

**INDIAN MARITIME UNIVERSITY  
MUMBAI CAMPUS**

**JOINING INSTRUCTIONS TO SELECTED CANDIDATES FOR “ONE YEAR DIPLOMA COURSE IN NAUTICAL SCIENCE”, “THREE YEAR B.Sc. (NAUTICAL SCIENCE)”, “THREE YEARS B.Sc. (MARITIME SCIENCE)” AND “FOUR YEARS B. TECH (MARINE ENGINEERING) DEGREE COURSE” AT IMU, MUMBAI CAMPUS.**

*These instructions are campus specific and are in addition to instructions already given by the IMU Headquarter.*

**A. REPORTING TO INSTITUTES:**

**For B.Sc. (Nautical Science) and Diploma in Nautical Science programme; candidates are to report at T. S. Chanakya, Navi Mumbai.**

Candidates are required to report at IMU Mumbai Campus, Palm Beach Block, (T.S.CHANAKYA,) Karave, Near Seawoods Darave Railway Station, Navi Mumbai – 400 706 between 10 am and 5 pm from **Monday 25.07.2016 to Sunday 31.07.2016**. For convenience of cadets, the transport will be available at Seawoods Darave Railway Station from West Side at 0930 hrs. and at 1000 hrs. Parents / relatives are permitted to accompany the cadets to T.S. Chanakya for admission of the candidates.

**Parents/relatives are requested to leave the premises of IMU Mumbai Campus, Palm Beach Block (T.S. Chanakya) after the admission process is over.** There is no residential accommodation for visitors. The transport is available at Seawoods Darave Railway Station (West) at 0900 hours in all the working days (Monday to Friday).

**Address:**

Postal : Indian Maritime University, Mumbai Campus,  
Palm Beach Block, T. S. Chanakya,  
Karave, Nerul, Navi Mumbai – 400 706.  
Phone : (022) - 27701935 (General)  
(022) - 27703876 (General)  
Fax : (022) - 27700398  
E-mail : dradmin.mumbai@imu.ac.in

**For B.Sc. (Maritime Science) and B.Tech. (Marine Engineering) programme; candidates are to report at Marine Engineering & Research Institute, Mumbai.**

Candidates are required to report in person to IMU Mumbai Campus , Hay Bunder Block (MERI), Hay Bunder Road, Sewree, Mumbai – 400 033 between 10 am and 5 pm from **Monday 25.07.2016 to Sunday 31.07.2016**. The nearest suburban railway station Reay Road is on the Harbour line of the Central Railway. Cadets may take BEST Bus No. 168 & 60 from Reay Road Railway station. Last stop MERI/LBS College or Bus No. 168 can be boarded at Byculla (East) on the Central line of the Central Railway. **Parents/relatives are requested to leave the premises of IMU Mumbai Campus , Hay Bunder Block (M.E.R.I.) Mumbai after the admission process is over.**

**Address:**

Postal : Indian Maritime University, Mumbai Campus,  
Hay Bunder Block, (M.E.R.I)  
Marine Engineering & Research Institute  
Hay Bunder Road,  
Mumbai – 400 033.

Phone : (022) - 23723577/ 23725987/23774261/23771181

FAX : (022) - 23753151

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

**B. DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING**

- i) As instructed by IMU HQ vide Circular No.1636, “IMU-Online Counselling 2016 –Admissions to U.G.Programmes in IMU Campuses”. Circular No.1636 is available in the Website- [www.imu.edu.in](http://www.imu.edu.in).
- ii) The following Original Certificates should be produced by the Candidates for the Verification process:-
  - a. Proof of Age- Birth Certificate/SSLC or equivalent marksheet.
  - b. Higher Secondary School or Equivalent marksheet.
  - c. Community Certificate (for ST,SC and OBC- Non Creamy Layer)
  - d. Copy of IMU’S CET Admit Card/Hall Ticket.
  - e. Printed copy of Online Counseling particulars.
- iii) 8 Nos.passport size photographs (front view with both ears visible) in light coloured shirt with dark background.
- iv) Parents/guardian consent form duly filled up (**Annexure I**).
- v) Letter of Indemnity (to be duly filled up in the enclosed proforma (**Annexure- II**))

- NOTE :**
- a) Selected candidate should preserve enough numbers of attested copies of the documents (for their own use) before submitting the originals to IMU, Mumbai Campus. The original documents submitted at IMU, Mumbai Campus will be returned to candidates only after completion of the course.
  - b) The above testimonial in separate sets i.e. first set of originals and second set of three self attested copies (in serial order as instructed) should be submitted at the time of joining.
  - c) Medical Fitness Certificate:- Candidates Selected for Diploma in Nautical Science, B.Sc(Nautical Science), B.Sc (Maritime Science) and B.Tech (Marine Engineering) should produce a Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/Hospitals approved by the Director General of Shipping, Mumbai.
  - d) Eye sight should be 6/6 vision in Each Eye WITHOUT Visual aids and normal colour vision for Nautical Science and Maritime Science Programme.

- e) Eye sight should be 6/12 both eyes unaided and normal colour vision for B.Tech (M.E.) and it may be corrected with glasses maximum+2.5 only for B.Tech. (M.E.)6/9 in good eye and 6/18 in bad eye.

**ANY SUPPRESSION OF TRUTH, MISREPRESENTATION OF FACTS FOR 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.**

**C. CONFIRMATION OF ADMISSION:-**

After the Verification Process, the 1<sup>st</sup> Semester Fees and Caution Deposit fee should be collected by way of **Demand Draft** drawn in favour of “ **Indian Maritime University payable to Mumbai**. No cheques are to be accepted. After Verification of Certificates and Payment of 1<sup>st</sup> Semester Fees, 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 are not to be admitted to the Programme unless the Semester Fees relating to the first semester and caution deposit have been paid **in full**.

**D. DISCIPLINE:**

Cadets are exposed to a balanced programme of both general and professional education necessary for their eventual success as Marine Officer in the Merchant Navy. Improper conduct reflecting undesirable character, use of alcohol, drugs, tobacco ( in any form ) or visit to places of ill-repute, ragging etc. are punishable by immediate dismissal. Parents are requested to co-operate and assist the authorities in maintaining a high standard of discipline in the institution.

**Institute is having in place necessary orders to have ragging free Campus.**

**E. PASSPORT**

Passport is essential for issuance of CDC (document issued to seaman by Govt. of India). All those candidates who are not having passport, they should apply for the passport before joining the course.

**F. GENERAL POINTS TO NOTE:**

- i) Gold ornaments and articles of adornment and other valuables are NOT allowed.
- ii) Electrical apparatus are NOT permitted in the Hostel.
- iii) Cadets are NOT allowed to keep motor vehicles/ bicycles in the Campus.
- iv) Cadets are advised NOT to keep more than Rs.1000/- in cash with them.

- v) Uniform to be worn at all times during training.
- vi) Music systems is NOT allowed in the Hostel.
- vii) All cadets should compulsorily pass their swimming test during the training.
- viii) Smoking and Drinking is strictly prohibited in the campus/outside the campus during the training period.**
- ix) All rules and regulation of the Institute should be strictly followed, which are issued from time to time by IMU.

**G. LIST OF ITEMS TO BE BROUGHT BY CADETS WHILE JOINING TRAINING**

- |       |  |         |
|-------|--|---------|
| i)    | White Half sleeve shirts                   | 3 nos.  |
| ii)   | Black Trousers                             | 2 nos.  |
| iii)  | Mattress cover (unbleached cotton)         | 2 nos.  |
| iv)   | Plain Black socks                          | 2 pairs |
| v)    | Sweaters – sleeveless – Navy Blue          | 1 no.   |
| vi)   | Bed sheet. Plain white – 225 cm. x 125 cm. | 2 nos.  |
| vii)  | Pillow cover, white cotton 70 cm. x 40 cm. | 2 nos.  |
| viii) | Towel white 66 cm. x 121 cm.               | 1 no.   |
| ix)   | Sleeping suits light blue colour           | 2 nos.  |
| x)    | Handkerchief, white cotton 40 cm. x 40 cm. | 6 nos.  |
| xi)   | Locks Godrej Navtal – 6 levers with keys   | 2 nos.  |
| xii)  | Coat Hangers – 30 cm./ with cross bar 9    | 6 nos.  |
| xiii) | Pugree white – cotton for sikh cadets only | 1 no.   |
| xiv)  | Mini pugree – cotton for sikh cadets only  | 1 no    |
| xv)   | Torch 2 cells                              | 1 no.   |
| xvi)  | Umbrella/Rain coat/Gum boot                | 1 no.   |

xvii)	Medicated soap/Antifungal powder (if the cadet is advised to use the same)	1 no.
xviii)	Scientific calculator (Non- programmable)	1 no.
xix)	Compass Box	1 no.
xx)	Swimming trunk	1 no.
xxi)	Hair Net (for girl cadets)	4 nos.
xxii)	Set of Drawing Instruments & Drawing Board [for B.Sc (M.S.) & B.Tech (M.E.)]	1 set
xxiii)	Two Notebooks	1 Set

*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.*

**INDIAN MARITIME UNIVERSITY, MUMBAI CAMPUS**

**PARENT / GUARDIAN CONSENT FORM**

*(Filling of all fields is compulsory)*

Name of Cadet : ..... Roll No.....

Category : GEN/SC/ST/OBC Blood group .....

E-mail of Cadet : .....

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

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

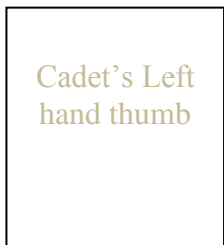
Mother's Name : ..... Mother's E-mail ..... Mother's Mobile.....

Permanent Correspondence Address : .....

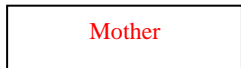
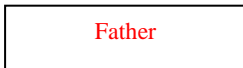
Contact No. Landline : ..... Nearest Railway station : .....

Police Station (Address) : .....

Photographs & specimen signature of parent's :



Signature :



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

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

Signature of Parent : .....

Guardian's name : .....

Correspondence Address : .....

Contact No. Landline : ..... Contact No. Mobile : .....

Local Guardian's E-mail : .....

Photographs and Sample Signature of Local Guardian's :



Signature of Guardian :



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

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

**Annexure II**

**THE LETTER OF INDEMINITY MUST BE SUBMITTED IN NON JUDICIAL  
STAMP PAPER OF RUPEES ONE HUNDRED ONLY**

**LETTER OF INDEMINITY**

To,

INDIAN MARITIME UNIVERSITY  
MUMBAI 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, Mumbai Campus, Palm Beach Block, (T.S.Chanakya) / Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I) . 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, Mumbai Campus, Palm Beach Block (T.S.Chanakya) / Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I) 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, Mumbai Campus, Palm Beach Block (T.S.Chanakya) / Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I), or in other crafts whether in Mumbai 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, Mumbai Campus, Palm Beach Block (T.S.Chanakya) / Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I) or by any officer or employee at IMU, Mumbai Campus, Palm Beach Block (T.S.Chanakya) / Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I) 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, Mumbai Campus, Palm Beach Block( T.S.Chanakya )/ Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I), during or in connection with such training and other physical and social activities that may be organized by IMU, Mumbai Campus, Palm Beach Block (T.S.Chanakya)/ Indian Maritime University, Mumbai Campus, Hay Bunder Block (M.E.R.I).

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

Name : \_\_\_\_\_

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

Relationship : \_\_\_\_\_

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

Witness Sign : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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

\_\_\_\_\_