



INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
KOLKATA CAMPUS
P-19, Taratala Road, Kolkata – 700088

1. **Congratulations on your selection for the B.Tech.(Marine Engineering) course in this prestigious institution. The Director, Faculty and Staff of IMU KC extend you a warm welcome.**
2. **These joining instructions are aimed to guide you to prepare better for the course. You are requested to study these instructions carefully. Instructions are campus-specific and are in addition to instructions already given by the IMU Headquarter, Chennai. There may be some duplication, but it is intended to reaffirm the instructions.**
3. **The Campus is not open for students due to restrictions placed by the Government due to COVID-19 Pandemic. The Hostel and Campus mess are not functioning. Cadets are not to report to the campus for stay.** Modalities for certificate verification are appended for adherence. The Candidates are required to complete certain paper formalities along with document verification. These forms are placed at Annexures. **Candidates must come with all the documents to avoid the trouble of running around in Kolkata.**
4. **COVID Precautions.** Candidates coming to campus for document verification must take all the COVID precautions. They should be wearing proper mask, should comply with instruction from staff and maintain social distance of Two Meters at all times. Anybody with fever, cough/cold, low oxygen level would not be allowed to enter the campus.
5. **Reaching the Campus.**
 - (a) Candidates can reach the IMU Kolkata Campus, P -19 Taratala Road, Kolkata-700088 between 10 am and 5 pm on dates communicated separately.
 - (b) **Reaching to the Kolakata Campus from Various Train Terminals.** From Howrah Station and Shealdah Station, hiring Taxi/Cab is the best option. (Public Transportation is available, but Cadets are advised to avoid the same due to the current pandemic.)
 - (c) Campus is located about 28 Km from the Domestic Airport, hiring a cab would be the best option.
 - (d) Due COVID protocols gathering of people is required to be minimised. Therefore only one parent/guardian would be permitted to accompany the candidate in side the campus. No stay arrangements can

be made inside the campus for the candidate/parent as the campus does not have guest house and the hostel/mess are closed.

(e) The Candidate and accompanying Parents/ guardian are requested to leave the campus on completion of document verification.

(f) Address for correspondence/communication with the institution is:-

Postal: [Indian Maritime University, Kolkata Campus,](#)
[P-19, Taratala Road, Kolkata-700088.](#)

Phone : 9830337183

E-mail : dradmin.kolkata@imu.ac.in (for all Administrative matters)

Training : trgsection.kolkata@imu.ac.in For all training related matter)

6. **Physical Fitness.** Candidates for admission to B.Tech. (Marine Engineering) are required to produce the certificate for medical fitness by Doctors approved by Director General of Shipping. List of approved doctors for issuing the certificate is available statewise on this link(<https://shipconnector.in/2020/09/07/list-of-dg-approved-doctors/>). The candidate must be physically fit and should meet the medical requirements as specified by DGS guidelines. Candidates with Disability (DA) are not eligible for admission to any, pre-sea course. Details of fitness requirements can be viewed at Appendix VI to VIII 'E' & 'F' of DGS Notice 1 of 2015, link provided below.

https://dgshipping.gov.in/writereaddata/ShippingNotices/201501190544544622033msnotice1_2015.pdf

Useful details are also available at <https://www.marineinsight.com/careers-2/physical-fitness-and-medical-requirements-to-join-merchant-navy/>

7. **Documents to be submitted at the Time of Joining**

(a) Candidates should go through the admission brochure available on the IMU website / MERICAL website at the following link and come prepared with all the necessary documents.

www.imu.edu.in / &
www.merical.ac.in

The following Original documents should be produced by the Candidates for the Verification process:-

- (i) Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- (ii) Higher Secondary School or Equivalent mark sheet & passing certificate.
- (iii) Community Certificate [only for ST,SC and OBC-(NCL)], if applicable
- (iv) **Annexure-I.** Or Economically Backward Class Proof of parents income
Annexure-II. Formats promulgated by the respective state government are also permissible.

- (v) Declaration by OBC candidates. **Annexure-III.** Formats promulgated by the state government are also acceptable
- (vi) Printed copy of IMU'S CET Rank Certificate. And Provisional letter of seat allotment.
- (vii) Xerox of Aadhar Card.
- (viii) Passport Original with Xerox copy of 1st and Last Page.
- (ix) Medical Fitness Certificate. By DGS empanelled doctor
- (a) 8 Nos. passport size photographs (front view with both ears visible) in a dark shirt with white background. The Face should cover 75 to 80% of photograph.
- (b) Letter of Indemnity (on Rs.100/- Non-Judicial stamp paper as per the enclosed proforma (**Annexure-IV**).
- (c) Duly completed Next of Kin form **Annexure-V**
- (h) The testimonial at subpara (b) above are to be submitted along with two sets of self-certified Xerox copies in serial order as instructed.

8. Provisional Verification of Documents by E-mail.

Candidates who are unable to visit the campus due to any travel restrictions imposed by the government may get provisional confirmation by sending colour scan copies of the documents listed at para 7 above. The Scan should be clear, devoid of any inconsistency/smudge mark/overwriting. The candidate should attach the online fee and caution money deposit details with the documents. The Candidate will have to visit the campus preferably by 30 Nov to get physical verification done. Extension would be considered for special cases based on merit of the case.

NOTE: Selected candidate should preserve enough numbers of self-attested copies of the documents (for their own use) before submitting the originals to IMU, Kolkata Campus. The original documents submitted at IMU, Kolkata Campus will be returned to candidates only after completion of the course.

ANY SUPPRESSION OF TRUTH, MISREPRESENTATION OF FACTS OR FALSE INFORMATION IN ANY OF THE ESSENTIAL REQUIREMENTS WILL RESULT IN CANCELLATION OF ADMISSION AND FORFEITURE OF FEES AND RENDER THE CANDIDATE LIABLE TO PROSECUTION.

9. **Confirmation of Admission.** After the Verification Process, the 1st Semester Fees and Caution Deposit fee should be collected by way of separate **Demand Drafts** drawn in favour of **“Indian Maritime University, Kolkata Campus payable at Kolkata”**.

Online payments made in advance and payment details furnished at the time of document verification would be accepted subject to confirmation by the accounts department.

The Bank details are appended:-

(a) for Semester Fees of Rs 100,000/-

Account Holder – INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS
Bank Name - STATE BANK OF INDIA
IFSC - SBIN0018118
Account Number - 33984551613
Branch - INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS BRANCH

(b) for Caution money of Rs 20,000/-

Account Holder – INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS
Bank Name - STATE BANK OF INDIA
IFSC - SBIN0018118
Account Number - 33984626228
Branch - INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS BRANCH

10. After Verification of Certificates and Payment of 1st Semester Fees and Caution Money, provisional letter of allotment will be affixed with a seal with the words "Admission Confirmed" and attested by the IMU functionary designated by the Campus Director. The candidates would not be admitted to the Programme unless the Semester Fees relating to the first semester and caution deposit have been paid in full.

11. **Registration with Director General of Shipping (DGS)**

Every pre-sea cadet is required to register with DGS and obtain Indian National Database of Seafarers (INDoS) Number within 15 days of joining the course. All those candidates who are not having a passport should obtain the passport. The procedure for registering for INDoS is appended at **Annexure X**. The Candidate post completing the registration process will get a registration number. This number is to be kept in record and intimated to the training section. The INDoS number is generated after institute confirms and uploads the registration number on DGS portal for INDoS Registration. Candidates must ensure that their name and other details recorded while registering on the portal are as per passport.

12. **The cadets will return to their homes post completion of the verification process. Due COVID Pandemic the classes would be conducted online only. Detailed instruction on conduct of online classes would be issued separately.**

Additional Information Regarding Campus Not Relevant at This Moment

13. **General Points.**

(a) Gold ornaments and articles of adornment and other valuables are NOT allowed to be worn/kept in the campus.

(b) Electrical apparatus are NOT permitted in the Hostel (induction cooker, heater, electric kettle etc).

(c) Cadets are NOT allowed to keep motor vehicles/ bicycles in the Campus.

- (d) Cadets are advised NOT to keep more than Rs.1000/- in cash with them.
- (e) The cadets are required to be in uniform prescribed for various events/ activities. Prescribed uniform is to be worn at all times during training.
- (f) Music systems are not allowed in the Hostel.
- (g) All cadets should compulsorily pass their swimming test during the training.
- (h) Cadets are not allowed to carry mobile phones to the classrooms or to the scholastic block. If a mobile phone is found in possession in the scholastic block it shall be confiscated.
- (i) Smoking and Drinking is strictly prohibited inside/outside the campus during the training period. Cadets will be put to test if a suspicion arises. If found to have consumed drugs, the cadet would be immediately rusticated.
- (j) All rules and regulation of the Institute should be strictly followed, which are issued from time to time by IMU.
- (k) The Campus is spreading over in 33 acres area and mosquito menace is common. Cadets must carry mosquito net for safety against mosquito bite and associated illnesses. Cadets must always keep with them mosquito repellent and guard against mosquito bites to safeguard against Malaria/Dengue

7. **List of Items to be Brought by Cadets While Joining the Campus.**

The cadets would be issued with uniform items post-admission. They have to have following personal belongings in their kit for

- (a) Stitched white terry cotton half sleeve shirt with front pocket on both sides, Epaulettes Holes & Name plate loops 1 no.
- (b) Stitched white terry cotton full sleeve shirt with front pocket on both sides Epaulettes Holes & Name plate loops 1 no
- (c) Stitched white terry cotton full pant 1 no.
- (d) Stitched black trouser 1 no.
- (e) Mattress cover size 72"X36" (unbleached cotton) 2 nos.
- (f) Plain Black socks 2 pairs
- (g) Bed sheet. Plain white – 225 cm. x 125 cm. 3 nos.
- (h) Pillow cover, white cotton 70 cm. x 40 cm. 2 nos.
- (i) Towel white 66 cm. x 121 cm. 2 no.
- (j) Sleeping suits light blue colour 2 nos.

(k) Handkerchief, white cotton 40 cm. x 40 cm.	6 nos.
(l) Locks Godrej Navtal – 6 levers with keys	2 nos.
(m) Coat Hangers – 30 cm./ with cross bar 9	6 nos.
(n) Pugree white – cotton for sikh cadets only	2 no.
(o) Mini pugree – cotton for sikh cadets only	2 no
(p) Torch with cells	1 no.
(q) Umbrella/Rain coat/Gum boot	1 no.
(r) Scientific calculator (Non- programmable)	1 no.
(s) Compass Box	1 no.
(t) Swimming trunk	1 no.
(u) Hair Net (for girl cadets)	4 nos.
(v) Set of Drawing Instruments & Drawing Board	1 set.

8. Personal Kit.

Cadets must carry with them adequate personal clothing items. Kolkata has high humidity for most part of the year. One would tend to sweat more, also during monsoons the clothes don't dry easily thus use of damp clothes can cause skin disorders especially fungal infections which could be very irksome. It is recommended that cadets keep about 6 sets of undergarments and adhere to keeping good hygiene. Use of medicated soap especially during Monsoons and summer is recommended.

NOTE: In case, the candidate could not bring any item of the above list, he/she should have enough cash with him/her so as to purchase from local market immediately after joining.

9. In case of any difficulty you may send an e-mail to dradmin.kolkata@imu.ac.in clarification.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES CANDIDATES SELECTED FOR ADMISSION AT
IMU- KOLKATA CAMPUS, KOLKATA**

This is to certify that Shri/Smt./Kum_____

Son/Daughter of Shri/Smt.

_____ of Village/Town

_____ District/Division_____ in the

_____ state belongs to _____ community

which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I section I No. 186 dated 13/09/93.
- ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I section I No. 163 dated 20/10/94.
- iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I section I No. 88 dated 25/05/95.
- iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I section I No. 210 dated 11/12/96.
- vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I section I No. 270 dated 06/12/99.
- x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I section I No. 71 dated 04/04/2000.
- xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I section I No. 210 dated 21/09/2000.
- xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- xiii) Resolution No. 12011/4/2002-BCC dated 19/06/2003.
- xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I section I No. 210 dated 16/01/2006.

Shri/Smt./Kum_____ and/or his family ordinarily
reside(s) in the _____ District/Division of

_____ state. This is also to certify that he/she does not belong
to the persons/sections (Creamy Layer) mentioned in column 3 of the schedule
to the Government of India, Department of personnel & Training O.M.
No.36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No.
36033/3/2004 Estt. (Res.) dated 09/03/2004.

Dated:

District Magistrate/

Deputy Commissioner,

etc.

Seal

NOTE:

- a) The term 'Ordinarily' used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below :
 - i) District Magistrate/Additional Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner /Deputy Collector /Ist Class Stipendiary Magistrate /Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar and
 - iv) Sub-Divisional officer of the area where the candidate and /or his family resides.

ANNEXURE -I I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that
Shri/Smt./Kumari _____ son/daughter/wife
of _____ permanent resident of
_____ Village/Street _____ Post
Office _____ District _____ in the State/Union
Territory _____ Pin code _____ whose photograph is
attested below belong to Economically Weaker Sections, since the gross annual
income* of his/her family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the
financial year _____. His/her family does not own or possess any of the
following assets**:

- I. 5 acres of agriculture land and above;
- II. Residential flat of 1000 sq.ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and other Backward Classes (Central List).

Recent Passport size
attested photograph of
the applicant

Signature with seal of office _____
Name _____
Designation _____

*Note 1. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2. The term “Family” for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3. The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status

Declaration /undertaking – for OBC Candidates only

I _____ son/daughter of Shri _____ resident of village/town/city_____ district_____ state hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/3/2004 Estt. (Res.) dated 9/3/2004 and further modified vide OM No.36033/32004-Estt.(Res.) dated 14/10/2008.

I also declare that the condition of status/annual income for “Creamy Layer” of my parents is within prescribed limits as on financial year ending on March 31, 2013.

Signature of the Candidate

Place :

Date :

Declaration/undertaking not signed by candidate will be rejected.

**THE LETTER OF INDEMINITY MUST BE SUBMITTED IN NON JUDICIAL
STAMP PAPER OF RUPEES ONE HUNDRED ONLY**

LETTER OF INDEMINITY

To,
INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS.

In consideration whereof _____
Hereinafter referred to as the Cadet, (of whom I am the natural guardian) having been admitted as **Cadet** of the Indian Maritime University, Kolkata Campus, Kolkata. I, undertake and agree that neither I nor my executors, administrators or any other legal representative will make any claim against the Indian Maritime University, Kolkata Campus, Kolkata or against any person in the service of the IMU in respect of any loss or injury to the property or person including injury resulting in death which the said cadet may suffer while the said cadet is/or in consequence of the said cadet undergoing training at IMU, Kolkata Campus, Kolkata, or in other crafts whether in Kolkata or in cruises or while instruction or from boats or other craft or any occasion whilst undergoing training and activities ancillary thereto and I understand and agree that no compensation will be paid by the IMU, Kolkata Campus, Kolkata or by any officer or employee at IMU, Kolkata Campus, Kolkata and any person in the service of the IMU against any body concerned arising out of any act or default on the part of the said cadet or any other cadet or any employee of IMU, Kolkata Campus, Kolkata during or in connection with such training and other physical and social activities that may be organized by IMU, Kolkata Campus, Kolkata.

Signature of Candidate : _____

Name

: _____

Address

: _____

Signature of Parent/Legal Guardian

Relationship: _____

Date : _____

Witness Sign : _____

Name : _____

Designation : _____

Annexure V

Address: _____

Date _____

Cadets Next Of Kin Address Form

(To Be Filled In Block Letters and * Tick Mark Whichever Is Applicable)

1. Hostel: Old/New _____ 2. Sadan & Room No: _____ 3. Blood Group: _____
4. Aadhar No.: _____ 5. PAN No.: _____ 6. Passport No: _____
7. Cadets Name: _____ 8. Gender - **F/M/Transgenic** : _____
9. IMU Reg. No: _____ 10. IMU CET Enrolment No: _____
11. IMU CET Rank: _____ 12. Cadet Date of Birth: _____ 13. Place of Birth _____
14. Birth State _____ 15. Country of Birth _____
16. Cadets Qualification: _____ 17. Category: SC /ST /OBC /GEN*
18. Course: M.Sc /Degree /Diploma
19. Diet: Vegetarian/Non-Vegetarian*
Father's Name: _____ Occupation: _____
20. _____
Organization Name _____ Designation: _____
21. _____
22. _____
Mother's Name: _____ Occupation: _____
23. _____
How many siblings a) Brother _____ b) Sister _____
24. Father/Mother`s e-mail: _____ Mobile No.2: _____

Paste Recent
Passport Size

Photograph

In

Uniform
(3.5cm x 4.5
cm)

25. Local Guardian* Name: _____ Mob No

26. Cadet's Mobile No:

27. Cadet's e-Mail ID:

28. Identification Mark

29. Brief Medical History of the Cadet

**Combined Half size Photograph of Cadet and Parents
(Father, Cadet And Mother Only)
In The Photograph Cadet Must Be At The Centre
(Size Must Be Exactly 11 Cm X 5 Cm)
Photos of Guardian may be Pasted in case of Parents'
*Demise***

Parent/Cadet Permanent Address

30. House/Flat No: * _____ 31. Society Name:

32. Sector: _____ 33. Plot No:

34. Village/City/Town: * _____

35. Post Office: _____ 36. District:

37. State: _____ 38. Pincode: _____

39. Police Station: _____ 40. Distance: _____

41. Nearest Railway Station: _____ 42. Distance: _____

Local Guardian (S) Passport Size Photograph (s)

Paste Recent
Passport Size
Photograph of
local Guardian 1
(3.5cm x 4.5 cm)

Paste Recent
Passport Size
Photograph of
local Guardian 2
(3.5cm x 4.5 cm)

Paste Recent
Passport Size
Photograph of
local Guardian 3
(3.5cm x 4.5 cm)

Local Guardian Address

43. House/Flat No: * _____ 44. Society
Name: _____
45. Sector: _____ 46. Plot No:

47. Village/City/Town: * _____

48. Post Office: _____ 49.
District: _____
50. State: _____ 51. Pincode: _____

52. Police Station: _____ 53. Distance: _____
54. Nearest Railway Station: _____ 55. Distance: _____
56. Email id _____

I, solemnly affirm that the above information given by me is bona fide and correct to the best of my knowledge and belief. I fulfill all the criteria. I will have no objection if my application is rejected or my candidature is cancelled at any stage of the course, if any information furnished by me is found to be false or fabricated. In addition, I will render myself liable for any action under the appropriate law.

If my credentials are considered and admission is confirmed I will carry out all orders instantly to the best of my ability and knowledge, with outmost discipline, dedication, determination and without any partiality. I may be rusticated at any time, without any prior notice, if I am indulging in any indiscipline act OR failed to meet the standards of the Indian Maritime University.

**(Parents/Guardian Signature)
Signature)**

(Cadet

Counter Signed / In Presence Of

**Seamanship Instructor
Deputy**

Officer on special duty for

Admissions Registrar (Admin)

Note: For Better Communication and Benefit, The Parent/Guardian/ Cadet Should Update The Next Of Kin Address Whenever There Is A Change.

*Local Guardian details to be provided if applicable

CADET CODE OF CONDUCT – TRAINING SHIP KOLKATA

1. The BSc(Marine Engineering) are aimed at preparing the cadets for life at sea. The course is way beyond the academic curriculum and encompasses all-round personality development and mental conditioning for life at sea. Regimented living within the campus is aimed at inculcating disciplined way of living, keeping mind and body engaged in constructive activities. These traits are important for life at sea therefore the code of conduct appended in subsequent paragraphs is to be seen in light of the essential need of the mariner profession.

2. **Adherence Daily Schedule and Time Table.** The campus daily schedule would be promulgated separately You are to required to acquaint yourself with the daily routine of the campus. All the cadets are required to be present for fall-ins and participate in the activities mentioned in the schedule or promulgated in the academic time table. Following is to be complied with:-

(a) It may be borne in mind that the institute is a fully residential institute and cadets has no choice to skip any activity other than on medical grounds. It is compulsory for all cadets to take part in P.T. indoor and outdoor games, swimming, parade, divisions and any other co-curricular activities planned during the course. Absence from any activity or class is breach of discipline. And absence from any activity would entail absent mark for ½ day

(b) The responsibility of managing the fall-ins and attendance at various events lies with the Senior Cadet Captain (SCC), Cadet Captains (CC) and Cadet Leaders (CL). The duties and cadet class assigned to each CC are promulgated separately. All cadets are duty bound to comply with written and verbal instructions of the SCC/CC/CL.

(c) Time punctuality for all the events is compulsory late reporting or absenting without prior permission of appropriate authority shall attract disciplinary action. Cadets who are frequently late or absent shall face suspension.

(d) Wearing of uniform prescribed for various activities/events is compulsory. Uniform must be clean, ironed and worn correctly. Cadets must take pride in their uniform.

(e) Partaking of alcohol or consuming drug is strictly forbidden. Defaulters will be dealt with severely and would result in suspension or even expulsion from institution.

(f) Smoking is strictly prohibited within the campus, defaulters would be subjected to disciplinary action.

(g) Cadets shall have their hair, beard & moustache trimmed and groomed properly or remains clean-shaven excepting Sikh cadets. Barber service is available in the campus free of cost. Cadets are not permitted to wear any jewellery or ornaments.

(h) Cadets are not permitted to leave the campus without permission of proper authority. Unauthorized absence from campus will be dealt with severely and shall result in suspension.

(i) Cadets will use the recreation rooms/GYM/Swimming pool etc. only during specific timings.

(j) 'NO GO AREAS' Cadets are not permitted to visit Boat Jetty and adjoining areas, terrace area of hostels unless specific orders are given by administration.

(k) Cadets will use the Recreation Room/Swimming pool/Gymnasium on during timings specified.

(l) Any type of physical brawl among cadets or assault on other cadet is strictly prohibited. Cadets are warned from assaulting anybody physically or inflicting direct or indirect injury in any manner; also they are prohibited from using abusive language, catcalling, shouting, sloganeering, anarchy of sorts, disorderly behaviour, misdemeanour and misconduct, reflecting lack of disciplined behaviour. Cadets are advised to refrain from arguments and must not issue threats to security guards or any staff who is discharging his duties as assigned. Above mentioned misconduct will attract severe punishments.

(m) Ragging of junior cadets or cadets of their own batch is a cognizable offence and as such is punishable by law. Cadets will, therefore, not indulge in any such act. Cadets are liable to be expelled from training if found guilty of the same apart from any other punishment under criminal law.

(n) Any complaint with any staff must be brought to the notice of Warden, instructor, DR/Admin-consultant and course incharges. Cadets are not to indulge into any direct confrontation with the staff, same would be viewed seriously.

3. Hostel Discipline Rules. Hostel living is important part of developing community living and habit of caring and sharing. Community living demands adherence to good civic and social norms. Following are the hostel rules for compliance.

(a) Cadets are not to remain in their beds after Reveille (Wake-up Call) has been sounded. All beds must be made promptly on getting up.

(b) Mosquito nets (Essential for prevention against malaria and filarial) should be removed and folded and put under their pillow every morning. All bed must be covered with a Bed Cover.

(c) All cadets must vacate the Hostel by 0855 hrs. Each day to proceed for morning Fall-in and attend classes. They must carry their notebooks, and other study material required for the day.

(d) Before leaving the Hostel for classes all cadets are to ensure the following concerning their own cabins.

(i) Their beds are made.

(ii) Their cabins are in an orderly state with all items left in their proper place.

(iii) Lights and fans are switched off.

(iv) The Cupboard is locked

(e) Wing In-charge to see that the lights of alleyways, bathrooms and toilets are switched off.

(f) Occupants of rooms are responsible for the cleanliness of their rooms, alleyways and the hostel surroundings. Cleanliness is to be maintained at all times.

(g) No electrical equipment like heaters, kettles, toasters, hotplates, irons and music systems are to be used in the Hostel room.

- (h) No guests/relatives are allowed in the hostel premises.
- (i) Having meals in the rooms is not permitted except when allowed by the Warden due to sickness. Cadets may keep eatables like biscuits, snacks etc in proper containers. No loose eatable is to be stored in the room.
- (a) Cadets are to maintain personal hygiene and wear clean cloths all the time. Laundry service is available, cadets have to pay for the service beyond entitlement of free washing. Cadets must remain in Hostel in proper dress at all times. They are not to loiter in towels or undergarments.
- (j) Food is to be taken in orderly manner. Table manners must be observed and care should be taken that no food is spilled on the table. Cadets should not waste food as it is precious and food saved can go to needy.
- (k) Hostel and College premises, furniture and fixtures must not be damaged with writing, scratching etc. or willfully destroyed. No furniture should be displaced without permission from the Hostel Wardens.
- (l) No cadet is allowed to stay in the Hostel during class hours except those who have been officially permitted by the MO on the grounds of sickness.
- (m) Cadets must not keep costly items, jewellery or large amount of cash in their possession in the hostel. There are a number of banks close by where cadets can open accounts.
- (n) Smoking and Consumption of Liquor are strictly forbidden in the Hostel or any other place within the campus. Cadets found indulging in such activity would face serious disciplinary action.
- (o) Ragging in any form is prohibited and punishable as per the Maharashtra Prohibition of Ragging Act 1999. This offence can lead to rustication also.
- (p) All Cadets are to be in their rooms by 2130 hrs. All lights in the rooms are to be off latest by 2300 hrs. Loitering after 2130 is prohibited.
- (q) The names of the occupants of the rooms will be displayed outside their rooms and the same must not be removed or altered. Cadets will stay in rooms allotted, interchange is not permitted.
- (r) Application for exemption from any activity on medical ground must be supported by MO's certificate. Medical Officer can be consulted in dispensary on all working days from 0800 hrs to 0930 hrs and 1600 to 1700 hrs.
- (s) Cadets coming late for fall-in regularly will be suspended from training for short periods (ten/ fifteen days). Repeat defaulter could be suspended for longer duration also.
- (t) Cadets are to participate in sports, college activities and other extracurricular activities enthusiastically.
- (b) Cadets must clean their rooms, alleyways and other hostels areas as directed by the wardens.

4. **Standing Rules for Classes & Workshop.** Class room discipline is most important. Faculty in the class has absolute authority on controlling the class room proceedings. Cadets are to abide by following rules while in the scholastic block/class room:-

(a) Disobedience of any instructions of the Faculty shall be viewed seriously. Cadets reported against by the faculty for indiscipline in the class/workshop will be suspended after enquiry.

(b) Attendance at Classes and workshop is compulsory. Under no circumstance will a cadet absent himself from classes/workshop except with proper permission. Or on medical grounds duly authorised by MO.

(c) Cadets are not to loiter around in the corridors during the class hours. They are not to leave class without permission of the faculty. Any cadet walking out of the class would be marked absent for the day.

(d) Cadets are not to visit hostel during class hours. They must leave the hostel with all the required study material for the day. Excuse of having forgotten to take something would not be entertain.

(e) No cadet is allowed to carry Mobile phones to the scholastic block/classroom/library/workshop. Any cadet found carrying mobile phone in these areas, his mobile would be confiscated for rest of the term and other disciplinary actions will be taken against the cadet.

(f) Cadets are allowed to visit the administrative block only from 1230 hrs to 1300 hrs and 1600 to 1700 hrs.

(g) Cadets can meet Director only by routing a request through the course officer. No cadet is to walk into director's office.

5. Leave Rules. The academic term is for 15 weeks only and all cadets get adequate leave during term break. Absence during academic session is not encouraged.

(a) No leave is entitled to the cadets while the academic session is on. Leave can be granted on recommendation of the course officer and HOD by the director only on compassionate grounds or on medical grounds when recommended by the MO.

(b) Short shore leave is granted to cadets only to meet emergent requirements on recommendation of Course Officer.

(c) Warden are not authorised to grant short shore leave other than for medical treatment (the cadet will have to furnish the document on visit to the doctor on return) or in case of some emergency.

(d) A night off from the hostel for staying in the city shall not be granted. A cadet may be granted extended short leave till 2200 at the discretion of the Course-in-Charge/HOD on receiving specific written requests from the cadet's parents/local guardian.

(e) A cadet is liable to be punishment if he/she reports back late from Home Leave, city leave, tec.

(f) Absence from class on account of leave/suspension shall not be condoned, therefore a cadet who runs short of attendance due leave/suspension may have to loose a academic year.

(g) Cadets who are absent/away from the training in excess of the permitted leave on whatsoever reason may be debarred from appearing in the examinations / may be removed from the training on disciplinary grounds.

UNDERTAKING TO ABIDE BY CADET'S CODE OF CONDUCT

I, Cadet _____ No _____

_____ Semester B.Tech. (Marine Engineering) solemnly affirm that I have read the Code of Conduct applicable to all the cadets provided to me vide Circulars 1701, 1704 & 1705 that whilst undergoing course at Indian Maritime University –Kolkata Campus I will abide by the code of conduct. I fully understand that breach of discipline or not abiding by the course curriculum will attract disciplinary action which as per rules may include suspension from college or rustication if I am found indulging in any serious indiscipline such as hooliganism, brawl with fellow cadets. I also understand that use of drugs/alcohol/any other psychotropic substance shall result in immediate expulsion from the institute apart from filing of criminal case under **Narcotics, Drugs and Psychotropic Substances Act 1985**.

Name _____

Date _____

II

Affirmation by Father/Mother

I, _____ Father/Mother of Cadet _____, No _____. Hereby Confirm that I have read the Code of Conduct applicable to all the cadets provided to my ward vide Circulars 1701, 1704 & 1705 I have understood the rules and explained them to my ward for compliance.

I also understand the in case my ward indulges in any type of indiscipline in the campus he is liable to be suspended or rusticated if found in serious breach of discipline. I also understand that use of drugs/alcohol/any other psychotropic substance shall result in immediate expulsion from the institute apart from filing of criminal case under Narcotics, Drugs and Psychotropic Substances Act 1985.

Signature

Name:

Address:

Telephone/Mobile no.

e-mail:

AFFIDAVIT BY THE STUDENT

I _____ No _____ Son/Daughter of Mr./Mrs./Ms. _____, having been admitted to Indian Maritime University, Kolakata Campus has downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby solemnly aver and undertaken that:-

(a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

(b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

6. Along with the above mentioned points I do hereby declare that:-

(a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

(b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____(Place) on this the _____(day) of _____
(month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____(day) of
_____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/ GUARDIAN

I Mr./Mrs./Ms. _____ (full name of parent/ guardian) father/mother/guardian of, Cadet _____, No _____, having been admitted to Indian Maritime University – Kolkata Campus, Kolkata, has or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby solemnly aver and undertaken that:-

(a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

(b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4. I hereby affirm that, if found guilty of ragging, my ward liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

6. Along with the above mentioned points I do hereby declare that:-

(a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

(b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile no.

e-mail:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____(Place) on this the _____(day) of _____
(month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____(day) of
_____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**ONLINE REGISTRATION ON D.G.SHIPPING WEBSITE FOR ISSUING ONLINE
INDIAN NATIONAL DATA BASE OF SEAFARERS (INDOS) NO.**

1. All the candidates taking admission for pre sea courses such as BSc (Marine Engineering) and MSc (Marine Engineering) are required to register online with Director General of Shipping(DGS). DGS vide Training Circular no. 08 of 2019, dated 30.04.2019 has made obtaining INDOS number for all the pre sea cadets compulsory at the time of admission. The procedure for registering is enumerated in following paragraphs.

2. Documents required for the online registration.
 - (a) Valid passport
 - (b) 10th class pass mark sheet.

3. Procedure for the online registration.
 - (a) The candidate shall go to DGS website www.dgshipping.gov.in.
 - (b) Click on tab “**Maritime Training**” and in the dropdown list click on “**Admission in Maritime Training Institute**”.
 - (c) Read “**Instructions to submit application**” and click on the “**Application**” button to register as a candidate for admission in Maritime Training Institute.
 - (d) Fill up details in the form and Click on “**Submit**”
 - (e) A ‘**Reference Number**’ will be generated after successful submission of the details. Preserve this number.

Note: do not register twice even accidentally as it would create problems in generation of INDOS No subsequently.

4. Candidate are to submit this number at the time of admission.

5. The INDOS number would be generated at the institution. For processing the same, candidate must have:-
 - (a) Scanned copy of the Passport 1st and Last Page and 10th mark sheet in PDF format.
 - (b) The photograph shall be of standard passport size. The background of the photograph should be white. The face size should be 75% to 80% of the photograph.
 - (c) Scanned soft copy of Signature on white paper strip using **blue ink**. The **photograph and signature** must be in **jpg** format.