



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s 3 of UGC Act, 1956)

Accredited by NAAC with 'A++' Grade

Sector-1, Kamothe, Navi Mumbai - 410209

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MGM/01/A-11/2023/172

Date: 10/08/2023

To

1. Dean, MGM Medical College, NM
2. I/c Director, MGM School of Biomedical Sciences Navi Mumbai
3. Director, MGM School of Physiotherapy, Navi Mumbai
4. Principal, MGM New Bombay College of Nursing, Navi Mumbai
5. In-Charge Head, MGM Institute's University Department of P & O, Navi Mumbai
6. Mr. Pramod Sarkate, Director, MGM Rhythm Academy, Kamothe, NM
7. Chief Security Officer, MGM Campus, NM
8. IT Incharge, MGMIHS, NM
9. Mr. Balwant Patil, Site Engineer, Kamothe, NM
10. Assistant Registrar, Stores, MGMIHS, NM
11. Dr. Avinash Narayankar, MGM Media Lab, Kamothe, NM
12. MGM Campus food, Kamothe, NM
13. Housekeeping Supervisor, Kamothe, NM

Subject: 77th Independence Day Celebrations (2023) – Reg.

Dear Sir/Madam,

This is to inform you that 77th Independence Day (15th August, 2023) will be celebrated as a common event by all Institutes situated at MGM Educational Campus, Kamothe.

For successful conduct of the event, all the concerned Staff//HOD/Institutes have been assigned various responsibilities as mentioned below:

Activities	Institute/Staff/Dept. to whom task is assigned	Contact Number (Extension Number)
1. Overall planning as per protocol 2. Communication to all concerned	MGMIHS – Administrative office	7838/7699
3. One medium size flexsheet boards containing greetings of Independence Day to be displayed at University barrier 4. Sufficient quantity of Rangoli, flowers, phula mala, kumkum, coconut and incense stick for decoration & floral tribute to the Mahatma Gandhi statue. 5. Adequate umbrellas for the dignitaries.	MGMIHS- Stores office	7625
6. Fountain in front of MGM Medical College building to be functional. 7. White painting of the Flag post and flag mast	Site Office	7840

8. Cleaning, Polishing etc. of Mahatma Gandhi statue in front of MGM Medical College and the area surrounding it.		
9. Rangoli and other decoration at MGM Medical College Entrance and statue of Mahatma Gandhi	I/c Director, MGM SBS, NM & Principal, MGM New Bombay College of Nursing, NM to coordinate with MGMIHS Stores office	7631/7632 7892 7625
10. Recitation of National Anthem by students.	Chief Security officer to coordinate with the Director, MGM School of Physiotherapy, Navi Mumbai	7978 7866
11. National Flag and Rope 12. Red carpet for use at function venue. 13. 300 balloons and 50 large flags in different colours for decoration of venue. 14. Sufficient badges, caps, flags to be distributed to the dignitaries. 15. Necessary seating arrangement for Dignitaries in Dean's office, MGM Medical College, Navi Mumbai	Dean, MGM Medical College	7992
16. In-charge for coordination & arrangements - Prize distribution and felicitation to winners	Mr. Pramod Sarkate, Director, MGM Rhythm Academy, Kamothe	9890445555/ 7058147775
17. P.A. equipment along with operator /playing of patriotic songs (on 12, 14 August, 2023, 2:30 pm will be rehearsal)	Mr. Anil Khandare, IT, MGMIHS	9819700364
18. Photography /Videography	Dr. Avinash Narayankar, MGM Media Lab, Kamothe, NM	9096740258
19. Security guards and supervisors for parade and rehearsal.	Chief Security Officer	7978/ 9372826640
20. Cleanliness at the ceremony venue	Housekeeping Supervisor, Kamothe, NM	8286880301
21. Refreshments	MGM Campus food, Kamothe, NM	9892759045

You are therefore requested to do the needful as per the task assigned above against your Name/Institute.

14th August, 2022, 3:30 pm will be a rehearsal in presence of Dean, MGM Medical College & Registrar, MGM Institute of Health Sciences.

You are requested to provide necessary cooperation and support for the smooth and successful conduction of event.

NOTE:

- ***It is advised to follow COVID-19 safety protocol***
- ***No Plastic flags inside the campus***

Thanks and regards,

Dr. Rajesh B. Goel

Registrar

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