



MC/PR Schedule-2011

Aug 11

PRINCIPAL'S OFFICE

NOTICE

FIXING OF APPOINTMENT WITH THE PRINCIPAL

1. A large number of visitors to Mayo College wish to meet the Principal or pay a courtesy call on him. Therefore, it is always the endeavour of the School to try and have a meeting organized. Fixing a prior appointment through the Secretary to the Principal ensures that you not only get to meet the Principal but are not required to wait for long.
2. Important events taking place at the School in which the Principal may be committed are given in the School Calendar which is posted on the web at www.mayocollege.com
3. Given below is the Principal's daily schedule to help enable you time and plan your visit to the School and a meeting with the Principal. Those visitors who come to College without a prior appointment are also welcome to meet the Principal during the Visiting Hours. Please meet the Secretary on arrival for assistance.

PRINCIPAL'S SCHEDULE : AUTUMN TERM (JUL – DEC)

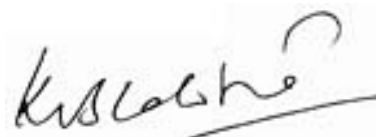
Sr No	Time		Event	Remarks
	From	To		
1	0615 H	0700 H	PT / Zero Period	Sr & Jr School Riding School on Thu & Fri
2	0810 H	0830 H	Hospital Visit / Mess Visit	Mon, Wed, Fri
3	0840 H	0850 H	Meet VP, Housemasters & Proctor	
4	0845 H	0900 H	Assembly / Contemplation / Temple	Wed – Contemplation Thu – Jr School Fri – Temple
5	0910 H	1030 H	Classes / 1 st Academic Round	
6	1030 H	1115 H	Meet Visitors	Without Appointments
7	1130 H	1145 H	Chambers	Meet Staff
8	1200 H	1245 H	Meet Visitors	With Appointments
9	1245 H	1330 H	Classes / 2 nd Academic Round	

Sr No	Time		Event	Remarks
	From	To		
10	1330 H	1400 H	Lunch Break	
11	1400 H	1415 H	Campus Visit	
12	1415 H	1445 H	Students' Appointments	
13	1445 H	1515 H	Meet Bursar	Staff could also meet
14	1515 H	1600 H	<ul style="list-style-type: none"> • VP / Staff Appointments • Presentations & Discussions • Inspection / Visits 	Mon, Tue, Wed
			Hobbies	Thu, Fri, Sat
15	1600 H	1730 H	Games	
16	1900 H	1930 H	Visit Messes	
17	1945 H	2130 H	Prep	

4. On days preceding, during and post School Committee and Board Meetings the Principal would not be available due to prior commitments.

5. As a consideration to other visitors you are requested to keep your meeting brief and not beyond ten minutes.

6. Your cooperation is requested.



Maj Gen KVS Lalotra (Retd)
Principal