

**OFFICE-CIRCULAR**

**The flag hoisting ceremony on the occasion of Independence Day i.e. 15<sup>th</sup> August, 2017 (Tuesday) will be held at 09:30 Hrs. sharp in the premises of the Institute as per following programme:-**

<b>09:15 A.M</b>	<b>Assembly of Faculty &amp; Staff members (porch, PSIT Admin)</b>
<b>09:20 A.M</b>	<b>Welcome Note</b>
<b>09:30 A.M</b>	<b>Flag Hoisting &amp; National Anthem</b>
<b>09:45 A.M</b>	<b>Announcement regarding Activity Schedule</b>
<b>10:00 A.M</b>	<b>Mini Marathon</b>
<b>10:30 A.M</b>	<b>Activities</b>
<b>12:45 P.M</b>	<b>Lunch for all members of faculty &amp; staff</b>

**All members of faculty & staff are advised to reach the institute by 09:00 hrs and ensure their participation in the flag hoisting ceremony. For all those faculty and staff members who regularly commute in institute buses, suitable arrangement of transport shall be made.**

**Attendance shall be mandatory for all. If any faculty/staff member needs an exemption on account of genuine and sufficient reason(s), prior approval of the undersigned shall be required.**

**For further details regarding the activities planned and prescribed dress code, please visit [erp.psit.in](http://erp.psit.in)**



**Dr Shivani Kapoor**

**Officiating Principal**

**Copy to:**

- 1. Chairman**
- 2. Managing Director**
- 3. All Concerned**
- 4. Intranet**

