



Iqra Educational Institute

SDA Colony Bemina, Srinagar

Circular No.: Ext-06-2025-26

Dated: 30-04-2026

SCHEDULE FOR H.O.D INTERACTION

The schedule of appointment of parents with the institutional authorities through our HODs 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:

S.No	Day/Time	Class	H.O.D	Contact No.
01	Monday 8:45 AM to 9:45 AM	Nursery To 2 nd Grade	Ms. Qudsia Bashir	9622590373
		3 rd – 4 th	Ms. Sabeeqa Ayoub	8491018545
02	Tuesday 8:45 AM to 9:45 AM	5 th -6 th	Ms. Bilquis	7006713527
		7 th – 8 th	Ms. Parveena Akhtar	9906453050
		9 th – 10 th	Ms. Sabeena	7889662845
03	Wednesday 8:45 AM to 9:45 AM	Nursery To 2 nd Grade	Ms. Qudsia Bashir	9622590373
		3 rd – 4 th	Ms. Sabeeqa Ayoub	8491018545
04	Thursday 8:45 AM to 9:45 AM	5 th -6 th	Ms. Bilquis	7006713527
		7 th – 8 th	Ms. Parveena Akhtar	9906453050
		9 th – 10 th	Ms. Sabeena	7889662845
05	Friday	-----OFF-----		
06	Saturday 8:45 AM to 9:45 AM	Nursery To 2 nd Grade	Ms. Qudsia Bashir	9622590373
		3 rd – 4 th	Ms. Sabeeqa Ayoub	8491018545
		5 th -6 th	Ms. Bilquis	7006713527
		7 th – 8 th	Ms. Parveena Akhtar	9906453050
		9 th – 10 th	Ms. Sabeena	7889662845
		1 st -10 th (Islamiyat)	Irshad Sir	7051167984

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)**. This is a courtesy not an obligation. The HODs have their own private life to live after school hours. They have been kind enough to provide this one hour despite their busy schedule. You are also informed not to disturb them beyond these limits. You are requested to be brief, convey the message clearly 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 HODs is to look after the teaching-learning process and monitor and instruct the teachers. This job can 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 academic information concern H.O.D's.
2. For administrative information PRO (9541756867)
3. For general schedules, assessments, circulars school website: **ieibemina.com**.
4. Transport In-charge (**Shabeer Ahmad Khan 9797101439**).

Note: In case of any complaint by student please get it verified before acting on it. Students only narrate their part of the story not the facts always.

Copy to:

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

**MANAGER
I.E.I**