



**INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS
MARINE ENGINEERING AND RESEARCH INSTITUTE**

P-19, Taratala Road, Kolkata – 700088

An ISO– 9001: 2008 Certified Institute

E-mail: *director@merical.ac.in*

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

No. IMU/TRG/1001/2013

Dated :

Sub : Joining Instructions to selected candidates for admission to **4-year B.Tech Marine Engg. Course (2013 Entry)** at Marine Engineering & Research Institute, Kolkata, under Indian Maritime University, Kolkata Campus.

Date of joining : 7th August , 2013

Dear Shri/Kumari _____

Regd. No. _____

Category : Gen/SC/ST/OBC

We congratulate you on your selection for the above mentioned course. In order to have smooth admission to the course, you are required to follow the instructions given here under :

A. Conditions of Admission to B. Tech. Marine Course at Marine Engineering & Research Institute, IMU, Kolkata Campus under Indian Maritime University as per this offer :

Admission is provisional and subject to :

- 1) All documents being in order.
- 2) Passing the Medical examination by a Medical Officer approved by D.G.Shipping. In order to avoid last moment disappointment, you may, at your wish, get yourself Examined before reporting for admission, by a DGS approved doctor for fitness as per requisite medical standard for a career at sea.

All expenses for the medical examination have to be borne by the candidate. The Medical examination fees will have to be paid by the candidate directly to the Medical Officer.

B. Reporting to the Institute :

You are required to report in person to Indian Maritime University, Kolkata Campus , P-19, Taratola Road, Kolkata – 700 088, **at 0930 hours on 7th August, 2013.**

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DIRECTION FOR REACHING IMU, KOLKATA CAMPUS

Indian Maritime University, Kolkata Campus is situated on Taratola Road, 1 km From the Taratola crossing towards Brace Bridge. It is about 15 kms from both Howrah and Sealdah Railway Stations.

Land mark : IMU, Kolkata Campus is situated next to Institute of Nutrition & Hotel Management (Catering College) and opposite to Taratola Police Station (CPT Quarter Gate No. 4) on Taratola Road.

Buses from Howrah Station :	E-4, 12C, 259
Buses from Sealdah Station :	13, 241A
Buses from Esplanade (Central Kolkata)	13A, 77A, S4 & all above

College Transport : College Bus from IMU, Kolkata Campus (MERI) will be available at Howrah Station from 0800 hrs onwards. Announcement will be made on arrival of all long distance trains. Candidates are advised to avail this transport facility. Parents/relatives are permitted to accompany the cadets at the time of admission but must leave soon after the completion of admission procedure.

If you fail to appear on the **Reporting Day**, this offer will automatically be treated as cancelled without any further intimation to you.

C. **Documents and Certificates to be submitted at the time of Admission :**

- (a) The enclosed Undertaking Form (Appendix-I, Appendix-II & Appendix-III) duly signed by you and countersigned by your parent/guardian.
- (b) All the certificates in original (10+2, 10th or equivalent for age proof etc.) along with three attested photo copies for our records. In case the certificate is not yet issued, a certificate to be obtained from the college/School concerned.
- (c) Admit Card of the CET or photo ID Card from school alongwith attested xerox copies of it.
- (d) Certificate in support of belonging to SC/ST/OBC from competent authority, in case of SC/ST/OBC candidates.
- (e) 3 recent passport size photographs (front face)
- (f) Your blood-group report tested from a standard laboratory.
- (g) Proof of income of parent/guardian (from valid authorities /employer).
- (h) Proof of “date of birth”. For this purpose 10th class certificate showing date of birth is acceptable. Age not to be exceed 25 years as on 1st October, 2013 for Gen & OBC Candidates and 30 years for SC/ST Candidates.
- (i) Name, Address and Telephone No. of local guardian in Kolkata (or adjoining area) to be furnished at the time of admission.
- (j) Call letter issued by this Office along with attested xerox copies of it and proof of payment of admission fee to IMU.

- Note :**
- 1) Attestations wherever required should be done by a Gazetted Officer or Notary. The Office seal, name, designation and full address of the Attesting Authority is required to be legibly affixed on the copies of documents, certificates being submitted.
 - 2) Original documents to be produced for verification in respect of the attested copies submitted. The originals will be retained by the University during Enrolment.

D. **COURSE FEE :**

The Course Fee details for the 1st year are as under :

The course fee for the pre-sea training, as prescribed from time to time will include messing charges, lodging charges, cost of Uniform, cost of books, course fee for four mandatory modular courses, tuition fees/training fees, INDOS, CDC, Laundry charges. (Expenses for “on board TAR BOOK” and “External Training”, if any to be borne by Cadet). At present the total course fee is **Rs. 2,25,000/-** per cadet per year. This has to be paid in two instalments. First instalment is required to be paid at the time of admission and the second instalment at the commencement of the Second Semester of the course. In addition to the above fees **Rs. 10,000/-** to be deposited at the Institute at the time of admission as refundable caution deposit.

Payment of Fees :

- (i) Following amount need to be paid during admission through Demand Draft drawn in favour of **Indian Maritime University, Kolkata Campus, payable at Kolkata.**

	<u>1st Semester</u>	<u>2nd Semester</u>
<u>Male Cadets</u>	Rs. 1,07,500/-	Rs. 92,500/-
	Rs. 10,000/- (caution money, refundable)	
<u>Girl Cadets</u>	Rs. 65,000/-	Rs. 53,000/-
	Rs. 10,000/- (caution money, refundable)	

- (ii) If the candidate did not deposit the fee to IMU at the time of counselling, same also need to be paid through another Demand Draft during admission at **IMU, Kolkata Campus.**

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Note :

- 1) All the drafts should be payable to **Indian Maritime University, Kolkata Campus, Payable at Kolkata.**
- 2) Payment by Cheque, Cash, Insured Cover or Money Order will not be accepted under any circumstances.
- 3) **The above – mentioned course fee may be revised by the Indian Maritime University (IMU) In case decision of enhanced course fee is applicable to those under training at that time, the difference amount will have to be paid by the applicant before the specified time.**
- 4) For whatever reason, if the training extends beyond the stipulated period, extra payment will have to be made as per the decision of the Institute.
- 5) Course fee, once paid is not refundable : Partly or otherwise, under any circumstances.
- 6) Mess charges for any stay beyond normal course curriculum to be paid extra directly to the Mess Committee.
- 7) MERI MESS is fully controlled by cadets. Any additional charges deemed necessary by the mess committee will have to be paid by the cadet directly to the mess committee.

E . **GENERAL INFORMATION :**

- 1) Any suppression of truth, misrepresentation of facts or false information in any of the essential requirements will result in cancellation of admission and forfeiture of fees and render the candidate liable to prosecution.
- 2) Cadets will not be granted leave during training period other than scheduled vacation. In the interest of the cadets, Parents are requested, not to call their ward home, other than vacation.
- 3) Parents/Guests are allowed to meet the cadets in the hostel only during the specified visiting hours.
- 4) All cadets must follow hostel discipline rules without fail and follow all routine activities including PT, Sports/Games,Parade. They must wear uniform at all times in the hostel..
- 5) Violation of any hostel discipline rule or non participation in training activity will result in expulsion of the cadet from hostel. Repetition of in disciplined act will result in expulsion from training.
- 6) **Cadets will be required to vacate hostel if hostel dues are not paid by due date.**
- 7) If any cadet is found involved in ragging of juniors anytime during training, strict disciplinary action will be taken as per University/AICTE/Supreme Court guideline.

8) Hostel residence is compulsory. You are, therefore, required to bring the following articles at the time of joining :-

- (a) Three sets of civilian clothes for day to day use till such time the Uniform is procured. This is also for wear on city leave days.
- (b) One pair of black leather shoe (Stepmaster Brand) of Bata shoe co. or equivalent.
- (c) One Pair of White Canvas shoe (Power Brand) of Co.or equivalent
- (d) One Calculator (Scientific)
- (e) One set of Drawing Instruments with Drawing Board & Mini Drafter.
(This item can be purchased after arriving at IMU, Kolkata.)
- (f) 1 No. Mattress (Single bed size)
- (g) One Cotton pillow and 4 Nos. Pillow cases (light blue colour)
- (h) 3 Nos. Bed Sheets (White)
- (i) 1 No. Mosquito net with net top. Round hole net (2.5 m X 1 .4 m)
- (j) 2 Nos. Bed Covers (Light Blue Colour)
- (k) 4 Nos. each of Navy Blue and white turban for Sikh cadets only
- (l) 3 Sets Sleeping suits (Light Blue colour)
- (m) 2 Nos. Bath Towels (Large size)
- (n) 1 Nos. Woollen blanket
- (o) 1 No half sleeve Pull over (Navy blue colour) [very essential]
- (p) 1 Pair Bath room slippers
- (q) Other toiletries as required including shaving razor etc.
- (r) Two sets of T-shirt & Shorts for games & PT.
- (s) One boiler-suit for use during practical training (ORANGE COLOUR).

Address for communication :

Postal : Director
Indian Maritime University, Kolkata Campus,
(MERI, UNIT)
P-19, Taratala Road,
Kolkata -700 088.

Office Phones : 033-24010283, 033-24011945, 033-24011946, 033-24014673,
033- 24014676

Hostel Phones : 033-24014675

Fax : 033-2401 4333

E – mail : director.kol@imu.co.in

**M.K.GHOSH
DIRECTOR(I/C)
INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS**

APPENDIX – I
UNDERTAKING

To
The Campus Director,
Indian Maritime University Kolkata Campus,
P-19, Taratola Road,
Kolkata – 700 088.

Sir,

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

Yours faithfully,

Dated _____
Place _____

(Signature of the Candidate)

I, Shri/Smt. _____ parent/ guardian of Shri/Smt.

_____ have read the statement and duly accept the above terms and conditions.

(Signature of Parent/Guardian)

Relationship with the Applicant : _____

Date : _____ Place : _____

Name of witness : _____

Signature of witness : _____

Address : Residence : _____

Office : _____

APPENDIX – II
UNDERTAKING

To
The Campus Director,
Indian Maritime University Kolkata Campus,
P-19, Taratola Road,
Kolkata – 700 088.

Sir,

I, Shri/Ms. _____, Son of/Daughter of Mr./Mrs.
_____ Resident of _____

_____ do hereby solemnly affirm and declare as
under:

1. That my son/daughter Mr. /Ms. _____ is a student of Indian Maritime University, Kolkata Campus in its BE Marine/DNS Branch.
2. That I have gone through and fully understood the regulations/directives for banning Ragging and Anti-Ragging Measures. I am aware as to what constitutes 'RAGGING'.
3. I assure you that my son/daughter will not be involved or indulge in any act of ragging that may come under the definition of ragging.
4. I have fully understood that in case my son/daughter will be found indulging or involved in ragging within or outside the premises of the College, he/she shall be appropriately punished for which he/she shall be solely responsible. I or my son/daughter shall not hold liable the College or any of its officials for any loss (s), damage (s) and shall not claim any compensation from the College or its office bearers.
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.

Yours faithfully,

Dated _____

Place _____

(Signature of Deponent)

VERIFICATION : Verified at _____ on this _____
Day of _____ that the above fact if true and correct.

(Signature of Deponent)

Name : _____

Present Address & Contact No. _____

Permanent Address : _____

Witness : _____

APPENDIX – III
UNDERTAKING

To
The Campus Director,
Indian Maritime University Kolkata Campus,
P-19, Taratola Road,
Kolkata – 700 088.

Sir,

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

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

(Contd.....P/2)

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

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

Name of Student/Signature

Date : _____

Place : _____

Signature & Name of Parent : _____

Address : _____

Contact No _____

Alternate Contact No. _____