisal Abedin HR Officer	faisal.abedin@dpsstdhaka.org 01742142826
3	Principal & VP's Office	Mr. Hasib Zaman Khan-Manager Corporate Affairs	hasib.khan@dpsstdhaka.org +8801725270717
4	Parents Relation	Ms. Hafiza Rahman (Senior Ex-Parents Relation)	hafiza.rahman@dpsstdhaka.org +8801844277461
5	IT related issues	Mr. Abdul Alim (Deputy Manager-IT)	alim@dpsstdhaka.org/ it@dpsstdhaka.org +8801711139973
6	Cafeteria related issues	Mr. Md. Omar Haidhar Taslim (Cafeteria Manager)	omar.taslim@dpsstdhaka.org 01682279971
7	Transportation	Mr Ashikur Rahman Khan (Junior School)	ashikur.khan@dpsstdhaka.org +8801532706033
8	Fee related enquiries	Mr Mohammad Mizanur Rahman	mizanur.rahman@dpsstdhaka.org +8801731514762
9	Administrative issues	Mr. Stickle M. (Manager-Administration)	stickle@dpsstdhaka.org +8801713094649
10	Security issues	Major Syed Selim Ershad (Retd.) Security Manager	selim@dpsstdhaka.org
11	Front Desk Executives	Ms. Farzana Rashid	farzana.rashid@dpsstdhaka.org +8801844277245
		Ms. Agness Sethi Gain	agness.gain@dpsstdhaka.org +8801844277244