



# دي بي اس - مدرسة مونارك الدولية

## DPS-MONARCH INTERNATIONAL SCHOOL

DPS-Monarch/CIR/SCY/2025-26/377

Date: 01.04.2026

*From Principal's desk...*

## Communication Protocol

Dear Parents,

Greetings from the School!

We would like to take this opportunity to reiterate the communication protocol to be followed for all queries and concerns to ensure smooth and efficient functioning throughout the academic year.

All Homeroom Teachers have already shared an introductory email with you, which includes their email ID as well as those of the respective subject teachers. Additionally, prior to the commencement of this academic year, a circular was shared from my office providing the email contacts of all Head mistress, Academic and Activity Coordinators, and support departments including Transport, IT, Helpdesk, Admissions, Accounts, and Stores.

Parents are kindly requested to use these official email channels for any queries or concerns. You may also take a prior appointment to meet the concerned staff member, if required.

We request all parents to adhere to the above communication protocol to ensure clarity, efficiency, and smooth operations within the school.

**In case of any emergency, you may contact the following departments directly:**

- School Reception – Ms. Kanika 📞 +974 40337200 ✉️ [info@misdoha.com](mailto:info@misdoha.com)
- Administration (Overall In-Charge) – Mr. Sabu Joseph 📞 +974 40337208  
✉️ [sabujoseph@misdoha.com](mailto:sabujoseph@misdoha.com)
  - Facility – Mr. Renji Jacob 📞 +974 40337214 ✉️ [renji@misdoha.com](mailto:renji@misdoha.com)
  - Transport – Mr. Afzal Khatib 📞 +974 40337230 ✉️ [transport@misdoha.com](mailto:transport@misdoha.com)
  - Safety & Security – Mr. Royan Robin Fernandes 📞 +974 40337221 ✉️ [safetyandsecurity@misdoha.com](mailto:safetyandsecurity@misdoha.com)
- Fee – Ms. Deepa Padmanabhan 📞 +974 40337220 ✉️ [accounts@misdoha.com](mailto:accounts@misdoha.com) / [feepayment@misdoha.com](mailto:feepayment@misdoha.com)

- Store – Mr. Rahul Raj 📞 +974 40337231 ✉️ [stores@misdoha.com](mailto:stores@misdoha.com)
- Admission – Ms. Charu Grover 📞 +974 40337201 ✉️ [admission@misdoha.com](mailto:admission@misdoha.com)

We appreciate your cooperation and look forward to a successful and productive academic year together.

Warm regards,



**Meenal Bakshi**  
**Principal**

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**Our Motto**

Education with a difference

**Our Vision**

DPS Monarch International School will deliver learning excellence that is child-centric, value-based, and technology-driven.

**Our Mission**

DPS Monarch International School will ensure that students add value to their community and make the world a better place to live.

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