



**INDIAN MARITIME UNIVERSITY  
KOLKATA CAMPUS**

**P-19, Taratala Road, Kolkata – 700088**

E-mail: [director.kolkata@imu.ac.in](mailto:director.kolkata@imu.ac.in)

Phone: Office: 2401-4673/74/76/77/78 Fax: 2401- 4333 Hostel: 2401 4675

**INFORMATION & INSTRUCTIONS FOR NEW ENTRY CADETS  
OF B.TECH (MARINE ENGINEERING).**

- 1) Cadets have to pay - **the Semester Fee of Rs.1,00,000/-** through a Demand Draft in favour of **Indian Maritime University, Kolkata Campus payable at Kolkata at the time of admission.**
- 2) **A Fee of Rs.20,000/-** should be paid at the campus as **Caution Deposit (refundable)** through a Demand Draft in favour of **Indian Maritime University, Kolkata Campus payable at Kolkata at the time of admission.**
- 3) **At the time of admission cadet should bring the Appendix I to Appendix V Forms duly filled in in all respects in the prescribed proforma (Format attached).**
- 4) Cadets will not be granted leave during training period other than scheduled vacations. In the interest of the cadets, parents are requested, not to call their wards home, other than during vacations.
- 5) Parents/Guests are allowed to meet the cadets in the hostel only during the specified visiting hours (from 17-30 hrs to 19-00 hrs only).
- 6) All cadets must follow hostel discipline rules without fail and follow all routine activities including Fall-ins, PT, Sports/Games, Parade etc. They must wear uniform at all times in the hostel.
- 7) Gazette No. 183 of IMU published on 5<sup>th</sup> May, 2017 should be complied with. Same can be downloaded from [www.imu.edu.in](http://www.imu.edu.in)
- 8) **If any cadet is found involved in ragging of juniors anytime during training, strict disciplinary action will be taken as per University/Supreme Court guidelines.**
- 9) Cadets must not bring any costly item.
- 10) Use of mobiles in the classrooms & academic buildings is strictly prohibited.

**ITEMS TO BE BROUGHT FOR HOSTEL PURPOSE AT THE TIME OF JOINING THE COURSE:**

- a. Three sets of civilian clothes for day to day use till such time the Uniform is supplied by IMU, Kolkata Campus. This is also for wearing on city leave days.
- b. One pair of black leather shoes (Stepmaster Brand) of Bata shoe co. or equivalent.
- c. One Pair of White Canvas shoes (Power Brand) or equivalent.
- d. One Calculator (Scientific) (Non Programmable)
- e. One Cotton pillow and 4 Nos. Pillow cases (light blue colour)
- f. 3 Nos. Bed Sheets (Light Blue colour)
- g. 1 No. Mosquito net with net top. Round hole net (2.5 m X 1.4 m)
- h. 2 Nos. Bed Covers (Light Blue colour)
- i. 3 Sets Sleeping suits (Light Blue colour)
- j. 2 Nos. Bath Towels (Large size)
- k. 1 No. Woolen blanket
- l. 1 No half sleeve Pull over (Navy blue colour) [very essential]
- m. 1 Pair Bath room slippers
- n. Other toiletries as required including shaving razor etc.
- o. Two sets of T-shirts & Shorts for games & PT.

BY ORDER  
DEPUTY REGISTRAR

**APPENDIX - I**  
**UNDERTAKING**

To  
The Campus Director  
Indian Maritime University Kolkata Campus,  
P-19, Taratolla Road  
Kolkata - 700 088

Sir,

1. I, Shri / Ms..... Regn No. ....  
Son/Daughter of Shri.....hereby accept the order  
dated.....for training in the Indian Maritime University Kolkata Campus (hereinafter  
referred to as "IMU KC") and undertake that :
2. I shall not attempt to seek admission to any other Institution after my joining the "IMU KC".
3. I am unmarried and shall not marry during the period of training.
4. I shall fully abide by the rules and regulations of the IMU as existing and/ or to be framed from time  
to time and the orders issued by the IMU KC and the decision of the IMU.
5. I shall abide by the decision of the IMU KC. which will be final and binding on me, in the event of any  
disciplinary action against me, including decision from the training course for any breach of discipline  
/ conduct / rules and regulations etc.
6. I shall exclusively follow the course of Indian Maritime University and shall not at any time pursue any  
other course / courses of studies during my training period.
7. I shall undergo the training at my own risk and responsibility and that I or my legal heirs shall not be  
entitled to claim any compensation or other relief from the Government / IMU in respect of any illness,  
injury and / or death during training or as a result of this training, whether due to the negligence of  
any person or otherwise.
8. In case of any damage caused to the property of the Institute / IMU KC, charges towards the same  
would be deducted from the CAUTION DEPOSIT given by me.
9. My parents / guardian and I shall pay and discharge all dues of the IMU KC and statement of any claim  
and / or account made by the IMU KC shall be final and binding upon my parents / guardian and me.

Yours faithfully

Date.....

Place.....

(Signature of the candidate)

I, Shri / Smt.....parent / guardian of  
Shri.....have read the statement and duly  
accept the above terms and conditions.

(Signature of Parent / Guardian)

Relationship with the applicant : .....

Date : ..... Place : .....

Name of witness : .....

Signature of witness : .....

Address : Residence : .....

Office : .....

**APPENDIX - II**  
**AFFIDAVIT BY THE STUDENT**

- 1) I, .....(Full Name of the student with University Roll Number) s/o / d/o Mr. / Mrs. / Ms....., having been admitted to.....(name of the Institution), have received a copy of Regulations made as per Supreme Court guideline on curbing the Menace of Ragging in Higher Educational Institutions. (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained the said Regulations.
  - 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
  - 3) 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 being part of a conspiracy to promote ragging.
  - 4) I hereby solemnly aver and undertake 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.
  - 5) 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.
  - 6) 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.
- Declared this.....day of.....Month of.....Year

Name :

\_\_\_\_\_  
(Signature of Deponent)

**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**

*Note : It is mandatory to submit this affidavit in the above formate. if you desire to register for the forthcoming academic session.*

**APPENDIX - III**

**AFFIDAVIT BY PARENT / GUARDIAN**

- 1) I, Mr./Mrs./Ms.....(Full Name of the parent/guardian) father / mother / guardian of..... (full name of the student with University Roll Number), having been admitted to ..... (name of the Institution), have received a copy of Regulations made as per Supreme Court guidelines on the Manace of Ragging in Higher Educational Institutions. (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
  - 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
  - 3) 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 found guilty of or abetting ragging, actively, or passively being part of a conspiracy to promote ragging.
  - 4) I hereby solemnly aver and undertake 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.
  - 5) I hereby affirm that, if found guilty of ragging, my ward is 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.
  - 6) 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.
- Declared this.....day of.....Month of.....Year

Name & Address :

\_\_\_\_\_  
(Signature of Deponent)

With Telephone / Mobile No. :

**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**

*Note : It is mandatory to submit this affidavit in the above formate. if you desire to register for the forthcoming academic session.*

**APPENDIX - IV**

**AFFIDAVIT BY THE HOSTELLER**

Mr. / Ms.....S/o / D/o.....

Permanent address.....having been admitted to Indian Maritime University, Kolkata Campus,.....B Tech (ME)/B.Sc (Nautical Science)..... Year..... Semester.....resident of.....Room No.....have received a copy of hostel and college rules and regulations, carefully read and fully understood the provisions contained in it.

I hereby solemnly aver and undertake that :

- a) I (Student) have received a copy of Hostel rules and regulations and have read and understood everything clearly. I am signing the rules and regulations documents without any force of coercion from any side.
- b) I also agree to pay the hostel mess advance charges which are to be adjusted for future mess bills on receipt from the mess manager/mess secretary and also the rentals and establishment charges etc. shall be paid at the time of admission to the hostel.
- c) I will abide by the rules and regulations of this institute and hostels in totality as and when amended time to time by the college authorities.
- d) I hereby affirm that, if found guilty in disobeying the hostel and college rules & regulations, I will be liable for the punishment according to the college / Hostel rules and regulations as decided by college discipline committee / Proctorial Board and duly approved by Campus Director.
- e) I hereby declare that I have not been expelled or debarred from any institute in the country on account of being found guilty in any disciplinary act.
- f) I also declare that if my conduct, during my stay in the hostel is found unsatisfactory, due to my negligence, misbehaviour & indiscipline I will immediately vacate the hostel if ordered to do so.

Declared this.....day of.....Month of.....Year

Name & Address :

\_\_\_\_\_  
(Signature of Deponent)

With Telephone / Mobile No. :

**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**

*Note : It is mandatory to submit this affidavit in the above formate. if you desire to register for the forthcoming academic session.*

**APPENDIX - V**  
**UNDERTAKING**

To  
The Campus Director,  
Indian Maritime University, Kolkata Campus,  
P-19, Taratala Road,  
Kolkata - 700 088

Sir,

I, Cadet....., Date of Birth.....  
Son of / Daughter of Mr. / Mrs.....with  
permanent residence at.....do hereby  
declare on this.....day of.....month..... Year  
as follows :

- a) I shall not indulge in any form of ragging during my entire period of stay in the premises of IMU, Kolkata Campus.
- b) I shall not, by words spoken or written or by an act, cause an effect of teasing, treating or handling with rudeness a fresher or any other student.
- c) I shall not be a participant in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- d) I shall not ask any student to do any act which such student will not in the ordinary course do and which has the affect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique of such a fresher or any other student.
- e) I shall not perform any act as a senior that prevents, disrupts or disturbs the regular activity of any other student or fresher.
- f) I shall not exploit the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- g) I shall not perform any act of financial extortion or forceful expenditure burden put on a fresher or any other student.
- h) I shall not perform any act of physical abuse including all variants of it :- Sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person.
- i) I shall not perform any act or abuse by spoken words, emails, posters, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any other student.
- j) I shall not perform any act that affects the mental health and self confidence of a fresher or any other students with or without an intent to derive a sadistic pleasure or showing-off of power, authority or

I further, understand that if found guilty of ragging in any form, I shall be subject to any one or a combination of the following penalties :-

1. Cancellation of admission to courses.
2. Suspension from attending classes.
3. Withholding /withdrawing scholarship/and other benefits.
4. Debarring from appearing in any test/ examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival etc.
7. Suspension/ expulsion from Hostel.
8. Rustication from the Institution for a period ranging from 1 to 4 Semesters.
9. Expulsion from the Institution and consequent debarring from admission to any other Institution.

.....  
Name of Student / Signature

Date : .....

Place : .....

Signature of Parent : .....

Name & Address : .....

.....

.....

Contact No.....

Alternate Contract No.....