

## **Procedure to be followed by Alumni to visit CIRS**

### **Before you plan, kindly make sure that:**

- You visit [www.cirschool.org](http://www.cirschool.org) and check the dates of important events. [http://cirschool.org/imp\\_date.html](http://cirschool.org/imp_date.html),
- Kindly avoid your visit to CIRS during midterm (Sept.) or annual examinations (Jan and March), as everyone (teachers & students) at School will be busy with exam preparations.
- Other than exam dates, CIRS happily welcomes you to your own School.
- The School looks forward to your visit during AnandUtsav and KhelMela.
- Keeping this in mind, please plan your visit accordingly.
- You can also contact the given number for any queries :

**91-422-2613 303.**

### **After deciding the appropriate dates:**

- An alumnus should send an email to the Principal at [principal@cirschool.org](mailto:principal@cirschool.org) at least a week in advance. Kindly avoid group emails.
- In your email, please mention your Full Name, Class and Year of Passing out, Date, Duration and the Purpose of your visit. It would be nice if you can mention your current field of study/work, so that we can organize an interactive session with our students.
- Unless there is an unavoidable situation, the School will definitely send you a positive response for your visit.

### **Once you are at school:**

- You can re-live your beautiful memories, enjoy the surroundings, meet your teachers etc., without violating the school rules and regulations. Kindly remember not to disturb the routine of the School.

**Kindly adhere to these points when you are on CIRS visit.**

**Do's**

- **After entering the School, first meet the Principal/Headmistress.**
- **Maintain the discipline and decorum of the school.**
- **Adhere to the time allotted for your visit.**

**Don'ts..**

- **Do not disturb the classes during academic hours.**
- **Do not let anyone get their hands on your cell phones and other electronic gadgets.**
- **Do not offer money or eatables to anyone on the campus.**
- **Use of cigarettes, Tobacco, Liquor and Non-Veg food are STRICTLY prohibited on the school campus.**