



Iqra Educational Institute

SDA Colony Bemina, Srinagar

ATTENTION PARENTS

Circular No.: Ext-02-2024-2025

Dated: 09-04-2025

- Appointment with HOD's (see circular 01 dated: 09-04-2025)
- The fee counter shall remain open only upto 11:00 AM (All working days a week except on Friday).
- You are requested not to bring the lunch box of your wards during the school hours (It will not be allowed in any case).
- Don't approach us for the half day leaves of your wards. In case serious emergency it will be allowed only if one of the parents is present in person. No other representatives allowed.
- In case of complaints, suggestion or resolution of issues with regard to your wards only either of the parents to approach us preferably father. No other person will be entertained by the school authorities.
- Your calls with regard to any enquiry or information of your ward will be responded only from your registered mobile number. Inconvenience is regretted if it is called from any other number. Calls should be made on the contact No's provided to you as calls will not be received on other No's.
- Change of sim or phone number should be communicated and got changed through WRITTEN COMMUNIQUE.
- You are advised to surf the school website ieibemina.com for latest updates and information, also be connected with the institution through WhatsApp group regularly. No excuses shall be entertained for want of not surfing these Apps.
- You are yourself responsible for any untoward incident if you have opted for private transport facility for your wards. School does not take any kind of responsibility in this regard.
- If your child has any ailment; is taking any precaution under the advice of any medical consultant or is taking any medicine; it is obligatory for you to inform the school authorities. They need to know about it, in times of emergency, to take specific action, that might arise.
- You are advised to follow the school instructions and time-tables in order that child carries minimum load in his school bag under the advisory of concerned authorities.
- Certificates (School leaving, bonafide, study, scholarship, marks etc) shall only processed after NOC from the account section (subject to clearance of all pending dues).
- 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: ieibemina.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.

By Order

**MANAGER
I.E.I**

Copy to:

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