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| Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: logo | **Sriram Institute of Marine Studies**  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** | ISO/QMS Clause No 8.5 |
| Ref QMS 8.0  Page(s) : 01 | **Subject: celebration of Republic of India and 22nd Anniversary of Institute** | File No: IMS/ADM/16 |
| **Issued by**: Exe. Director | **SIMS Circular No 07 of 2024** | Date: 23.01.2024 |

Undersigned extend best wishes on behalf of Chairman and his family to all officers, teaching and Non teaching staff and their families on the occasion of 76th Republic day of India and 22nd Anniversary of our institute.

This is to inform that the nation will be celebrating 76th Republic day of India on 26.01.2024, Friday. To mark the occasion many cultural activities are conducted throughout India as part of Republic Day celebration and this is termed as national Holiday.

To add more in the celebrations of republic, the institute has its 22nd Anniversary on 27.01.2024 Saturday. As per normal practice, the institute shall be observing Make & Mend on 27.01.204 hence it is decided to celebrate the Institute anniversary on 26.01.2024, Friday.

This is to inform that all officers, Instructors and admin/non teaching staff shall remain available to attend the function on 26.01.2024. Flag hoisting ceremony, March past {Parade, sports, games, cultural programme, songs etc. shall be organized during the event.

Day coordinator: Sh AK Sharma MEO 2 and Sh Devender Singh MEO 1st shall be coordinating the event. Course instructors of DNS and GP Rating shall assist them.

Jury team: Capt Dheeraj P Sinha Master FG,HOI and Capt Kashmir Singh Master FG shall be jury for all event. They will select the best in all event and inform Executive Director for prizes.

Referee/Umpire: Mr Abhy Singh Inst and Anil Kumar Nain shall be referee /umpire for games and

Complementary Holiday: The institute shall observe complementary Sunday routine on 27.01.2024 view of function on 26.01.2024.

Routine

0945 hrs – All staff to reach institute to attend above items. Students to change in Dress No 8As.

Full sleeve shirt, {GP White, Cadets, officers, Instructors black trouser} Cadets,

officers and instructors peak cap & GP beret caps

0955 hrs –Platoons to take position in Parade ground.

1000 hrs – Officers call

1005 Hrs - HOI to arrive

1010 hrs - Executive Director to arrive

1015 hrs – Chairman arrive to take salute and March past by platoons,

1030 hrs - Secure division and Tea break

1000 hrs – Commencement of Games sports

1300 hrs – Secure for lunch

1400 hrs- Assemble in Institute auditorium for cultural programme, songs.

1500 hrs - Prize distribution

1515 hrs – Vote of thanks by Capt Dheeraj Sinha master Mariner Head of Institute

Requirement of sport gears and items. Sh Gian Chand instructor to list games and sports and arrange equipment accordingly. In case any requirement, submit to undersigned by 1200 hrs on 24..01.2024, Wednesday.

Parade/Division: Sh Anil Kumar Nain Instructor to mark Parade ground for Division on 25.01.2024 by 1700 hrs and confirm readiness. He is to act as Platoon officer/commander.

PA System: Mr Vishal electrician to provide PA system on dais for lecture by the Chairman.

Bara khana: Shyamveer Ch Cook to prepare bara khana on 26.01.2024,

Food and cutlery: Mr Amarkant to ensure procurement of disposal cutlery for the day for staff only. Students shall use dining hall cutlery only for lunch.

Special note: Audience is strictly prohibited for hooting, any abusive language or comments during games, sport for cheering.

List of participants: Course Instructors to prepare list of students willing to participate in the above activities and hand over to Sh AK Sharma MEO 2 Sport coordinator.

**Joginder Singh**

Executive Director

For Sriram Institute of Marine Studies

**Distribution** : Normal

Chairman for info, please

Head of institute:

Main **Notice** Board

Office file

All concerns-officers- through website