	<p align="center">Sriram Institute of Marine Studies</p> <p>Approved by the DG Shipping, Ministry of Shipping, Govt. of India. Affiliated to Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005</p>	ISO/QMS Clause No 8.5
Ref QMS 8.0 Page(s) : 01	Subject: Celebration of Birth Anniversary {The National Unity Day on 31.10.2023, Tuesday}	File No: IMS/ADM/16
Issued by: Exe. Director	SIMS Circular No 42 of 2023	Date: 27.10.2023

This is for information to all staff, teaching faculty and students of Pre Sea DNS & GP Rating ongoing courses that the institute shall be part of “Celebration of National Unity Day {Rastiya Ekta Diwas}” on account of birth day of Sardar Ballabhbai Patel on 31.10.2023. All officers, Instructors and trainees shall be attending function organized by the Officer-in-charge Mercantile Marine Department {MMD} Noida.

Officer in charges: Capt Dheeraj P Sinha Master Mariner and Capt Kashmir Singh Master Mariner shall be over all officer in charges of DNS and GP rating courses. The course in charges shall be assisted by respective course instructors.

Packed breakfast: Institute shall provide packed breakfast to all trainee and staff attending celebration on the day. The group shall be proceeding to India gate by 0630 hrs on 31.10.2023 and after to official residence of Minister of Port, Shipping and Waterways at 0600 hrs.

To and fro. Institute shall provide minimum 03 {three} buses on day for to and fro of officers and students. Account department to book buses so as bus driver to reach institute by 0500 hrs on 31.10.2023.

Uniform: Trainee of Pre Sea Course DNS and GP Rating shall wear proper uniform for function. Staff officers and instructors shall wear white trouser, Institute white t shirt and sports shoes with soft cap.

{a} **Student uniform: Pre Sea DNS** white half sleeve shirt, black trouser, white socks, black belt, black shoes, peak caps and name tallies. Course in charge/warden to carry out inspection prior to depart /sitting in bus.

{b} **GP Rating: students shall** wear half sleeve white shirt, white trouser, black belt, black shoes, white socks, beret caps and name tallies.

Routine for 31.10.2023, Tuesday: The institute shall observe Modified Holiday routine with No liberty. STCW courses classes shall be conducted as per scheduled time table and faculty involved in courses on 31.10.2023 shall not form the part of celebration.

0430 hrs- hands call

0435 hrs – hands to tea

0445 hrs- Officers and instructors to reach institute

0500 hrs- Bus arrives, clear lower decks

0515 hrs – Boarding commence.

0600 hrs – Assemble at India gate, Officer in charge to meet Member NMDCC {Delhi}.

Return journey: the transport/bus shall remain in parking and leave for institute on completion of function only. Course instructors to muster their respective courses before boarding of transport.

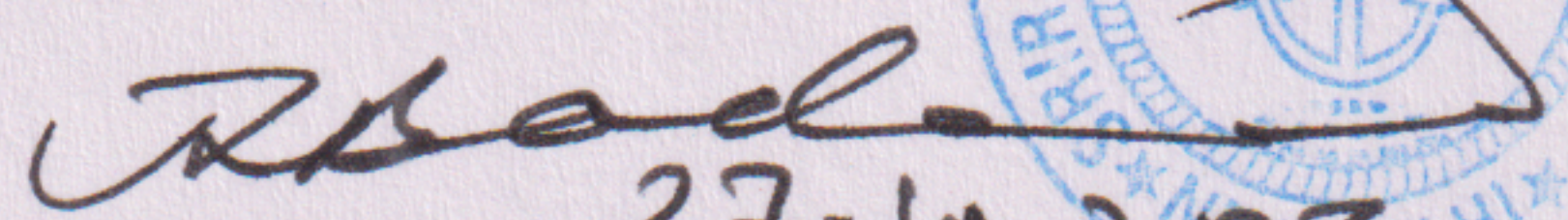
Dustbin and water camper: Officer in charges to direct their course instructor to carry water camper and bin bags as no one is to dump garbage at minister’s residence. The garbage to be collected in bin bags and load in bus for proper disposal.

Discipline and behavior of staff and student: we expect a high standard of discipline and behavior with all other/ co participants by our officers, instructors and students. In case any issue/ discomfort, you are directed to report officer in charges. No instructor is to take/fall in any un-due contravention.

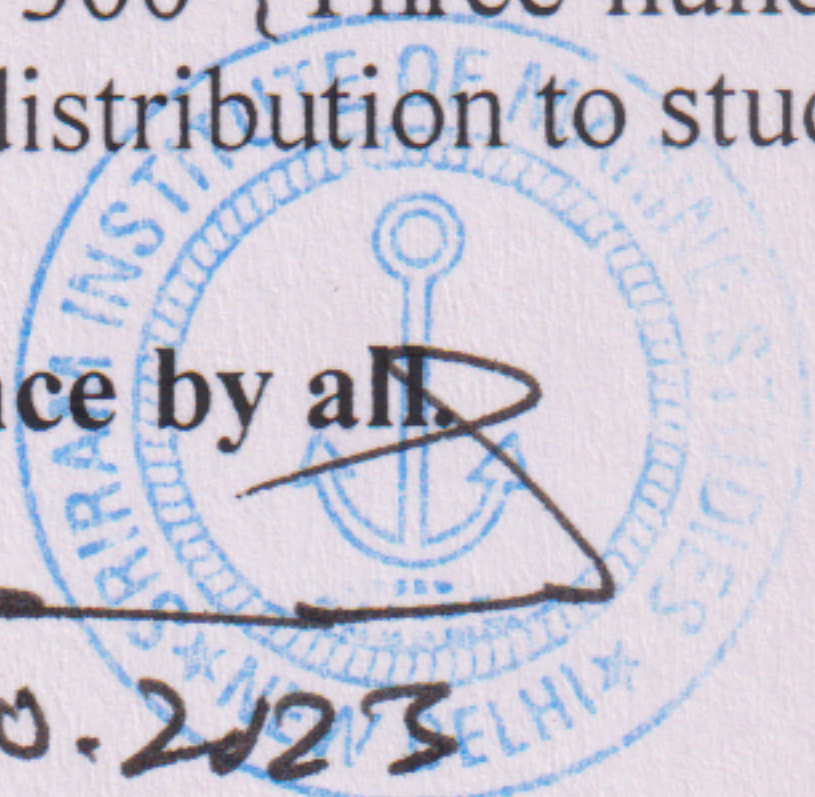
Study classes for Pre sea courses: No classes shall conducted for Pre sea courses on 31.10.2023. No liberty and no movements shall be observed by the students during working hours except lunch timings.

Instructions to galley staff and store in charge. Mr shyambeer and Amarkant to make arrangements for packed breakfast for 300 {Three hundred} person for the event on 31.10.2023. Packed breakfast shall be carried at venue for distribution to students and committee.

This is for compliance by all


27-10-2023

Joginder Singh
Executive Director


Joginder Singh
Executive Director

Distribution : Normal
Chairman for info, please
Head of institute
Main notice Board
Office file
All concerns- through website