

INSTRUCTIONS / PROCEDURE / OTHER INFORMATION
FOR JOINING ONE YEAR POST GRADUATE DIPLOMA IN
MARINE ENGINEERING (PGDME) TRAINING COURSE (FULLY RESIDENTIAL) AT
IMU-MUMBAI PORT CAMPUS (MERI, MUMBAI).

1 . The following information /documents are required to be made available at the time of nomination :-

- (i) Letter of selection issued by the sponsoring company and duly endorsed by INSA / MASSA / FOSMA as applicable, addressed to HOD (Marine Engineering), (IMU-Mumbai Port Campus MERI, Mumbai). All sponsored candidates to report on 28thDecember, 2017 (Thursday) for verification of documents and confirmation of admission. Candidate are requested to pay fees as per instruction on the same date i. e. 28thDecember, 2017 (Thursday).
- (ii) A demand draft of ` 10,000/- only drawn in favour of “Indian Maritime University – Mumbai Port Campus” payable at Mumbai as Registration Fee (application processing fees) to be submitted before 05-12-2017 along with application. Only on receipt of this draft the candidate’s admission will be processed and the candidate will be considered for admission to the Institute subject to fulfilling the required conditions.
- (iii) 2 copies of the Applicant’s Bio-data Sheet [Encl : A], completed in all respect by the applicant. These must be filled in type, on A4 size paper (white) and signed by the applicant himself.
- (iv) Four attested copies of the Degree / Provisional Degree Certificate in Degree in Graduation in B.E. (Mechanical) Engineering / Naval Architecture disciplines from recognized institutes. Provisional Degree Certificate is accepted for candidates passed in 2017 only. However these candidates have to submit original degree certificate issued by the respective University by the end of 31st July, 2018. Candidates passed prior 2017 must submit degree certificate issued by University.
- (v) Attested copies of marksheets for the Final Year of Degree Course (2 sets). The applicant should have obtained minimum marks of 50% in final year (aggregate).
- (vi) AICTE approval letter [Encl : B] completed in all respect by the Principal of the Engineering College from which the applicant has graduated, in the given format, on the college letter head (one original + one xerox copy). Failure to submit this will lead to the nomination not being considered.
- (vii) Two attested copies of marksheets to show proof of 50% marks in English in 10th or 12th standard or in the Degree/Diploma course conducted by any Board or University.
- (viii) Three attested copies of Proof of date of birth. For this purpose, Class 10th Matriculation Board Certificate showing the date of birth is acceptable. The applicant should be within

the prescribed maximum age limit of 28 years as on the date of commencement of the course i.e. 01-01-2018.

- (ix) 4 copies of recent passport size (5 cms. x 4 cms.) coloured photographs of the applicant with the negative. (Full Face, Front view photographs to be taken in white shirt and without Tie and Glasses, with blue background). The name of the applicant should be written on the reverse of the photographs and duly attested. Front of the photograph should not be attested / defaced. Applicants must retain at least TWELVE (12) copies of the same photograph (size 3.5 cms. X 3.5 cms for this purpose) and only these must be used for Medical Examination, CDC Form, Identity card, Training record book etc. Any change of photograph will disqualify the applicant.
- (x) “Encl : C” completed in all respects, from the sponsoring authority (one original + one xerox copy)
- (xi) Character cum Antecedents certificate [Encl : D] in the given format from the sponsoring authority (one original + one xerox copy).

NOTE:

- Name written on all the Enclosures should be as entered in the Matriculation Certificate.
- Attestations wherever required should be done by a Gazetted Officer or Notary or self attestation.

2. Documents required to be produced at the time of reporting :-

- (i) Candidates are required to report on 28-12-2017 with all original valid documents for verification and pay the First Term fee for confirmation of admission. Fee once paid is not refundable.
- (ii) Original documents to be produced for verification in respect of the attested copies submitted earlier. Originals will be returned after verification.
- (iii) A Medical Fitness Certificate, in original, issued by the Medical officer of the sponsoring company. The applicants are required to be physically fit and medically examined as per MS Medical Examination Rules, 2000 by a doctor included in the panel of Medical Examiners approved by Directorate General of Shipping. The list of Medical Examiners approved by DGS is available in all Government Shipping offices / Mercantile Marine Departments and the same is also available at www.dgshipping.gov.in. The Medical fitness certificate should be in the DGS approved format and countersigned by the sponsoring authority and must incorporate all information required under Annexure E & F, Medical Examination rules 2000 in force as on date.
- (iv) Eyesight Certificate, in original, issued by the sponsoring company’s Medical Officer. Unaided Distance Vision of 6/12 in each eye; or 6/9 in better eye and 6/18 in other eye is essential as per Pre-sea medical examination standard. Defective colour vision (Colour Blindness) is a disqualification for the course.

- (v) Non-judicial stamp paper worth `100/- only (preferably 1 x `100/- otherwise 2 x `50/- or 4 x `25/-) for undertaking and indemnity bond (Encl.: E). Please note that print out on the stamp paper will be provided by the Institute.
- (vi) Four attested copies of “proof of nationality” of the candidate.
- (vii) Police Verification certificate from competent authority [i.e. Superintendent of Police and above] (Format F).
- (viii) Parent / Guardian Consent Form (Encl. : G)

NOTE:

- For issue of Continuous Discharge Certificate (CDC), which is a mandatory requirement for Indian seafarers, nationality is to be ascertained (preferably from the passport). All candidates are therefore advised to obtain passport before joining training.

3.Course Fees :-

The course fee for the pre-sea training, as prescribed from time to time will include development fees, tuition fees, simulator fees, TAR Book fees and other training fees including library fees, boarding, lodging, uniforms, books, stationery, marine workshop fees etc. and will be borne by the applicant.

Total fees for an Academic Year	Fee Payable per semester				
	Odd Semester				Even Semester
	Registration Fee	Programme Fee	1 st Semester Fee	Caution Deposit (Refundable)	2 nd Semester Fee
` 3,60,000/-	` 10,000/-	` 25,000/-	` 1,62,500/-	` 20,000/-	` 1,62,500/-

Registration Fee(non-refundable) will be paid on or before 05-12-2017. Programme Fee, First Semester Fee & Caution Deposit (refundable) will be paid on 28-12-2017. Second Semester fee will be paid before the time of joining second semester. All above mentioned fee paid through separate Demand Drafts in the name of “Indian Maritime University, Mumbai Port Campus” payable at Mumbai.

Examinations, CDC & INDOS fees` 20,000/- approx to be paid by candidates as and when demanded.

Both the installments of the course fee are payable through crossed Demand Drafts / Bank Pay Orders drawn in favour of “Indian Maritime University – Mumbai Port Campus” payable at Mumbai.

Any other mode of payment including Cheque, Cash, Insured Cover or Money Order will not be accepted under any circumstances.

IMPORTANT NOTES:

- The above - course fees may be revised by the I.M.U. as per the decision of IMU. In case decision of enhanced course fee is applicable to those under training at that time, the difference of amount will have to be paid before the specified time by the applicant.
- For whatever reason, if the training extends beyond the stipulated period, extra payment will have to be made as per the decision of the I.M.U.
- Course fees, once paid is not refundable, partly or otherwise, under any circumstances. Fees for any modular course or value added courses will be charged extra.

4. Caution :-

Particulars furnished should be correct in all respects. Any suppression of truth, misrepresentation of facts or furnishing false / incorrect information by the candidate in any of the essential requirements at any stage, will result in rejection of candidature / cancellation of admission / removal from training and forfeiture of course fees.

5. General Points to note:-

- (i) Hostel residence is compulsory. Uniform is to be worn at all times during training. Hence, very few civilian clothes are to be brought. Uniforms will be supplied within three weeks of joining, till then some civilian clothes are necessary. Cadets should bring dark coloured trousers, full sleeve plain shirts, one orange coloured boiler suit and two white turkish towels.
- (ii) For P.T. and games etc., Cadets should bring one pair of canvas shoes of heavy duty type and one swimming trunk.
- (iii) Mattresses, bed sheets, pillows and pillow-covers will be supplied to each Cadet on the date of joining for use during the course.
- (iv) Cadets should bring their own Drawing Instrument Set, Mini-drafter, Clips, Drawing Board, Calculator and other required stationery items at the time of joining the course. Drawing Sheets will be provided by the Institute.
- (v) Consumption of drugs, alcohol or other intoxicants is strictly prohibited, may result in expulsion from training.
- (vi) Ornaments or other valuables are NOT allowed to be kept in the Hostel.
- (vii) No kind of electrical and electronic equipment / appliances are allowed to be kept in the Hostel. Educational aids may be permitted with the permission of the Institute.
- (viii) Cadets are NOT allowed to keep / use motor vehicles / bikes in the campus.

- (ix) Cadets are advised NOT to keep more than about ` 2,000/- in cash with them. Excess cash can be deposited by opening account with the State Bank of India or any other bank convenient to the Cadet.
- (x) Medical and Hospital facilities are available at Cadet's / sponsoring company's cost.
- (xi) Cadets are normally permitted 'Shore Leave" (to go out of the Campus) only Sundays and Holidays between 0900 Hrs. and 2100 Hrs.
- (xii) Cadets are NOT allowed to stay out at night under any circumstances. Parents are advised NOT to make any request for the same.
- (xiii) Visitors are permitted on working days during specified times only.
- (xiv) Cadets will be required to make their own arrangement to meet the following expenditure during their training period in IMU-Mumbai Campus (MERI, Mumbai):-
 - (a) Laundry for civilian clothes to be paid to the laundryman
 - (b) Expenses for journey to and from home during vacation, and outgoing during shore leave.
- (xv) Cadets are not allowed to use mobile phones in the Institute premises or premises of the external marine workshop.

6. Telephonic Contact :-

Cadets can be contacted on the Institute phone numbers from 1930 Hrs. to 2230 Hrs. on week days and from 0700 Hrs. to 2200 Hrs. on Sundays and Holidays.

7. Address :-

Postal : INDIAN MARITIME UNIVERSITY,
MUMBAI PORT CAMPUS,
(MARINE ENGINEERING & RESEARCH INSTITUTE)
HAY BUNDER ROAD,
MUMBAI - 400 033.

Phones : +91-22-23774261 / 23771181 / 23725987 / 23723577

Fax : +91-22-23753151

E-Mail : director.mumbaiport@imu.ac.in

Website : www.imu.edu.in

SOME IMPORTANT INFORMATION FOR STUDENTS

1. Tuesday, 05th December, 2017 : Last date for submission of Applications form with attached copies of relevant documents and Demand Draft for ` 10,000/- (Ten Thousand only) drawn in favour of “Indian Maritime University, Mumbai Port Campus”, payable at Mumbai. Documents and Demand Draft for ` 10,000/- may be submitted by post.
2. Thursday, 28th December 2017 : Candidates to report with all original certificates for verification together with first semester fees of ` 1,62,500/- along with ` 25,000/-programme fee and ` 20,000/- Caution Deposit (refundable) by separate Demand Drafts in the name of “Indian Maritime University, Mumbai Port Campus” payable at Mumbai.

Note : Police Verification Report (PVR) is a must for admission (to be submitted on or before 28-12-2017).

3. Admission will be confirmed after verification of original certificates & receipt of required fees.
4. Monday, 1st January, 2018: Course commence.
 - Paid separately to IMU both for 1st& 2nd semester examinations fee as and when requested (April /November).
 - Second semester fees `1,62,500/- before the time of commencement of 2nd Semester in July, 2018.
 - INDoS / CDC feesto bepaid as and when demanded.

Note : Admission will not be granted without valid documents & Police Verification Report (PVR).

INDIAN MARITIME UNIVERSITY

Mumbai Port Campus

(MERI-Mumbai)
Hay Bunder Road, Mumbai - 400 033.

Application for Admission to the PGDME Programme January 2018 Batch
[To be filled in type. A4 size (white)]

Photograph 3.5 cm x 3.5 cm

1.	Full Name of Applicant <i>(In block letters)</i>	<i>(As entered in Class 10th/Matriculation Board Certificate)</i>					
2.	Date of Birth	D	D	M	M	Y	Y
		<i>(As entered in Class 10th/Matriculation Board Certificate)</i>					
3.	Category	General / SC /ST OBC-NCL					
4.	Age of the Applicant on the day of commencement of the Course i.e. 01-01-2018 <i>(age not more than 28 years for General Candidates)</i>	Years		Months		Days	
5.	Educational Qualification	B.E. / B.Tech. MECHANICAL / NAVAL ARCHITECTURE in Graduation in B.E. (Mechanical) Engineering / Naval Architecture disciplines from recognized institutes.					
6.	Percentage of marks / grade in final year of the Degree Course						
7.	Full Name of College / Institution with address from where the applicant has passed the Degree						
8.	Full Name and place of the University						
9.	Was the Degree Course/College AICTE approved ?	YES / NO					
10.	AICTE approval No. of the Degree Course / College with date <i>(if available)</i>						
11.	Performance in 10 th & 12 th Class	% of marks	10 th	12 th	Degree / Diploma		
		English					
		Aggregate					

12.	Address	
13.	Contact Numbers	
14.	E-mail Address	

DECLARATION OF APPLICATION

I hereby declare that all the statements made in this Bio-data sheet are true and complete to the best of my knowledge and belief and nothing has been concealed / distorted.

SIGNATURE OF THE APPLICANT

ON THE COLLEGE / INSTITUTE LETTER HEAD
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri. / Kum. _____
Son / Daughter of Shri. _____
was a bonafide student of this college / Institute during the period _____ to
_____. He / She has successfully passed the Degree Examination in
Mechanical Engineering / Naval Architecture Branch held in the month of _____,
and was placed in _____. His / Her Registration No. was _____
His / Her conduct and character were _____ through out his stay in
this college / Institute.

Further certified that the said course and the college is approved by All India Council for
Technical Education (AICTE), New Delhi vide their letter No. _____
dated _____, and the validity of the AICTE approval covers the entire
duration of the degree course that the candidate attended.

Dated : - _____

PRINCIPAL'S SIGNATURE
WITH OFFICE SEAL

NOTE :

- This certificate is acceptable for admission only if signed by Principal / Director / Registrar of the Institute / College with the appropriate office seal.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri. / Kum. _____
resident of _____
is our authorised representative to work on board IN Ships / Submarines / Naval units situated
inside Naval Dockyard. The firm shall be responsible for his / her any act of indiscipline / breach
of security during individual's visits to Naval Dockyard / Ships / Units.

Signature : _____

Name : _____

Designation : _____

Firm Name & : _____
Regn. No.

Office Seal / Stamp : _____

Date :-

ON SPONSOR'S LETTER HEAD

CHARACTER CUM ANTECEDENTS CERTIFICATE

This is to certify that character and antecedents of
Shri. / Kum. _____
Son / Daughter of _____ ,
who has been sponsored by us to undergo Post Graduate Pre-sea Marine Engineering Training
Course in IMU-Mumbai Campus (MERI-Mumbai), from _____
to _____ have been verified by us and found to be satisfactory.

**SIGNATURE OF
SPONSORING AUTHORITY**

Dated :

(Office Seal)

UNDERTAKING & INDEMNITY BOND

THE DEPUTY DIRECTOR,
MARINE ENGINEERING & RESEARCH INSTITUTE,
HAY BUNDER ROAD,
MUMBAI - 400 033.

SIR,

I, SHRI / KUM. _____ ROLL NO. _____ SON / DAUGHTER
OF SHRI _____ HEREBY AGREE TO GET ADMITTED FOR TRAINING
IN THE INDIAN MARITIME UNIVERSITY, MUMBAI CAMPUS (HEREINAFTER REFERRED TO AS "IMU-MC") AND
UNDERTAKE THAT:

2. I SHALL NOT MARRY DURING THE PERIOD OF TRAINING.
3. I SHALL FULLY ABIDE BY THE RULES AND REGULATIONS IN FORCE AND ANY ORDERS ISSUED BY THE "IMU-MC" FROM TIME TO TIME.
4. I SHALL FULLY ABIDE BY THE DECISIONS OF THE "IMU-MC"; WHICH WILL BE FINAL AND BINDING ON ME, IN THE EVENT OF ANY DISCIPLINARY ACTION AGAINST ME INCLUDING EXPULSION FROM THE TRAINING COURSE FOR ANY BREACH OF DISCIPLINE, CONDUCT/RULES AND REGULATIONS ETC.
5. I SHALL EXCLUSIVELY FOLLOW THE COURSE IN MARINE ENGINEERING TRAINING AND SHALL NOT AT ANY TIME PURSUE ANY OTHER COURSE/COURSES OF STUDIES DURING MY TRAINING PERIOD.
6. I, MY PARENTS / GUARDIANS AND MY SPONSORING COMPANY DO HEREBY INDEMNIFY AND AGREE TO KEEP "IMU-MC" AND THE ORGANISATION TO WHICH THE WORKSHOP BELONGS WHERE I WILL UNDERGO MY PRACTICAL TRAINING DURING THE COURSE, (HEREIN AFTER REFERRED TO AS THE WORKSHOP) INDEMNIFIED AGAINST ALL LOSSES, DAMAGES AND INJURY SUSTAINED OR CAUSED TO "MERI" AND THE WORKSHOP DURING THE PERIOD OF TRAINING ON ACCOUNT OF ANY ACT OR OMISSION DONE OR COMMITTED BY ME IN THE COURSE OF MY TRAINING.
7. I, MY PARENTS / GUARDIANS AND MY SPONSORING COMPANY SHALL BE RESPONSIBLE FOR MY ANY ACT OF INDISCIPLINE / BREACH OF SECURITY DURING MY VISITS TO THE WORKSHOPS / DOCKYARD / SHIPS / UNITS DURING THE TRAINING PERIOD.
8. I, SHALL UNDERGO THE TRAINING AT MY OWN RISK AND RESPONSIBILITY AND THAT I OR MY EXECUTORS / ADMINISTRATORS OR MY LEGAL HEIRS OR MY PARENTS / GUARDIANS OR ANY OTHER LEGAL REPRESENTATIVE EITHER INDIVIDUALLY OR COLLECTIVELY OR MY SPONSORING COMPANY SHALL NOT BE ENTITLED TO CLAIM ANY COMPENSATION OR OTHER RELIEF FROM INDIAN MARITIME UNIVERSITY – MUMBAI CAMPUS (HEREINAFTER CALLED THE "IMU-MC") OR FROM THE "IMU-MC" OR FROM ANY PERSON IN THE SERVICE OF THE "IMU-MC" OR THE "IMU-MC" OR OTHER WORKSHOP IN WHICH I WILL UNDERGO MY PRACTICAL TRAINING, IN RESPECT OF ANY LOSS OR PHYSICAL OR MENTAL INJURY TO THE PROPERTY OR PERSON INCLUDING INJURY RESULTING IN ILLNESS OR DISABILITY OR LOSS OF LIMB AND / OR LIFE WHICH I MAY SUFFER AT THE "IMU-MC" OR IN OTHER ASSOCIATED ORGANISATIONS WHETHER IN MUMBAI OR ELSEWHERE WHILE UNDERGOING TRAINING UNDER INSTRUCTION OR OTHERWISE OR AS A CONSEQUENCE OF ACTIVITIES ANCILLARY THERETO, WHETHER DUE TO THE NEGLIGENCE OF ANY PERSON OR OTHERWISE.
9. MY PARENTS / GUARDIAN AND I SHALL PAY AND DISCHARGE ALL DUES OF THE "IMU-MC" AND STATEMENT OF ANY CLAIM AND / OR ACCOUNT MADE BY THE "IMU-MC" SHALL BE FINAL AND BINDING UPON MY PARENTS / GUARDIAN AND ME.

YOURS FAITHFULLY,

SIGNATURE OF THE CANDIDATE.

WE AGREE TO THE ABOVE CONDITIONS

SIGNATURE OF THE SPONSORING AUTHORITY

NAME :
DESIGNATION :
OFFICE SEAL & :
ADDRESS
PLACE :
DATE :

SIGNATURE OF THE PARENT / GUARDIAN

NAME :
RELATIONSHIP WITH CANDIDATE :
ADDRESS
PLACE :
DATE :

NOTE: THIS UNDERTAKING & INDEMNITY BOND IS REQUIRED TO BE PRODUCED ON A NON-JUDICIAL STAMP PAPER OF `100/- ONLY.

Outward No.
Deputy commissioner of Police
Special Branch
Office of
Date :

POLICE VERIFICATION REPORT

Shri. / Kum. ward of
Shri. / Smt., age years, residing at
..... is a residence of
..... Police Station area since
..... It is verified from the record that there is no adverse record in the
office of Area Police Station against his / her name during his / her period of stay in the
said area.

**DEPUTY COMMISSIONER OF POLICE
DIV. BRANCH
OR COMPETENT AUTHORITY**

PARENT / GUARDIAN CONSENT FORM

(Filling of all fields is compulsory)

Name of Cadet : Roll No.....

E-mail of Cadet : Mobile

Course Year of Admission : Batch No.....

Father's Name : Father's E-mail Father's Mobile.....

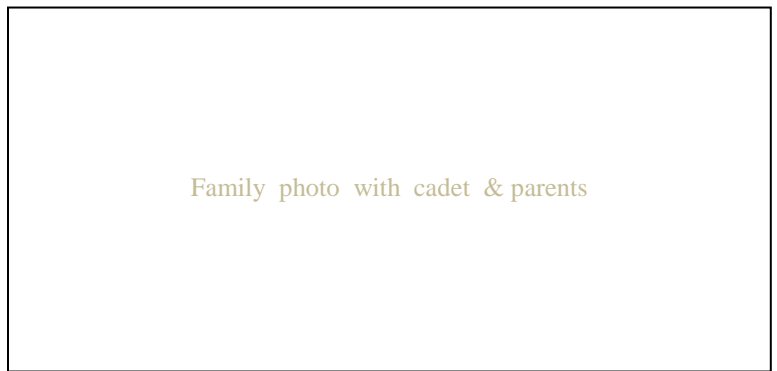
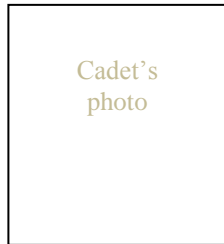
Mother's Name : Mother's E-mail Mother's Mobile.....

Permanent Correspondence Address :

Contact No. Landline : Nearest Railway station :

Police Station (Address) :

Photographs & specimen signature of parent's :



Signature :

Cadet

Father

Mother

In case parents are from out of station and want to appoint a local guardian :

I appoint the following, as local guardian of my ward Mr. / Ms.

Signature of Parent :

Guardian's name :

Correspondence Address :

Contact No. Landline : Contact No. Mobile :

Local Guardian's E-mail :

Photographs and Sample Signature of Local Guardian's :



Signature of Guardian :

I undertake to act as local guardian for Mr. / Ms.

Note : No shore leave shall be given to out of station Cadet / without the undertaking of a local guardian.

**LIST OF PERSONAL BELONGING REQUIRED TO BE BROUGHT
WHILE JOINING TRAINING
(COMPULSORY)**

1. Three sets of civilian clothes (dark coloured trousers, plain shirts) for day to day use till such time uniforms are supplied.
2. Sleeping suits (sky blue colour preferred) - [2 pairs or more].
3. One orange coloured boiler suit.
4. Two turkish towels (standard size - White).
5. One pair of canvas shoes of heavy duty type for P.T. and games etc.
6. Black socks (2 pairs or more).
7. Under garments as required.
8. One swimming trunk / suit.
9. One scientific calculator.
10. One set of drawing instruments with mini-drafter or "T" square and clips along with drawing board.
11. Bed Sheet 02 Nos., Bed Cover 02 Nos., Pillow Cover 02 Nos.,
12. Black pants 02 Nos., White shirts half cleaver 03 Nos.,
13. Turbans (Navy blue colored) 02 Nos. for sikh cadets.
14. Bath room slipper (1 pair).
15. Black leather laced shoe (1 pair)
16. Mattress Cover (unbleached cotton)
17. Sweaters – sleeveless – Navy Blue
18. Handkerchief, white cotton 40 cm. x 40 cm.
19. Locks Godrej Navtal – 6 levers with keys.
20. Coat Hangers – 30 cm./ with cross bar 9
21. Torch 2 cells
22. Umbrella / Rain Coat / Gum Boot
23. Medicated soap / Antifungal powder if the cadet is advised to used the same).
24. Hair Net (for girl cadets)

NOTE :

- *No jeans or T-shirts allowed in the campus.*
- *Use of cell phone personal electronic / electrical entertainment systems are prohibited in the campus.*