



Iqra Educational Institute

SDA Colony Bemina, Srinagar

Circular No.: Ext-01-2024-2025

Dated: 09-04-2025

A NOTE TO PARENTS

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. Your cooperation in this behalf will save a lot of trouble both for parents and also for the administration. The revised schedule is as under:

SCHEDULE OF PARENTS - H.O.D INTERACTION

S.No	Day/Time	Class	H.O.D	Contact No.
01	Monday 9:00 AM to 10:00 AM	LPD (KG Deptt)	Ms. Qudsia Bashir	9622590373
		1 st - 2 nd	Ms. Sabeeka Ayoub	8491018545
		5 th - 6 th	Ms. Bilquis	7006713527
02	Tuesday 9:00 AM to 10:00 AM	3 rd - 4 th	Ms. Arbeena Ahad	6006059928
		7 th - 8 th	Ms. Parveena Akhtar	9906453050
		9 th - 10 th	Ms. Sabeena	7889662845
03	Wednesday 9:00 AM to 10:00 AM	LPD (KG Deptt)	Ms. Qudsia Bashir	9622590373
		1 st - 2 nd	Ms. Sabeeka Ayoub	8491018545
		5 th - 6 th	Ms. Bilquis	7006713527
04	Thursday 9:00 AM to 10:00 AM	3 rd - 4 th	Ms. Arbeena Ahad	6006059928
		7 th - 8 th	Ms. Parveena Akhtar	9906453050
		9 th - 10 th	Ms. Sabeena	7889662845
05	Friday	-----OFF-----		
06	Saturday 9:00 AM to 10:00 AM	LPD (KG Deptt)	Ms. Qudsia Bashir	9622590373
		1 st - 2 nd	Ms. Sabeeka Ayoub	8491018545
		5 th - 6 th	Ms. Bilquis	7006713527
		3 rd - 4 th	Ms. Arbeena Ahad	6006059928
		7 th - 8 th	Ms. Parveena Akhtar	9906453050
		9 th - 10 th	Ms. Sabeena	7889662845
		1 st - 10 th (Islamiyat)	Javaid Sir	7780807549

Parents are further requested not to deviate from this schedule. Inconvenience 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 (except on Sunday and Holidays)**. 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 drop the call.

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.

In addition to above the following personnel could be contacted for specific information and students needs.

1. For uniforms and stationery (Abdul Hameed Sheikh 7889952079).
2. For academic information concern H.O.D's.
3. For administrative information PRO (9541756867)
4. For general schedules, exams, circulars school website: **icibemina.com**.
5. Transport Incharge (Shabeer Ahmad Khan 9797101439).

Note: The visiting hour shall be as per the school arrival timings issued by educational authorities from time to time. You are informed to adjust the same accordingly.

**MANAGER
I.E.I**

Copy to:

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