

PROCEDURE FOR MOTIVATIONAL VISITS TO NDA

1. The National Defence Academy, Khadkwasla allows educational institutions/ organised groups (less foreign nationals) to visit its campus on **Sundays** only. Visits to NDA are purely motivational in nature and hence should not be treated as picnic/excursion. The visits to the Academy are **free of cost** but require prior sanction. Schools/ Institutes/ Indl Can apply directly (through post) to AAG. HQ National Defence Academy. PO NDA Khadkwasla, Pune-411023, giving full details of proposed date, number of persons, vehicle details, full identification and contact numbers or can apply through e-mail: **colicadm.nda@nic.in**.

2. Visitors are requested to make their own arrangements for transportation till NDA during the visit. The visit on Sunday for families / individual persons will be conducted in a group by an NCO LO detailed for that day in a bus centrally provided by NDA. All other large groups (schools/ institutions/ organisations) bearing a strength of 15 and above should arrange for their own buses as per their strength. No light vehicles will be permitted inside NDA for these groups. The timings of the visit to the Academy are from **1030 h to 1300 h** (with effect from 03 Sep 17) as follows :-

Ser No	Time	Event
(a)	1030 h	Arrive NDA at Trishakti Gate
(b)	1035-1050 h	Visit Air Force Training Team
(c)	1055-1140 h	Screening of 'NDA Revealed' at Habibullah Hall
(d)	1145-1200 h	Visit Museum
(e)	1205-1215 h	Visit Sudan Block
(f)	1220-1235 h	Visit Cadet's Mess
(g)	1240-1255 h	Visit Equitation Training Team
(h)	1300 h	Depart

3. Minimum 48 hrs notice is required to process the application. Visit can be cancelled on short or without notice. Schools/ Org/ Inst are hereby requested to confirm their visit 48 hrs in advance.

4. In order to maintain the sanctity of Sudan Block a proper Dress Code will be followed while visiting the Sudan Block building as under :-

(a) Schools/ Institutes/ Groups

- (i) Students - Respective School/ Institute Uniform.
- (ii) Staff - Uniform/ Shirt & Trouser with Formal Shoes.

(b) Individual/ Personal Visit

- (i) Students - Shirt & Trouser with Formal Shoes.
- (ii) Staff - Shirt & Trouser with Formal Shoes.

5. Any visitor wearing Jeans / Shorts, T-shirts / Kurta, Sandals / Floaters, Sports shoes and improperly dressed in any other manner will not be allowed to visit the Sudan Block building.