



# MOUNT LITERA ZEE SCHOOL – GOA

CIRCULAR NO: 08/2024 –2025

Date: 18.04.2024

Greetings from Mount Litera Zee School, Goa.

## Important Notice:

1. **Admin Office visit timing for Parents: Monday to Saturday** 9:00a.m. to 12:00 noon. 1<sup>st</sup> Saturday of the month the admin office will remain closed.

Sr No.	Name	Designation	Email ID	Contact No
1	Sweety Fernandes	Accountant	<a href="mailto:sweety.fernandes@mountlitera.com">sweety.fernandes@mountlitera.com</a>	9168072299
2	Soumya L	Relationship Manager	<a href="mailto:soumya.l@mountlitera.com">soumya.l@mountlitera.com</a>	9168074499
3	Rohit Mochemadkar	Administration	<a href="mailto:admin.goa@mountlitera.com">admin.goa@mountlitera.com</a>	8806873737
4	Tina D'costa	Front Office / Parent Relation Executive	<a href="mailto:frontofficeex.goa@mountlitera.com">frontofficeex.goa@mountlitera.com</a>	9168074080

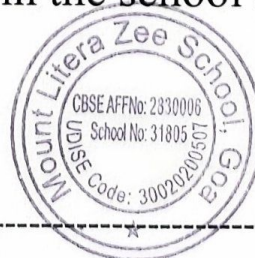
2. **Meeting with Teachers:** On every **Tuesday and Friday** between 2:10 p.m. to 3:10 p.m. with prior appointment, Contact No. 9168074080.

Sr No.	Name	Designation	Email ID
1	Sini R	co-ordinator	<a href="mailto:sini.r@mountlitera.com">sini.r@mountlitera.com</a>
2	Shivani Saxena	co-ordinator	<a href="mailto:shivani.saxena@mountlitera.com">shivani.saxena@mountlitera.com</a>

3. **Meeting with Principal:** On every **Friday** between 10:00 a.m. to 11:00 a.m. with prior appointment, Contact No. 9168074080.  
Dr. Sandhya Venkatesh (Principal) – [sandhya.v@mountlitera.com](mailto:sandhya.v@mountlitera.com)

## Note:

- ✦ Parents need to drop their ward before 7:40 a.m. and pick up time at 12:00 noon (Pre- Primary) and 2:10 p.m. (Gr 1 to Gr 12).
- ✦ Late comers will not be allowed in the school after 7:50 a.m.



*Sandhya Venkatesh*  
18/4/24  
Principal