



# Iqra Educational Institute

SDA Colony Bemina, Srinagar

Circular No.: Ext-6-2023-24

Dated: 10-06-2023

## **Parental Appointment with HOD.s**

The schedule of appointment of parents with the institutional authorities through our HOD's has been revised so that all desiring parents could get time for giving them the 'opportunity of being heard' with their precious suggestions and complaints, if any, with regard to betterment of their children. Earlier, there was a schedule for this job on weekend; i.e., on Saturday only. Now we have increased the time i.e., **parents could meet the HOD's on 5 days a week i.e., from Monday to Friday. The timing will be 8:45 AM to 9:45 AM.** Your cooperation in this behalf will save a lot of trouble both for parents and also for the administration.

Parents are further requested not to deviate from this schedule. In convenience in this regard shall be your responsibility. As no parent will be allowed to meet HOD's beyond the schedule.

However, in case of grave emergency we have requested the HOD's to receive the calls or whatsapp messages of parents from 6:00 PM to 7:00 PM. It is because of their courtesy not as an obligation. The HOD's have their own private life to live after school hours. They have been kind enough to provide this one hour for the job out of their own busy engagements. You are also informed not to disturb them beyond limits. You are requested to be brief and not to drag the discussions convey the message and cut it short.

All this is meant for the betterment of your children. You are aware of the fact that the main job of HOD's is to look after the teaching-learning process and monitor and instruct the teachers. This job could only be done when we don't disturb them during the working hours. So please make it a point to follow our schedule.

**MANGER  
I.E.I**

Copy to:

1. School Website
2. All Whatsapp Groups (Students)
3. Notice Board
4. Record File