CHAPTER- 1

REQUIREMENTS AND PROCEDURES TO OBTAIN APPROVAL FROM INDIAN MARITIME UNIVERSITY FOR THE CONDUCT OF PRE SEA COURSES FOR TRAINING FOR SERVICE IN THE MERCHANT NAVY

PART – 1

Administration and approval

1.1 Importance of pre-sea training:

Ships are only as good as the persons who man them. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. To achieve this, maritime education and training, and within that, the pre-sea training, is of vital importance. All Institutes that conduct, or intend to conduct, pre-sea induction courses for merchant navy should aim at excellence and abide by these guidelines as set forth herein. Where considered necessary, additional norms may be issued by the Indian Maritime University (hereafter IMU) for different categories of pre-sea induction courses. The IMU reserves the right to change, add, modify, rescind or replace these norms, or any part thereof, whenever considered necessary. Training of maritime personnel in India has been accorded the highest priority by the Government of India. To ensure that the competence of Indian seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in India. With advances in technology, and consequent changes, especially due to STCW 95, the international concept and practice of maritime training has undergone major changes in quality and quantity. To increase the supply of trained seafarers, the Government began to encourage maritime training in the private sector on a large scale in 1997. IMU, vested with powers and responsible for implementation of matters related to merchant shipping, has been issuing directives, whenever necessary, to ensure that international standards are complied with by all training Institutes in India. These are now consolidated, and supplemented through the present guidelines. These guidelines are required to be read with the Circulars, M S Notices or IMU orders, issued by IMU from time to time.

1.2 Objectives of pre-sea training:

Candidates for pre-sea training come from varying social, cultural, geographical, linguistic and economic backgrounds. On completion of training, the officers and ratings join ships, and are required to be able to man the ships effectively and to have the knowledge, maturity and balance that enables them to react competency and resourcefully in an emergency. They should also know the manner of working and of behaving in their respective work-stations, accommodation, recreation rooms, dining halls and in all formal and informal contexts on board the ship and elsewhere. Bearing this in mind, it is imperative that officers and ratings undergoing pre-sea courses in maritime training Institutes be provided with these facilities in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as parade, physical training, swimming, boatwork, outdoor games, extra-curricular activities, etc., the candidate is expected to be fully oriented to be suitable for the seafaring profession. Cheerful obedience to orders of superiors, team spirit, leadership and other seaman-like qualities will have to be developed in them. Candidates passing out of approved Institutes would have to be of required standard in knowledge, competence and behaviour. Hence Institutes would need to fulfill these norms to be considered by IMU for approval to impart maritime training for the merchant navy.

1.3 Applicability: These guidelines are applicable only to those institutions / colleges seeking affiliation/ recognition with IMU.

1.3.1 **Entry into force:**

All Institutes conducting DGS approved courses and seeking affiliation to IMU are required to follow these guidelines with effect from the date laid down hereinafter at the end of these guidelines. Institutes already approved by DGS prior to the issue of these guidelines, their approvals are deemed to have incorporated these guidelines will be deemed to have followed these guidelines for purpose of affiliation to IMU. If on the date of coming into force of these guidelines the institute seeking affiliation has not complied with all the provisions of the existing Guidelines, Circular, M.S. Notices or Orders issued by the DGS for any course will have to meet the requirements of these guidelines afresh before affiliation granted for that course.

1.4 Entities eligible for approval:

1.4.1 Approval to Institute:

Any institute which desires to run an IMU approved course will have to seek affiliation to IMU to run such a course. Any proposal for increase in intake for such course including pre- sea courses by an affiliated institute will be entertained by IMU as per these guidelines.

1.4.2 **Form of Institute:**

Only such institutes as promoted with a nonprofit making objective by leading and reputed shipping companies, ship and maritime related management companies, Government institutes and ship building companies with experience and knowledge of maritime life and matters and with support base from among the serving or retired marine professionals, need apply for consideration for approval. The audit accounts for the non-profit making organisation for the last 3 preceding years shall be submitted, and if the institute is newly founded the financial standing needs to be established.

1.4.2.1 An application for a new Training Institute shall hereafter be processed for approval only if it is received from a registered nonprofit making public trust or a company registered under section 25 of Indian Companies Act, 1956 (hereafter 'registered Sec. 25 Company') set up with educational purpose as its main objectives, by a company or a firm, which has been actively engaged and widely recognized and acknowledged in a marine related sphere.

1.4.2.2 Application from an existing Institute shall hereinafter be processed for approval for increase in Intake in any course only if the Institute has been:

(a) running the existing courses successfully and atleast two batches have passed out,

(b) has the highest grading and a satisfactory placement record,

(c) has an impeccable record with the IMU in regard to compliance with the conditions for approval and for running the courses.

(d) meets the requirements of these guidelines.

1.4.2.3 Application from an existing Institute shall herein after be processed for approval for a new course only if the Institute has been

(a) running the maritime related courses satisfactorily,

(b) has the highest grading and a satisfactory placement record,

(c) has an impeccable record with the IMU in regard to compliance with the conditions for approval and for running the courses.

(d) meets the requirements of these guidelines

1.4.3 **Exceptions** Notwithstanding the eligibility conditions contained in Para 1.4.2, applications received from institutions under DGS Order No. 1 of 2003 and 2 of 2007 till the date of issue of this Order will be considered eligible and will be processed for approval as per procedure for approvals detailed hereunder.

1.5 Procedure for approval of an Institute:

An Institute that considers itself eligible will apply to the IMU in the prescribed Application Form **(Annex-1),** with the relevant fees details and documents prescribed below. If the proposal of the Institute is acceptable, it will be required to submit a Project Feasibility Report (PFR), fees and other necessary information as prescribed in **Annex-II/II-A or Annex III/III-A**. If the submissions are in order, or when they are put in order, the Institute will make a presentation of its proposal to the IMU. The IMU while considering the application will also take into consideration broader aspects, demand supply of seafarers and other matters of relevance. If the IMU is satisfied with the proposal and the need to set up or expand the Institute, it will recommend the proposal to the IMU Headquarters who will then consider and issue the letter of intent to set up the Institute and courses as per the DPR, or the DPR as duly modified on the advice of the IMU .

1.5.1 Application for approval to the Institute:

The proposed Institute shall apply to IMU for approval of Institute in Proforma enclosed **(Annex- I**). Five copies of the application shall be submitted and should contain details such as :

(a) Name of the Institute

(b) The form of organisation which proposes to run the courses i.e registered non profit making public Trust or Sec. 25 Company, having marine education as its main objectives.

(c) Names of Trustees/Management committee members/Directors of the registered non profit making public Trust/Company along with their CV profile.

(d) Resolution passed by such registered non profit making public Trust/Sec. 25 Company mentioning that they want to run/start the training Institute indicating the name of such Institute. Attested resolution shall have to be attached.

(e) Intended location of Institute with availability of land of minimum four hectares of land on ownership basis or long term lease of not less then 10 years.

(f) Courses the Institute intends to conduct

(g) Business plan and project of the Institute

(h) CV of Capt. Supdt. or Director or Principal for the Maritime Unit along with his willingness letter

(i) Proposed layout of the premises

(j) Plan of basic infrastructure with site plan, building plan duly approved by the competent town planning authority i.e campus, office, scholastic block, hostel, playground, swimming pool, parade-ground, facility for boating, galley, auditorium, ship in campus, as applicable, etc. .

(k) Number and qualifications of faculty members intended to be appointed.

(l) Project Feasibility Report (PFR)

(m) The application should be accompanied by a detailed report with reference to 1.4 as the case may be, as to why the application should be accepted for consideration under these guidelines. The Project Feasibility Report (PFR) is required to be submitted and should provide details such as its mission and vision, background of Trust/Company, objectives and scope of the proposed Institution, Quality and Human Resource development policy with regard to faculty recruitment, justification for starting the proposed Institution/Course etc .

1.5.2 Funds for Capital :

Source of funding of Institute for initial capital expenditure and recurring expenditure shall be shown in PFR. Proof of availability of finances for completing the project on time would be required.

1.5.3 Prerequisites for Approval of the Project:

1.5.3.1 A letter of Intent/in-principle approval from the affiliated University shall be produced in case of all degree courses.

1.5.3.2 In case of marine engineering courses the proposal should also include a firm project plan for the ship-in campus/ afloat training through marine workshop along with necessary charts, diagrams and time schedule for construction, test run,

commissioning and availability of funds thereof. In the event the institute opts for marine afloat training, the marine workshop with whom the afloat training is tied up will need approval of IMU specifically certifying its suitability for providing such complete afloat training.

1.5.3.3Institutes undertaking nautical technology courses (i.e. 4 year degree programme) shall have an embedded sea service segment as part of their degree programme. The sea segment of the training shall be ship board structured training of distance learning as per the requirement of the IMU.

1.5.3.4 Institute is required to have its own land and infrastructure. Independent campus having classrooms, residential accommodation for warden, hostel, and playground for volleyball/basketball, parade ground, auditorium and workshop is essential. Institute shall make the arrangement for swimming, football ground and medical facilities, auditorium etc. within the campus. Where on-campus facilities are not possible with respect to boating, formal agreement with suitable outside agencies with dedicated timeslots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of IMU. The institute is required to create the infrastructure and facilities including premises, laboratories, demonstration equipment, hostels etc. as prescribed in Annex-II and IIA or Annex-III and III-A as applicable.

1.5.4 Fees:

1.5.4.1 The institute shall pay a non-refundable registration fee of Rs.10,000.00, by means of a Demand Draft in favour of the Indian Maritime University payable at Chennai alongwith application for approval of the Institute in **Annex I**. If the institute fulfils to the satisfaction of the IMU the requirements as set out herein, it would be called upon to present a detailed proposal of the Project to the IMU.

1.5.4.2 In case the project of the institute is approved by the IMU, the Institute shall submit further details of its Institute in Annex II and Annex II-A or Annex III and IIIA as applicable and pay a non- refundable fee of Rs.40,000.00 as processing fee by means of a Demand Draft in favour of the Indian Maritime University payable at Chennai prior to the issue of Letter of Intent.

1.6 Procedure for Approval of the project:

1.6.1 The proposal, will be scrutinized in the IMU, if it is considered that the application meets the necessary qualifications and is complete in all respects, it will be submitted before the Board of Affiliation and Recognition.

1.6.2 The promoters shall be required to make a presentation taking into account the details submitted as prescribed in **Annex-I** and **Annex II and Annex IIA or** as prescribed in **Annex III** and **Annex IIIA** to the IMU in which they would be asked to explain their project plan, along with the arrangements they have made for working out tie up arrangements with the sponsoring shipping companies for providing on-board training to the prospective and existing students. The applicant will need to satisfy the IMU in all respects, and be prepared to support his project plan with verifiable proof of all his claims.

1.6.3 Institutes will need to show ability to provide or make firm arrangements for ship-board training for the prospective students. Tie ups***** must be provided as below;

1.	For courses 2 Years or more	An undertaking to be given before grant of initial approval and the tie up firmed up atleast 15 months prior to the completion of the course for atleast 80% of candidates of that year.
2.	4 years Dual course (equivalent) 3 years ATS 1 year GME 1 year DNS	Firm sea time tie up letters will be required to be submitted at the beginning of the course for all students.
3.	All courses with embedded sea time of 2 years or above.	Firm sea time tie up letters will be required to be submitted latest by 12 months after commencement of the course for all students.

***** In the interest of students, institutes are encouraged to provide embedded structured on board ship training of atleast six months during the course after obtaining firm approval of the Affiliating University and IMU.

1.6.4 If the Board of Affiliation and Recognition is satisfied about the bonafides, qualification, seriousness of the applicant and the project prepared by him or with such modifications as advised, it will make a recommendation to the IMU who may then issue a letter of intent **(Annex-IV)** to proceed with implementing the project as approved, with any modifications as approved and revert to the IMUwhen the complete infrastructure is ready including the approach roads to the institute. The Institute shall adhere to the time schedule as advised to the IMU.

1.6.5 When the institute is ready to set up the new course, the Institute should confirm the availability of the facilities and readiness for inspection as detailed in the DPR and in **Annexes II/III and IIA/IIIA** together with the course approval fees as applicable to IMU.

1.6.6 The approval process for pre-sea training courses will be in two stages. The first stage will verify the setting up of the infrastructure and facilities and documentation thereof. The institute will be expected to have in place complete in all respect, the following:

1. Part A – Administration.
2. Part B – Director/Principal/Head of institute/Course.
3. Part C – Equipment, publications, and library facilities.
4. Part D – Facilities including laboratories and workshops.

5. Part E – Where relevant progress of Ship in Campus and stage of completion.

It may be noted that apart from inspecting the infrastructure for the course under approval, the inspection will verify availability of facilities and space for all courses running in the same site by the Institute and take a comprehensive view.

1.6.7 The second stage will verify the availability of the full complement of Institute/course staff, the availability of course material and curriculum and preparedness for TOTA. Progress in the ship in campus construction, if relevant, will also be verified to ensure readiness in time. It may be noted that the 2nd stage approval will inspect and verify the availability of faculty for the whole institute, and not just the course under approval.

1.6.8 For courses scheduled to commence in June / July of a calendar year, the request for 1st stage inspection as detailed in 1.6.5 above must reach the IMU together with relevant fees and complete details before the **1st of June** of the preceding year. Similarly courses scheduled to begin in January; the request for inspection must be received by **1st January** of the preceding year. After preliminary scrutiny the IMU will order an inspection of the institute.

1.6.9 This inspection of the institute for infrastructure etc will be completed by the Inspection Team by end of August of the preceding year or end of March as the case may be. It is expected that the Institute will have ensured complete readiness of facilities and infrastructure as defined in these guidelines for 1st stage of inspection for courses up to 2 year duration. The Institute is required to submit a certificate to the IMU that infrastructure as required as per the DPR is in place along with all supporting documents.

For courses of more than 2 years, phase wise completion is required as follows:

Duration of Course	**Minimum requirement of infrastructure during 1st stage inspection**
1/2 Years	Complete infrastructure including instructional area, library, administration, workshop, fixtures, lab area, hostel, playground, swimming pool, auditorium, etc.
3 Years	Complete infrastructure for 2 years including instructional area, library, administration, workshop, fixtures, lab area, hostel, playground, swimming pool, auditorium, etc. For the 3rd year complete infrastructure should be ready in all respects before 1st June of the 2nd year of the 3 year course and application to be made for inspection as per the schedule stated in **Annex IX .**
4 Years	Complete infrastructure for 2 years including instructional area, library, administration, workshop, fixtures, lab area, hostel, playground, swimming pool, auditorium, etc. For the 3rd year complete infrastructure should be ready in all respects before 1st June of the 2nd year of the 3 year course and application to be made for inspection as per the schedule stated in **Annex IX .** For the 4th year complete infrastructure should be ready in all respects before 1st June of the 3rd year and application to be made for inspection as per the schedule stated in **Annex IX** .

If the infrastructure is not ready as per the stated schedule in the phase wise plan of construction submitted by the institute, the intake of 1st year shall lapse i.e. no new intake of students shall be allowed so that the Institute can devote its attention in ensuring the batch/es taken in the Institute are fully attended to. However a 2nd opportunity will be accorded if any deficiencies pointed out in the 1st inspection (with a copy to the IMU) are to be made good by the institute by end of September (or April) as the case may be and the council invited for a confirmatory inspection, which will be held in Mid October (or end of May)as the case may be. On completion of the confirmatory inspection, the LIC must forward the report together with list of deficiencies (if any raised) by 15th of October (or May) as the case may be. This report must also include copies of all supporting documents, photographs etc.

1.6.10 In case it is found that the institute does not have the required infrastructure for inspection complete in all respects by mid of October, the institute's application will not be considered for that year. The institute may then not ask for the inspection and may resubmit its application before **1st June/1st January** as the case may be for consideration for the next academic year.

1.6.11 For institute cleared by the IMU as having satisfactorily met 1st stage requirements, intimation will be communicated by end of **January/August** as the case may be. Such institute can proceed with completion of the academic requirements to be inspected and verified in the 2nd stage. On receiving the intimation from IMU of having satisfactorily met 1st stage requirements, the institute will approach the LIC/respective academic council for second stage inspection by end of March of the calendar year/ September of the preceding in which the course is to commence, as the case may be, and offer themselves for 2nd inspection.

1.6.12 In case the institute cannot offer itself for inspection complete in all respects by end of March the institute's application will not be considered for that academic year.

1.6.13 This inspection will include checking of the faculty, course curriculum, lesson plan, class time table, instruction plan and also other academic and training requirements including Ship in campus etc. as required for the course. The LIC/Academic council will forward a complete report by the 15th of April/ October, as the case may be to the IMUtogether with list of deficiencies (if any raised) and must also include copies of all supporting documents including faculty details, teaching and load matrix for all courses conducted by the Institute, lab and workshop equipment etc including photographs.

1.6.14 The application will then be considered by the IMU and its decision made known by 15th July/end of December.

1.6.15 If in the opinion of the IMU, the institute does not fulfill these requirements, the institute shall not take up the course in that academic year nor shall advertise for the same. The institute may resubmit its application for consideration for the next academic year as per the calendar of approvals specified herein.
1.6.16 If during the course of setting up a new institute, information is received by the IMU that false claims have been made or false information given, the IMU may suspend the process of approvals for the concerned academic year.
Further After giving reasonable opportunity to be heard, IMU may decide to disallow the institute from setting up the course.
In the case of an existing institution, if there are violation of conditions the process of approval of the new courses or increase in intake shall stand suspended.

(Schedule of Inspection and submission of details by the Institute as prescribed in Annex- IX)

1.7 Validity of Approval.

(a) When all the requirements for all years of the course had been met, the provisional final approval will be granted by IMU in the format prescribed as **Annex - VI.**

(b) For a 1 year course or a short course -approval will be final.

(c) For a 2 year or longer course – since institutes do not engage faculty and provide complete facilities for subsequent years, initial approval will be for 1 year only and approval to the course will be provisional till the final year is approved. Subsequent years will be inspected and approved year-wise as per procedure and schedules herein till such time final year approval is granted. Approval will be granted in the format prescribed in **Annex-VI**.

1.7.1 Institute will be subjected to annual inspection and if required surprise inspection by the LIC/Academic council.

1.8 Validity of Letter of Intent:

In case an Institute does not offer itself for the 1st or 2nd stage of approvals within 1 year of the completion of the project plan as per DPR approved by the IMU, it will be expected that the institute will be asked to appear before the IMU again to explain its reasons for delay. If it does not do so, or if it does not so satisfy the IMU and obtain a fresh date for completion of its project in a revised DPR, the institute will be disallowed from setting up the institute / course, and the approval of IMU shall be deemed to have lapsed automatically.

1.9 No approval with retrospective effect:

Approvals for new Institutes or for commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect. Institutes shall not pressure on approvals and admit candidates without all their permissions in place. The IMU has instructions in place to Shipping Masters that no candidate admitted in unapproved courses will be issued with a CDC.

1.10 Name of Institute:

Name of Institute will have to be got approved by IMU. No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest or be calculated to suggest the patronage of the Government of India or the Government of the State. Please see in this regard Sec.3, and clause 7 of the Schedule in the Emblems and Names (Prevention of Improper use) Act, 1950. IMU hereby lays down that words such as Indian, National or Bharat etc., shall not be allowed in the name of any training Institute. Any change in the name of the Institute is required to be submitted to IMU in advance, and approval obtained before using the new name.

1.11 Authorized signatories:

All Institutes should forward the names and specimen signatures of two persons who are declared the authorized representative and alternate representative respectively to deal with IMU. No person other than these two persons will be entertained by IMU or the Academic Council for any purpose relating to the Institute. Documents submitted by the Institute, signed by other than either of them will not be accepted by IMU. No action will be taken on them and if there is a change in either of them it should be notified to IMU by a resolution signed by all Trustees or authorized Management Council member of the Society or directors of registered Sec. 25 Company as per the documents submitted to, and/or available with, IMU and Academic Council. The change should be notified to IMU well in advance and with indication of the date from which the change will be effective.

1.12 Code of Conduct for Advertisements/Brochure/Prospects:

The Institute may advertise for courses in media or independently, giving correct information. Publicity may also be given to local newspapers also to attract rural youths to join Merchant Navy. It should include, inter-alia, the following:

1.12.1 Eligibility criteria as per IMU guidelines
1.12.2 Names of course/s
1.12.3 Course duration
1.12.4 Total fees structure and all charges payable with breakup
1.12.5 Number of seats sanctioned
1.12.6 Last date of submission of application
1.12.7 Date of commencement of course
1.12.8 Statement mentioning. Institute is required to ensure that on board training is provided to the candidates after the successful completion of the course, which may be mandatory for obtaining a Certificate of Competency issued by the Indian Maritime University, Chennai.
1.12.9 Date of publishing of brochure/prospectus/advertisement. Advertisements should **not** include the following

1.12.10 Assured passing of the candidates
1.12.11 False picture of prospects and high salaries
1.12.12 Mixture of IMU-approved courses and non-IMU-approved courses in the same advertisement.
Copies of all advertisements published or used must be sent to the IMU, to be kept in the Institutes file for record and for inspection as the need arises.

1.13 Ban on conducting courses not approved by IMU:

1.13.1 Normally a Merchant Navy Training Institute approved by the Indian Maritime University should conduct only courses approved by IMU. This is important to give clear picture to the candidates who join the course on the strength of approval of IMU.
1.13.2 The existing training Institutes conducting any other non IMU approved courses in the same premises should approach the IMU with the details of the same before starting the next course, for obtaining no objection from the IMU. Details of infrastructure and other facilities which will be required to be shared should also be indicated in the proposal.
1.13.3 In any case, no course similar to IMU-approved course should be conducted by Institute without prior approval of IMU. A clause should be added in the prospectus and/or brochures and/or advertisements of the concerned non-IMU approved courses mentioning that "This course is not approved by Indian Maritime University, Chennai".
1.13.4 The institutes which offer CoC courses only and not affiliated to IMU will continue to be recognized by DGS.

1.14 Ban on Ragging:

Strict measures shall be enforced to prevent ragging. The course incharge shall be held responsible for any incidence of ragging. Strict, prompt, and strongest possible action should 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 Institute shall be kept. All cases of ragging should be reported to IMU immediately and in any case within 7 days from the occurrence of the event. Any instance of ragging established in the Institute will be considered serious misconduct attracting penal provisions by the IMU, including suspension of the candidate and appropriate action against the institute.

1.15 Ban on Alcohol, Tobacco and Drugs:

The Institute should have a policy on alcohol, tobacco and drugs. Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, must be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate and by the Institute.

1.16 Records of Institute :

The Institute shall maintain records, advertisements and brochures as set out separately for each category of pre-sea induction course.

1.17 Quality standards :

Every Institute shall have an established quality system of the applicable ISO standard or approved equivalent, within six months of the commencement of its first IMU-approved course and any new IMU approved course thereafter.

1.18 Periodical returns:

The Institute shall submit the periodical returns to IMU in the format of MS Excel, or it can also be obtained from IMU, Chennai. The returns should be forwarded strictly in the format as per **Annex- X.** on hard copy as well as on soft copy on floppy/e-mail. A course diary as per **Annex XI** to be strictly maintained and the available during periodic inspection by the competent authority.

1. 19 Etiquette and other soft skills:

The Institute should have a programme for imparting training to the pre sea candidates with respect to etiquette and other soft skills.

1.20 Placement, counselling Cell and Alumini Cell.

The Institute should provide a students activity centre which will cater to the objective of the students placements on ships for their sea service requirement criteria. It will also serve as a nerve centre to all students activities in the Campus in order to promote professional, social and intellectual interaction amongst the members and the Alma mater. The activity should also include organizing seminar/conferences, guest lecturers/publication, etc.

Campus

2.1 Land requirements for the Institute:

The Institute must have an independent campus of 4 hectares or more. The land should be level and usable. More area may be required depending on the number of courses and students. This required land area should be used for Maritime Training and allied purposes. If however it is an Institute conducting other degree/diploma courses approved by the University, then the land, available with the Institute together for all such courses, should not be less than what is prescribed therein. Facilities for swimming, playgrounds, auditorium, parade ground, computer training etc. shall be located within the Campus. Where on-campus facilities do not exist for boating, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of IMU. The existing Institutes shall continue to be in compliance of IMU requirement of land. However, in case an existing institute asks for any fresh approval of course or increase in intake they will be required to meet the new guidelines as stated under this Order.

2.2 Location of Institute:

Approval to the new courses will only be given when all courses proposed are to be conducted within the same campus. This will be applicable whether the courses being conducted are pre-sea or post-sea. The Institutes which were already approved to conduct courses at different locations were required to ensure that all courses are restricted to one location.. In case of non-compliance after the prescribed period, the approval shall be withdrawn from all non-compliant training Institutes for all the courses.

2.2.1 Address for correspondence:

All correspondence with the Institute will be made only on the address where the Institute is physically located.

PART - II

2.3 Shifting of Premises:

The request for shifting of premises in the same city will be considered after receipt of processing fee of Rs.20,000 only**.** The new premises will require to meet the requirements of these guidelines. Once training has commenced in one particular place with the approval of IMU, no request for change of premises will be considered till the completion of at least three years. Existing Institutes who shift to new campus only to comply with these guidelines need not pay this fee, as may be approved by IMU. The change of location of the Institute from one city to another will however be considered only as a fresh proposal, and the entire procedure for approval will have to be followed de-novo by the Institute in such a case. Institute will be re-inspected after scrutiny by the IMU, prior to issue of the approval to conduct courses at new premises. The Institute can conduct the courses at the new premises only after receiving the approval for new premises from IMU.

2.4 Construction quality:

All buildings of the Institute shall be:

2.4.1 Of regular ('pucca') construction. Temporary structures are not permitted.

2.4.2 With proper and permanent roofing -

2.4.3 Properly coated/painted,

2.4.4 With modern flooring of ceramic tile/granite/mosaic or similar material, and be

2.4.5 Treated for protection against termites and other pests.

2.5 Hostel and residential facilities:

The pre-sea training shall be fully residential. The hostel shall include:

2.5.1 Rooms for candidates - the floor area should be minimum 3 sqm per candidate, if two tier bunks are provided, and 4 sqm per candidate, if single level is used.

2.5.2 Suitable mattresses of not less than 1.8 metres x 0.9 metre x 75 mm size shall be provided for each candidate.

2.5.3 One cot or equivalent of size compatible for the mattress shall be provided for each candidate.

2.5.4 Two-tier bunks are permissible provided the clear headroom above the mattress in each tier is not less than 0.9 metre, and ceiling fans are at a safe distance to avoid injury to occupants of the upper bunks.

2.5.5 One standard size of pillow per candidate shall be provided.

2.5.6 One cupboard with space, for hanging uniforms, and shelves for other personal effects. Minimum size of such space should not be less than 1.8 metre high and 0.45 metre wide (for each hanging space and shelves) and 0.48 metre deep. The cupboard shall be made of 18/20 gauge steel or may be built-in with good quality of wood, painted (preferably powder-coated) against corrosion. The foregoing conditions could be met by standard size cupboards 1.8 metre high and 0.9 metre wide with a central partition and twin doors. The cupboard space allotted to each candidate must have separate locking facility, preferably with the candidate's own lock.

2.5.7 One table, chair and table lamp shall be provided per candidate, within the cabin.

2.5.8 One waste paper basket shall be provided in each room.

2.5.9 Each room shall have sufficient natural ventilation and provided with adequate lighting and fans. For all windows, window curtains or blinds shall be provided. The window curtains or blinds shall be aesthetic and of uniform pattern/system throughout.

2.5.10 Suitable space shall be provided in each room for storage of the luggage of all the occupants of that room. Alternatively, a separate 'box room' with suitable racks may be provided for the luggage of all the candidates.

2.5.11 Institute shall have adequate conservancy staff for maintaining cleanliness of toilets, bathroom, all common spaces including corridors, public places, administrative and academic buildings, etc.

2.6 Drinking Water:

Cold drinking water must be provided at adequate, appropriate locations on the campus, especially near the classrooms and hostel rooms, fitted with purification facility.

2.7 Toilet facilities in the hostel :

In the ratio of not less than one wash basin of 50 cm breadth size shower and WC of at least 1 mt x 1.5 mt x 3 mt high each for every five candidates. Different utilities (wash basin, shower and WC) shall not be clubbed into one room such that if one candidate is using the WC, he would be denying other candidates the use of a shower or washbasin.

2.7.1 Water-supply:

Adequate arrangements for water-supply to toilets, 24 hours a day, shall be provided.

2.7.2 Walls:

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Masonry walls shall be covered with good quality tiles to full height.

2.7.3 Wash-basins:

Wash-basins shall be of ceramic type of not less than 50 cm in size.

2.7.4 Toilet racks:

Each wash basin shall have a ceramic/glass shelf/rack for toiletries.

2.7.5 Light:

Each wash-basin shall have light suitably mounted above it.

2.7.6 Accessories:

The toilets shall have necessary towel racks, clothes hooks and soap holders.

2.7.7 Taps:

All taps shall be of nickel-plated metal or stainless steel. Plastic taps are not acceptable.

2.7.8 Exhaust fans:

Toilets/WCs shall be fitted with adequate number of exhaust fans to prevent any accumulation of foul air.

2.7.9 WCs:

All WCs shall be of Western style and fitted with toilet seats.

2.8 Linen, laundry, and ironing:

At the commencement of the course, the Institute shall arrange for the supply of new hostel linen to each candidate. On completion of training, the candidate shall be allowed to take away the linen provided to him. The linen supplied to each candidate shall include:

2.8.1 One mattress cover

2.8.2 Four white bed sheets, for use of two at a time

2.8.3 Two white pillow covers

2.8.4 Two white Turkish bath-towels

2.8.5 Two white Turkish hand-towels

2.8.6 One blanket where ambient temperature is expected to fall below 20°C.

Adequate laundry service must be provided either in-house or out-sourced. Facility for ironing clothes shall be provided at the rate of one electric iron and ironing board for every ten candidates.

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2.9 Catering:

2.9.1 Dining hall:

A dining hall suitable to seat all the candidates at one time may be provided. However, seating capacity of half the number of candidates at a time is permissible where staggered meal times are provided.

2.9.2 Ventilation:

The dining hall shall have natural ventilation and also be fitted with adequate lighting and fans.

2.9.3 Number of utilities:

Wash-basins, liquid-soap dispensers and hand-towels shall be provided at a rate of not less than one per ten candidates.

2.9.4 Kitchen (galley):

The floor shall be of stone or tiles, free of cracks, holes or gaps to discourage insects. The sides shall have tiles to the full height of the walls. The cooking platform should have a chimney or other effective means above it to take away the hot air and oil fumes resulting from cooking. There should be a proper airflow system with exhaust fans to prevent air and smoke etc. from entering other enclosed spaces in the campus.

2.9.5 Designated wash place:

A designated wash place for the utensils, cutlery and crockery shall be provided, outside the galley, fitted with adequate taps and platforms for segregation of dirty and clean items. Hot water should be made available on tap for this purpose.

2.9.6 Uniform for catering staff:

While at work, all catering staff should wear uniforms. Cook's uniforms shall include 'chef caps' to prevent hair from falling into the food under preparation.

2.9.7 Quality of food:

The food shall be nutritious and fresh and, where appropriate, served hot. The entire process of catering shall be hygienic and conducive to the maintenance of good health.

2.9.8 Hygiene:

All spaces connected with catering shall be free of rodents, fungus or insects. Adequate number of insect traps shall be fitted to keep the catering spaces free of insects.

2.9.9 Out-sourcing of food preparation:

In case of outsourcing, proper agreement must be entered into with the contractor. However the food must be prepared in the galley within the campus and must be served in dining hall of the campus. The quality must be strictly supervised by the Institute.

2.10 Classrooms:

2.10.1 Ventilation:

Classrooms shall be air-conditioned or have natural ventilation and be provided with adequate lighting and fans.

2.10.2 Cooling:
Where the ambient temperature in the classroom is expected to exceed 35°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air-conditioners.
2.10.3 Heating:
Where the ambient temperature in the classroom is expected to fall below 15°C, heaters shall be provided.
2.10.4 Class-room size:
The carpet area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. There shall be provisions for a platform, a table and a chair for the teacher. In a class, frequently students make use of a data book, a calculator and notebook. As such the student will require a larger independent desk as compared to the requirements of classes for students of general education.
2.10.5 Carpet area:
The size of the classroom for candidates shall be as given below:

No. of candidates	**Carpet area of room**
20	Not less than 30 m2
40	Not less than 50 m2
Between 20 & 40	Between 30 & 50 m2

No class of more than 40 candidates at a time is permitted.
2.10.6 Black/white board:
Black/white board with chalk/marker pens of different colours shall be provided in each classroom.
2.10.7 Overhead projector:
An overhead projector shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates.
2.10.8 Screen:
A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector
2.10.9 For lecturer:
A raised platform with a table and chair shall be provided. The lecturer shall be provided a lockable cupboard for use in each classroom.
2.10.10 For candidates:
Each candidate shall be provided with a separate wooden table and chair.
2.10.11 Notice-board:
A notice-board shall be provided at the entrance of each classroom, displaying, among other notices, the weekly schedule of classes and the assigned faculty.

2.11 Library-cum-reading room:
A dedicated library-cum-reading room of not less than 20 m2 per 40 candidates shall be provided, adequately stocked and furnished. Newspapers and magazines, technical and general, shall be provided. Control of the ambient temperature shall be provided as prescribed for classrooms. Preferably, a qualified librarian shall be in charge of the library-cum-reading room. Library facility to be made available for atleast 4 hours beyond class hours.

2.12 Audio-visual equipment :
The Institute shall have adequate audio-visual materials including TVs, video/CD players, appropriate video tapes/CDs, etc.

2.13 Computer and projection facility :
A computer and projector for PowerPoint presentations in classrooms when required, must be available.

2.14 Maps, models, etc.
Adequate number of world maps, models of ships, wall-mounted photographs of ships and ports, etc. shall be displayed in classrooms and other suitable places in the campus.

2.15 Video-cassettes/CDs:
The available video-cassettes/CDs should include
2.15.1 Entry into enclosed spaces
2.15.2 Use of breathing apparatus
2.15.3 Personal safety on Deck
2.15.4 Abandon ship and other video cassettes/CDs, as may be prescribed from time to time.

2.16 Computer training:
At least five workstations for every 40 candidates, with MS Office which includes Word, Excel, Access and PowerPoint programmes, shall be provided for use by candidates on holidays and off-hours on weekdays. Where computer training cannot be imparted within the campus, formal agreement with suitable outside agencies with dedicated time slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted. However, the said workstations stated earlier in this clause must be available in a classroom within the campus.

2.17 Communication facilities:
2.17.1 Internet:

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Internet shall be available on the campus for use by candidates on holidays and after-hours on working days. At least four Internet workstations shall be provided for every 40 candidates.

2.17.2 Telephone:

Candidates shall have access to local, NSD and ISD telephone facilities within the campus. Institute shall ensure that adequate number of booths are available within the Campus such that the waiting period of the trainees is minimum.

2.17.3 Photocopying:

Candidates shall have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

2.18 Recreation room:

A recreation room of not less than 20 m2 per 40 candidates, with indoor games such as table tennis, carrom, scrabble, draughts, chess, etc., TV, Video, etc. shall be provided for use by the candidates.

2.19 Dispensary and medical emergencies:

The Institute should ensure that Parents/Guardians are fully aware of the nature and extent of medical facilities being provided by the Institute for the entire period of study, without any scope for ambiguity, before the candidate takes admission to the Institute. A dispensary stocked with adequate supplies for rendering first aid shall be provided. The Institute shall have the services of a doctor available everyday with appropriate recording of his attendance and a formal agreement with a hospital/clinic nearby in case of emergencies. Institute must make arrangement to supply medicines as prescribed by the Doctor, and may debit the cost from the account of the cadet. Provision of a vehicle with a driver at the Institute's cost must be available round the clock, to cater to medical emergencies.

2.20 Ship-type mast:

A ship-type mast, approximately 10 meters high, for practice in mast climbing must be provided in a convenient location in the campus.

2.21 Playground:

A playground of at least 130 meters x 100 meters shall be provided within the campus.

2.22 Parade-Ground:

A parade-ground of minimum area computed at 15m2 per candidate per course parade shall be provided within the Campus. This could be a part of the play ground of the Campus.

2.23 Auditorium:

The Institute should provide an Auditorium with adequate capacity to seat the full intake of cadets and faculty of one year together for all courses approved by the Directorate. They should also keep in mind the future plan for their further enhancement of intake in students while meeting the requirement of Auditorium capacity.

2.24 Swimming facilities:

The Institute shall have facilities for imparting training in swimming on Campus.

2.25 Boatwork:

Where on-campus facilities is not possible, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of IMU.

2.26 Alternate source of electric supply:

2.26.1 An alternate source of electrical power capable of providing power to the following within ten minutes of the failure of the main supply shall be provided.

2.26.1.1 All lights and fans in the buildings and half the number of lights of compound.

2.26.1.2 Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board,

2.26.1.3 Computers, UPS for computers, simulators and their airconditioners.

2.26.1.4 The emergency power requirement for workshop facilities need not be concurrent or simultaneous with that required for the hostel as it may be presumed that both these premises would not be occupied at the same time.

2.26.2 The emergency generator and emergency switchboard shall be located in a self-contained room, at ground level in the campus, sufficiently segregated from the academic and residential accommodation in order to prevent unnecessary noise, vibration and atmospheric pollution.

PART – III

Faculty

3.1 Faculty Strength:

The number of candidates in a lecture class shall not exceed 40. For practical and other work where greater inter-action is necessary, the class should be sub-divided into groups of not more than 8 candidates per instructor. At least 50% of the faculty in each category must be on full-time employment of the Institute. The minimum faculty strength for a batch shall be as prescribed separately for each category of pre-sea induction course.

3.2 Approval of Faculty:

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The faculty members may apply in the application form as prescribed in **Annex - VII** through an approved Institute. Each faculty member will be approved by the IMU initially for the subject/s for which he/she is considered to be competent to teach. Once the approval letter is issued for a faculty member, he/she will be free to teach that subject in any Institute. If that faculty member wants to also teach another subject, he will have to get approval from IMU for that subject separately.

3.3 Separate course-in-charge for each course:

Where the Institute is running more than one course, each course should have different course in-charge.

3.4 Appointment of faculty members:

The appointment of the faculty member for a particular course is approved at the time of granting approval for the course. Subsequent appointment of different faculty member should be made with prompt intimation to IMU in **Annex - VII** send for each change. Where the appointment is made in emergency like sudden illness, death, or resignation of existing faculty member etc. then the Institute should take the IMU's ex-post facto approval as early as possible. Until the approval from the IMU is received, the faculty should be appointed provisionally. Provisional appointment should not be for more than for one month in any case and the request for the approval of the same should be forwarded to IMU immediately. Such case of provisional appointments should be exception rather than rule. Normally such requests will be considered maximum 3 times a year, and subject to not more than 25% of faculty strength.

3.5 Visiting faculty members and guest lecturers:

In view of the paucity of teachers in specialised subjects and in order to cater to instructional requirements, visiting faculty members may be resorted to, as and when necessary. However, too much of dependence on visiting/part-time faculty members should be avoided. At any time, the Institute should have on its rolls a minimum of 50% permanent faculty members. The Institute should arrange as many guest-lectures as possible, by distinguished persons from the industry, and having managerial responsibilities related to the course.

3.6 Qualifications and attributes of faculty:

3.6.1 Only properly trained and qualified personnel should impart training and instruction.

3.6.2 All faculty members shall have undergone an appropriate, approved 'Training of Trainers' course or equivalent as acceptable by the IMU, except those who have the background of having demonstrated proven pedagogic skills for more than 5 years and are approved as such by IMU.

3.6.3 Faculty members should be capable of clear, loud, vocal communication in English, without any speech defect and, when interacting with ratings, be capable of expressing themselves in Hindi.

3.6.4 The qualifications of the course-in-charge and faculty members shall be as prescribed separately for each category of pre-sea induction course.

3.6.5 Maximum age of Principal/Director/Capt. Supdt/Dean/Faculty and Instructor:

The maximum age of Principal/Director/Capt. Supdt./Dean/ Faculty and Instructor shall not exceed 67 years. Extension beyond 67 will have to be sought in advance, and shall be granted by the IMU depending on the merits of the case, but shall not in any case exceed 70 years.

3.7 Training and Leave Reserve:

To enable institutions to sponsor faculty for staff development programmes such as TOTA etc. and to allow them to avail of leave, it is necessary that adequate number of persons are available as leave reserve. It will be desirable to have 10% staff in excess for this purpose, and the said arrangement can be in terms of visiting faculty also.

3.8 Personnel on duty:

There must be persons designated, as prescribed separately for each category of pre-sea induction course, to be on duty in the campus at all times during the course period. This is to ensure welfare, discipline, and safety amongst candidates, and for overall security of the Institute. It is imperative that the person designated to be on duty and in-charge of discipline must eat with the candidates in the dining hall. This will not only take care of discipline and table manners, but also ensure that the standard of quality of food is maintained. Wardens can be a course officer or instructor.

3.9 Faculty room:

There shall be a room for faculty members, separate from the office space, as follows:

3.9.1 For each full-time faculty member, carpet area not less than 4m2 with separate chair, table and cupboard.

3.9.2 Modular separation is required.

3.9.3 For visiting faculty members, additional table and chairs.

3.9.4 Fans and, where necessary, provisions for the control of the ambient temperature shall be provided as prescribed for classrooms.

PART – IV

Course facilities and fees:

4.1 Course strength:

The number of candidates shall not exceed 40 per course while applying for initial approval and the maximum students in a class shall not exceed a strength of 40.

4.2 Staggered batches:

Staggering of batches has led to lower number of teaching days and has not proved to be a successful learning experience. Staggering of batches through the year will therefore not be permitted except as follows:

(i) IMU DNS 1 year Course: 2 batches in a year beginning in August and January of every year.
(ii) GP Rating: 2 batches of 6 months each in a year each beginning in August and January.
(iii) Graduate Marine Engineering Course(GME) 1 year course: 2 batches in a year each beginning in August and January.

4.3 Increase in course capacity:

Any request for increase in the capacity or additional batch of the course, once the Institute is in compliance of the requirement under para 1.4.2.2 will be considered afresh, and the Institute will be required to pay the non-refundable processing fee again along with the application. Inspection by the LIC/Academic Council on the advice and scrutiny of IMU will take place only on such payment being made.

4.4 Admission standards:

Admission standards shall be as prescribed separately for each category of pre-sea induction course. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of IMU that Institute has given admission to any candidate who does not fulfill the eligibility criteria, this will be treated as serious misconduct by the Institute and it shall be liable for penal action including withdrawal of approval of the course.

4.5 Verification of documents:

Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinised by the head of the Institute or by his authorised representative. The responsibility for such scrutiny and verification of authenticity of these documents shall be that of the head of the Institute. The Institute must retain an attested photocopy duly signed by the respective candidate for a period of not less than 5 years. Since the originals are being seen by the Institute, the photocopies need not be attested, but the person verifying original can make an endorsement on the photocopy with his name and designation.

4.6 Suggestive Daily routine:

The suggestive daily routine is enclosed at **Annex – VIII**.

4.7 Course content:

The course content and the distribution of hours for each topic/activity may be given separately for each category of pre-sea induction course. These must be strictly adhered to.

4.8 Detailed teaching syllabus:

Teaching syllabus shall be as prescribed for each category of pre-sea induction course. Institute shall ensure that the detailed syllabus is brought to the notice of the students at the beginning of the academic semester/academic year and records to be maintained to this effect.

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4.9 Text-Books

Text-books shall be as may be prescribed separately for each category of pre-sea course and must be given independently to each student who may take the same with him/her at the end of the Course.

4.10 Four basic modular courses:

The Institute shall arrange for the candidates to undergo the following courses independent of the stipulated period of pre-sea training, and before issuing them a final passing out certificate:

4.10.1 Personal Safety & Social Responsibilities (PSSR)
4.10.2 Personal Survival Techniques (PST)
4.10.3 Elementary First Aid (EFA)
4.10.4 Fire Prevention & Fire Fighting (FPFF)
4.10.5 The basic courses listed above must be courses approved by IMU in the Institute.
4.10.6 Where facilities to conduct these courses do not exist within the campus, formal agreement with other approved Institute/s is permitted. However, the responsibility for all arrangements, such as transportation, boarding, lodging, etc., while the candidates undergo these basic courses outside the campus, is that of the Institute that conducts the pre-sea training. A separate certificate must be issued to each candidate for each basic course.

4.11 Course dates:

In order to maintain uniformity, the date of commencement of pre-sea courses shall strictly be first working day of the month, unless it is fixed as per the requirement of the affiliating University.

4.12 Schedule of Classes:

The Institute shall conduct classes only from Monday to Saturday, and in one shift only. Sundays should be excluded from the course plan. No class shall be conducted on Sundays.

4.13 Duration of the course:

The duration of the course shall be as prescribed separately for each category of pre-sea induction course. The entire teaching in a week will consist of about 45-55% time devoted for lectures and the balance for tutorials and practicals.

4.14 Log-book:

During the course period, the Institute shall maintain a daily log-book, written up by the Officer on Duty (OOD) and countersigned by the course-in-charge. It shall contain the following details:

a. Name of the Institute
b. Day and Date
c. Period covered: 0900 hours previous day to 0900 hours present day

d. Number of candidates on the rolls
e. Number of candidates absent, with reasons thereof – leave, sick, etc.
f. Names and designations of persons on duty
g. Names and designations of faculty absent, with reasons thereof – leave, sick, etc.
h. Routine extra-curricular activities
i. Routine academic activities
j. Any extra-ordinary events
k. Any breach of discipline, and action taken thereon
l. Times of interruption of main electric supply
m. Times when alternate source of power switched on and off
n. Any other matter of significance not covered above.

4.15 Intimation to IMU, INDoS and to Shipping Master:

4.15.1 Intimation to IMU and INDoS:

Within two weeks of commencement of the course, the head of the Institute shall send a list of candidates, in the prescribed format, to the IMU and to the INDoS Cell. The Officer in-Charge of the INDoS Cell shall allot a distinctive permanent Indian National Database of seafarers (INDoS) number to each candidate and communicate the same to the Institute. The INDoS number should be stated in all maritime certificates and documents issued in India to that candidate.

4.15.2. Intimation to Shipping Master:

The Institute shall provide information to the Shipping Master as per the existing guidelines as issued by the IMU with respect to issuance of CDC.

4.16 Evaluation and monitoring:

The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, during the course of training, to ensure that the course objectives are being attained. Duly filled up feed back forms from the candidates are to be maintained systematically for a period of 2 years. The trainees should be encouraged to offer their feedback in their own handwriting, without having to disclose their identity.

4.17 Final Examination:

4.17.1 Towards the end of each course, there will be a final examination consisting of written, oral and practical segments.

4.17.2 Except and till otherwise provided, the examinations are to be conducted, and the assessment made, by the Institute itself.

4.17.3 The Institute shall retain the answer-scripts and other assessment records for at least twelve months thereafter.

4.17.4 In order to ensure that proper valuation has been done, a member of the Academic Council, or other officer appointed by IMU, possessing an appropriate Certificate of Competency, may review assessment records at random and also ask during the surprise/annual inspection questions of some of the candidates to assess the general quality of training imparted.

4.17.5 The structure of the assessment system is given separately for each category of pre-sea induction course.

4.17.6 The criterion for issue of a passing out certificate is given separately for each category of pre-sea induction course.

4.17.7 Instruction for 're-sits' of failed candidates is given separately for each category of pre-sea induction course.

4.17.8 The format of the passing out certificate is given separately for each category of pre-sea induction course.

The sub-paras 4.17.1 to 4.17.8 are not applicable in case examinations, assessments are conducted by the University, to which the institute is affiliated.

4.18 Entry of Final certificates in INDoS:

The details of the four basic certificates – PSSR, PST, EFA and FPFF – and the final passing out certificate issued to each candidate, after the course is over, shall be communicated by the Institute to the Officer in- Charge, INDoS Cell in a prescribed format, for entry of the same in INDoS.

4.19 Use of uniforms:

4.19.1 Uniforms serve four main purposes.

Firstly, rich and poor candidates cannot be distinguished by their apparel. Secondly, persons wearing uniform tend to behave correctly in public, as they are conspicuous by their appearance. Thirdly, proper hierarchy is established by the epaulettes worn. Fourthly, laminated photo identity cards hanging on the right shirt-pocket (preferable to plastic name-plates) establish precise identity of the wearer.

4.19.2. It is therefore necessary for not only the candidates to wear uniform but also for the faculty members who should set example.

4.19.3 Uniforms for faculty members should be as prescribed separately for each category of pre-sea course.

4.19.4. Uniforms for candidates should be as prescribed separately for each category of pre-sea course and must be of sufficient quantity to allow for regular use of the candidates.

4.19.5 The list of accessories that each candidate must possess whilst under training shall be as may be prescribed separately for each category of pre-sea courses.

4.19.6 All staff, faculty members and candidates must wear uniform at all times in the campus – ceremonial kit, day kit, games kit, boiler suits, night suits, swimming kit, etc.

4.20 Fees:

The Institute may charge a reasonable amount of tuition fee and other dues from the Candidates. However, the full amount of fees and dues which is being charged under each separate head and in total, or any subsequent change in the fees and dues structure, should be intimated to the IMU. During inspections by IMU this point may be checked with records available in the Institutes and deviation shall be treated as serious misconduct by the Institute attracting penal provisions including withdrawal of approval of the course by the IMU. The total tuition fees and other dues to be charged from a candidate should also be printed in the prospectus and/or brochures to avoid possible malpractices. A copy of the prospectus and brochures of each course should be sent to the IMU for record before commencement of the course.

4.21 Method of collection of fees:

All collection of fees and dues from the students should be through DD/cheques only for which proper receipts should be given to the candidates and proper records should be maintained by the Institutes. Any collection in cash from candidates by the Institute shall be treated as misconduct by the Institute and shall be liable for penal action including withdrawal of approval.

4.22 Remission of fees to girl-candidates

To promote the entry of girls in the shipping sector, it has been decided to offer incentives to such girl-students for studying in university run institutes subject to availability of fund. All private Institutes are requested to give 50% remission in fees to girl-students in pre-sea courses.

4.23 Annual remittance to IMU:

All approved Institutes and approved workshops themselves conducting maritime training course, shall pay to the IMU one percent of the total fees which will include tuition and all other fees chargeable from a student, for the sanctioned strength of all courses, every financial year from 1st April to 31st March, the minimum of which shall not be less than Rs.10,000. This amount of annual contribution should be remitted to the IMU by 31st May after every financial year by DD payable in the name of Indian Maritime University. A penal interest of 18% shall be levied on the amount due when there is a default by the Institute/workshops. Moreover, if the amount due is not received by 31st July of the year, the approval itself may be suspended till such time the payment is made and the Institute will be responsible for all consequences arising thereof.

PART V

Disciplinary action

5.1 Automatic lapse of approval:

Where, after the approval of the IMU, no pre-sea induction course is conducted for a year or more, the IMU approval shall be deemed to have automatically lapsed by default. This is necessary since the faculty would not normally be retained/utilized and the equipment and hostel premises might have deteriorated during this period. The approval may be revived by subsequent inspection on a request received from the Institute, and after payment of processing fees.

5.2 Role of the IMU

5.2.1 Inspection for verification of infrastructure, faculty etc. as given in the document for initial approval after giving intimation to the institution or on receipt of request of the Institute through IMU

5.2.2 Unscheduled (surprise) inspection to verify that the contents of the approved documents from the proposal are properly and adequately in place, and are being followed in principle and practice

5.2.3 Periodic inspections for continued approval of the courses

5.2.4 The IMU shall report any inspection carried out, based on the applicable documents of the Institute and as per the requirement of the IMU in the approved format.

5.2.5 The IMU shall insist on quality standards and certification of the Institute

5.2.6 Observations for further development of Institute to streamline its working may be made. Such observations would be prudent advice and should be heeded to by the Institute.

5.2.7 If the IMU during the course of inspection finds a deviation from fair methods of principles and practice, it should immediately bring it to the notice of the Institute and seek immediate compliance or compliance within a specified period.

The Chairman of the IMU should convey this in writing to the Institute. The report to the Chairman of the IMU must contain the list of deficiencies duly endorsed by the IMU members and if possible at least a senior person from the Institute. The Institute must be given a fair chance to express its point of view and arguments to IMU. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

5.2.8 Generally no on-going course shall be terminated or suspended unless there are ample reasons to justify such a withdrawal as in para 5.5.5. In all other circumstances, the findings of the inspection should be immediately reported to the IMU with a clear recommendation stating the proposed course of action.

5.3 Types of deficiencies:

Deficiencies may be of two types: major and minor.

5.3.1 Major deficiencies:

Intentional violation of the instructions of the IMU with a motive to circumvent rules/guidelines, and profession of any unlawful practice shall be classed as a major deficiency. Any change from contents of the approved documents in Part A, B, C, D and E which is intentional and evident in the principles and practice of the Institute shall be treated as major deficiency. Major deficiency shall comprise of any item such as:

5.3.1.1 enrolment of the number of students in excess of approval,
5.3.1.2 admission to ineligible candidates,
5.3.1.3 inadequacy of the faculty to impart training,
5.3.1.4 irregularities in fees,
5.3.1.5 irregularities in teaching hours and
5.3.1.6 break-down of general discipline
5.3.1.7 any other significant lapse from the guidelines.
In the event of such deficiencies being noted during inspection, they should be reported to the IMU immediately.
5.4 In the event of ineligible admissions, subsequent batch of the course concerned or more batches will be suspended without any Show Cause Notice or intake of the institute may be reduced to the extent of double the number of ineligible candidates admitted in the previous batch, and may extend to suspension of approvals for intake of new batches in case of repetition in same or other courses by the Institute.

5.5 Withdrawal of approval:

5.5.1 Categories of withdrawal:
Detection of any major deficiencies may lead to imposition of penalty of withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course, or for the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.
5.5.2 Temporary withdrawal of approval:
Temporary withdrawal means that the batch/es which are being actually conducted shall be allowed to run and be completed so as not to adversely affect the students undergoing the said courses, and on completion on due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next course, collected fees etc, it shall return the fees and intimate the students about temporary withdrawal of approval, and shall not conduct the next course. If there is any violation of this guideline, then it shall automatically result in the permanent withdrawal of approval by IMU. On compliance with the deficiencies pointed out by the inspecting authority, and on approval by the competent authority, the temporary withdrawal may be rescinded and the batches for the approved courses can begin once again as per relevant criteria and guidelines for the course at the time of restoration of approval.
5.5.3 Permanent withdrawal of approval:
Permanent withdrawal means permanent discontinuation of the course after the current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the
course will be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn have been rectified to the satisfaction of the inspecting authority, then the course should be applied for once again, and after payment of non-refundable processing fees and the necessary inspections, as per Sec. 1.5 to 1.9 of the Circular and approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.
5.5.4 Ordinary permanent withdrawal of Institute approval: If however the type of major deficiencies is such that a permanent withdrawal of the approval be imposed on the Institute itself, then the Institute shall be closed down as soon as the current batches complete their course.
5.5.5 Immediate permanent withdrawal/cancellation of Institute approval: In extra-ordinary cases where the deficiencies are so serious that IMU comes to the conclusion that the approval should be withdrawn from the Institute itself, that is, for all the approved courses in the Institute without even waiting for the current batches of students to complete the current course, such action may be taken with immediate effect. This shall also be known as cancellation of approval of the Institute. Attempts should however be made by the Institute to get the eligible students so adversely affected by such immediate withdrawal into some other training institution, after such cancellation. Cancellation shall be resorted to where serious fraud, which amongst others may include faked records, issue of certificates without attendance by candidates, etc. is detected. The decision of the Directorate in this regard will be final and binding on the Institute.

5.6 Procedure for withdrawal:

Normally a show-cause notice will be issued by the IMU indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, opportunity will be given to the Institute to present its side prior to the final decision on any withdrawal/cancellation. However in the event of immediate withdrawal, it will not be possible to issue the usual show-cause notice with the usual time.

5.7 Competent authority for withdrawals:

All approvals/withdrawals will be issued by the IMU, unless specifically delegated to any subordinate authority.

5.8 Discontinuation of IMU approved Courses/ Closure of Institution

IMU approved running pre-sea Degree/Diploma Courses are not permitted to be discontinued/Institution closed without completing the complete course for the students enrolled and obtaining prior approval from the IMU. All efforts shall be made by the Institution to complete the Course of the enrolled students.
Discontinuation /closure of the Courses/Institution may be considered by the IMU only in extreme cases, and on confirmation that the Institute is no longer in a position to run the Institute/Courses. In such cases the Institute/Society/Trust is required to submit a proposal to the IMU along with the following documents, and subsequently present their case to the IMU:
(a) Reasons and justification for closure of the Institution/Courses.

(b) Board Resolution/decisions of the Trust/Institution regarding closure of the Institution/Courses.
(c) Details of student's year wise undergoing the course as on date.
Consent of the students for their transfer to other Institute, including details of availability of seats in other IMU approved Institute, in case the institute is required to be closed prior to completion of the Course.
(d) Details of admissions made during the past four years or for the period approved by IMU.
(e) No Objection Certificate from the concerned authorities such as the State Government /UT and the Affiliating University/AICTE for closure of Institution/ Courses as the case may be.
(f) Information of the assets available with the institution.
(g) Details of the dues and liabilities arising out of the closure of the Institution/Courses.
(h) Details of the existing faculty and other employees working in the institution.
(i) An undertaking on a non judicial stamp paper by the Institution stating that the Society/Trust/Institution is liable for all consequences including the settlement of all dues to the students and other agencies, arising out of the closure of the Institution/Courses. If the closure is prior to the completion of Course, Institute is liable to return the course fee collected from the students for the academic year(s) completed.
(j) Members of the IMU may visit the Institution to ascertain the feasibility of closure of the Institution/Courses, and also to assess the liabilities arising out of such closure.
(k) A decision shall be taken by the IMU on receipt of the recommendations of the IMU and presentation made by the Institute to the IMU.

5.9 Display on IMU website:

Approvals, withdrawals and cancellations will be displayed on the official Website of the IMU

PART VI

Effective date

6. Effective date of implementation of guidelines:

These guidelines shall come into force with effect from 01st April 2009.

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Annex – I

CONSIDERING THE ELIGIBILITY OF NEW INSTITUTE BY THE INDIAN MARITIME UNIVERSITY

Sr.	Subject	Description	Submitted		Remarks
			Yes	No	
01.	Name of the Non profit making Registered Public Trust / Sec.25 Company making the application.				
02.	Name of the Trustees/ Management Council and Authorized signatories on behalf of the applicant organization who will be managing /owning the Institute/ Director of Sec. 25 Company/ Trust Documentary evidence to be attached)				
03.	Date of Registration of non profit making public Trust/ Sec. 25 Company & Act/P&L Statements duly verified by CA for the next 3 years (if applicable)				
04.	Past/existing educational/ marine educational experience of the applicant Trust/ Sec 25 Co., if any and list of courses being run (with the address of location)				
05.	Resolution passed by such Registered non profit making Public Trust/Sec. 25 Co. mentioning that they want to run/start the training Institute indicating the name of such Institute. (Attested resolution to be attached)				
06.	Fees: Demand Draft for Rs.10000/- payable to IMU				
07.	Name of the Institute (proposed to be set up).				
08.	Address/Location				
09.	Telephone / Fax /E-Mail Tel: Fax: Email :				
10.	Layout of the premises with approved blue print stated.				
11.	Are the premises owned or leased? If leased, duration of lease available from date of this application. Proof of ownership/ lease for minimum period of ten years to be produced with enabling provision for renewal of lease for a further period of three years. Copy of Land use certificate, Land specification				

	with respect to category of City to be stated			
12.	Proof that the land has been exclusively earmarked for the proposed Institution by any resolution. (Attach copy of resolution of Non profit making Registered Public Trust Trust / Sec.25 Company /Applicant)			
13.	Courses which are proposed to be conducted in the proposed Institute.			
14.	Business Plan of the Institute			
15.	Name of the Head of the Institute (a) Qualification (b) Date of birth/Age (c) Experience (d) Teaching Experience			
16.	Name of the Principal/ Director/Capt Supt. (CV to be attached) identified for the proposed Institute.			
17.	Infrastructure Facilities: Tentative plan with estimated cost of basic infrastructure i.e campus facility, office, scholastic block, hostel, playground, swimming pool, parade ground facility, boating (tie up letter, if not in the campus), galley, etc.			
18.	Sources of Funds (Equity & Debt both). a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached) c. Present fund position			
19.	PERT chart for constructing / making the Institute operational			
20.	Apart from intended marine related courses, specify other educational courses being run or proposed to be run by the Trust /Company, including tie up/affiliation with foreign Universities.			
21.	Proposed details of affiliation with University /AICTE approval in case of 4 year plan for B.E. Marine course			
22.	Proposed details to ensure on board sea service training of candidates			
23.	Plan for ship in campus/ afloat training for marine engineers			

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Annex – II

PREREQUISITES FOR ESTABLISHMENT OF THE NEW INSTITUTE

S. No.	**Subject**	**Description**	**Submitted**		**Remarks**
			Yes	No	
1.	Name of the non profit making Registered Public Trust / Sec.25 Company				
2.	Name of the Institute				
3.	INDoS No., if applicable				
4.	Address & Location				
5.	Telephone/Fax	Tel: Fax:			
6.	E-Mail id :				
7.	Processing Fees and Institute approval fee	DD : Date:			
8.	Course for which approval is sought a) Course ID b) Duration of Course c) Intended frequency of the course in the year (where not prescribed by IMU) d) Proposed No. of Trainees/Course				
9.	Details of University affiliation				
10.	Details of AICTE approval (as applicable)				
11.	Details of proposed ISO 9001:2000 Certification (Copy of Manual to be submitted)				

12	Details of proposed grievances redressal mechanism with respect to complaints related to sexual harassment at workplace.				
13	Details with respect to sea time tie ups for on board training to the prospective students, with shipping companies.				
14	Authority to conduct examination (a) Examination Process (Written, Orals etc.)				
15.	Name of the Principal/Director/ Capt Supdt. (CV to be attached.				
16.	Course in Charge (a) Name (b) Age (c) IMU Faculty Approval No. and Date (d) Designation (e) Qualification (f) Experience (g) Phone (Res.)				
17.	Means of knowing the latest requirements/amendments of IMU				
18.	Is the Institute running/intending to run any courses other than the course(s) under approval? If yes, please specify kind of course and no. of trainees in each per annum (Pls. attach separate sheet of such courses, organization for whom conducted, authority of the same etc.)				
19 (a)	Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex II A) (i) Ship in campus (as applicable)				
(b)	Classroom (i) Number (ii) Area (iii) Ventilation – A/c, Natural				
(c)	No. of Tables & Chairs				
(d)	Toilet/Wash Rooms Facilities (i) Gents Candidates (ii) Ladies Candidates (iii) No. of Toilets (iv) No. of Wash Rooms				
(e)	Canteens/Catering Facilities (i) Mess Room/Canteen Area (ii) No. of Tables & Chairs				
(f)	Teaching Aids (OHPs, White Board, Computer, CDs, etc)				
(g)	Library Facilities (i) Space in sq.m. (ii) Number of Books (iii) Name of Journals (iv) Seating Capacity (v)Timings				
(h)	Publications/Books available to the Staff for Teaching				
20.	Certificate Details of the proposed course (a) Sample of the Certificate to be issued submitted				
21.	Residential Facilities for Trainees (Details as per Annex IIA) (i) No. of Candidates per room (ii) No. of Toilets (iii) Mess Room (iv) Recreational Facilities				

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	(v) Play Ground				
22.	Details of Faculty with matrix of courses/subject and faculty hours (a) Professor/Asst. Professor/Lecturer/ Instructor – 1,2,3 ……..(Specify for each whether full time, part time, visiting) and teaching hours/week. (i) Name (ii) Age (iii) IMU Faculty Approval No. & Date (iv) Designation (v) Qualification (vi) Experience (vii) Faculty Approval No. & Date				
23.	Support Staff (Non Teaching) Support Staff-1, 2, 3 (and so on) (i) Name (ii) Age (iii) Designation				
24.	(i) Support staff (Non teaching) Support staff – 1, 2, 3 (and so on) (i) Name (ii) Age (iii) Designation				
(b)	Subjects with teaching hours				
	(a				
	(b)				
	(c)				
	d,e,f,				
	Total				
(c)	Subjects with Workshop/lab.hours				
	a.				
	b.				
	c.				
	d,e,f,				
	Total				
(d)	Name of the faculty with hours taught/week				
	(a)				
	(b)				
	c.d.e.				
	Total				

The following Matrices shall be used –
MATRIX – 1
MATRIX – 2
Faculty/lecture matrix

Name of course → Name of faculty ↓				

Name of course	DGS Approval No. (ID)	No. of candidates	Frequency (week/month/year)	Date of approval inspection

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Subject → Faculty ↓				

Faculty/tutorial matrix

Subject → Faculty ↓				

Faculty/practical (?) matrix

Subject → Faculty ↓				

MATRIX – 3

Use matrix (equipment-wise)

Name of course → Equipment ↓				

MATRIX – 4

External facilities Use matrix (equipment-wise)

Name of course → Equipment ↓				

MATRIX – 5

Course	Course Date	No. of candidates	Passed	Failed

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I/We certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I/We shall also be liable for penal action including suspension and/withdrawal of the approval of the course/courses by the D.G. Shipping.

Date : _____

_____

(Name & Signature of the Authorised Representative)

Place : _____ Designation

(Seal)

Note:

1. The Institutes have to fill up the description column giving the details/annexure no./page no. in which the information of the subject is provided.
2. The experience stated in bio-data of the faculty members/instructors have to be supported by valid documents like CDC, COC, etc.

Annex II-A

DETAILS OF INFRASTRUCTURE

1. Whether the approved Building Plan is in the name of the proposed Institution

Yes ☐ No ☐

2. Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, playground,etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted. (Please tick)

Yes ☐ No ☐

3. Whether the approved Building Plan has survey Nos. / Identification of land on it.

Yes ☐ ☐

4. Whether building plan is approved by the Competent Authority.

Yes ☐ No ☐

If yes, then give name of authority with date of approval

(Attach copy of approved building plan and resolution of Applicant earmarking building for the proposed programme)

5.(a) Details of availability of Built up space at Permanent Site for this proposal as per the approved building plan (in sqm)

Sl. No.	Particulars of Built-up Space at proposed permanent site.	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive For proposed New Courses/ Institution (in Sqm)	Shared with Existing courses / institution (in Sqm)
1	Total Instructional Area including Library				
2	Total Workshop and Lab Area (Including Ship in Campus if applicable)				
3	Total Area for Hostel				
4	Total Area for playground and swimming pool				
5	Total Area (in Sqm)				

6. Whether Construction has been carried out as per approved Building Plan.

Yes ☐ No ☐

7. Details of Computer Facilities for the Proposed Course(s)

S. No.	**Particulars**	**For existing approved intake**	**For proposed intake**
1.	Number of Computer Terminals		
2.	P-IV / Latest Configuration		
	P-III		
	Others		
	No. of Terminals on LAN / WAN		
	Printers		

8. Details of Laboratory & Workshop facilities for the Proposed Increase in intake/New Course(s)

S.No.	Name of the Laboratory/Workshop, if required	Additional Carpet Area available (Sq.M)

9. Details of Ship in Campus (if applicable)

Date : _____ **_____**

(Name & Signature of the Authorized Representative)

Place : _____ **Designation**

(Seal)

LIST OF ENCLOSURES for Annex II

No	**Contents**	**Checklist**
I	Details of constitution, memorandum of association of the Company / Trust.	
II	Copy of the letter from Competent Authority as designated by concerned State Government for classification of land, with respect to its location.	
III	Copy of registered land documents in the name of the Trust /Company.	
IV	Copy of resolution of Trust / Company earmarking land for the proposed institution.	
V	Copy of land use certificate from Competent Authority as designated by the concerned State Government / UT.	
VI	Copy of building plan in the name of the proposed institution prepared by an Architect and approved from the Competent Authority as designated by the concerned State Government/ UT.	

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VII	Copy of external and internal Photographs of the Building (if building already ready) duly attested by Authorized Representative of the proposed Institution, with date.	
VIII	Details of latest fund position of Applicant / Trust for the proposal along with photocopies of FDR's, latest Bank Statement of Account maintained by it.	
IX	Copy of last income-tax return filed by the applicant (if applicable).	
X	Project Feasibility Report (PFR)	
XI	Copy of resolution of Trust / Company earmarking building for the proposed institution	
XII	In case of 4 years Marine Engineering Course AICTE approval letter/University Affiliation.	
XIII	ISO 9001:2000 Certification (Copy of the Manual)	
XIV	Detail of Workshop and Laboratories facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached)	
XV	Copy of CV of Principal/Director/Capt. Supt.	
XVI	Faculty Matrix	
XVII	PERT Chart of activities till start of course	

(Signature of Authorized Representative of the Proposed Institution with Name and Designation)

Annex – III

PREREQUISITES FOR INCREASE IN INTAKE / INTRODUCTION OF ADDITIONAL COURE(S) IN THE EXISTING IMU APPROVED INSTITUTE

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the non profit making Registered Public Trust / Sec.25 Company				
2.	Name of the Institute				
3.	INDoS No., if applicable				
4.	Address & Location				
5.	Telephone/Fax	Tel: Fax:			
6.	E-Mail id :				
7.	Name of the Principal/Director /Capt Supdt				
8.	Processing Fee/ Course approval Fee	DD : Date:			
9.	Details of the existing Courses marine or otherwise (A) Run by the Trust/Company, (B) Run at the proposed location a. Course b. Existing Approved intake batch wise c. Course for which approval is sought (i) Course ID (ii) Duration of Course (iii) Frequency of the course in the year (where not prescribed by IMU) (iv) Proposed No. of Trainees/ Course (v) Details of sea time training tie up for existing students/courses				
10.	Details of University affiliation				
11.	Details of AICTE approval (as applicable)				
12	Details with respect to sea time tie ups for on board training to the prospective students, with shipping companies.				
13.	Details of proposed Examination & Assessment (a) Appointment of Examiners (b) Examination Process (Written, Orals etc.)				
14.	Course in Charge (a) Name & Age				

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	(b) IMU Faculty Approval No. and Date (c) Designation (d) Qualification (e) Experience (f) Phone (Res.)				
15	Is the Institute running/ introducing to run any courses other than these courses under approval? If yes, please specify kind of course and no. of trainees in each per annum Proof that the land has been exclusively earmarked for the Proposed Course/Increase in intake by any resolution. (Attach copy of resolution of Trust /Company) Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex III A)				
16	Proof that the land has been exclusively earmarked for the Proposed Course/Increase in intake by any resolution. (Attach copy of resolution of Trust /Company				
17 (a)	Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex III A) (i) Ship in campus (as applicable)				
	(ii)Workshop facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached)				
(b) (c) (d) (e) (f) (g)	Class Room- (i) Number (ii) Area (iii) Ventilation – A/C, Natural No. of Tables & Chairs Toilet / Wash Rooms Facilities (i) Gents Candidates (ii) Ladies Candidates (iii) No. of Toilets (iv) No. of Wash Rooms Canteens/Catering Facilities (i) Mess Room / Canteen Area (ii) No. of Tables & Chairs Teaching Aids (OHPs, White Board, CDs, Computers, etc. Library Facilities (i) Space in sq.m. (ii) Number of Books (iii) Name of Journals (iv) Seating Capacity (v)Timings				
18	Certificate Details of the proposed Course (a) Sample of the Certificate to be issued submitted (b) Numbering Procedure for Certificate (c) Procedure laid down for dealing with forgeries (d) Procedure for changing Format /Style of Certificate (e) Record Keeping				
19.	Residential Facilities for Trainees (Details as per Annex IIIA) (i) No. of Candidates per room (ii) No. of Toilets (iii) Mess Room				

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	(iv) Recreational Facilities (v) Play Ground				
20.	Course Details (as per Matrix–5)				
21.	Publications / Books available to the Staff for Teaching				
	Support Staff (Non Teaching) Support Staff-1, 2, 3 (and so on)				
22.	How is Knowledge of the Faculty Members / Staff Updated?				
23.	Functional Details of Institute (Past One Year)				
	(a) No. of actual teaching days				
	(b) No. of working days lost due to strike, etc.				
	(c) Were all examinations conducted on time? If No specify which and why?				
	(d) Details of grievance redressal machinery?				
	(e) System for annual performance assessment/ appraisal of teachers				
	(f) Whether there is provision of assessing teachers based on student appraisals, please describe				
24.	Means of knowing the latest Amendments of IMU Circulars/ Instructions				
25.	Details of ISO 90001:2000 Certificate				
	(a) Last Internal Audit				
	(b) Last External Audit (with report)				
	(c) Management Representative				
26.	Revision of Courses				
	(a) How are they Incorporated?				
	(b) Any course where Revisions were made and IMU informed prior revision?				
27.	Details of Faculty with matrix for the existing and new course				
	(a)Professor/Asst.Professor/Lecturer /Instructor – 1, 2, 3 …… (Specify for each whether full time, part time, visiting) and teaching hours/ week.				
	(i) Name (ii) Age (iii) IMU Faculty Approval No. & Date (iv) Designation (v) Qualification (vi) Experience (vii) Faculty Approval No. & Date				
	Support Staff (Non Teaching) Support Staff-1, 2, 3 (and so on) (i) Name (ii) Age (iii) Designation				
28. (a)	Details of course and faculty (i)Total Course Hours (ii) Total Teaching Hours (iii) Total Lab. /Workshop Hours				
(b)	Subjects with Teaching Hours a. b. c. d, e, f Total				
(c)	Subjects with Workshop/Lab. hours a.				

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	b. c. d, e, f …….. Total:				
(d)	Name of the Faculty with hours taught /week a. b. c, d, e, …….. Total:				

Annex III-A

DETAILS OF CAMPUS/ INFRASTRUCTURE /LIBRARY/ FACULTY FOR INCREASE IN INTAKE AND NEW COURSES IN THE EXISTING IMU APPROVED INSTITUTE:

1. Whether the approved Building Plan for increase/new course is in the name of the proposed Institution

Yes ☐ No ☐

2. Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, playground,etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted. (Please tick)

Yes ☐ No ☐

3. Whether the approved Building Plan has survey Nos. / Identification of land on it.

Yes ☐ No ☐

4. Whether building plan is approved by the Competent Authority.

Yes ☐ No ☐

If yes, then give name of authority with date of approval

(Attach copy of approved building plan and resolution of Applicant earmarking building for the proposed programme)

5.(a) Details of availability of Built up space at Permanent Site for this proposal as per the approved building plan (in sqm)

Sl. No.	Particulars of Built-up Space at Proposed permanent site.	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive For proposed New Courses / Increase in intake (in Sqm)	Shared with existing courses / (in Sqm)
1	Total Instructional Area including Library				
2	Total Workshop and Lab Area (Including Ship in Campus if applicable)				
3	Total Area for Hostel				
4	Total Area for playground and swimming pool				
5	Total Area (in Sqm)				

6. Whether Construction has been carried out as per approved Building Plan.

Yes ☐ No ☐

7. New Course(s) proposed to be introduced

S.No.	Name of Courses	Proposed Annual Intake (batch wise)

8. Proposed Increase in intake in the existing approved course(s).

S.No.	Courses	IMU Approved Intake per batch (Approval No.)	Additional Intake requested	Total Intake (batch wise)

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Total	

9. Faculty Details

(A) Details of Existing faculty in the related approved course in which the increase in intake sought for:

Sr.No.	Name of the teaching faculty	Designation	Date of Birth/Age	Experience of teaching	Date of joining	Qualification

(B) Details of Additional faculty identified/appointed for the proposed increase in intake/Additional courses:

Sr.No.	Name of the teaching faculty	Designation	Date of Birth/Age	Experience of teaching	Date of joining	Qualification

10. Details of Laboratory & Workshop facilities for the Proposed Increase in intake/New Course(s)

S.No.	Name of the Laboratory/Workshop, if required	Additional Carpet Area available (Sq.M)

11. Details of Computer Facilities for the Proposed Increase in Intake / New Course(s)

S. No.	Particulars	For existing approved intake	For proposed intake
1.	Number of Computer Terminals		
2.	P-IV / Latest Configuration		
	P-III		
	Others		
3.	No. of Terminals on LAN / WAN		
4.	Printers		

Date : _____

(Name & Signature of the Authorized Representative)

Place : _____ Designation

(Seal)

LIST OF ENCLOSURES FOR ANNEX III

No	Contents	Checklist
I	Copy of registration of company/trust with details of constitution, memorandum of association of the company/trust	
II	Copy of the letter from Competent Authority as designated by concerned State Government for classification of land, with respect to its location.	
III	Copy of registered land documents in the name of the Trust /Company.	
IV	Copy of resolution of Trust / Company earmarking land for the proposed institution.	
V	Copy of land use certificate from Competent Authority as designated by the concerned State Government / UT.	
VI	Copy of building plan in the name of the proposed institution prepared by an Architect and approved from the Competent Authority as designated by the concerned State Government/ UT.	
VII	Copy of external and internal Photographs of the Building (if building already ready) duly attested by Authorized Representative of the proposed Institution, with date.	
VIII	Details of latest fund position of Applicant / Trust for the proposal along with photocopies of FDR's, latest Bank Statement of Account maintained by it.	
IX	Copy of last income-tax return filed by the applicant (if applicable).	
X	Project Feasibility Report (PFR)	
XI	Copy of resolution of Trust / Company earmarking building for the proposed institution	
XII	In case of 4 years Marine Engineering Course AICTE approval letter/University Affiliation.	
XIII	ISO 9001:2000 Certification (Copy of the Manual)	
XIV	Detail of Workshop and Laboratories facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached)	
XV	Copy of CV of Principal/Director/Capt. Supt.	
XVI	Faculty Matrix	

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(Signature of Authorized Representative of the Proposed Institution with Name and Designation)

Annex –IV

SPECIMEN FOR LETER OF INTENT

ABC
(INDOS No.____)
XYZ,
Letter of Intent No. : /2007

1) The undersigned is directed to inform you that the Directorate has granted approval to your project for setting up of the Institute and courses/increase in intake. You may proceed with implementation of your project as per the approved project plan with the following adjudications / promises in order to start the work on the infrastructure facilities for conducting the following course at your Institute. The final approval to conduct the course in your Institute will depend on the successful inspection of the facilities put up and the final approval by IMU.

Name of the Course : Course ID : 36
Course Duration :
Intake Capacity :
Frequency of the Course in a year :
Special Instructions / Conditions (if any) :-

2) You are requested to intimate IMU upon completion of the preparation of the infrastructural facilities required as per the guidelines, so that formal inspection by the IMU can be arranged so as to process your proposal further for final approval.

Yours sincerely,
for Indian Maritime University
Copy to :-
Chairman ……..Academic Council
Guard File

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Annex – V

SPECIMEN INSPECTION LETTER

The Director
IMU
REQUEST FOR INSPECTION : TR /WI / /2007
Name of Institute : ABC INDOS No. : 000
Location :x yz –
Name of the Course : B.Sc (Nautical) Course ID : 36
Intake Capacity : 40 Candidates per Class (Once in a year)
Frequency of the Course
In a year : Once in a Year
Course Duration : 3 Years

IMU has received a request from the Institute mentioned above for approval to maritime training course/s. In order to examine the said proposal, you are requested to inspect the Institute, and submit your report along with the list of deficiencies preferably within six weeks from the date of issue of this letter. Copy of the proposal with course material, submitted by the Institute and duly stamped and countersigned by IMU, is being forwarded to you for your record.

You are also requested to carry out a comprehensive inspection of the Institute (if it is an existing approved Institute)along with this inspection and submit a brief report.

Special Instructions (if any) :-
Yours sincerely,
for Indian Maritime University
Copy forwarded to :- The Institute with reference to their letter No. ---------- dated ---
-- The Institute is requested to approach the IMU ……., immediately for inspection.
for Indian Maritime University

Annex VI

SPECIMEN APPROVAL LETTER

3-TR (12)/2000-4 year B.Tech(ME) 2007
APPROVAL NO: TR/A/19/2007

The Indian Maritime University is pleased to accord **provisional/final** approval for following course at your institute, subject to fulfilling the guidelines, being issued by the Directorate from time to time: -

Name of Institute : M/s.
INDOS No.
Location:

Name of the Course
Degree Course ID
Duration :
Intake Capacity : 80 candidates per annum (two classes of 40 each)
Frequency of the : Once in a year
Course in a year
Start of the Academic session:
Special Instructions :

This provisional approval is accorded only for the commencement of first year of 4 years B. Tech (Marine Engineering) Degree Course with the above capacity in the Academic year 2007-2008, and is subject to the following conditions:

1. The Institute would obtain year wise provisional approval after developing the commensurate facilities as outlined in the Training Circular - of ------.
2. The Institute would submit quarterly progress report on the construction of the "Ship in Campus" and complete the same within eighteen months.
3. The Institute would submit a list of yearly sea berth availability for the students and shall regulate the admissions in full compliance with IMU Circular 1 of 2007, as amended from time to time
4. The Marine engineering Section of the College and Hostel shall have to function exclusively imbibing the mariners' culture in every walk of educational and personal lives of its students, with proper academic, curricular and other inputs so as to build their persona as future Mariners.
5. The institute shall maintain a good and sustainable academic standard commensurate with the needs of the international shipping and equip their students with the best of laboratory, workshop and other facilities as per the orders applicable from time to time.
6. The institute is to have in place proper faculty with requisite qualifications in accordance with IMU order in force.
7. The institute is also to set up proper grievances mechanism and treat the students well.
8. Only such students as who meet the eligibility criteria in terms of orders of Directorate as applicable from time to time admitted by the institute will be entitled all benefits under M.S (S T C W) Examinations Rules and any violation by the institute will be dealt in terms of provisions of respective orders / guidelines of this Directorate and the Institute shall be debarred from further admissions without any notice.
9. The Directorate shall be indemnified from any responsibility legal, financial or otherwise, if any, arising out of admission of ineligible candidates by the institute and shall not be accountable/called in question and legally proceeded against by any body and account of the same.
10. The college shall abide by all the orders / guidelines and circulars governing the sanction / approval thereof and / or courses(s) conducted by them as published in the official web site of the Directorate namely www.dgshipping.com, in the act of such publication being enough evidence of the said orders / guidelines and circulars have been published.
11. The approval is also co-terminus with necessary approval from local bodies, State Govt. including trade and labour regulations, municipal authority and such other authorities as may be applicable and clear land title being submitted whenever called for, where the Institute is located.
12. The Institute shall maintain high standards of excellence and professionalism in all matters relating to maritime education and shall raise their students in such a way as to prepare them as the best marine engineers, providing them with world class training facilities so as to make them competitive in the international shipping world.
13. All the guidelines, which have already been promulgated, by this Directorate and those to be promulgated subsequent to issue of this provisional approval letter should be complied with by the institute. It is the responsibility of Institute to keep themselves abreast of the governing orders/rules/conditions / circulars, as applicable, to the Institute, as issued by the Directorate for conduct of training/ course approved as available at website of the Directorate viz. www.dgshipping.com Violation of any of guidelines as referred to herein shall entail suspension of the approval granted herein, without any notice whatsoever at the risk and consequences of the Institute.
14. The institute shall be subjected to Schedule/unscheduled inspection by the representative of the Directorate/ Academic Council. In case of any deficiency, the provisional approval shall be withdrawn without any further notice. You are requested to see overleaf for General guidelines. Receipt and acceptance of the aforesaid conditions shall be acknowledged by the institute forthwith. Any act done by the institute in pursuance of this provisional approval including admission of students for this course and/or publication of any advertisement for such admission shall constitute in toto acceptance of all the conditions set forth herein and such other future stipulations as may be notified by the Directorate and shall form a binding contract between the Directorate and the institute in terms of and for the purpose of the Indian Contracts Act, 1872.

Yours faithfully,
Sd/-

To:
M/s
Copy to: -

Annex VII

APPLICATION FORM FOR APPROVAL TO FACULTY BY INDIAN MARITIME UNIVERSITY

1. Faculty
(a) First Name : _____
(b) Last Name : _____
2. Sex : M/F _____
3. Date of Birth (dd/mm/yyyy) : / /
4. INDOS No. : _____
5. Names of the course proposed to teach: _____
6. Address
a. Local : _____
City _____
Pin _____
Tel No. _____
Email _____
b. Permanent : _____
City _____
Pin _____
Tel No. _____
Email _____
7. Passport No. : _____
8. CDC No. : _____
9. COC No. : _____
10. COC date of Issue : _____
11. COC Type : _____
12. Academic Qualification

S. No.	Name of Exam	Name of Board/ University	Place of Study	% of Marks
1	XII			
2	B.Sc.,			
3	M.Sc.,/MBBS			

13. Experience at Sea : _____
14. Experience in Teaching in DG/Govt approved Training Institute:_____
15. Courses completed : _____
16. Remarks :

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action initiated by the Indian Maritime University.

_____
(Name & Signature of the Faculty)
(Passport Size photograph)
Date : _____
Place : _____

Annex VIII

SUGGESTIVE BREAKUP OF DAILY ROUTINE

All Staff and the candidates should be in Uniform in the Campus at all times.

Monday to Friday

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship
07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch-Break
14:00	Practical

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16:00	Tea-Break
16:10	Swimming/ Boat Work/Games
18:00	Dinner
20:30	Self Study/Library
21:30	Round by Duty Staff, Last Post, Lights Out

Saturday

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship
07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch
16:00	Tea
18:00	Dinner
21:30	Round by Duty Staff, Last Post, Lights Out

Sundays & National Holidays

06:00	Reveille/Tea
06:30	Cross Country Running
08:30	Bath, Breakfast
09:00	May Proceed on Short Liberty
11:00	Tea
13:00	Lunch
18:00	Dinner
20:00	Liberty Expires
21:30	Round by Duty Staff, Last Post, Lights Out

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Annex IX

SCHEDULE OF INSPECTION AND SUBMISSION OF DETAILS BY THE INSTITUTE

Sr. No	Receipt of Application for Inspection	Processing Date	Approval Date
1.	For courses scheduled to commence in June / July of a calendar year, the request for 1st stage inspection must reach the IMU together with relevant fees and complete details before the 1st of June of the preceding year. After preliminary scrutiny the IMU will order an inspection of the institute by the IMU .	• The inspection of the institute for infrastructure etc will be completed by the IMU by end of August of the preceding year. • 1st inspection compliance report (with a copy to the IMU) are to be made good by the institute by end of September and the council invited for a confirmatory inspection, which will be held by mid- October. • For institute cleared by the IMU as having satisfactorily met 1st stage requirements, intimation will be communicated by end of January. • In the second stage the institute will approach the LIC/respective academic council by end of March of the calendar year in which the course is to commence, and offer themselves for 2nd inspection. The IMU will forward a complete report by the 15th of April to the Headquarters together with list of deficiencies	• The application will be considered by the IMU in the IMU and its decision made known by 15th July.

Sr. No	Receipt of Application for Inspection	Processing Date	Approval Date
2.	For courses scheduled to begin in January, the request for 1st stage inspection must reach the IMU by 1st	• This inspection of the institute for infrastructure etc will be completed by the IMU by end of March of the preceding year. • 1st inspection compliance report (with a copy to the IMU) are to be made good by the institute by end of April and the IMU invited for a confirmatory inspection, which will be held in end of May.	The Report will be considered by the IMU in the IMU and its decision made

	of January of the preceding year. After preliminary scrutiny the IMU will order an inspection of the institute.	• For institute cleared by the IMU as having satisfactorily met 1st stage requirements, intimation will be communicated by August. • In the second stage the institute will approach the IMU by mid September of the preceding year in which the course is to commence, and offer themselves for 2nd inspection. • The IMU will forward a complete report by 15th of October to the IMU Headquarters together with list of deficiencies.	known by end November.

Annex X

ANNUAL RETURN TO BE FILED BY THE INSTITUTION AT THE END OF EACH ACADEMIC SESSION

1. Name of the Institution : _____
2. Address including telephone, Fax, e-mail.: _____

Telephone No.: _____ Fax. No._____

E-Mail.: _____

3. Name of the Head of the Institution : _____
4. Name of the Affiliating University : _____
5. Details of University Affiliation and AICTE approval (if applicable) :
6. Members of the Board : _____
7. Members of Academic Advisory Body : _____
8. Frequency of the Board Meetings and Academic Advisory Body : _____
9. Student Feedback on Institutional Governance/faculty performance :
10. Grievance redressal mechanism for faculty, staff and students :_____
11. Course approved by the IMU : (1)_____ (2) _____
12. Details of each approved course :

Name	Ref. No. & date of approval letter	Number of approved seats	Duration of the course From To	Total Teaching hours	Cut off Mark / rank For Admission during the last two years	Total fee (all dues)

13. Faculty Course wise list of faculty members:

Permanent Faculty	Visiting Faculty	Guest Faculty	Permanent Faculty : Student Ratio	Number of faculty employed and left during the last two years

14. Teaching load of each faculty course wise:
(As per attached Annex in the circular)
15. Course wise, details of students passed out and sea berths provided
16. Details of placement for sea time

Course	Name of candidates			CDC No. of candidates passed	Name of the ship joined for 'sea time' with IMO No.	RPS agents/ ship-owner providing tie up with License No.
	Admitted	Passed	Failed			

17. Details of the existing course(s) with respect to Admission
i. Number of seats sanctioned with the year of approval. :
ii. Number of applications received for the first year admission :
iii. Number of students admitted under various courses in the current year:

Sr. No.	Courses	Existing Approved Intake year wise	Present Strength Year wise	Remarks

18. Details of Examination Result

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Sr. No.	Courses	Name of the University conducting the examination	Details of pass percentage (year wise)	Total No. of candidates Admitted in the year (year wise)	Total No. of candidates passed in the year (year wise)	No. of CDC issued to the candidates in the year

19. Details of any disciplinary action taken against the student with respect to
i. Ragging : _____
ii. Due to any other reason : _____
20. Details of ISO 9001:2000
i. Copy of last internal audit report: _____
ii. Copy of last external audit report _____
21. Details of annual percentage of Fees paid to IMU
i. Total fees collected on annual basis : _____
ii. Draft No. date of payment and amount : _____
22. Teaching load of each faculty course wise : _____
23. Students feed back with respect to assessment of Faculty : ----------
24. Details of Any additional infrastructure created during the year

DECLARATION

I/We, on behalf of _____ hereby confirm that all the information furnished above is true to the best of my/our knowledge and belief and if any information is found to be false, shall entail withdrawal of approvals granted to the institute

Date: .....

Name and Signature of the Authorized Signatory of the Institution with seal

Place:.....

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Annex XI

ANNUAL RETURN

COURSE DIARY (To be maintained in safe custody & entered for each class undertaken)

Name of Institute: _____

Address (location) of Institute which houses the Class Room : _____

Class Room No. : _____(Room No. to be indelibly marked in each Class Room

Course Name: _____Date of Commencement of Course : _____

Total Duration of Course (days) : _____

In case of outdoor practicals (i.e. outside Class Room) precise location / venue to specify :

_____

Sr.No.	Date	Name of Faculty/ Instructor (as applicable)	Permanent (P) / Visiting (V)	No. of candidates	Subject Taught	Topics & sub-topics covered	Time for which taught i.e. from ___ hours to ____ hours	Signature of Faculty & date

Name, Signature & Date of Course Incharge (To be signed every day)

Name, Signature & Date of Head of the Institute (To be signed once every month)

ANNEXURE – XII

INSPECTION COMMITTEE FEES, AFFILIATION FEES ENDOWMENT ETC.

Inspection fees

First Visit : Rs.25,000/-+TA/DA &
Honorarium @ Rs.2,000/- per Committee Member

Second Visit : Rs.25,000/- +TA/DA &
Honorarium @ Rs.2,000/- per Committee Member

Late Fund :

Upto 15 days : Rs.25,000/-

Upto 30 days : Rs.50,000/-

Beyond 30 days Rs.50,000/-+Rs.2,000/- per day for a period of one month till closure.

Affiliation fees

1.i.a) Affiliation fund (initial : 1st year) Management (UG) : Rs.10.00 lakhs upto 2 courses (Initial strength 40)

b) Affiliation fund for other courses viz. Nautical Science/Marine Engineering/ Naval Architecture & Ship Building/ Dredging : Rs.20.00 lakhs per course for a strength of 40

c) Affiliation fund (initial: 1st year) Law UG :Rs.7.50 lakhs for a strength of 40

d) Affiliation fund for additional strength : Rs1.00 lakh (10 or part thereof and in multiples thereof)

ii. a) Affiliation fund (initial: I year) Management (PG) : Rs.5.00 lakhs per course for 10-15 students

b) Affiliation fund for other courses as at 1(i)(b) (PG) : Rs.5.00 lakhs per course for 10-15 students

c) Affiliation fund (initial: 1 year) Law PG :Rs.5.00 lakhs for a strength of 10

d) Affiliation fund for additional strength Management (PG) : Rs.1.00 lakh (5 or part thereof and in multiples thereof)

2 (i). Affiliation fund (initial I year) M.Phil. :Rs.3.00 lakhs for 10 students per course upto 5 courses

(ii). Affiliation fund for additional strength for M.Phil upto 5 courses : Rs.1.00 lakh for 5 students or in multiples of 5 thereof per course

3. Affiliation fund for continuation of Provisional Affiliation per course

a) (i) Management (UG) : Rs.2.0 lakhs

(ii) NS/ME/NASB/Dredging : Rs.3.00 lakhs

(iii) Law (UG) : Rs.1.00 lakhs

b) (i) Management (PG) : Rs.2.0 lakhs

(ii) NS/ME/NASB/Dredging (PG) : Rs.3.00 lakhs

(iii) Law (PG) : Rs.2.00 lakhs

4. Affiliation fund for each new course in subsequent years Same amount prescribed under 3 (a) i to 3 b(iii) above.

Permanent affiliation fee for the Colleges

	Permanent affiliation fund upto 5 years (for 5 courses)	Rs.	Permanent affiliation fund for each additional course Rs.
(i)	NS/ME/NASB/Dredging	5,00,000/-	10.00 lakhs
(ii)	MBA upto 60 seats	3,00,000/-	N/A
(iii)	M.Phil/Ph.D. upto 10 seats for 5 courses	3,00,000/-	2.00 lakhs

Colleges will be considered for permanent affiliation as per norms/regulations/ordinances/statutes

New Item: 5% of tuition fee to be remitted to the University corpus fund along with affiliation fund.

Endowment: The details of endowments to be created to open new Colleges or by Colleges seeking to start new course shall be as given below:

Endowment: Fifty percent of the endowment should be shown in the form of fixed deposit invested in a nationalized bank or scheduled bank in the joint names of the Registrar, Indian Maritime University and the Management of College and the balance fifty percent may be shown by the Management of the College in the form of property. This should be in the form of unencumbered assets fetching annual income. Both the income, i.e. Annual interest from the fixed deposit and the annual income from the unencumbered assets should be spent only for the maintenance of the College.

Endowment required for further courses: (the endowment may be paid in installments, two installment for under graduate courses and four installments for post-graduate courses, if such requests are received from the Management).

Definition of Assets: Unencumbered Properties, Colleges, Buildings, Staff Quarters, Hostels, Agricultural lands.

Endowment/Deposits for starting New Colleges

(i)	Law	Rs.	25,00,000	(50% in cash and 50% in property)
(ii)	Engineering	Rs.	50,,00,000	(50% in cash and 50% in property)
(iii)	Dredging	Rs.	25,00,000	(50% in cash and 50% in property)
(iv)	Sciences	Rs.	30,00,000	(50% in cash and 50% in property)
(v)	Management	Rs.	50,00,000	(50% in cash and 50% in property

Note: The terms of creation of endowment and utilization of income/interest remain unchanged. Only the respective amount has been changed.

Endowment required for further courses in existing Colleges

i	For each branch of Under Graduate level	5,00,000
ii	For each branch of Post Graduate level	7,50,000

Note: The terms of creation of endowment and utilization of interest remain unchanged only the respective amount has been changed.

The requirement of endowment for starting courses by established Colleges may be exempted provided they show adequate income for running the new courses.

"Established Colleges" shall mean a college satisfying the following norms:

(a) A College having been established for the past 25 years
(b) A College having a minimum student strength of 1,000
(c) A College having a minimum of 10 departments (Under-graduate and Post-graduate)
(d) A College having assets worth Rs.50 lakhs.

Land requirement for starting various Colleges/Institutions

For courses of NS/ME/NASB/Dredging Refer to Annexure 1

Law Colleges

A total of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 30 years lease for the construction of the college.

The Vice Chancellor is authorized to make changes in the land requirement wherever necessary as per the requirements specified by the statutory bodies concerned.

ANNEXURE - XIII

APPLICATION FOR PROVISIONAL AFFILIATION FOR THE ACADEMIC YEAR 200 - 200

PART-A – BASIC INFORMATION

1.	**College/ Institution** a) Name & Postal Address of the College/Institution b) Telephone and Fax numbers c) E-mail and Website address d) Year of establishment of the college/Institution	
2.	**Head of the Institution: (Director/ Dean/ Principal)** a) Name b) Designation c) E-mail, Telephone, Fax and Cell Numbers d) Residential Address with Telephone Number	
3.	**Legally authorized representative for communication** (authorization Letter to be enclosed)	
4.	**Trust:** a) Name & Address of the Trust / Society b) Registration Number and date of registration c) Family/ Public Trust d) Name and address of the Chairman/ e) Secretary of the Trust f) E-mail, Telephone, Fax and Cell Numbers g) Residential Address with Telephone Number	
5.	Permission letter obtained from the State Government to start the college No. and Date (Enclose copy)	
6.	Name and Address of the Members of the Governing Body constituted	
7.	a. Whether Discipline and Welfare Committee is functioning? b. Whether Registers and Records as per norms are available / maintained.	YES / NO YES / NO
8.	**Financial Stability** Financial status of the Trust to be given briefly in a separate sheet with the following details. a) Bankers: Branches: Account number (s): Balance amount (Rs.): □□□□□□As on 31st March of the previous year □□□□□□□□As on Date b) FDR details (Bank / Govt. / Govt. approved institutions.) Branch: Amount of investment: Date of maturity: c) Value of immovable properties (GLV # and MV #). Provide Survey No. of the land, extent of land, location and details of buildings (Certified copies to be signed by approval valuers). # GLV – Guide Line Value and MV –Market Value d) Whether the endowment has been created, details to be provided e) Income tax permanent account number.	

	Details of the Land earmarked for the College:

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Sl. No	Document No.	Date of registration	Survey No Extent (acres)	Extent (acres)
			TOTAL	

Note : 1.The extent of land should be as per University norms for the course of study .

10.	**Building:** Blockwise – (Provide separate enclosures for the existing & proposed buildings)				
Sl. No	Description Size	LxBxH (m x m x m)	Nos.	Type of roof	Furniture /amenities Detail
a)	Class Rooms				
b)	Drawing Hall				
c)	Workshop				
d)	Laboratories				
e)	Store				
f)	Administrative Office				
g)	Principal's room				
h)	Chairman / Secretary room				

Sl. No	Description Size	LxBxH (m x m x m)	Nos.	Type of roof	Furniture /amenities Detail
h)	HOD's room				
i)	Teaching Staff rooms				
j)	Library i) Reading hall ii) Reference Section iii) Stack room Total				
k)	Physical Education				
l)	NCC / NSS / NSO / YRC				
m)	Seminar Hall				
n)	Health Centre				
o)	Bank				
p)	Cooperative stores				
q)	Canteen				
r)	Vehicle parking				
s)	Lunch and Rest room for Girls				
t)	Toilet i) Boys ii) Girls				
u)	Auditorium				
v)	Maintenance and Estate Office				

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11.	**Hostel:** (Number of blocks)		
	a) For Men/Women		
	b) Location of the hostel –(within / outside)		
	c) Staff – Resident Warden	**Numbers**	
	d) Common room		
	e) Reading room		
	f) Recreation room		
	Rooms	Number	Number of students accommodated
	g) No. of rooms available in the hostel for existing and proposed programme(s). i) Single (Area in Sq.m) ii) Double (Area in Sq.m) iii) Triple (Area in Sq.m) iv) Quadruple / Dormitory (Area in Sq.m) Total		

	h) Total Built-in-area (in Sq.m)		
12.	**Physical Education:**		
	a) Name of Physical Director		
	b) Qualification and Experience		
	c) No. of Attenders / Markers		
	d) Total area of the play ground		
	e) Details of the outdoor games available		
	f) Details of the Indoor games available		
	g) Details of gymnasium available		
	h) Fund alloted to Physical Education		
	i) Details of Sports / Games items available and their cost		
13.	**Details of Staff Quarters**:		
Designation		Number	Area

Signature of the Legally Authorized Representative
Office Seal
Place:
Date:

Chairman/ Secretary
(Name in Capital Letters)
Office Seal

PART – B
PROGRAMME DETAILS

Provisional Affiliation for the academic year 200 –200

14.	**Name and Address of the College/ Institution**	
15	**Name and Address of the Trust**	

16. Details of Programme(s) applied for provisional affiliation:

16 (a) **Additional Programme(s) for which provisional affiliation is sought.**

Sl. No	**Degree (UG+PG)**	Programme (s)	Sanctioned/ Proposed Strength	NOC State Govt/ University	AICTE/ Ministry/ MCI/ NCTE/DGS etc. approval/ recognition No. with Date (Enclose Copy), if applicable	Remarks

16 (b) **Variation in intake in the existing Programme(s) for which provisional affiliation is sought.**

Sl. No	**Degree (UG & PG)**	Programme(s)	Sanctioned/ Proposed Strength		NOC State Govt/ University	AICTE/ Ministry/ MCI/ NCTE/DGS etc. approval/ recognition No. with Date (Enclose Copy), if applicable
			Previous	Revised/ Proposed		

16 (c). **Details of existing provisionally affiliated programme for which continuation of provisional affiliation is sought**

Sl. No	Dept.	Degree (UG & PG)	Programme (s)	Sanctioned strength for the academic previous year (Enclose a copy)	Number of students admitted for the previous academic year (Enclose a copy)	Ministry/AICTE MCI/NCTE/ DGS approval No. and Date for the previous academic year (Enclose a Copy)	University Affiliation No. and Date for the previous academic year (Enclose a Copy)	Academic Years of Break in offering the programme (If any)	Year of Introduction

Submit the copies of the Ministry/AICTE/MCI/NCTE etc. approval, if applicable, as soon as it is received

16 (d). Courses being run by the College as of now
i) Details of programmes etc.

S.N.	Degree UG & PG	Programme	Sanctioned Strength	Students on roll for each year of course	Starting Date	Affiliation Permanent/ provisional

ii) Was there any break in any of the above programmes? If yes, give details.
iii) Whether the institution has fulfilled all the conditions of the inspection committees for various courses?
iv) Has the compliance report, to the same effect, sent to the University. If yes, When?
If No, Give detailed explanations.

17. Additional Information to be Given, If starting a New Degree Programme.

Rationale for Starting the Course. i) (a) Based on committee recommendation; (b) based on job market survey on skill demand; (c) included in the **original** vision of the Institution. iii) Plans for running the course (Include detailed time bound plan for recruitment of necessary faculty, preparation of laboratory, and other infrastructure)	
iv) Has an NOC been obtained from Government? a) If yes, give the date and reference letter of the order and a copy of the relevant order be enclosed. b) If no, when did you apply for it? (Enclose a copy of your letter to the Govt) c) If not yet applied, when do you propose to apply for it? d) When do you expect to get the approval? If yes, reasons for this optimism.	
v) Has Permission/ approval/ recognition been obtained from the concerned statutory body? a) If yes, give date and reference letter of the order and a copy of the relevant order be enclosed. A copy of the document(s) submitted to this body for obtaining recognition/permission/ approval for starting the course must be enclosed along with your affiliation application to Indian Maritime University without fail. b) If no, when did you apply for it? Enclose a copy of your letter to the concerned statutory body and the document(s) submitted to this body as asked above. c) If not yet applied, when do you propose to apply? As and when you apply you must submit a copy of the document(s) submitted to this body to Indian Maritime University also. d) When do you expect to get the approval? Reason for the optimism.	
vi). Under which School of Indian Maritime University, the course will be run? vii). Is there a Board of Studies in Indian Maritime University for the course being proposed? a) If not, whether a Board of Studies needs to be constituted for the course being proposed? b) Have you prepared a list of experts in the field for constituting the Board of Studies for the course? c) If yes, please attach the list of experts with their current professional address and telephone numbers (At least 10 experts should be listed) d) As and when the Board is constituted, your institution will have to bear the expenditure for constituting the Board of Studies and conduct of Board of Studies Meetings and framing the course structure and syllabi for the various courses?	
viii).Has college already framed the syllabi for the new course/ programme semester-wise? a) If yes, enclose a copy of the same. b) If not, when will the syllabi be framed? Give definite dates. As soon as it is framed, a copy must be sent to the University immediately. c) Where Laboratory courses are required, details of lab. Experiment to be enclosed. d) For each course/Lab., a list of suggested textbooks, supplementary textbooks and reference books be listed	
ix). Total amount allocated for initial expenditure to set up the infrastructure, class rooms, hostel facilities, library, laboratory equipments, chemicals, and so on for the proposed course.	

18 (a) Details of Director/Dean/Principal

Education Qualification					Date of birth & age as on the date of commencement of the academic year	Date of joining in the present post	Number of years of experience in industry	Total years of experience
Degree	Year of passing	% of marks obtained	University	Specialization				
UG								

PG								
Additional								

Whether the Director/Dean/Principal is qualified as per IMU/UGC/AICTE etc. norms

18 (b) **Details of Teaching staff (Department wise)**										
Name(s) of the teachers (Department wise)	Designation Regular / Visiting	Qualification	% of marks	Specialization (Degree wise)	Experience		Date of Birth	Date of joining in the present post	Scale of pay	Present basic pay
					Teaching/ Reserach	Industry /others				

Whether teaching staff are qualified as per IMU/UGC/AICTE etc. norms

18 (c) Staff-Student ratio

S.N.	Name of the Department	Programme(s) offered UG & PG	Sanctioned strength	Total No. of teaching staff	Programme wise staff – student ratio

18 (d). Additional information on Teachers for the proposed course/ programme

a) Are qualified teachers already available on your pay roll in your college/ Institution for teaching the course?
The University requires that qualified teachers for the course must be appointed by and for the College/ Institution exclusively.
If no new posts are proposed to be created/ sanctioned, please elaborate temporary arrangements made for teaching work of the new course(s).
b) If not, how many teachers will be appointed exclusively for this course/ programme and what will be the mode of recruitment? Please give details.
Year Designation No. Minimum qualification , experience and expertise Permanent/ Pay scale/salary wages
I Year required for each designation * Temporary/Adhoc
II Year
III Year
c) Steps already/ to be taken to fill up these posts.
d) If teachers are available, give information on them in the same format as in 18 (b).
If it is proposed to carry on the work with the existing staff, a note as to how this additional work load can be handled with the work load by the staff for existing courses may be given in an elaborate manner. Please enclose a copy of Time-table for existing courses and new courses separately.
e) Work load prescribed and followed for the existing teaching staff
a) Professor including Principal b) Readers and c) Lecturers
f) Detailed bio-data of the staff in position in the Department where the proposed new courses are to be started with their specialization
g) Additional supporting and other non-teaching staff (cadrewise) proposed/ sanctioned for the new course(s)

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* While giving the numbers give also the norms.

19. Laboratories and Equipment:

19 (a). List of equipment						
Sl.No.	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

19 (b). List of equipment to be procured for the new programme						
Sl.No.	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

20. Lecture rooms for new programme

How many **additional** lecture class rooms and laboratories are needed for this course? (Floor space and required furniture. Give the basis on which this estimate is made.) First year: Second year:	

Third year: Fourth year	
Are these class rooms already available? If yes, give a building plan and indicate the roomsto be allocated for this course: If No, when will the additional floor space with necessary furniture will be created? Give a building plan as well as a time bound project plan for its completion with the amount of funds allocated or will be allocated If you have not already created additional infrastructure for this course, why should you seek permission from the University to start this newcourse?	

21. Network Connectivity

Give the details of network connectivity: Bandwidth: Number of terminals with internet access	

22. Computing Facility

Sl. No	Department	Degree	Programme(s)	Sanctioned Strength	No.of Terminals
What are the licensed softwares installed in the computer centre? Give a list of such software with details on type of license (site license, stand alone etc.) Are updates being acquired periodically? Do you intend to provide additional computers for the new course? List the additional software proposed to be acquired for the new course?					

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23. Library facility

i). Total Area of the Library (in Sq. meters)
ii). Name of the Librarian
iii). Qualification and experience of the Librarian
iv). Names and designation of other staff in the library
v). Are any special facilities available in the Library?
If so, give details (eg. Photo copying, Internet connection etc.)

vi)

Sl. No	Department	Degree	Name of Course(s)	No. of Books	No. of Indian journals/ Periodicals (give titles)	Names of foreign Journals/ periodicals (furnish brief titles)	No. of Reference Books

vii). Has the library been automated: System for borrowing books by the student: Cataloguing system being followed: Photocopying facilities available: Library timings: Holidays for library: viii). Have the books suggested in 17 viii (d) already been procured by the Library? If not, how soon these will be procured? Give definite dates. Would the Library order multiple copies of the text books for this course? If yes, how many multiple copies for each text will be ordered for the required student strength? Number of additional books proposed to be acquired exclusively for the new course: Number of additional journals proposed to be subscribed for the course: (Give a detailed list of journals/magazines proposed) ix). Proposed expenditure for this purpose for the first year & subsequent years.	

24. Indicate the facilities available for students:

	Boys	Girls
a) Common room b) Reading room		

c) Recreation room d) Drinking water e) Toilets/Urinals f) Facilities for cultural activities g) Fine arts h) N.C.C i) N.S.S j) Rest room k) Canteen l) N.S.O m) Y.R.C n) Medical service attention (Names of Doctors with qualifications and specialization and their address details of part time & full time Doctors) o) Placement and training cell p) Audio-Visual Education Facilities and teaching aids (Mention available equipment) q) Names of Association/Clubs for Students r) Alumni Association s) Student-counseling facilities t) Telephone facility including STD/ ISD/FAX u) Word processing & Photocopying facility		

25. Non-Teaching Staff Details:

a) Details of technical staff (Laboratory wise)

Name	Designation	Educational qualification	Date of birth	Date of joining	Total emoluments	Signature of the staff
b) Details of ministerial staff						

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26. Additional Information required.

a) Procedures proposed for monitoring the progress of students during the course (Give details) b) Do you have reservation for students: Scheduled Castes/Tribes: Most Backward Classes: Backward Classes: Management quota: c) Would you give special help for academically weak students? If so, describe what you propose to do? d) Details of scholarships, free tuition, fellowships, and other financial support system available for students of this college now? e) If yes, this would be also extended the students of the new course? f) What are the facilities available for academically competent but economically weak students being admitted to the new course g) Will they be given admission, if qualified? h) Are there any financial support or loan facilities available for such students? i) If yes, describe the scheme in detail. j) If no, do you propose to introduce such a scheme for the benefit of student who might enroll in the new course? k) What kind of transparency College/institution is practicing in the "internal' assessment of students, if the system of internal assessment exits for the courses offered by the College? l) Will the same system be applied to this new course? If not, give details of the new system. m) Did students ever agitate for any reason during the last three years? If yes, give reasons. How the problems was tackled/solved? n) Did the non-teaching staff ever agitate for any reason during the last three years? If yes, give reasons. How the problems was tackled/solved? o) Did teachers ever agitate for any reason during the last three years?	

If yes, give reasons. How the problems was tackled/solved? p) Give an itemized details of fees, funds, donations, etc to be charged from students to be admitted in the course. **(Indicate numbers and do not say "as per Govt./University norms" etc.)** q) Fees for the students admitted in the Government Quota: r) Fees for the students admitted in the management quota: s) Attach a copy of your audited annual accounts for the last three years: t) Attach a copy of your budget for the current academic years and for the next year. u) Attach a copy of your annual report for the last year.	

This is to certify that the information given above is factual as of the date given below. Each page has been initialed by the authorized person of the College/ Institute. Any change in the information given above at a later date shall be informed to the University immediately.

The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College immediately.

Signature of the legally Authorized representative

(Name in Capital Letters)
Place:
Date: Office Seal

Declaration by the Management

1. Shri/Smt_____Son/daughter of Shri _____on behalf of the trust, viz., _____hereby declare that the particulars furnished above are true and correct to the best of my knowledge. Programme(s), applied for, will not be started without the prior approval of the Ministry/ AICTE/ MCI/ NCTE/ etc and the grant of affiliation by University. All the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

2. The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will bepaid by the College/ Institution immediately.

3. It is understood and agreed by the Management of the College/ Institution that if the affiliation is granted by University, the College shall observe all rules and regulations and other conditions, if any, of University. It is also understood and agreed that any violation of these rules etc. **may result in a heavy penalty as determined by the University or withdrawal of the affiliation by the University**.

Place: **Chairman/Secretary**
Date: (Name in Capital Letters)
Office Seal

PART –C

27. The originals of the following are to be produced for verification at the time of inspection to the inspection committee members (Copies need be enclosed along with application)

Sl.No.	Certificate
	1.Village field map / field measurement book sketch 2.College site map / plan 3.Existing building plan. 4. Building sketch [details of Rooms, Laboratories, Stores, Library etc, for all the floors] 5. Building plan proposed with approval competent government authority Irrevocable Trust Registration Deed (or) registered deed of the society 6. Documentary proof for ownership of lands exclusively earmarked for the College. 7. Legal opinion from the Govt. Pleader on the ownership of land and extent of coverage. 8. Land use Certificate from an appropriate authority and Land conversion certificate from the 9.Department of Town & Country planning. Certificate from the Revenue Authority that the Land for the College does not come under the Land Ceiling Laws. 10. State Government permission for starting the College. 11. Ministry/AICTE/ MCI/ NCTE etc. approval for the course(s). 12. Documents showing the financial viability of the College [details of financial budgeted revenue and expenses statement (Current year) with latest Income tax returns copy 13. Composition of the Governing Body. 14. Master Time – Table for all courses and all sections with class room arrangements. 15. Audited statement of accounts of the college for the past three years.

	16. Certificate for fire safety from the Government authority. 17. Certificate from Government authorized license holder for Electrical installation. 18. Certificate from Government Health Inspector. 19. Certificate from PWD Superintending Engineer or any Government authorized person for the structural stability of the building. 20. Building and equipment insurance certificate. 21. Copies of experience and educational qualification of the teaching and administrative staff

APPLICATION FORM FOR GRANT OF PERMANENT AFFILIATION

(1) Name & Address of the affiliated institution seeking affiliation

(2) Details of the Course(s) for which permanent affiliation is sought

Sl.No.	Title of the Course(s)	Duration	Year in which provisional affiliation is granted (enclose copy of affiliation orders)	No. of batches sent out from the Institution Indicate the academic years
(i)	**(ii)**	**(iii)**	**(iv)**	**(v)**

(3) Name of the Principal/Director:

(4) Details of the Trust/Society: Enclose : (i) Photo copy of the Trust/Society Deed (ii) Trust/Society registration certificate (iii) Minutes of the meeting of Trust /Society for the current year	
(5) Location of the Institution State whether the institution possess (i) unencumbered own land (enclose proof) (ii) building constructed in the own land (enclose proof)	
(6) Details of the land & building : **(i)** The name of the place in which land is situated (ii) Area (in acres) (iii) Survey Nos. (iv) Whether land use certificate is obtained from the competent authority (enclose) (v) Location map (enclose) (vi) Field measurement Books copy (enclose) (vii) Approved building plan (enclose) (viii) State the nature and availability of potable water (ix) Availability of adequate fire fighting equipments with certificate issued by competent Authority(enclose proof) (x) Adequacy of sanitation facilities (xi) State the No. of toilet facilities available Men : Women: (xii) Building stability certificate (xiii) Availability of power supply and electrical connections as per norms & requirements of the Govt./University	

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(7) Details of the existing building plinth area in Sq .m. Attach copy

S.N.	Particulars					RCC building (in sq.m.)
01	Total Academic activity area					
	Sl.No.	Particulars	Numbers	Area in sq. m.	Seating capacity	
	(i)	Class Rooms				
	(ii)	Dining Hall				
	(iii)	Workshop				
	(iv)	Adequacy of furniture				
	(v)	Laboratories				

	(vi)	Library				
	(vii)	Seminar Hall				
	(viii)	Staff room				
	(ix)	Auditorium				
02	Total Administrative area					

Sl.No.	Name of the Department	Name of the Teacher	Designation of the teacher	Date of appointment

03	Amenities : Common room, toilet facilities, ladies room, dispensary/first aid facilities	
04	Hostel for Boys (if applicable) Hostel for Girls (if applicable)	
05	Staff Quarters (if applicable)	
06	Play Ground	
07	Others (Specify)	
	Total area in sq.m.1+2	

8. Library :

(i) Indicate the number of books available in the Library:

(ii) No of journals (Indian/foreign) :

(iii) Whether accession register is maintained : Yes/No.

(iv) Details of the Library facilities available for each Dept.:

(v) Indicate the No. of books/Journalsavailable for the course(s) for which permane nt affiliation is sought for:

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Sl.No.	Name of the Course(s)	No. of Books available
1		
2		

9. Faculty **List – A**

Sl.No.	Name of the Course	Name of Teachers Appointed (as per work load norms)	Total work load of each faculty

List – B

Also indicate the following details

i) Details of projects (UGC/CSIR/ICMR etc) amount, period & name of the Principal investigator

ii) Details of participation of teachers in National/International level seminars

iii) Details of awards won by the teachers

List – C

Details of Administrative staff

Sl.No.	Name of the staff	Designation	Date of appointment

Details of Technical staff

Sl.No.	Name of the staff	Designation	Date of appointment

10. Details of strength of students for the last five years:

Sl.No.	Name of the Course	Academic year	Sanctioned strength	No admitted	Whether reservation policy is followed ,if applicable (SC/ST/PH)

11. Percentage of pass in each course for the last five years:

Academic years	No. of students appeared	No. passed	% of pass	% of I Class	University Rank if any

12. Indicate the name(s) of the course(s) approved by the University but not conducted. Whether approval is obtained from the University for the suspension of the course.

Sl.No.	Name of the course(s)	Year in which not offered and whether University's permission obtained

13. Funds position: (in case of private colleges) :
enclose audited statement of accounts of the college for the last five years.
14. Governing Body/Advisory Committee :
Enclose a copy the constitution if applicable And a copy of the minutes of the last meeting
15. Any other particulars:

Signature of the Principal

Seal:
Date:

NORMS FOR GRANT OF PERMANENT AFFILIATION

i. Three consecutive batches of students should have passed out in the concerned discipline for which permanent affiliation is sought.
ii. The institution should show evidence for unencumbered own land and building as per the prescribed affiliation norms at the time of grant of affiliation. The legal opinion from the Government pleader for the ownership of the land should also be produced.
iii. The institution should have appointed (at least 80%)teachers on a regular basis in the concerned discipline and paid as per the pay scales prescribed by the Government/statutory organizations. Such teachers should possess the qualification prescribed by the UGC/respective statutory organization. The records of the same should be maintained.
iv. The institution should have fulfilled all the conditions and followed all the rules and regulations prescribed by the University for the grant of affiliation.
v. If there are any incidents of violations of conditions prescribed for the grant of affiliation noticed by the University, then, the University reserves the right to suspend the affiliation of the Institution for a prescribed period which would be decided by the committee, based on the nature of violation.
vi. The Institution should not collect either directly or through any of its associated trust etc., any capitation fee or donation from any of its students or employees except the fee and other charges prescribed by the University/ Government.
vii. The Management of an unaided college shall have its accounts audited at the end of each financial year by a registered chartered accountant. A copy of the annual accounts shall be made available alongwith the audit report to the University for inspection within six months from the closure of the financial year.
viii. Admission should be made in accordance with the guidelines issued by the University/Government from time to time.
ix. The University reserves the right to inspect the Institution at any time for continuance of affiliation.
x. The Institution should maintain all the registers and records and statistical data required to be maintained under University regulations/rules and should be made available as and when required by the University.
xi. The institution should submit its application for grant of permanent affiliation in the prescribed format available on or before the date prescribed by the University.
xii. Any change affecting the college's permanent affiliation status either in terms of faculty position or infrastructure facilities brought to the notice of the University would automatically lead to disqualification.
xiii. All dues to the University should have been promptly paid by the college seeking permanent affiliation.
xiv. There should not be any persistent defects in the college for three years prior to the request for permanent affiliation.
Note: (i) The grant of permanent affiliation will be subject to review once in five years and the fund may be paid accordingly once in five years
(ii) The minimum requirement of availability of regular teachers may be decided by the inspection committee, taking into account long term contract / adhoc appointments, particularly in the Government colleges.

CHAPTER- 2
LEAVE ADMISSIBLE TO PERMANENT TEACHERS

1. The following kinds of leave would be admissible to permanent teachers –

(i) Leave treated as duty, viz.

Casual leave

Special casual leave and

Duty leave

(ii) Leave earned by duty, viz.

Earned leave

Half pay leave ; and

Commuted leave
(iii) Leave not earned by duty, viz.
Extraordinary leave and
Leave not due
(iv) Leave not debited to leave account
(a) Leave for academic pursuits, viz.
Study leave; and
Sabbatical leave / Academic leave
(b) Leave on grounds of health, viz.

Maternity leave
Special Disability leave
Quarantine leave
The Executive Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.
2. Casual Leave
(i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Saturdays and Sundays. Holidays or Sundays falling within the period of casual leave shall be counted as casual leave.
3. Special Casual leave
(i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher.
(ii) To conduct examination of a University/ Public Service Commission/ Board of examination of other similar Bodies/ Institutions; and
(iii) To inspect academic institutions attached to a statutory board., etc.

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NOTE:
(i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
(ii) In addition, special casual leave to the extent mentioned below may also be granted:
(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days: and
(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave except casual leave. It may be granted in combination with holidays or vacation.
4. Duty Leave
(i) Duty leave may be granted for
(a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university
(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the Vice-Chancellor
(c) Working in another Indian or foreign university, any another agency, institution or organization, when so deputed by the university;
(d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and
(e) For performing any other duty for the university.
(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
(iii) The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioning duty leave on reduced pay and allowances; and

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

5. Earned leave

(i) Earned leave admissible to a teacher shall be

(a) $1/30^{th}$ of actual service including vacation; plus

(b) $1/3^{rd}$ of the period, if any, during which he/she is required to perform duty, during vacation.

NOTE: For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.

NOTE-1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

NOTE – 2:- In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(iii) (a) Where a teacher retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for E.L. if any at the credit of the teacher on the date of his retirement subject to the maximum of 240 days.

(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lump sum as a onetime settlement. No house rent allowance or city compensatory allowance shall be payable.

$$\text{Cash Equivalent} = \frac{\text{Pay admissible on the date of retirement plus Dearness allowance}}{30} \times \text{No. of days of unutilized EL at credit on the date of retirement subject to a maximum of 240 days}$$

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6. Half pay leave

i. The half-pay leave account of every faculty member shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.

a. The leave shall be credited to the said leave account at the rate of 5/3 days for each complete calendar month of service which he is likely to render in the half year of the calendar year n which he is appointed.

b. The credit for the half year in which a faculty member is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.

c. When a faculty member is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

d. Where a period of absence or suspension of a faculty member has been treated as 'dies non' in a half year, the credit to be afforded to his half pay leave at the commencement of next half year, shall be reduced by one eighteen of the period of 'dies-non' subject to a maximum of ten days.

iii. The leave under this rule may be granted on medical certificate or on private affairs.

iv. While affording credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.

Provided that in the case of faculty member not a permanent employee or Quasi permanent employee, no half-pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the faculty member will return to duty on its expiry except in the case of faculty member who has been declared completely and permanently, incapacitated for further service by a medical authority.

NOTE:

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary.

7. Commuted Leave

Commuted leave, not exceeding half the amount of the half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions.

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days.

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due: and

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(iv) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is unutilized for an approved course of study certified to be in the University's interest by the leave sanctioning authority.

Note: Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

8. Extra-ordinary leave

(i) A permanent teacher may be granted extraordinary leave when:

a) No other leave is admissible; or

b) When other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

Provided, however, that save under the provisions of sub-clauses (ii) to (iv) below, no extraordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

(ii) The Executive Council may grant on the request from the institution concerned and on application of the teacher, extra ordinarily leave to hold an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, if in the opinion of Executive Council, such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period for at least two years. The application for such leave shall be sent through the Dean of School concerned and the latter shall give his recommendations taking into account the strength of teaching staff of the particular subject. Except in very special cases at no time more than 20% of the strength of teachers on rolls of a Centre shall be allowed to be absent from the Centre on extra ordinary leave, study leave and/ or sabbatical leave. However, the relaxation may be given at the discretion of the Vice Chancellor on the merits of the case. In case of his failure to return to duty immediately at the end of the period of leave sanctioned to him the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University pay and allowances, if any received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

(iii) The Executive Council may also grant at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research institute or other similar important institution provided he has served the University for a period of at least two years and the application had been sent through and forwarded by the University. The leave in such cases shall not exceed a maximum period of two years. In the case of faculty members who are appointed/ elected/ nominated as Vice-Chancellor/Director/Member of Legislative Assembly/ Member of Parliament, etc. where the tenure is for five years, the EOL can be granted upto 5 years. This benefit will be extended only once in the entire service of the faculty. Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall count for pensionary/ Contributory Provident Fund benefits provided the leave salary, pensionary contributory provident fund contributions are paid by the teacher or the foreign employer. If the teacher does not resume his duties in the University at the end of the period of extra- ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

(iv) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall count for increment in the following cases:

(a) Leave taken on the basis of medical certificates

(b) Cases where the Vice Chancellor/ Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation or an appointment to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work.

(v) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(vi) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

9. Leave Not Due

(i)Leave not due, may at the discretion of the Vice-Chancellor / Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii)'Leave not due' shall not be granted unless the Vice Chancellor/ Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii)A teacher to whom ' leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

(i) Study leave may be granted after a minimum of 5 years continuous service, to pursue a special line of study or research directly related to his/ her work in the university or to make a special study of the various aspects of university organisation and methods of education. The paid period of study leave should be for a maximum period of 3 years at a time, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive/ Syndicate may in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned, provided, (a) the person is a teacher on the date of the application and (b) there is no break in service.

(ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the department and Academic advisers committee. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(iii) A teacher who has availed himself/herself of study leave would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.

(v) No teacher who has been granted study leave be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/ Syndicate to treat the period of shortfall as ordinary leave has been obtained.

(vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.

(vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/ her being granted study leave with pay and allowances but the scholarship, etc. so

received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his/ her return and rejoining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the university on the expiry of his/ her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it not availed of within 6 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself/ herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before, availing himself/ herself of the leave, execute a bond (as in Annexure – III) in favour of the university, binding himself/ herself for the due fulfillment of the conditions laid down in sub-clause (xii) and (xiv) below and give security of immovable property to the satisfaction of the Finance Officer/ Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) below.

(xiv) The Teacher shall submit to the Registrar, six monthly reports of progress in his/ her studies from his/ her supervisor or the Head of the Institution. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/ Academic Leave

(i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer (Selection Grade)/ Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the university and higher education system. This leave shall not be granted to a teacher who has less than one year of service in the university to retire.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself of study leave shall be eligible for sabbatical leave only after expiry of 5 years.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/ She may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in the institution, employment in an institution of advanced studies provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall he allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leaves.

NOTE 1: The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.
NOTE 2: On return from leave the teacher shall report to the university the nature of studies, search or other work undertaken during the period of leave.

12. Maternity leave

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice of in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

11. Paternity leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the same is limited upto two children.

12. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

13. Special disability leave

(a) Special disability leave may be granted to a teacher who is disabled by injury intentionally inflicted.

(i) Special disability leave may be granted to a teacher who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of the official duties or in consequence of his official position.

(ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which the attributed and the person disabled acted with due promptitude in bringing it to notice.

(iii) Provided that the authority competent to grant leave may, if it is satisfied, as to the cause of disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

The period of leave granted shall be such as is certified by an Authorized Medical Attendant and shall in no case exceed 24 months.

(iv) Special disability leave may be combined with leave of any other kind.

(v) Special disability leave may be granted more than once if the disability is aggravated or re-manifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disabled.

(vi) Special disability leave shall be counted as duty in calculating service for pension and shall not except the leave granted under the provision to clause (b) of sub clause of this ordinance be debited against the leave account.

(vii) Leave salary during such leave shall

(a) for the first 120 days of any period of such leave including a period of such leave granted under sub –clause(V) above be equal to leave salary while on earned leave; and

(b) for the remaining period of any such leave be equal to leave salary during half pay leave. Provided that a member of the staff, may at his option be allowed leave salary as in sub-clause(a) above the period not exceeding another 120 days and in that event the period of such leave shall be debited to his half pay leave account.

(b)Special disabilities leave for accidental injury:

(viii) The provisions in part (a) above shall apply also to a teacher who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

The grant of special disability leave in such cases shall be subject to the further conditions:

(a) That the disability, if due to disease , must be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty:

(b) That, if the teacher has contracted such disability during service, it must be, in the opinion of the authority competent to sanction leave, exceptional in character; and

(c) The period of absence recommended by an Authorized Medical attendant may be covered in part by leave under the ordinance and in- part by other kind of leave, and that the amount or special disability granted on leave salary equal to that admissible on earned leave should not exceed 120 days.

16. Vacation

(i) Vacation may be taken in combination with any kind of leave except casual and special causal leave provided that vacation shall not be both prefixed and suffixed to leave.

(ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond one semester.

(iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

(v) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however, be entitled only to half of such pay if he/she has given notice of resignation and the period of such expires during vacation or within one month from the last day thereof.

(B) TEACHERS RE-EMPLOYED AFTER RETIREMENT

17. In the case of a teacher re-employed after retirement the provisions of these ordinance shall apply as if he/she had entered service for the first time on the date of his/her re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted leave under sub-clause 11 of the clause 21 below, subject to the condition that they will not be entitled to draw their pensions during the terminal leave if the pension was held in abeyance during the period of re-employment.

(C) TEMPORARY TEACHERS

18. Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions

1) Earned Leave:

a) A temporary teacher shall be entitled to earned leave as a permanent teacher as follows:

i) 1/30th of the period of actual service including vacation plus;

ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

2) Half pay leave;

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

3) Commuted Leave:

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

4) Extraordinary Leave:

In the case of temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits:

(a) Three months at a time;

(b) Six months in case where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;

(c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy.

(d) (i) 24 months in cases where the leave is required for prosecuting studies, certified to be in the University interest, provided that the teacher has completed three years, continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extraordinary leave under (a) above, if the teacher completes three years continuous service on the date of expiry of such leave).

(ii) When a temporary teacher fails to resume duty the expiry of the maximum period of extraordinary leave granted to him/ her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he/she could have been granted such leave under (i) above, he/she shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his/her appointment and shall accordingly cease to be in the University employment.

5) Leave not due, study leave and sabbatical leave:

Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

6) Vacation:

i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.

ii) In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

(D) TEACHERS APPOINTED ON CONTRACT

19. Teachers appointed on contract will be granted leave in accordance with the terms of the contract.

(E) HONARARY AND PART-TIME TEACHERS

20. Honorary and part-time teachers of the university shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

(F) GENERAL

(i) General conditions:

21. (1) Leave how earned: Leave is earned by duty only. The period is spent in Foreign Service counts as duty if contribution towards leave salary is paid for such period.

(2) Right to leave:- (a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reasons, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to teacher when he is under suspension.

(3) Maximum period of absence from duty on leave:

(a) No teacher shall be granted leave of any kind for a continuous period exceeding five years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him/her exceeds five years, he/she shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(4) Application for leave: - Leave should always applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

NOTE: Faculty member should not leave station till the order sanctioning leave bas been issued.

(5) Commencement and termination of leave:-

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day, the teacher resumes his duty.

(b) Sundays and other recognized holidays may be prefixed and / or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the provisions of Ordinances 5 and 8.

(6) Rejoining of duty before the expiry of the leave:-

(a) A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority which sanctioned him/her the leave.

(b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and fro returning to duty, save with the consent of the Executive Council.

(7) Leave on medical grounds to be supported by medical certificate:-

A teacher who applies leave on medical grounds shall support his/her application with a medical certificate from an Authorized Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

(8) Rejoining duty on return from leave on medical grounds:-

No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(9) Employment during leave:-

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work of publication or radio or extension lectures or with the permission of the Vice-Chancellor, or any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(10) Absence without leave or overstayal of leave:-

A teacher, who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him/her, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his/her leave account as leave without pay unless his/her leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(11) Leave to a teacher whose services are no longer needed:-

(i) If a teacher resigns his/her post, he/she may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his/her credit, but not exceeding 120 days, may be granted to him at the discretion of the Vice-Chancellor. In other cases of resignation half the amount of earned leave at his/her credit but not exceeding 60 days may be allowed at the discretion of the Vice-Chancellor.

(ii) In cases, in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

(iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.

(iv) Leave at the credit of teachers who die in harness:- In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 180 days shall be paid to his/her family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

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Note 1: The above provision is applicable in case of re-employed pensioners also. However, in their case no deduction on account of pension equivalent of DCR gratuity need be made from the cash equivalent in respect of the leave earned during re-employment which has to be calculated on the basis of pay drawn by him during the period of re-employment which has to be calculated on the basis of pay drawn by him/her during the period of re-employment (exclusive of pension and pension equivalent or other retirement benefits).

Note 2: In the case of teachers governed by the contributory provident fund rules no deduction need be made out of cash equivalent of leave salary on account of University contribution of G.P. Fund.

(12) Conversion of one kind of leave to another:-

(a) At the request of the teacher concerned the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(13) Increment during leave:-

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, study leave or sabbatical leave, the effect of increase of pay will be given from the date of his increment, except in those cases where the leave does not count for increment.

(14) Leave year: - For the purpose of these ordinances, unless otherwise specified the terms 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

(ii) Authorities Empowered to Sanction Leave:

22. The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave asked for is admissible and is at the credit of the teacher concerned.

Kind of leave	Sanctioning authority	Extent of power
1. Casual/Special Casual Leave to		
a. Deans of Schools	Vice-Chancellor	Full
b. Head of Centres/Departments	Deans of Schools V ice-Chancellor	4 days per semester More than 4 days per semester
c. Other teachers	Heads Deans	4 days per semester Full
2. Duty leave to		
a. Deans of schools	Vice-Chancellor	Full
b. Other teachers	Dean with a copy to Vice-Chancellor Vice-Chancellor	Upto 5 days per academic year Full
3. Earned Leave/ Half Pay Leave or Commuted Leave and Maternity Leave to		
a. Deans of Schools	Vice –Chancellor	Full
b. Head of Centres/Departments	Dean Vice Chancellor	Up to 10 days Full
c. Other teachers	Heads Dean Vice-Chancellor	Upto 5 days Upto 10 days Full
4. Extra-Ordinary Leave		
a. Deans of schools	Vice-Chancellor	Upto 90 days
b. Other teachers	Vice-Chancellor Executive Council	Upto 90 days Abvoe 90 days

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(iii) Leave Salary:

23. (1) A teacher granted causal leave or special casual leave is not treated as absence from duty and his pay not intermitted. During duty leave, study leave and sabbatical leave, a teacher will draw under the provisions of ordinance 4, 10 and 11 respectively.

(2) A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.

(3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub – clause 23 (1).

(4) A teacher on half – pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 23 (1).

(5) A teacher on extra ordinary leave shall not be entitled to any leave salary.

(6) A teacher on special disability leave is entitled to leave salary as admissible under ordinance 15.

(7) A teacher on Maternity leave and quarantine leave is entitled to draw pay at the time of proceeding on leave.

(8) Payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provision of the Rules regarding the payment of those allowances.

(9) When such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave salary admissible while on half-pay leave and further reduced by the amount of pension and pension equivalent of the retirement benefits.

Provided that it shall be opened to the University teacher not to avail himself / herself of the above but to avail of full pension.

(10) If during such re-employment he/she is granted leave earned by him or her during period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

(iv) Making of Rules under these Ordinances:

24. The Vice-Chancellor may make rules under these provisions prescribing the procedure to be followed in:-

(i) Making application for leave and for permission to return to duty before the expiry of the leave;

(ii) Granting leave and submission of medical certificate while proceeding or returning from leave;

(iii) The payment of leave salary;

(iv) The maintenance of records of service; and

(v) The maintenance of leave accounts

25. Resignation or retirement after study leave or non-completion of the course of study.

(1) If a teacher resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required he shall be required to refund-

(i) the actual amount of leave salary, Study Allowance, cost of fees, traveling and other expenses, if any, incurred by the University/ Government of India; and

(ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Government, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply-

(a) to a teacher who, after return to duty from study leave, is permitted to retire from service on medical grounds; or

(b) to a teacher who, after return to duty from study leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said Statutory or Autonomous body or Institution in the public interest.

(2) (a) The study leave availed of by such teacher shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the teacher under sub-rule (1), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the President may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the teacher concerned or class of teacher.

ANNEXURE I

FORM OF WRITTEN CONTRACT

Memorandum of Agreement made this the _____ day of _____ Two thousand_____ and _____ between Dr/Shri/Smt/Ms_____ (hereinafter called the `Teacher') of the first part and the Indian Maritime University being a body corporate constituted under Indian Maritime University (hereinafter called the University) of the second part. It is hereby agreed as follows:

1. That the University hereby appoints Dr./Shri/Smt/Ms._____ to be a member of the teaching staff in the Department of _____ of the University with effect from the date the said Dr/Shri/Smt/Ms_____ takes charge of the duties of his/her post and the said Dr/Shri/Smt/Ms _____ hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, the statutes and Ordinances framed there under, for the time being in force, whether the same relate to organization of instruction or teaching, or research or the examination of students or their discipline or their welfare, and generally act under the direction of the Authorities of the University.

2 a) The teacher shall be on probation for a period of 12 months which may be extended by a further period of 12 months. The total period of probation shall in no case exceed twenty four months.

b) The case of each teacher shall be placed before the Executive Council for confirmation atleast 40 days prior to the date on which his/her probation period would end and the teacher shall be informed of the decision of the Executive Council not later than 30 days prior to the expiration of the period of probation.

c) If the university is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.

d) Where a teacher appointed on probation is found, during the period of probation not suitable for holding that post or has not completed the period of probation whether exceeded or not, satisfactorily, the Executive Council may(i) If the appointment is by promotion, revert the incumbent to the previous post held by him; and(ii) If the appointment is by direct recruitment, terminate the teacher's services under the University without notice.

3. That the said Dr/Shri/Smt/Miss----------shall be a whole time teacher of the University and unless the teacher is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty two years.

4. That the University shall pay Dr/Shri/Smt/Miss----------during the continuance of his/her engagement hereunder as a remuneration for his/her service a salary of Rs…… per mensem, raising by annual increment of Rs…….to a maximum salary of Rs……..per mensem:

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and the conditions attached to that post:

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the vice-Chancellor to it and after the teacher has been given sufficient opportunity to make his/her written representation.

5. That the said teacher agrees to be bound by the statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.

6. That the teacher shall devote his/her whole time to the service of the University and shall not, without the return permission of the University, engage, directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities are learned bodies are Public Service Commission or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor, to any other academic work.

7. It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in Clauses(1), (2),(3),(4),(5) and (6) of statute 26(reproduced below):

(1) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice-Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report in the Executive Council in the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or the member of the academic staff, revoke that order.

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(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment; the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.

(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months salary in leave of notice.

(4) No teacher or a member of the academic staff shall be removed under clause(2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher or a member of the academic staff shall require a two-thirds majority of the members of the Executive Council present and voting.

(6) The removal of a teacher or a member of the academic staff shall take effect from the date from which the order of removal is made.

(7) Provided that where a teacher or a member of the academic staff is under suspension at the time of removal, the removal shall take effect on the date of which he was placed under suspension.

(8) Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2), Section 35 (reproduced below):

(9) The teacher may, at any time, terminate his/her engagement by giving the Executive Council the three months notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

(10) On termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix to their hands and seal.

Signature:

Designation:

In the presence of

1. Signature
   Designation

2. Signature
   Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by

Signature

Designation

In the presence of

2. Signature
   Designation

2. Signature
   Designation

SCHEDULE

Name of teacher in full ……

Address ……

Designation ……

Salary Rs. ……

Note: The changes in grade, salary or designation should be briefly described.

Change of of designation	Date of approval of E.C.	Date from which change takes effect	Signature of teacher	Signature Officer of the University

ANNEXURE II

BOND TO BE EXECUTED BY THE FACULTY MEMBERS WHEN GRANTED STUDY LEAVES

This agreement made on this …….. day of ……. Two thousand and ……..between the Indian Maritime University being a body corporate constituted under the Indian Maritime University Act, 2008 (No.22 of 2008) (hereinafter called the `University' of the one part) and

(i)

Resident of

(Hereinafter called the `Obliger' of the second part):

And

(ii)

Resident of : and

(ii)

Resident of

(Hereinafter called (ii) and (iii) jointly the sureties of the third part):

Whereas the Obliger is employed in the Indian Maritime University in the ……

And whereas the Obliger has applied for study leave for the following purposes:

And whereas the University has agreed to grant study leave on the condition that after the completion of studies, the obliger will rejoin the University and serve the University for a minimum period of …….. years. The Obliger has agreed to this condition and the sureties have also assured the University that the Obliger will perform these obligations faithfully.

1. That the obligor undertakes that after completion of studies as aforesaid shall rejoin the University and shall serve under the University for a minimum period of ….. years.

2. That in case the Obliger fails to complete studies within the period of study leave or fails to rejoin the service of the University on the expiry of study leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University being dismissed or removed from the service by the University within the period aforesaid the Obliger and the sureties shall forthwith pay to the University or as may be directed by the University a sum of Rs….. as liquidated and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of study leave, provided always that if the Obliger completes 18 months service after return from study leave, then the sureties and the Obliger shall be liable to pay only half the amount of the liquidated damages.

3. That the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per clause 2 above.

4. That the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them.

5. That the hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorized by it or any other indulgence or concession shown by the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either of them.

6. That the University may at its discretion extend the study leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respects for the amounts payable under these presents during the original period as well as during the extended period.

7. That if any amount is paid by the University outside India then the Obliger and the sureties shall be liable to pay the equivalent amount in Indian currency according to the prevalent official rate of exchange at the time of payment.

In witness whereof the parties have set their hands hereto in presence of witness:

Witness No.1 Signature — Signature

---------- ----------

(Name :) Obliger

No.2 Signature

(Name :)

Witness No.1 Signature

(Name :)

Signature

(Surety/No:1)

No.2. Signature

Witness No.1 Signature

(Name :)

Signature

(Surety No.2)

No.2 Signature

(Name :)

Witness No.1 Signature

(Name:)

Officer of the University

No.2 Signature

(Name :)

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FORM 1 (See Rule 7)
APPLICATIION FOR LEAVE OR FOR EXTENSION OF LEAVE
(To be continued with Ordinances Governing Administrative Matters)

1. Name of Applicant :
2. Post held :
3. Department, Office and section :
4. Pay :
5. House rent and other compensatory allowances drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any proposed to be prefixed/ suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the nature and period of that leave :
10. I proposed / do not propose to avail myself of leave travel concession for the block years ---------- during the ensuing leave:
11. Address during leave period :

Signature of Applicant (with date)

12. Remarks and/or recommendation of the Controlling Officer

Signature (with date)
Designation

* 13. Orders of the authority competent to grant leave.

Signature (with date)
Designation

* If the applicant is drawing any compensatory allowance, if should also be indicted in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.

Form 2 (See Rule 15)
FORM OF LEAVE ACCOUNT

Name of the University employee …….
Date of commencement of continuous service …….
Permanent employment ……

EARNED LEAVE											**HALF PAY LEAVE**							
Particulars of service in the half ear of a calendar year		Completed months of service in the half year of a calendar year	EL credited at the beginning of half year	No of days of E.O.L availed of and dies-non during the previous calendar half year	EL to be deducted (1/10th of the period in Col.5)	Total EL at credit in days (Col. 4 + 11 – 6)	Leave Taken			Balance of EL on return from leave (Col. 7 – 10)	Completed month of service in the half year of a calendar year	HPL credited at the beginning of half year	No of days treated as dies non during the previous half year	HPL to be deducted 1/18th of period **in** Col.14.)	Total HPL at credit in days (Col. 35 +13-15)	LEAVE		
From	To															Against the earning on half pay		
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	10	**11**	**12**	**13**	**14**	**15**	**16**	17	18	19 19

Date of birth: …….

Date of retirement …… / resignation ……..

(On Private Affairs and M.C. including Commuted Leave and LND)

Taken							LND Limited to 360 days in entire service									
Commuted leave on medical certificate on full pay		Commuted leave w/o MC ffor studies certified to be in public interest (Limited to 180 days HPL Converted into 90 days commuted leave				**Commuted leave converted I nto half pay leave (Twice of C ol.22 and 25)**	On Medical certificate			Otherwise than on M C limited to 180days			Total of leave not due (Col.29-32)	Total half pay leave (Col.19 – 33)	Balance of half pay leave on return from leave (Col.16-34)	**Other kinds of leave taken**
From 20	To 21	No Of days 22	From 23	To 24	No. of days 25		From 27	To 28	No of Days 29	From 30	To 31	No of days 32	33	34	35	36

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FORM 3 (See Rule 9)

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OR LEAVE OR COMMUTATION OF LEAVE

Signature of the Employee ……

I, ……. after careful personal examination of the case hereby certify that Shri/Shrimathi/Kumari ……. whose signature is given above, is suffering from ……. and I consider that a period of absence from duty of …….. with effect from ……. is absolutely for the restoration of his/her health.

Authorised Medical Attendant, Hospital / Dispensary
or other Registered Medical Practitioner

Dated: ----------

Note:- 1. The nature and probable duration of the illness should be specified

Note:- 2. This form should be adhered to as closely as possible and should be filled in after the signature of the Employee has been taken. The certifying officer is not at liberty to certify that the Employee requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.

Note:- 3 - Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil

Surgeon or Staff Surgeon, who shall express an opinion both as regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the "Employee to appear before himself or before a medical officer nominated by himself".

Note: - 4 - No recommendation contained in this certificate shall be evidence of a claim to any leave admissible to the Employee.

FORM 4 (See Rule 10)

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of University employee …….

We, the members of Medical Board

I, ……Civil Surgeon /Staff Surgeon, University Medical Officer or Authorised Medical Attendant/ Registered Medical Practitioner do hereby certify that we/I have carefully examined Shri/Shrimati/Kumari ----------whose signature is given above, and find that he/she recovered from his/her illness and is now fit to resume duties in University service. We/I also certify that before arriving at this decision, we/I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Member of the Medical Board

(1) ……..

(2) ……..

(3) ……..

University Medical Officer /Civil Surgeon/Staff Surgeon

Authorised Medical Attendant Registered Medical Practitioner

Dated ……..

Note: The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above Certificate. For this purpose, the original certificate(s) and statement(s) of the case should be prepared in duplicate, one copy being retained by the University employee concerned.

CHAPTER 3

SCHEDULE OF FEES FOR VARIOUS EXAMINATIONS AND FOR OTHER VARIOUS GENERAL PURPOSES

Examination fee for various examinations under the faculty of Nautical Science, Marine Engineering, Law, Teaching, Certificate and Diploma courses conducted by the Indian Maritime University.

		Rs.
(A)	UG courses (Semester and Non-Semester system)	
	Each written paper	500
	Each practical – 3 hours	300
	Each practical – 6 hours	600
	Project work	1000
(B)	PG courses	
	Each written paper	500
	Each practical	300
	Dissertation/Project	1000
	Viva voce	500
(C)	Law courses	
	UG	500
	PG	
	Each written paper	500
	Dissertation	1000
(D)	Certificate & Diploma Examinations	
1.	Certificate in courses examinations	
	Each written paper	300
2.	Diploma in courses examinations	
	Each written paper/practical	300

(E)Fees for Matriculation, Diploma courses etc.

1.	For registration as a candidate for a University course of studies conducted in a College or in a University Department or any other institution recognized by the University for presenting/preparing a candidate to an examination or a Research Degree of the University.	
(i)	For Under-graduate Courses	500
(ii)	For Post-graduate courses	600
2.	For registration as a candidate for M.Phil or Ph.D. degree	
	Full time/Part Time Internal	1000
	Part time External	1000
3.	Submission of Thesis	
-	Ph.D.	2000
-	D.Litt & D.Sc	5000
4.	Extension of time to submit Ph.D. Theses will be granted on payment of penalty fees as follows:	
a)	Submission of Ph.D. thesis within 6 months After the lapse of stipulated period with a Penalty fee of	1000
b)	Submission of Ph.D. thesis within 12 months after the lapse of stipulated period with a Penalty fee of	1500
c)	Submission of Ph.D. Thesis within 18 months After the lapse of stipulated period with a penalty fee	2000
d)	Submission of Ph.D. Thesis within 24 months after the lapse of stipulated period with a Penalty fee of	2500
e)	In the case of candidates already registered for the Ph.D. Thesis beyond 24 months after the lapse of stipulated period with a penalty fee of	5000
-	Beyond 36 months	10000
5.	Penalty fee for late submission of Thesis & Dissertation for students & scholars of M.Phil Degree	500
6.	Submission of Ph.D. Thesis beyond six Months allowed after the submission of Synopsis	
(a)	Delay by six months after submission of synopsis	500
(b)	Delay by another six months	750
(c)	Delay by one year	1000
(d)	After one year, the candidate will have to re-register	
-	Re-registration fee	2000
7.	For Registration as a candidate for the M.phil Degree course	500
8.	For undergoing the M.Phil Degree course (Full time and Part time)	5000 per annum
(F) Other fees		
1.	(i) Condonation fee for Attendance	
(a)	For Under-graduate	500
(b)	For Post-graduate	500
(ii)	For considering application for Recognition of an examination conducted by Universities or other accredited bodies outside India for admission to a course of study in this University	2500
2.	Combination of Attendance and Break of Study	
(a)	Engineering courses	
(i)	For considering application for combination of attendance earned by a candidate in two different colleges affiliated to this University during the middle of a course	1000
(ii)	For considering application for combination of attendance earned by a candidate in a college affiliated to some other University in India and joining further studies in this University during the middle of the course	1500

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(iii)	For considering application for combination of attendance earned by a candidate in a day college affiliated to this University and joining further studies in evening college during the middle of the course and vice versa		1000
(iv)	Condonation in break of studies and for permission for rejoining	1000	
(b)	For Professional Courses		
(i)	For considering application for Combination of attendance earned by a Candidate in two different colleges (not within the same city) affiliated to This University	2000	
(ii)	For considering application for transfer of a candidate from college affiliated to Some other University in India and joining Further studies in this University	3000	
(iii)	For considering application for transfer of a candidate from a Day college affiliated to this University and joining further studies in evening college and vice versa	3000	
(iv)	For considering application for transfer of a candidate from a college affiliated to some other University outside India and joining further studies in this University	5000	
(v)	Condonation in break of studies in Professional courses and for permission For rejoining	2000	
3.	Miscellaneous fees		
(i)	Fees for effecting change of names of Candidates in the Records of the University and in Certificate/Diplomas	500	
(ii) For endorsing in the University Records	in regard to the change in the date of birth whether due to clerical errors or otherwise	500	
(iii) For obtaining a duplicate diploma or certificate		1000	
(iv) For obtaining a Provisional Certificate		500	
(v) Duplicate Provisional certificate		500	
(vi)	For obtaining a Migration Certificate	400	
(vii)	For obtaining duplicate Migration certificate	500	
(viii)	For issuing statement of marks Each examination, each appearance	300	
(ix)	For issue of duplicate statement of marks for All the University exams	400	
(x)	Search fee for each previous year for issue of Duplicate mark statement upto 4 years	300	
	4 to 10 years	500	
	10 to 15 years	700	
(xi)	Consolidated statement of marks	1000	
(xii)	For checking the addition of the marks in each paper of a candidate for any University exam (for each paper)		
-	Re- totaling	500	
(xiii)	For issue of Rank Certificate	500	
(xiv)	Issue of certificate indicating last date of exam	400	
(xv)	Cost of application form	500	
(xvi)	Revaluation fee per paper		
-	Non – professional	1000	

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-	Professional	1500
(xvii)	Late submission of filled in application form beyond the prescribed date	500
(xviii)	Pass Certificate fee	1000
(xix)	Transcript fee	
-	One copy	500
-	Every additional copy	300
(xx)	Fee for issue of degree in a Convocation conducted by the University	
(a)	Ph.D. In person	
	Indian student	3000
	Foreign students	200 US dollars
(b)	Ph.D. – In absentia	5000
(c)	P.G. degree – In person	
-	Indian students	1000
-	Foreign students	150 US dollars
(d)	P.G. degrees – In absentia	5000
(e)	Professional degrees	
	In person	500
	In absentia	500
(f)	All other degrees	
	In person	500
	In absentia	500
	In the case of candidates who have qualified for the degree prior to that year Convocation, they have to pay an additional fee of Rs.40/- per year	
(xxi)	Laboratory fees for University Departments (applicable to those students/subjects where laboratory is used)	500
	Ph.D.	1000 per annum
	All other courses	500 per semester
(xxi)	(a) Evaluation remuneration per paper (script)	50
	(b) Question paper setting	1000
	(c) Scheme of evaluation setting	1000
	(d) Invigilation remuneration (per session)	500

Note: The above rates may be reviewed periodically and revised by the University.

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