

INDIAN MARITIME UNIVERSITY – COCHIN CAMPUS

JOINING INSTRUCTIONS for PGDME TRAINEES

1. Course Particulars

- a. Course : Post Graduate Diploma in Marine Engineering
- b. Qualification : B.E./ B. Tech Mechanical or Naval Architecture
- c. Course Duration : One year
- d. No. of Seats : 40
- e. Date of Admissions : 09th December, 2011
- f. Date of Reporting at Hostel : 02nd January, 2012
- g. Date of commencement of Training: 03rd January, 2012
- h. Medium of Instruction : English
- i. Class room instructions, Laboratory works, Workshop practices and afloat training will be imparted as per the IMU approved syllabus.
- j. Written and Practical tests will be conducted at the end of each semester and minimum pass marks 50% in each subject is required for the successful completion of the course.
- k. Candidates have to maintain a Training Manual and, a Work Diary issued by IMU.
- l. All candidates should possess Passport at the time of admission.

2. Course Fee

- a) At the time of admission, the candidate shall pay Rs.1,000/- (One Thousand only) as registration fee and Rs.1,50,000/- shall be paid as first installment course fee by way of Demand Draft of any Nationalized Bank, in favour of “Indian Maritime University, Cochin Campus”, payable at Cochin or by through account credit to savings bank a/c no. 885966271. The second installment of Rs.1,50,000/- shall be paid before the commencement of second semester. This course fee includes Tuition fee, Study Materials, Library fee, Laboratory charges, Uniforms, Boarding and Lodging expenses, Swimming pool charges, and Group Insurance. A refundable deposit of Rs.10,000/- should also be paid by the student as caution deposit. The same will be refunded to the student provided reducing the charges for any damages towards IMU property.
- b) The course fee includes fees towards four STCW modular courses, which the trainees have to undergo separately during the course at IMU, Cochin Campus. IMU, Cochin Campus shall make arrangements for these courses. The course fee also includes

application fee for INDos Number, CDC, cost of TAR Book/Training Manual and Engine Room Simulator course.

- c) Candidates will not be paid any stipend during the training.
- d) If a candidate, after joining the training course, withdraws from the training or is expelled on disciplinary grounds, he shall not be eligible for any refund of fees, except caution deposit.

3. Entry Standard/Eligibility

- a. B.E./B.Tech (Mechanical or Naval Architecture) Degree from AICTE approved college or the I.I.T. with minimum 50% marks in final year and minimum 50% marks in English in 10th or 12th standard.
- b. **Age:** Maximum 28 years. Age relaxation of five years for SC/ST candidates and two years for female candidates applicable.
- c. **Medical Standard:** As per existing MS medical standards for pre sea training. Good health and eyesight in general. Medical fitness certificate from D.G.S. approved Medical Practitioner to be obtained before admission.

4. Insurance

- a. Selected candidates will be covered under Group Insurance Scheme for death and disability arising out of Training related work up to Rs. 1 lakh (Rupees one lakh only).

5. Medical Facilities

- a. In case the trainees fall sick during working time, the facilities for the First Aid are available in Cochin Port Trust Hospital. Cost of treatment required to be undergone at outside hospitals shall be borne by trainees.

6. Agreement

- a. Each candidate shall sign an agreement on Rs. 100/- Non-Judicial Stamp Paper, indemnifying IMU, Cochin Campus any claim arising during the tenure of training. Format of the Agreement to be executed is attached as **Annexure I**.
- b. Selected candidates have to submit a ' Police Verification Certificate ' at the time of admission – Format is attached as **Annexure II**.
- c. Candidate has to submit a certificate obtained from the Principal / Head of Institution stating the AICTE approval of the said institute – Format is attached as **Annexure III**.

7. Conduct & Discipline

- a. The Trainees shall abide by the rules and regulations of IMU, Cochin Campus. A copy of "Standing Orders & Conduct and Discipline Rules for Marine Engineering Trainees" will

be handed over to trainees. Also copy will be kept in the Library & in the Hostel for reference.

b. Ban on ragging

Ragging is a criminal offence; strict measures shall be enforced to prevent ragging. Strict, prompt, and strongest possible action shall be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor, and the action taken thereon by the IMU, Cochin Campus shall be maintained. All cases of ragging shall be reported to IMU, Chennai immediately.

c. Ban on alcohol, tobacco and drugs:

Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, shall be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate.

8. Boarding & Lodging

a. Boarding and lodging is provided by IMU, Cochin Campus, the cost of which is included in the course fee.

b. A personal locker is provided in the hostel for keeping the belongings. Safe custody of all personal belongings shall be the responsibility of the trainee.

c. Hostel facilities will be available from 02nd January, 2012, and all trainees should report on 02nd January, 2012

9. Certificates & Documents to be produced at the time of Admission

a. Call letter

b. 10th Standard Mark sheet

c. 12th standard Mark sheet.

d. BE/B.Tech degree or provisional certificate

e. BE/B. Tech Mark sheet of all semesters

f. Transfer / Migration Certificate

g. Medical Certificate from DG Approved Doctor

h. Copy of all certificates [10th , +2, BE/B.Tech Certificate(degree & Mark sheet), Medical Certificate] 04 sets.

i. Agreement (Rs. 100/- stamp paper) – Format in Annexure I

j. Police verification certificate with 04 copies - Format in Annexure II

- k. AICTE approval letter from college – with approval No. & date with 03 copies - Format in Annexure III
- l. Passport in original and 04 copies.
- m. Community Certificate for reserved categories – 03 copies
- n. 05 Nos. passport size photo (3.5cm x 3.5cm) in white shirt blue background
- o. Receipt for Rs.1,000/- paid at the time of application
- p. Fees of Rs.1,50,000/- to be remitted as I Instalment and Rs.10,000/- Demand Draft in favour of Indian Maritime University, Cochin Campus payable at Cochin as a caution deposit

Note: All photocopies should be one-sided A4 size.

10. Personal Effects

The trainees will have to bring the following items at the time of joining the Course:

- a. Civilian clothes for day to day use till such time the Uniform is procured by you and also for wear on city leave days : 04 sets
- b. Black pants : 02 Nos.
- c. White shirt (Half sleeve) : 02 Nos.
- d. Boiler suit, full sleeve, orange colour cotton : 02 Nos.
- e. Black leather shoe of beta or equivalent : 01 pair
- f. White PT shoe : 01 pair
- g. Back strap slippers : 01 pair
- h. Bathroom slippers : 01 pair
- i. Calculator (Scientific) : 01No.
- j. Shoe brush : 01 No.
- k. Shoe polish (Black) : 01 No.
- l. Shoe polish (White) : 01 No.
- m. Blue T-Shirt & Shorts for games and sports : 02 Nos.
- n. Bucket with mug : 01 No.
- o. Water jug : 01 No.
- p. Bath towels : 02 Nos.
- q. Umbrella : 01 No.

- r. All expenses on personal toilet requisites, stationery and sundry requirements and personal laundry expenses are to be met by the trainees.

11. General Points

- a. Gold Ornaments or other valuables are not allowed to be kept in the Hostel.
- b. Trainees are not allowed to use any kind of Electrical Apparatus in the Hostel
- c. Trainees are not allowed to use or keep motor vehicles for their use within the campus/hostel.
- d. Basic type of Mobile phones may be used in Hostel only. (Camera, blue tooth etc. are not allowed)
- e. Trainees are not allowed to stay out at night under any circumstances.
- f. Trainees are bound to abide by the rules and regulations made by IMU from time to time. Any violation of the rules or any act of indiscipline on the part of a trainee may result in disciplinary action leading to dismissal from the IMU, Cochin Campus.

UNDERTAKING & INDEMNITY BOND

The Campus director,
Indian Maritime University,
Cochin Campus
Willingdon island,
Cochin – 682 003

Sir,

1. I, Shri. _____ roll no. _____
son / daughter of shri. _____
hereby agree to get admitted for training in the Indian Maritime University,
Cochin Campus (hereinafter referred to as “IMU”) 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” from time to time.
4. I shall fully abide by the decisions of the “IMU” 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 Indian Maritime University, Cochin Campus
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 ” 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 “IMU” 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 – Cochin Campus or from any person in the service of the

"IMU" or the "Govt. of India" 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" or in other associated organisations whether in Cochin 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" and statement of any claim and/or account made by the "IMU" 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
(if any)

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 Rs. 100/- only after joining the institute.

Annexure II

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**

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 from _____
to _____. He / She have 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 _____ throughout 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.