



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



1. **Congratulations on your selection for the course in the prestigious institution for B.Tech. (Marine Engineering). 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. **Candidates must come with all the documents to ensure that admission formalities are completed smoothly.**

4. **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 which will be communicated separately.

(b) **Reaching IMU Kolkata Campus from Various Train Terminals:**

From Howrah Station and Sealdah Station, Shalimar Station and Kolkata Station hiring Taxi/Cab is the best option. (Public Transportation is available, but not very frequent from all the places). However, from Howrah, Bus route No. 12AD, 259 S-47, E-4, from Sealdah, bus route No. 13 and from Dharmatala , bus route No. 77A is available. The name of the bus stop is Taratala Polic Station. IMUKC is situated just the opposite side of Taratola Police Station.

(c) Campus is located about 28 Km from the Domestic Airport, hiring a cab would be the best option.

(d) No arrangements for stay can be made inside the campus for the candidate/parent as the campus does not have guest house and the hostel/mess are operated with limited infrastructure at present.

(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 Address : Indian Maritime University, Kolkata Campus, P-19, Taratala Road, Kolkata – 700088.

Phone : Landline No. : 033-24014673-78

E-mail : [aradmin.kolkata@imu.ac.in](mailto:aradmin.kolkata@imu.ac.in) / [dradmin.kolkata@imu.ac.in](mailto:dradmin.kolkata@imu.ac.in) (for all Administrative matters)

[trng.kolkata@imu.ac.in](mailto:trng.kolkata@imu.ac.in) (for all Student / Training / Scholarship related matters)

5. **Physical Fitness**

Candidates for admission to B.Tech. (Marine Engineering) Course are required to produce the certificate of medical fitness by the Doctor approved by Director General of Shipping. List of approved doctors for issuing the certificate is available statewise on this link ( [https://dgshipping.gov.in/WriteReadData/userfiles/file/regular\\_list27.06.2023.pdf](https://dgshipping.gov.in/WriteReadData/userfiles/file/regular_list27.06.2023.pdf) / ). 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, link provided below:

<https://www.dgshipping.gov.in/content/Maritime Health Branch.aspx>

#### 6. **Documents to be submitted at the Time of Joining**

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

[www.imu.edu.in](http://www.imu.edu.in) / [www.imu.ac.in](http://www.imu.ac.in) / [www.imukolkata.edu.in](http://www.imukolkata.edu.in)

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

- (i) Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
  - (ii) Higher Secondary School or Equivalent mark sheet and passing certificate.
  - (iii) Under Graduate (UG) Statement of Marks of all semesters for PG courses.
  - (iv) Community Certificate for **OBC-(NCL)** in **Annexure-I**, For **GEN(EWS)** in **Annexure-II** and for **SC/ST** in **Annexure-III**. **The Category Certificates of OBC(NCL) and GEN(EWS) should have been issued on or after 01.08.2023.** Candidates of OBC(NCL) /GEN(EWS) producing outdated certificates will not be considered. The name of the Candidate in the category certificate should be the same as given in the 10<sup>th</sup> Certificate. Formats promulgated by the respective state government are also permissible.
  - (v) Printed copy of IMU'S CET Rank Certificate and Provisional letter of seat allotment.
  - (vi) Photocopy of Aadhar Card.
  - (vii) Passport Original with photo copy of 1<sup>st</sup> and Last Page.
  - (viii) Medical Fitness Certificate by DGS empanelled doctor
- (b) 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.
- (c) Letter of Indemnity (on Rs.100/- Non-Judicial stamp paper as per the enclosed proforma: **Annexure-IV**)
- (d) Duly completed Next of Kin form : **Annexure-V**
- (e) Cadet Code of Conduct: **Annexure-VI**
- (f) Undertaking for Cadets Code of Conduct : **Annexure-VII**

- (g) Affidavit by Student: **Annexure – VIII**
- (h) Affidavit by Parent : **Annexure – IX**
- (i) Undertaking by students to comply with minimum attendance criteria as per IMUHQ Circular for IMU end Semester Examinations: **Annexure-X**
- (j) Undertaking by students for prevention of sexual harassment : **Annexure-XI**

**NOTE: 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 FOR PROSECUTION.**

7. **Confirmation of Admission.**

After the Verification Process, the 1<sup>st</sup> Semester Fees and Caution Deposit fee will be collected by way of separate **Demand Drafts** drawn in favour of **“Indian Maritime University, payable at Kolkata”**. **Please note the Semester Fees and Caution Deposit shall be collected in the form of Demand Draft only.**

In case candidate’s documents are found not complying with requirement which renders him/her ineligible for admission, the candidature will be summarily rejected.

8. After Verification of Certificates and Payment of 1<sup>st</sup> 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 related to the first semester and caution money have been paid in full.

9. **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 do not have a passport should obtain the passport.

**ADDITIONAL INFORMATION REGARDING CAMPUS**

10. **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.
- (f) All cadets should compulsorily pass their swimming test during the training.

(g) 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.

(h) 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.

(i) All rules and regulations of the Institute should be strictly followed, which are issued from time to time by IMU.

(j) The Campus is spread 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 etc.

#### 11. List of Items to be Brought by Cadets While Joining the Campus

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

(a) Stitched white terry cotton half sleeve shirt with front pocket on both sides, Epaulettes Holes & Name plate loops  
2 nos.

(b) Stitched black trouser 2 nos.

(c) Mattress cover size 72”X36” (unbleached cotton) 2 nos.

(d) Plain Black socks & shoe 2 pairs / 1 pair

(e) Bed sheet. Plain white – 225 cm. x 125 cm. 3 nos.

(f) Pillow cover, white cotton 70 cm. x 40 cm. 2 nos.

(g) Towel white 66 cm. x 121 cm. 2 nos.

(h) Sleeping suits light blue colour 2 nos.

(i) Handkerchief, white cotton 40 cm. x 40 cm. 6 nos.

(j) Locks Godrej Navtal – 6 levers with keys 2 nos.

(k) Coat Hangers – 30 cm./ with cross bar 9 6 nos.

(l) Pugree white – cotton for sikh cadets only 2 nos.

(m) Mini pugree – cotton for sikh cadets only 2 nos.

(n) Torch with cells 1 no.

(o) Umbrella/ Rain coat & Gum boot/ Leather Gloves 1 no.

(p) Scientific calculator (Non- programmable) 1 no.

- |  |        |
|--|--------|
| (q) Compass Box                                | 1 no.  |
| (r) Swimming trunk                             | 1 no.  |
| (s) Hair Net (for girl cadets)                 | 4 nos. |
| (t) Set of Drawing Instruments & Drawing Board | 1 set. |

12. **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 the same immediately after joining from local market.*

13. In case of any difficulty you may send an e-mail to [trng.kolkata@imu.ac.in](mailto:trng.kolkata@imu.ac.in) for clarification.

## SPECIAL CLASSES



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



### Willingness Form for English & Mathematics Special Classes

#### Personal information

1. First Name .....Middle Name..... Last Name  
.....
2. C.E.T. Registration No.....CET Rank .....
3. Program Name: B. Tech(ME) /M.Tech(MTM)/M.B.A(ITLM).....
4. Session joined ..... Year/Sem .....
5. Date of Birth .....
6. Gender : Male/Female .....
7. Email ID of Cadet : .....
8. Mobile Number of Cadet .....

Special Tutorial Classes are planned to be conducted for new entry ( 1<sup>st</sup> year ) students for the academic year 2024-25 . The willing student will join 7days before the actual academic session starts for 2024-25 . Tutorial classes will be conducted for a period of seven days.

Special class will be conducted on **A) Communicative English B) Basic Mathematics**

#### Modality :

1. Special class will be a Tutorial one where max number of students will be 10.
2. It will be an interactive one where Learner participation is the main focus.
3. Exercise will be given after a short discussion; Learner will do this and submit to facilitators (faculty member).
4. Solving problems/ crossword puzzles will be carried out by small groups.
5. At the end of each day, Learner should write the take away / output for the day event.
6. 5 working days and Saturday, Sunday will be considered for this tutorial.
7. These tutorials are not a normal class and the ambience will be different from a normal class room.
8. Games will be included to make it more interesting. It is all about 'Joyful Learning'.

**1<sup>st</sup> year 2024 entry class will be starting from 01/08/24.**

**Tutorial classes will be start from 25/07/24 (Thursday).**

**Reporting day to campus is 23/07/24 to 24/07/24 for those cadets who are interested to attend SPECIAL TUTORIAL CLASSES.**

**English Modules to be addressed:-**

<u>Skill to be developed</u>	<u>Activity</u>
Reading	Newspaper Reading
	Two truths, One Lie
Speaking	Self Introduction
	Impromptu speaking
	Desert island activity
	Comic strip descriptions
Body language and team building	Dumb charades
	Movie clip and comprehension
	Dumb charades
Listening	Back-to-back drawing

**Mathematics Modules to be addressed:-**

<u>Skill to be developed</u>	<u>Activity</u>
Differential Calculus	<input type="checkbox"/> Introduction to derivative <input type="checkbox"/> Limits and Continuity <input type="checkbox"/> Derivative of a Function (Sum rule, Product rule, Quotient rule, Chain rule) <input type="checkbox"/> Second-Order Derivatives <input type="checkbox"/> Concept of partial derivative <input type="checkbox"/> Higher-order partial derivative <input type="checkbox"/> Practice problems
Integral Calculus	<input type="checkbox"/> Introduction to Integration <input type="checkbox"/> Integration by substitution <input type="checkbox"/> Integration by parts <input type="checkbox"/> Integration by partial fractions <input type="checkbox"/> Integration of trigonometric functions <input type="checkbox"/> Practice problems
Definite Integral	<input type="checkbox"/> Definition and properties of definite integrals <input type="checkbox"/> Fundamental Theorem of Calculus <input type="checkbox"/> practice problems

**Willingness to join the program :      YES / NO**

(This is an additional program offered by IMU, KC apart from regular classes. This is not mandatory for all. **Student can join without any additional fees.**)

Signature of Dealing Assistant

Signature of Newly admitted student

## ANNEXURE-I

### **FORMAT 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 the \_\_\_\_\_ 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

ii. Section I No. 186 dated 13/09/93.

iii. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section

iv. I No. 163 dated 20/10/94.

v. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section

vi. I No. 88 dated 25/05/95.

vii. Resolution No. 12011/96/94-BCC dated 9/03/96.

viii. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section

ix. I No. 210 dated 11/12/96.

x. Resolution No. 12011/13/97-BCC dated 03/12/97.

xi. Resolution No. 12011/99/94-BCC dated 11/12/97.

xii. Resolution No. 12011/68/98-BCC dated 27/10/99.

xiii. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section

xiv. I No. 270 dated 06/12/99.

xv. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I

xvi. Section I No. 71 dated 04/04/2000.

xvii. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I

xviii. Section I No. 210 dated 21/09/2000.

xix. Resolution No. 12015/9/2000-BCC dated 06/09/2001.

xx. Resolution No. 12011/1/2001-BCC dated 19/06/2003.



xxi. Resolution No. 12011/4/2002-BCC dated 13/01/2004.

xxii. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I

xxiii. Section I No. 210 dated 16/01/2006.

xxiv. Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I

xxv. Section I No. 67 dated 12/03/2007.

xxvi. Resolution No. 12015/2/2007-BCC dated 18/08/2010.

xxvii. Resolution No. 12015/13/2010-BCC dated 08/12/2011.

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, further modified vide OM No.  
36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the  
Government of India.

Dated:

District Magistrate /Deputy Commissioner / Competent Authority Seal

\* Please delete the word(s) which are not applicable

**NOTE:**

i. The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

ii. The authorities competent to issue Caste Certificates are indicated below:

iii. 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

iv. Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

v. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency  
Magistrate.

vi. Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer of the  
area where the candidate and / or his family resides.

## ANNEXURE-II

### **General – EWS Certificate Format**

**Format of Income & Assets Certificate to be produced by General-EWS Candidates who apply for admissions to IMU , Kolkata Campus**

Government of .....

(Name & Address of the authority issuing the certificate)

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 belongs 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 agricultural 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 include 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.

## ANNEXURE-III

### **SC/ST Certificate format**

### **Format of Certificate to be produced by SC/ST candidates who apply for admission to IMU Kolkata Campus**

1. This is to certify that Shri/ Smt./ Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of \_\_\_\_\_ Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ of State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Scheduled Caste / Scheduled Tribe\* under:-

\* The Constitution (Scheduled Castes) Order, 1950

\* The Constitution (Scheduled Tribes) Order, 1950

\* The Constitution (Scheduled Castes) (Union Territories) Order, 1951

\* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

\* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

\* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

\* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

\* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

\* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

\* The Constitution (Sikkim) Scheduled Castes Order, 1978;

\* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

\* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

\* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

\* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

\* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991;

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri/ Smt.\* \_\_\_\_\_ father/ mother\*of Shri/ Smt/ Kumari\*\_\_\_\_\_of Village /Town\*\_\_\_\_\_in District/ Division\*\_\_\_\_\_of the State/ Union Territory\*\_\_\_\_\_ who belong to the Caste / Tribe\* which is recognised as a Scheduled Caste / Scheduled Tribe\* in the State / Union Territory\*\_\_\_\_\_ issued by the\_\_\_\_\_ dated\_\_\_\_\_.

3. Shri/ Smt./ Kumari \* \_\_\_\_\_ and / or\* his / her\* family ordinarily reside(s)\*\* in the Village/Town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State Union Territory\* of \_\_\_\_\_.

Signature: \_\_\_\_\_

(with seal of the Office)

Name and Designation \_\_\_\_\_

Place: \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_

Date: \_\_\_\_\_

**\* Please delete the word(s) which are not applicable.**

**# Applicable in the case of SC/ST Persons who have migrated from another State/UT.**

### **IMPORTANT NOTES:**

The term "ordinarily reside(s) \*\*" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

3. Revenue Officers not below the rank of Tahsildar.

4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).

5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).

Note: Certificate issued by any other authority will be rejected.

**ANNEXURE-IV**

**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: \_\_\_\_\_  
\_\_\_\_\_

Ship No \_\_\_\_\_  
Date \_\_\_\_\_

**Cadets Next Of Kin Address Form**

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

Paste Recent Passport  
Size Photograph  
Photograph In Uniform  
(3.5cm x 4.5 cm)

1. Hostel (Old/New): \_\_\_\_\_ 2. Cabin No: \_\_\_\_\_ 3. Blood Group: \_\_\_\_\_
4. Aadhar No.: \_\_\_\_\_ 5. PAN No.: \_\_\_\_\_
6. Passport No: \_\_\_\_\_
7. Cadets Name: \_\_\_\_\_ 8. Gender (F/M/Others): \_\_\_\_\_
9. IMU Reg. No: \_\_\_\_\_ 10. CET Enrolment No: \_\_\_\_\_
11. IMU CET Rank: \_\_\_\_\_ 12. Cadet Date of Birth: \_\_\_\_\_
13. Place of Birth \_\_\_\_\_ 14. Birth State \_\_\_\_\_ 15. Country \_\_\_\_\_
16. Cadets Qualification: \_\_\_\_\_
17. Category: SC /ST /OBC /GEN\* 18. Course: M.Sc /Degree /Diploma
19. Diet: Vegetarian/Non-Vegetarian\*
20. Father's Name: \_\_\_\_\_ 21. Occupation: \_\_\_\_\_
22. Organization Name \_\_\_\_\_ 23. Designation: \_\_\_\_\_
24. Mother's Name: \_\_\_\_\_ 25. Occupation: \_\_\_\_\_
26. How many siblings a) Brother \_\_\_\_\_ b) Sister \_\_\_\_\_
27. Father/Mother`s e-mail: \_\_\_\_\_ 28. Mob. No.: \_\_\_\_\_
29. Local Guardian\* Name: \_\_\_\_\_ 30. Mob No.: \_\_\_\_\_
31. Cadet's Mobile No: \_\_\_\_\_
32. Cadet's e-Mail ID: \_\_\_\_\_
33. Identification Mark \_\_\_\_\_
34. 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**

35. House/Flat No:\* \_\_\_\_\_ 36. Society Name: \_\_\_\_\_
37. Sector: \_\_\_\_\_ 38. Plot No: \_\_\_\_\_
39. Village/City/Town:\* \_\_\_\_\_ 40. Post Office: \_\_\_\_\_
41. District: \_\_\_\_\_ 42. State: \_\_\_\_\_
43. Pincode: \_\_\_\_\_
44. Police Station: \_\_\_\_\_ 45. Distance: \_\_\_\_\_
46. Nearest Railway Station: \_\_\_\_\_ 47. 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**

48. House/Flat No: \* \_\_\_\_\_ 49. Society Name: \_\_\_\_\_  
50. Sector: \_\_\_\_\_ 51. Plot No: \_\_\_\_\_  
52. Village/City/Town: \* \_\_\_\_\_  
53. Post Office: \_\_\_\_\_ 54. District: \_\_\_\_\_  
55. State: \_\_\_\_\_ 56. Pincode: \_\_\_\_\_  
57. Police Station: \_\_\_\_\_ 58. Distance: \_\_\_\_\_  
59. Nearest Railway Station: \_\_\_\_\_ 60. Distance: \_\_\_\_\_  
61. 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)**

**(Cadet Signature)**

**Counter Signed / In Presence Of**

---

**Seamanship Instructor**

**OSD for Admissions**

**Deputy 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

## **ANNEXURE-VI**

### **Model Code of Conduct for the Students of IMU Campuses**

1. This Model Code of Conduct shall apply to all students of IMU Campuses whether admitted prior to the commencement of this Code or after, and will apply to all acts committed by them whether inside the Campus or outside.

2. No student or groups of students of IMU Campuses shall indulge in any of the following acts amounting to misconduct and indiscipline :

(i) Ragging in any form.

(ii) Sexual harassment of any kind which shall also include:

Unwelcome sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and/or comments.

(iii) Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member/visitor.

(iv) Offences of atrocities against Persons with Disability :-

(a) intentionally insults or intimidates with intent to humiliate a person with disability in any place within public view;

(b) assaults or uses force to any person with disability with intent to dishonour him or outrage the modesty of a woman with disability;

(c) having the actual charge or control over a person with disability voluntarily or knowingly denies food or fluids to him or her;

(d) being in a position to dominate the will of a child or woman with disability and uses that position to exploit her sexually;

(e) voluntarily indures, damages or interferes with the use of any limb or sense or any supporting device of a person with disability

For the offences (iv)-(a) to (e) shall be punishable as per the Rights of a Persons with Disabilities Act, 2016.

(v) Arousing communal, caste or regional feeling or creating disharmony among students or employees.

(vi) Consuming or possessing dangerous drugs, liquor or other intoxicants.

(vii) Smoking in public areas.

(viii) Indulging in acts of gambling.

(ix) any act of moral turpitude.

(x) Damaging or defacing or unauthorised shifting of any property of the University or the property of any employee of the University.

(xi) Breaking open locked rooms, cupboards, safes, lockers and so on, and unauthorised locking of open rooms of the University.



- (xii) Causing disturbance to and hindering the smooth functioning of classrooms, libraries, laboratories, workshops, canteens, mess, hostels or office.
- (xiii) Use of abusive, defamatory, derogatory or intimidatory language against any student or employee of the University or visitor to the University.
- (xiv) All acts of physical violence including pelting of stones and other objects.
- (xv) All forms of coercion and intimidation such as wrongful confinements, gheraos, laying siege, sit-ins, blocking entry and exit, prevention of normal movement of traffic, or any variation of the same, which disrupt the normal academic and administrative functioning of the University and which deter the Officers, Faculty and other employees of the University from discharging their duty, and which disturb their right to privacy and free movement.
- (xvi) Not sending of an individual representation to higher authorities of University through proper channel.
- (xvii) Making joint or anonymous representation to the University Authorities
- (xviii) Deliberate boycott of classes, practicals and field visits as part of protest.
- (xix) All forms of demonstration which have the effect of bringing down the public image of the University including shouting of slogans, display of condemnatory placards, burning of effigies, taking out protest marches, resorting to hunger strikes and so on.
- (xx) Talking to the media or publishing/posting of content on the internet including social media and You Tube with the intention to slander or bring disrepute to the University, or any student or section of students, or any Officer, Faculty or other employee of the University.
- (xxi) Bringing any political or other outside influence in respect of academic or discipline matters pertaining to the University.
- (xxii) Furnishing false certificates or false information in any manner to the University.
- (xxiii) Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorised photocopying or possession of library books, journals, magazines or any other material.
- (xxiv) Theft of movable property belonging to the University or any person.
- (xxv) Using unfair means in any examination and committing other examination related offences.
- (xxvi) Indulging in plagiarism in projects, assignments and papers submitted by students as part of their academic activities.
- (xxvii) Unauthorised occupation of the hostel room or any other University premises and unauthorised acquisition and use of University property in one's hostel room or elsewhere.
- (xxviii) Causing or colluding in the unauthorised entry of any person into the Campus or in the unauthorised occupation of any portion of the University premises, including hostels, by any person.

(xxix) Not joining the Campus on the opening day of a semester and overstaying on leave without valid justification.

(xxx) Leaving the Campus without prior permission of the competent authority, and staying outside the Campus beyond the permitted timings.

(xxxii) Not complying with the stipulations of Parade, Roll Call, Fall-in-Line and Physical Training wherever applicable.

(xxxiii) Not maintaining due decorum in class rooms, libraries, laboratories, workshops, hostels, mess and canteen.

(xxxiv) Improper behaviour while on tour or excursion.

(xxxv) Violation of dress code of IMU.

(xxxvi) Any other offence under the law of land.

(xxxvii) Non-compliance with any instructions issued by the Vice Chancellor or any other Competent Authority from time to time.

3. A student violating any provisions of this Model Code of Conduct shall be liable for disciplinary action under the relevant laws of IMU.

4. A copy of the Model Code of Conduct should be sent to every student along with the letter of admission at the time of his/her joining the University. His/her letter of acceptance of admission would amount to an automatic acceptance of the Model Code of Conduct and various laws of the University. “

## **CADET CODE OF CONDUCT – TRAINING SHIP KOLKATA**

1. The B.Tech. (Marine Engineering) is 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 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 have no choice to skip any activity except due to 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) 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.

(c) 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.

(d) 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.

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

(f) 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.

(g) 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.

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

(i) 'NO GO AREAS' : Cadets are not permitted to visit terrace area of hostels unless specific orders are given by administration.

(j) 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.

(k) 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.

(l) Any complaint with any staff must be brought to the notice of Warden, instructor, DR/AR(Admn) 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 etc.) 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. Cleanliness is to be maintained at all times.

(g) No electrical equipment like heaters, kettles, toasters, hotplates, irons 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.

(j) 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.

(k) 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.

- (l) 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.
- (m) 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.
- (n) 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.
- (o) 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.
- (p) Ragging in any form is prohibited and punishable as per notification of University. This offence can lead to rustication also.
- (q) 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.
- (r) 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.
- (s) 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 at stipulated time.
- (t) 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.
- (u) Cadets are to participate in sports, college activities and other extracurricular activities enthusiastically.

**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 entertained.
- (e) No cadet is allowed to use Mobile phones during class hours. Any cadet found using mobile phone in these areas, his/her 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, etc.

(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.

**ANNEXURE VII**

**UNDERTAKING TO ABIDE BY CADET'S CODE OF CONDUCT**

I, Cadet \_\_\_\_\_ CET No \_\_\_\_\_ Rank \_\_\_\_\_

\_\_\_\_\_ Semester B.Tech(Marine Engineering)/M.Tech(MEM) solemnly affirm that I have read the Code of Conduct applicable to all the cadets provided to me vide term break order ..... 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. The breach of discipline will also be construed 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 \_\_\_\_\_  
CET No \_\_\_\_\_  
Date \_\_\_\_\_

**Affirmation by Father/Mother**

I, \_\_\_\_\_ Father/Mother of Cadet \_\_\_\_\_, CET No \_\_\_\_\_ Rank \_\_\_\_\_ hereby confirm that I have read the Code of Conduct applicable to all the cadets provided to my ward. I have understood the rules and explained them to my ward for compliance.

I also understand that 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:

**ANNEXURE VIII**  
**(On Stamp Paper of Rs. 10/-)**  
**AFFIDAVIT BY THE STUDENT**

I \_\_\_\_\_ CET No \_\_\_\_\_ Rank \_\_\_\_\_ Son/Daughter of Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to Indian Maritime University ,Kolkata 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**



**ANNEXURE IX**  
**(On Stamp Paper of Rs. 10/-)**  
**AFFIDAVIT BY PARENT/ GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/ guardian) father/mother/guardian of, Cadet \_\_\_\_\_, CET No \_\_\_\_\_, having been admitted to Indian Maritime University, Kolkata Campus, 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**

**ANNEXURE X**

**UNDERTAKING TO ABIDE BY CADET'S FOR ATTENDANCE**

I, Cadet \_\_\_\_\_ CET No. \_\_\_\_\_ Rank \_\_\_\_\_

\_\_\_\_\_ Semester B.Tech(Marine Engineering solemnly affirm that I have read IMU Circular No. 1927 for attendance requirements to appear In University Examinations and I will abide by the Rule as per IMU Circular No. 1927. I fully understand that breach of attendance requirements or not abiding by the Rule will attract disciplinary action which as per rules may include break-in-Studies

Name \_\_\_\_\_  
CET No. \_\_\_\_\_ CET Rank \_\_\_\_\_  
Date \_\_\_\_\_

**Affirmation by Father/Mother**

I, \_\_\_\_\_ Father/Mother \_\_\_\_\_ of \_\_\_\_\_ Cadet \_\_\_\_\_  
\_\_\_\_\_, CET No \_\_\_\_\_, CET Rank \_\_\_\_\_  
hereby confirm that I have read the instructions given in IMU Circular No. 1927 applicable to all the cadets provided to my ward. I have understood the rules and explained them to my ward for compliance.

I also understand the in case my ward will not follow the rule for attendance as per IMU Circular No. 1927 he is liable to get Break-in-Studies.

Signature  
Name:  
Address:  
Telephone/Mobile no.  
e-mail:

**ANNEXURE XI**

**(On Stamp Paper of Rs. 10/-)**

**DECLARATION BY THE STUDENT: PREVENTION OF SEXUAL HARASSMENT**

1. I, \_\_\_\_\_ (Full name of Student, with registration/ enrollment number if any), S/o, D/o, Mr./Ms. \_\_\_\_\_ (Name of Parent), having been admitted to the Indian Maritime University, Kolkata (here onwards IMU, Kolkata) have received a copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and additionally also the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees in Higher Educational Institutions) Regulations 2015, and have fully understood the provisions contained thereunder.
2. I fully understand what acts constitute the offences under the Indian Penal Code, Sections 354 (outraging the modesty of a woman), 354 A ( Sexual Harassment), 354 B (Assault to woman with intention to disrobe), 354 C (Voyeurism), 354 D (Stalking), 375 (Rape) and 509 (Word, gesture or act intended to insult the modesty of a woman).
3. I am fully aware of the administrative actions that can be taken against me by the Internal Complaints Committee of IMU, Kolkata, if I am accused of any of the above-mentioned acts.
4. Additionally, I am aware of the penal consequences of my actions under the above-mentioned laws and the Regulations of IMU, Kolkata, if I am found guilty of committing any of the above-mentioned offences.
5. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that amounts to violation of the above-mentioned Laws.
6. I hereby solemnly affirm that, if found guilty of violation of the provisions contained in the above-mentioned Laws, I am liable for punishment according the regulations of IMU, Kolkata, without prejudice to any other criminal action that may be taken against me under any penal law for the time being in force.
7. 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 sexual harassment; 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), 2022.

Name of Student: \_\_\_\_\_ Signature of the Student: \_\_\_\_\_

**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 there in.

Verified at .....this the ..... day of ..... month of..... year.

Signature of Student

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

**OATH COMMISSIONER**





Address: \_\_\_\_\_

Ship No \_\_\_\_\_

Date \_\_\_\_\_

## Cadets Next Of Kin Address Form

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

1. Hostel: Old/New \_\_\_\_\_ 2. Cabin No: \_\_\_\_\_ 3. Blood Group: O+
4. Aadhar No.: 3131174138105 PAN No.: OTDPS3709A 6. Passport No: V 2551013
7. Cadets Name: ARINDAM SIKDAR 8. Gender - F/M/Transgenic : MALE
9. IMU Reg. No: 2101608053 10. IMU CET Enrolment No: CET21U1013675
11. IMU CET Rank: 2586 12. Cadet Date of Birth: 20/07/2003 13. Place of Birth HOWRAH
14. Birth State WEST BENGAL 15. Country of Birth INDIA
16. Cadets Qualification: 12th Pass 17. Category: SC /ST /OBC /GEN\* 18. Course: M.Sc /Degree  /Diploma
19. Diet: Vegetarian/Non-Vegetarian\*   
Father's Name: ATRI SIKDAR Occupation: \_\_\_\_\_
20. SERVICE  
Organization Name BAWA FLOAT GLASS LTD Designation: \_\_\_\_\_
21. MANAGER
22. Mother's Name: SWATI SIKDAR Occupation: HOUSE WIFE
23. How many siblings a) Brother NIL b) Sister NIL
24. Father/Mother's e-mail: atri-sikdar@yahoo.co.in Mobile No.2: 9339535218
25. Local Guardian\* Name: ATRI SIKDAR Mob No 9339535218
26. Cadet's Mobile No: 93304 05634
27. Cadet's e-Mail ID: arindamsikdar63@gmail.com
28. Identification Mark NIL
29. Brief Medical History of the Cadet NORMAL

Parent/Cadet Permanent Address

30. House/Flat No:\* RAMAKRISHNASHRAYA 31. Society Name: \_\_\_\_\_
32. Sector: \_\_\_\_\_ 33. Plot No: \_\_\_\_\_
34. Village/City/Town:\* JAGACHA
35. Post Office: G.I.P. COLONY 36. District: HOWRAH

37. State: WEST BENGAL 38. Pincode: 711112  
 39. Police Station: JAGACHA 40. Distance: 200 metres (approx)  
 41. Nearest Railway Station: SANTRAGACHJ 42. Distance: 600 metres (approx)

**Local Guardian (S) Passport Size Photograph (s)**



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:\* RAMAKRISHNASHAYAN 44. Society Name: \_\_\_\_\_  
 45. Sector: \_\_\_\_\_ 46. Plot No: \_\_\_\_\_  
 47. Village/City/Town:\* JAGACHA  
 48. Post Office: G.I.P. COLONY 49. District: HOWRAH  
 50. State: WEST BENGAL 51. Pincode: 711112  
 52. Police Station: JAGACHA 53. Distance: 200 metres (approx)  
 54. Nearest Railway Station: SANTRAGACHJ 55. Distance: 600 metres (approx)  
 56. Email id arindam\_sikdar@yahoo.co.in

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)

Arindam Sikdar  
(Cadet Signature)

Counter Signed / In Presence Of

Seamanship Instructor

Officer on special duty for  
Admissions Registrar (Admin)

Deputy

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



UNDERTAKING TO ABIDE BY CADET'S CODE OF CONDUCT

I, Cadet ARINDAM SIKDAR Ship No \_\_\_\_\_

\_\_\_\_\_ Semester BSc(Marine Engineering)/MSc(Marine Engineering) solemnly affirm that I have read the Code of Conduct applicable to all the cadets provided to me vide term break order ..... 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 ARINDAM SIKDAR  
Ship No \_\_\_\_\_  
Date \_\_\_\_\_

II

Affirmation by Father/Mother

I, ATRI SIKDAR Father/Mother of Cadet ARINDAM SIKDAR, Ship No \_\_\_\_\_. Hereby Confirm that I have read the Code of Conduct applicable to all the cadets provided to my ward vide term break order IMU/NMC/Admn/2019/ dated 19 June, 2019. 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 Atri SIKDAR  
Name: ATRI SIKDAR  
Address: Jogach, Harnab-711112  
Telephone/Mobile no. 93395 35218

e-mail:

atri-sikdara@yahoo.co.in





पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL AFFIDAVIT BY THE STUDENT

, ARINDAM SIKDAR Ship No \_\_\_\_\_ Son of Mr. ATRI SIKDAR, having been admitted to Indian Maritime University – Kolkata Campus, Kolkata, has downloaded a copy of the UGC Regulations on "Preventing 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.

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

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.

I hereby solemnly aver and undertaken that:-

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

) 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.

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.

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.

REKHA TEWARI  
NOTARY  
Regn. No.-10288/13  
C.M.M's Court  
Kolkata-700 001

08 APR 2022





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 8<sup>TH</sup> day of April month of 2022 year.

Arindam Sikdar

Signature of deponent

Name: ARINDAM SIKDAR

**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 KOLKATA (Place) on this 8<sup>TH</sup> day of April month of 2022 year

Arindam Sikdar

Signature of deponent

Solemnly affirmed and signed in my presence on this 8<sup>TH</sup> day of April month of 2022 year after reading the contents of this affidavit.

OATH COMMISSIONER

a)

Identified by me  
As  
TINA DAS  
Advocate

REKHA TEWARI  
NOTARY  
Regn. No.-10288/13  
C.M.M's Court  
Kolkata-700 001

SOLEMNLY AFFIRMED AND DECLARED  
BEFORE ME ON IDENTIFICATION

RT  
TEWARI

08 APR 2022



पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL



Annexure-IX 69AB-029506

**AFFIDAVIT BY PARENT/ GUARDIAN**

I Mr. ATRI SIKDAR father of, Cadet ARINDAM SIKDAR Ship 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.

  
REKHA TEWARI  
NOTARY  
Regn. No.-10288/13  
C.M.M's Court  
Kolkata-700 001

08 APR 2022



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 8<sup>TH</sup> day of April month of 2022 year

Atri Sikdar,

Signature of deponent

Name: ATRI SIKDAR

Address: JAGACHA , HOWRAH

Telephone/Mobile no. 93395 35218

e-mail: atri\_sikdar@yahoo.co.in

#### 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 KOLKATA(Place) on this 8<sup>TH</sup> day of April month of 2022 year

Atri Sikdar,

Signature of deponent

Solemnly affirmed and signed in my presence on this 8<sup>TH</sup> day of April month of 2022 year after reading the contents of this affidavit.



#### OATH COMMISSIONER



REKHA TEWARI  
NOTARY  
Regn. No.-10288/13  
C.M.M's Court  
Kolkata-700 001

SOLEMNLY AFFIRMED AND DECLARED  
BEFORE ME ON IDENTIFICATION

REKHA TEWARI  
NOTARY

08 APR 2022