



# Iqra Educational Institute

SDA Colony Bemina, Srinagar

## ATTENTION PARENTS

Circular No.: Ext-05-2025-26

Dated: 30-04-2026

- Administrative and Communication Policies  
**Office Hours:**  
The fee counter is open until 11:00 AM on all working days, except for Fridays.  
**Communication:**  
All inquiries must originate from the parent's registered mobile number; changes to this number must be submitted via written communication.
- **Logistics & Requests:**  
The school does not permit the delivery of lunch boxes during school hours, and half-day leave requests require a parent's presence in the event of an emergency.
- **Documentation:**  
**Certificates:** (Such as school leaving or bonafide) require No Objection Certificate (NOC) from the accounts section and are issued 24 hours after the request.
- **Safety & Compliance:**
  - a. Parents are solely responsible for students using private transport (**see circular no Ext-03-2025-26**).
  - b. The school must be informed immediately of any medical conditions or medications being taken by a student.
- **Primary Contacts:**  
Parents are encouraged to monitor the school website (ieibemina.com) and official WhatsApp groups for the most current updates and schedules.
- 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.
- 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.
- The following personnel could be contacted for specific information and students needs.
  1. For academic information concern H.O.D's.
  2. For administrative information PRO (9541756867)
  3. For general schedules, exams, circulars school website: **ieibemina.com**.
  4. 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.**

Copy to:

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

**MANAGER**  
**I.E.I**