



SOPs for Visitors to make meetings more effective

1. To save time, fill an Appointment slip at the gate or contact main office through phone.
2. Appointment slip is answered within 24 hours.
3. Appointment is given to parents/guardians only.
4. All meetings are to be confirmed by relevant departments.
5. Identification is confirmed at the before entry.
6. Reach the offices as directed.
7. Only authorized personnel is allowed to access the requested areas like Coordinator office, Vice Principal and Principal.
8. Visitors must sit in Room 4 if the time requires to meet relevant person.
9. Visitors cannot meet teachers and students directly. These meetings are managed through Coordinators only.
10. Parents/guardians cannot give any material directly to any student. It should be dropped at the gate only.
11. Visitors can contact SET office in case of any inconvenience or useless delays in the meeting.
12. Visitors must put mobile on silent mode during the visits.
13. Visitors are requested to come in decent dress and avoid smoking in the premises.
14. Park the vehicle outside the building at your own risk.
15. School appreciates your feedback; fill in the customer service form before leaving the premises.

Note: Alumni can visit at full break or contact SET office.