

SAINIK SCHOOL BIJAPUR
ADM INSTRUCTIONS NO. 42 DATED 12 AUG 2024
PARENTS TEACHER MEETING - II ON 24 AUG 2024 (SAT)

1. A Parent Teacher Meeting - II is scheduled to be held at school on **24 Aug 2024 (Sat)**. All Parents of Classes VI to XII are requested to attend. The Parents will be permitted to meet the Class Teachers from **1000 hrs to 1230 hrs** during which the Class Teachers and Cadets will be present in their respective class rooms. Between **1300 hrs to 1700 hrs**, the parents will be permitted to meet their wards. There will be Interaction with parents and formal address by the Principal from 1230 hrs to 1330 hrs at Kanthi Auditorium.
2. For smooth conduct of the event the following guidelines are to be adhered to :-
 - (a) Cadets' Breakfast will be as per schedule.
 - (b) Parents will be permitted to enter the Campus from **0930 hrs onwards**.
 - (c) Parents are permitted to meet the Class / Subject Teachers of their ward **between 1000 hrs-1230 hrs at respective class rooms / staff room**. Class teachers are to be present in their classes and remaining teachers to be present in staff room.
 - (d) House Captains are to inform the respective House Master about details of Parents envisaged / expected to visit the school for Parents Teacher Meeting by **1500 hrs on 23 Aug 2024**.
 - (e) House Masters/ Hostel Supdts / Ward Boys/ Matron are to inform Mess Manager about expected strength of cadets attending the Lunch & Dinner on 24 Aug 2024 by 1500 hrs on 23 Aug 2024 for necessary arrangements and also to ensure minimum wastage of food.
 - (f) **Between 1400 hrs to 1730 hrs cadets are permitted for out pass along with their Parents**. All House Masters & Hostel Supdts/ Matron/Ward Boys are to inform the cadets accordingly and make necessary arrangements.
 - (g) Parents are NOT Permitted to visit Dormitories (Hostels) and Residential areas. In case of violation by parents; the event would be cancelled immediately and accordingly, the necessary administrative action would be initiated. All House Masters and Hostel Supdts are to ensure strict compliance of the same.
 - (h) Visitor's vehicles should be parked near the Auditorium in the designated Parking place only. **Parking** is to be done as per guidance of deployed **Security Staff** for smooth Traffic Control.
 - (j) All Cadets proceeding on **Out Pass** are to compulsorily wear **White Shirt, Black Trouser, Black Shoes and School Tie**. The same rig is to be worn at class room also on 24 Aug 2024. They are to be in possession of School Identity Card. Cadets found not adhering to dress regulations will attract disciplinary action. Housemasters are to ensure the same whilst signing the out-pass.
 - (k) All parents are to ensure NOT to litter in the Campus and are requested to help in maintaining a Clean Campus. Waste material is to be put in the Dust Bins only. Quartermaster is to arrange adequate drinking water points for parents and Garbage Bins at Timber Trail, Auditorium and NDA Hall respectively.

(l) Respective Hostel Supdts / Ward Boys / Matron are to be in possession of adequate Out Pass slips. **OUT PASSES WILL BE ISSUED ONLY ONCE THE PARENT HAS MET THE CLASS TEACHER AND CONCERNED SUBJECT TEACHER, INDICATED BY THE CLASS TEACHER FOR A DURATION UPTO 1700 HRS ONLY.**

(m) Necessary Watch and Ward persons (Two at each Vintage Point - Auditorium Junction, Sainik House Junction, Wodeyar House Junction & Field Marshal K M Cariappa Junction) are to be detailed by Quartermaster to maintain Security, Discipline and Campus Cleanliness. Detailed staff will work in two shifts with a Lunch break from 1300-1500 hrs. During the Lunch break, one staff should be available at each vintage point. Once the Lunch break is over, two staff members are to man each point.

(n) School premises are to be kept neat and clean during the visit. Timber Trail and Auditorium are to be kept open for parents & their wards. All toilets are required to be cleaned 03 (three) times (morning, afternoon and evening). Ladies toilets to be earmarked wherever it is available.

(o) **ROLL CALL TO BE TAKEN AT 1730 HRS AT SCHOOL QUADRANGLE. DUTY MASTER AND HOSTEL SUPDTS ARE TO ENSURE FULL ATTENDANCE (PHYSICAL MUSTER) AND REPORT TO BE SUBMITTED TO ADM OFFICER / VICE PRINCIPAL BY 1800 HRS.**

(p) Quartermaster is to ensure that necessary direction boards / placards are placed at common places for keeping the Campus clean.

3. **PAYMENT OF FEES / POCKET MONEY BY PARENTS ON 24 AUG 2024.**

All House Masters / Hostel Supdts / Matron/ Ward Boys are to collect various documents like payment of fee details, application for various requests from parents / guardians between 1000 hrs to 1700 hrs. The same are to be submitted to the school office on next working day by 0930 hrs.

4. Any act of indiscipline and violation of laid down rules will invite severe disciplinary action. Duty Master of the day will have the overall responsibility. On receiving or observing any act of indiscipline or disorderly behavior by Cadets or Parents, he / she is to contact Vice Principal / Adm Officer immediately to avoid any untoward incident.

5. Night Muster report be forwarded to the Vice Principal by the respective houses and duty master.

No. SSBJ/444/A3
Date: 15. Aug 2024


(Pratibha Bisht)
Gp Capt
Principal

Principal - For info please.

Distribution:

VP, AO, SMO, SM, All House Masters,
OS, Acct, QM, MM, Hostel Supdts, All Notice Boards
Trg, NCC, MI Room, Main Gate