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|  | 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: Holidays on account of DEEWALI on 21.10.2025 | File No: IMS/ADM/16 |
| Issued by: Exe. Director | SIMS Circular No 17 of 2025 | Date: 30.09.2024 |

This is for the information and action of all **officers, staff and students of Pre Sea courses** THAT the institute shall remain closed on **21.10.2025, Tuesday** on account of **Mahaparav of Diwali /Deepawali**. Students are in habit of request to sanction of few extra days leave on the occasion view shut down almost of transport, Banks and post Diwali celebration of Govardhan Pooja on very next day. Both festival are marked very important in Hindu custom and rites.

Keeping past experience and trend, it is decided that students if any desire any extra leave other than 21.10.2025 restricting not over 04 days including 20.10.2025 and 22nd, 23rd and 24th October 2025. Officers, instructors and students if need leave can apply accordingly. The same shall be part of annual quota of leaves.

View of above it is informed that applicant to put up their leave request in the office of undersigned by 15.10.2025 through proper channel. Students to submit a consent from their parents on subject duly signed by the parents. Format can be had from the office of undersigned. The same can be sent to parents through whats app/e mail and submit to their course instructor for process sanction of leave. No leave request shall be processed after 15.10.2025. Note that institute does not encourage any student on obtaining leave however students are in habit of creating unrest at eleventh hour for obtaining leave and to create undue communication of parents with undersigned.

Fine on late reporting/not reporting after leave: Students reporting after expiry of their leave shall be imposed fine @ INR 500 per day and restricted to classes till payment of fine.

Risk factor: It is important to note that being institute does not encouraging for leave any students, hence any damage to any student during outward and inward journey including any incident, accident, damage in person or loss of life. The individual shall mention this in the consent form from the parents and duly signed by the student also. Course in charges are hereby directed to ensure that leave request be processed on receipt of consent from parents. All leave request of officers, instructor and students be submitted in the office of 16.10.2025.

This is for strict compliance



Joginder Singh

Executive Director

For **Sriram Institute of Marine Studies**

Joginder Singh

Executive Director

Distribution: normal

Chairman for information

All notice boards and Main Notice Board



Joginder Singh
Executive Director



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ISO/QMS
Clause No 8.5

Consent by parent on sanction of leave

Authority : SIMS circular no 17 of 2025 of 30.09.2025 Diwali Holiday

This is to state that I {Name} _____ {relation} _____ address
_____ Contact no _____ E mail id: _____ submit my
consent in respect of my ward Name _____ Course _____ Class
_____ session July- Dec 2025 that:

- (a) I am aware that my above ward has applied { _____ } days leave from to
_____ on account of Diwali festival.
- (b) The institute or its officers or managers shall not be responsible in case ant incident,
causing any damage to my ward any kind of loss to him including in person.
- (c) My son shall report institute for studies soon completion of leave and time mentioned
in gen-form.
- (d) In case by some reason he is not reporting in time for studies I will pay fine @ INR 500
{Rupees five hundred} a day and entry in class is on submission of fine by my ward
only.
- (e) I am signing this consent of the _____ day of _____ Oct _____ of 2025
for records and actions as deemed fit in case if required.

Date _____
Place: New Delhi

Parent's Signature with name and date: