



**भारतीय समुद्रीय विश्वविद्यालय**  
**Indian Maritime University**  
(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)  
कोलकता परिसर / Kolkata Campus



IMU/KC/DIR/O.O./Hostel/2025/(i)

28 Jul 2025

**OFFICE ORDER – HOSTEL RULES & REGULATIONS – IMU(KC)**

**Pledge**

1. Every cadet shall pledge to maintain the highest standards of integrity, honesty and ethical conduct in all professional and personal endeavours, while complying with IMU's goals and values.
2. He/ She shall also pledge his/her dedication to the following:-
  - (a) actively participate in maritime training and development programs, abiding by the Hostel and Academic rules/regulations, complying with IMU's Model Code of Conduct, and accepting responsibility for his/her actions.
  - (b) to embrace lifelong learning and continuously seek to enhance one's knowledge and skills, while fostering the spirit of healthy competition and sportsmanship in various team activities.
  - (c) take pride in their Uniform, maintain requisite standards of turnout, both within and outside the campus, demonstrate punctuality and camaraderie with each and every other colleague, regardless of which year/course they belong to.
  - (d) not engage in any form of illegal and immoral activities, including ragging, gender discrimination, sexual harassment etc.
  - (e) respect cultural diversity and promote equality and unbiased inclusivity of everyone in the campus, empowering them to participate in various campus activities without fear of discrimination or exclusion.
  - (f) to uphold the dignity and reputation of the maritime profession through exemplary conduct, working effectively with others, fostering a positive and supportive environment.
  - (g) commit to prioritize safety in all operations, adhering to safety regulations and promoting a culture of safety.
  - (h) protect the environment, minimizing pollution and promoting sustainable practices.
  - (j) be a responsible and ethical member of the maritime community, a good human being and exemplary global citizen, an empathic leader with sound professional aptitude, creating a workplace culture where everyone feels valued and respected.



## **INTRODUCTION**

3. The cadets shall undergo Marine Engineering training that shall prepare them for the arduous life at sea or elsewhere by subjecting them to a balanced program of academics, technical, parade, drill, sports and extra-curricular training that makes them good Officers and Gentlemen/Ladies. The stay at Hostel plays an integral part during this training phase of cadets, its associated rules and regulations are to be treated with utmost respect and strictly adhered to at all time. Cadets will be informed of all routine activities, events, program, implementation of rules and regulations in the campus through the following:-

- (i) Office Orders from Administration
- (ii) Hostel Orders from Hostel Oi/Cs
- (iii) Weekly Notifications from Dean/ HoD/ Faculties/ Hostel Oi/Cs
- (iv) Announcements via Google classrooms/ Wardens/ WhatsApp etc.

## **HOSTEL AUTHORITIES**

4. The Campus Director of the Indian Maritime University Kolkata Campus (IMU-KC) is the prime authority of all hostels. The other Hostel authorities constitute of the Head of the Department (HoD/HoD i/c of the concerned Department), Deputy Registrar, OICs (Hostel) and Hostel Wardens. HoD (SMET) will be the overall Hostel Superintendent. Hostel Wardens will manage the day-to-day activities in the hostels along with the OICs (Hostel), who are to advise them as required.

## **DISCIPLINE AND ASSOCIATED RULES**

5. IMU-KC/ Director General Shipping guidelines mandate compulsory stay of cadets of B.Tech (ME) in Hostels within the campus. Students from M.Tech (MT) and MBA may stay in the Hostel after due approval and payment of Hostel fees. The Hostel rules would be applicable to each and every Hostel resident.

- (a) Cadets must remember that the Hostel is their home on the campus and should behave in the campus as well as outside in such a manner as not to bring disrepute to him/her and to the institution.
- (b) Cadets during their stay in the Hostel will be governed by the Hostel Management rules as stipulated in this document. Violation of any rule will make the residents liable for disciplinary action including expulsion from the hostels and also from the institution. All relevant Ordinances/Circulars promulgated by the Indian Maritime University are to be read by each and every cadet so as to be aware about the facilities, features, schemes and provisions available within the ambit of the University as also the strictures/"Dos and Don'ts" that are applicable at all times.
- (c) Cadets must carry out all written and verbal orders of the competent authorities (i.e. Director, HoD, OIC, Faculty member, etc.).



(d) Cadets shall follow the instructions of the Hostel Wardens. They are bound to follow and carry out the responsibilities and duties assigned to them from time to time.

(e) Cadets are not to remain in their beds after reveille has been sounded. All beds must be made and arranged promptly on getting up.

(f) **Complaints/ Suggestions.** For any complaints/suggestions cadets shall approach the Hostel Wardens and then the OIC (Hostel). Cadets can also give their suggestions in the Suggestion boxes kept in the campus. Cadets should avoid directly approaching higher authorities of IMU-KC for such reasons unless it is an emergency.

(g) **Medical.** If any cadet falls sick it should be informed to the Hostel Warden who will arrange for medical follow up at campus dispensary/local hospital, as required.

(h) **Furniture & Fixtures.** Hostel and College premises, furniture and fixtures of dining halls, rooms, etc are government property and must not be disfigured with writing, scratching, etc or willfully destroyed. If any individual or group is identified to have caused the damage, double the cost of damaged property will be recovered from them. Repeated acts of causing damage to Hostel property may result in expulsion from the Hostel/course.

(i) **Room allotment.** Cadets are not allowed to change their allotted rooms and displace/relocate/exchange furniture to/from any room without permission from Hostel Warden.

(k) Cadets shall always switch off lights, fans and other electrical appliances before leaving their respective rooms.

(l) Cadets shall always shut down water taps and other related fixtures in the water coolers, bathrooms, toilets to avoid wastage of water.

(m) Any problem pertaining to electrical or civil maintenance shall be reported to the Hostel Wardens/ OI/C (Hostel).

(n) **Ragging.** Ragging of junior cadets or cadets of their own batch, gender discrimination or sexual harassment are **cognizable offences** and strictly prohibited in any form. Abusing junior cadets on mobile or otherwise will attract severe disciplinary actions. If someone is found guilty of ragging severe disciplinary action will be taken against him/her including but not limited to expulsion/suspension from the institution. Abetting ragging or witnessing ragging but not reporting the same to Competent Authorities will also be considered as an offence, as per UGC guidelines.



(p) **Disrepute to the University.** Getting influenced by elements from outside the campus or by anyone who wishes to malign or bring disrepute to the University should not happen. Such cases should be reported immediately to the College Authorities. Acquiescence in such cases will also be considered as an offence. In all of these cases disciplinary action will be taken against the cadet.

(q) **Discipline.** Cadets are strictly prohibited from indulging in activities such as shouting, fighting, gambling, stealing, abusing, manhandling, assaulting, physically inflicting injury to anybody. Using abusive language, cat calling, disorderly behavior, misdemeanor and misconduct reflecting lack of character shall lead to strict disciplinary action.

(r) Senior cadets trying to espouse their own unacceptable principles, which are not in alignment with the Indian Maritime University or culture, and propagating the same to the juniors will face disciplinary action. Junior cadets not reporting such efforts by their seniors but allowing themselves to be groomed for such misadventures will equally face disciplinary action.

(s) Cadets are strictly prohibited from keeping firearms, lethal weapons, poisonous items or intoxicants of any kind in the Hostel or campus premises. Any cadet found in possession of these items will be suspended/expelled from the institution and will be handed over to Police promptly.

(t) **Drugs, Tobacco & Alcohol policy.** Cadets are strictly prohibited from possessing or consuming any tobacco/alcohol/drugs inside the campus. Anyone found indulging in such activities will face disciplinary action including suspension/expulsion from the institution.

(u) **Graffiti & Defacing Walls.** Cadets are prohibited from writing slogans or drawing obscene images on the Hostel walls and rooms. Heavy penalties will be imposed on cadets/group of cadets indulging in such activities.

(v) **Personal responsibilities.** Cadets must not keep large amount of cash in their possession or inside the hostel except for incidental expenses. Costly personal belongings must be kept under lock and key. Cadets are personally responsible for safeguarding their own belongings. Hostel Authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained.

(w) Cadets are allowed to have their own laptop in their Hostel room. Playing of audio/ visual systems and other musical instruments inside the rooms or hostel premises that cause disturbance to other cadets and neighbours is prohibited. However, such activities can be carried out at low volume levels in consideration to other cadets/neighbours.



(x) Cadets will use recreation rooms, gymnasium, playgrounds, basketball/volleyball courts, swimming pool, etc., only during the specified timings.

(y) Cooking inside the Hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc., will invite heavy penalties and appliances will be seized. Repeated offences may lead to suspension/ expulsion from the campus.

(z) **Cleanliness.** Cadets shall keep their rooms, verandahs and surrounding areas clean and tidy at all times. They should not litter/throw garbage anywhere inside the hostel or campus except in dustbins. **Hostel rooms are subject to inspection anytime by the Authorities.**

(aa) **Appearance & Dress Code.** Gentlemen cadets (except Sikh cadets) shall have their hair trimmed and remain clean shaven and groomed at all times. Hair cut will be akin to military standard. Lady cadets shall also have their hair tied up and covered by hairnet always. Cadets are not allowed to wear any jewelry, ornaments or any visible tattoo.

(ab) All cadets must compulsorily be in appropriate uniform at all times, with the exception of their own Hostel premises. All uniforms must be clean, ironed and worn correctly with all paraphernalia as applicable.

(ac) **Identity Card.** All cadets must carry their ID cards at all times.

(ad) Modesty in dress code is expected from cadets when they are out of their rooms. They are not to loiter about in towels or sleeping attire. Cadets must not wear bathroom slippers when they are visiting the dining hall. **Cadets must visit dining hall in proper uniform.**

(ae) **Meals.** Cadets must take their meals/tea etc, in the dining hall and during specified timings only. Food is to be taken in an orderly manner and strict table manners must be observed at all times. **Without valid reason no cooked food is allowed inside the Hostel rooms.**

(af) Cadets shall treat the catering staff and housekeeping staff of the hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work. No tips in cash or kind will be given to any staff of the mess/hostel.

(ag) The mess will be maintained by the Catering Contractor. Any complaints regarding the quality of the food shall be promptly reported to the Mess President and Hostel Wardens. Hygiene related problem at mess area may be reported to the Oi/C (Hostel) through the respective Wardens.



(ah) Every Hostel shall have Cadet Mess Members, nominated by the HoD, who shall routinely write in the food register comments regarding quality, quantity, improvements considered necessary in the overall management of the mess.

(ai) Cadets are to remain in their respective rooms/ study rooms during designated study time. All activities that interfere with cadets' studies and other academic activities must be avoided at all times.

(aj) Cadets must mandatorily make entries in the respective IN/OUT registers kept at the hostel premises and the main gate of the campus.

(ak) Lady cadets are not allowed to enter the Boys Hostel, except when escorted by the Lady Warden. Similarly, Gentlemen cadets are not allowed to enter the Ladies Hostel, Family Park and Staff residential areas.

(al) Cadets should be present within the hostel premises between 7.30 PM to 6.00 AM. No cadets are permitted to stay outside the hostel during this time without prior approval from the Hostel Warden. Violation of this rule will invite strict disciplinary action. Hostel Warden shall take evening muster every day at 9.00 PM. All cadets have to maintain punctuality and assemble at designated location for the muster. Cadets who have received special permission to remain outside the hostel premises beyond the designated hours shall be exempted from evening muster. Nevertheless, such cadets must make the necessary entries in the IN/ OUT registers.

(am) All cadets must mandatorily go to their respective rooms immediately after completion of evening musters. Cadets are not permitted to stay overnight in room of other cadets within the same hostel or any other hostels.

(an) Cadets shall not bring and/or keep any pets in the Hostel. Cadets should desist from pampering stray dogs and cats by offering food, petting them, etc.

(ao) **Cadets are strictly advised not to loiter around any water body in or around the campus. The authorities shall not be held accountable for any mishap/accident occurring.**

#### **IMU KOLKATA CAMPUS TIMINGS AND DRESS CODE:**

**6.**

The following schedules are to be followed for various Fall-ins :-

- |     |                                      |   |                     |
|-----|--------------------------------------|---|---------------------|
| (a) | Morning P.T Fall-in: 6.00 AM         | - | Dress: Sportswear   |
| (b) | Breakfast: 7.30 AM to 8.45 AM        | - | Dress: Full uniform |
| (c) | Morning Fall-in for classes: 9.00 AM | - | Dress: Full Uniform |
| (d) | Lunch: 12.45 PM to 1.45 PM           | - | Dress: Full uniform |
| (e) | Snacks: 4.30PM                       |   |                     |



- |     |                            |   |                     |
|-----|----------------------------|---|---------------------|
| (f) | Dinner: 7.30 PM to 8.30 PM | - | Dress: Full uniform |
| (g) | Night Fall-in: 9.00 PM     | - | Dress: Full uniform |

**Note** :- These dress codes are applicable to B.Tech (ME) cadets only. Other Hostel residents should be decently attired for the respective meals. Casual dress, bathroom slippers/ flip-flops, etc., are not permitted.

## **HOSTEL LEAVE RULES**

**7.** Cadets shall occupy the hostel only during the semesters. No cadet will occupy a room during the vacation period/semester break as will be notified through office orders. However, he/she may be permitted by the warden to stay on receipt of prior approval. Cadets must obtain prior permission from the competent authority before proceeding on leave. Prior information regarding this shall be conveyed by the parents to the Hostel Warden.

**8.** Short leave/night off/day off from the hostel shall be granted by the OIC Hostel on prior intimation. All such application must be routed through Hostel Warden. Written request for late pass up to 10.00 PM after classes/ workshop should be made to Hostel Warden well in advance.

**9.** Cadets may be granted leave on medical grounds on the recommendation of the Campus Medical Officer. A maximum of 15 days of medical leave is permitted per academic year. It is imperative that the cadets meet the minimum requirements of attendance in accordance of the rules of the university on this subject. Parents are to be informed by the cadets of this requirement in addition to the competent authorities informing the parents.

**10.** Absence from the hostel without prior permission from the warden or absence from the hostel in excess of permitted leave, other than on compelling grounds, is to be considered an act of gross negligence and misconduct, and would be liable for disciplinary actions.

**11.** In the interpretation of the above leave rules, the Campus Director's decision will be final.

## **VISITORS AND GUESTS**

**12.** All visitors including parents will be received at the visitor's rooms or similar rooms designated in hostels. They shall enter their particulars in the visitor's record book located at hostel office/ main gate. Cadets are not allowed to take any visitors to their rooms without prior permission from wardens. Visiting hours are stipulated as

- (i) Holidays: 10.00 AM to 7.00 PM
- (ii) Weekdays: 5.00 PM to 7.00 PM (only in emergencies)



### City leave Rules for 1<sup>st</sup> year and other Cadets

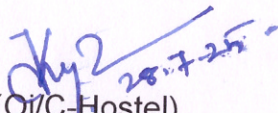
13. Cadets from 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Years are allowed to go outside the campus only during allocated time i.e. 5:30 pm to 8.30 pm. The Cadets should follow stipulated dress code while leaving/ returning to campus. No Cadet is allowed to proceed for City Leave in slippers or in improper dress. The Cadets from 1<sup>st</sup> Year are allowed City Leave only during weekends/ Holidays. All cadets proceeding out of Campus must enter their names in the Register and sign the 'Out' and 'In' timings meticulously.

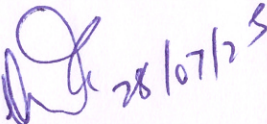
### Disciplinary Actions

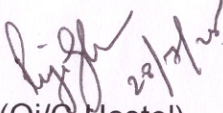
14. All records of disciplinary action shall be kept in personal file of respective cadets and will be placed before the interview panel during campus placements.

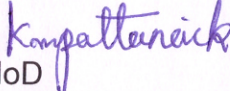
15. In addition to above rules and regulations the "Model Code of Conduct for Students of IMU campuses" vide IMU(HQ) circular 1705 dated 06.10 2017 and such other rules shall also serve as guidelines for all cadets of IMU KC. The above rules and regulations are subject to changes, i.e., addition/ deletion by the competent authority, from time to time as and when deemed necessary for smooth functioning of hostels.

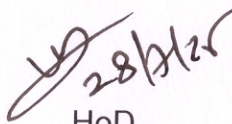
16. Any such changes to the existing rules and regulations pertaining to hostel guidelines shall be notified to all cadets by the Hostel Wardens through notices in the notice boards and public announcements.

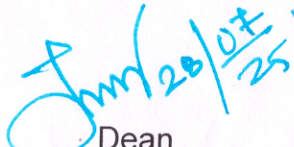
  
(Oi/C-Hostel)  
Jr. Cadets

  
(Oi/C-Hostel)  
Sr. Cadets

  
(Oi/C-Hostel)  
Ladies Hostel

  
HoD  
SMM

  
HoD  
SMET

  
Dean  
SMET

  
Director  
IMU(KC)