

**CIRCULAR**  
**VISITORS' DAY**

1. All concerned are requested to adhere to the following instructions during the Visitors' Day on the Tuesday i.e. 15 Aug 2023 instead of 13 Aug 2023(Sunday).

(a) Parade would be from 0750 to 0930 hrs. All parents are permitted to attend the Parade. All Parents to be seated by 0730 hrs.

(b) Dormitories, MI Room, Swimming Pool, Residences of staff etc are out of bounds for parents. The parents are advised not to handover any food items (in heavy quantity), or medicine or electronic items (including mobile phones, i-pod etc) to their wards. House Masters may grant Out Pass to the cadets who wish to go along with their parents to Vizianagaram

(c) All Housemasters are to be available in respective Houses and Housemasters to ensure that all the Cadets are properly dressed in mufti while proceeding on liberty.

(d) It is hereby directed that no cadet will proceed anywhere other than Vizianagaram during out pass. Housemasters will endorse the same on the Movement Order and strict instructions will be passed to the Cadet/Parent not to go to any other place other than Vizianagaram.

(e) Outpass will be given from 1000 hrs. Outpass is allowed only to cadets whose parents/guardians are in possession of Visitors' Pass. Newly admitted cadets of class VI & IX have not been issued Visitor's pass and therefore, Aadhar card of the parents may be insisted. A copy of the family photograph submitted by the parents have been handed over by the MO to the concerned Housemasters. Photographs of the parents who have not submitted are not available and they may insisted to submitted the same failing which no out pass will be issued during next Visitors' Day.

(f) The parents are to be briefed that the wards are to return by 1700 hrs positively, failing which disciplinary action will be taken.

(g) Parents are not allowed to enter the School Campus after 1700 hrs. Those parents who are inside are to be requested to leave the Campus by 1700 hrs and in no case are they to be entertained beyond 1730 hrs.

(h) Quarter Master section will ensure the following:-

(i) Checking of Visitors' Pass / Aadhar card at the gate (list of parents/guardians without pass to be informed to the undersigned). Also motorist without helmet are to be cautioned.

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(ii) Cadets are not permitted to have mobile phones. Cadets coming back from out pass to be checked for possession of mobile phone. Mobile phones if any to be collected and handed over to the office of the Training Clerk(IB).


(iii) Proper traffic including parking arrangements (employees may be posted at key locations to regulate the traffic; 'no parking', 'sound no horn' etc boards may be placed). Please avoid overcrowding at the Gate and at other places. Motorcyclists not to drive without helmet.

(iv) Parents' lounge will be kept ready for the parents as a venue to wash and change.

(v) Adequate drinking water arrangements will be made at Tuck Shop and Parents lounge.

(vi) Accounts Section is to issue meal coupons on payment to the parents.

2. All staff and cadets are to behave cordially with all visitors and extend all possible assistance wherever required (without violating laid down norms and rules).

  
(S Kesavan)  
Wg Cdr  
Vice Principal &  
Offg Adm Officer  
for Principal

**Distribution:-**

1. Circular Book
2. All House Masters
3. QM Section

Copy to:- Principal ... for information please.