



HALDIA INSTITUTE OF MARITIME STUDIES AND RESEARCH

(An Institute of ICARE in collaboration with FOSMA)

ICARE Complex; Marine Campus; P.O.- Hatiberia,

Haldia; Dist.-Purba Medinipur, Pin-721 657.

Phone – (03224) 267501 / 267502

Date – 01/08/2018.

JOINING INSTRUCTION FOR THE YEAR 2018 – 2019 (For B.Sc. in Nautical Science)

1. Reporting: You are required to report at HIMSAR campus Haldia at 11-00 Hrs on **13th or 14th AUGUST 2018**. Haldia is located in S. E. Railway and well connected from Howrah as well as Khargpur. There is direct local train at various times from Howrah as well as Panskura . It is also accessible by road from Howrah/Macheda via NH- 41. Parents/relatives are permitted to accompany the candidates to HIMSAR for Admission. Parents / Relatives are requested to leave the Premises of HIMSAR after Admission process is over. There is no residential accommodation for visitors. Last train for Howrah from Haldia is at 1700 hrs from Haldia station. Other modes of transport are available upto 1900 Hrs.

Postal Address: Haldia Institute of Maritime Studies and Research.

ICARE Complex: Marine campus: Hatiberia:

Haldia, Purba Medinipur; West Bengal; PIN - 721657

Phone- 03224-267501/267502

Fax- 03224-255275

Email- iimsarsd@gmail.com

2. Fees - A demand draft of any Nationalised Bank in favour of HIMSAR payable at Haldia for Rs 1,00,000/- (One lac) is to be deposited at the time of joining e.g. 13/08/2018 or 14/08/2018. Other charges are to be paid at actual as per Break- up of Fees to be obtained from Admission cell.
3. Documents to be submitted at the time of Joining (original along with six sets of Xerox):
 - (i) Joining instruction is to be downloaded and to be brought along with while joining.
 - (ii) Proof of date of birth in original. For this purpose DOB mentioned in 10th pass certificate and mark sheet is only acceptable.
 - (iii) 12th class Pass Certificate and mark sheet in original issued by Registrar/Secretary of the university/board of the examining Body with Mathematics , Physics, Chemistry and English as Separate subjects.
 - (iv) Migration Certificate from Registrar/ Secretary of University/ Board.
 - (v) 8 Passport size photographs (front view both ears visible) in white shirt with blue back ground.
 - (vi) Bio- data of the candidate (to be duly filled in the enclosed proforma – Annexure -I)
 - (vii) Letter of indemnity (to be duly filled in the enclosed Proforma Annexure -II)
 - (viii) Declaration by the parents to be duly signed as per enclosed proforma (Annexure -III)
 - (ix) Declaration by Candidate for Board validation duly signed as per enclosed proforma– (Annexure -IV)
 - (x) Anti Ragging Affidavits to be duly signed and notarized in the enclosed proformas (Annexure- V&VI)
 - (xi) If applicable SC/ST certificate in original issued by the competent authority.
 - (xii) If applicable OBC (Non creamy layer) certificate in original issued by competent authority.
4. Admission is provisional subject to:
 - (i) All documents are authentic and are in order.
 - (ii) Passing the Medical examination conducted by DGS approved Medical Practitioner under MS Notice No. 1 of 2015 and complying with all applicable guidelines. The medical examination if required can be arranged by HIMSAR. The fees for the medical examination has to be borne by the candidate and to be paid by the candidate directly to the concerned Doctor/ Lab.
 - (iii) Confirmation of eligibility/registration /enrolment for admission at first year B.sc (Nautical science) degree course issued by the MAKAUT, WB.

Any suppression of the Truth, misrepresentation of facts for false information in any of the essential requirements will result in cancellation of admission and forfeiture of fees and render the candidate liable to Prosecution.

5. Discipline:

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

We have zero tolerance to any incident of ragging and the society is having in place necessary orders to have ragging free campus.

6. Medical Facility

Cadets get First Aid Medical facilities from First Aid centre of ICARE. Cadets can also avail the outdoor and indoor facilities of the hospital of the society by paying nominal fees. There is also government Sub divisional Hospital in Haldia. Ambulance is available at all time in the Campus.

7. Passport

Attested copies of Passport is very essential for issuance of CDC (document issued to seafarer by Govt of India). All those candidates who are not having Passport, they must apply for the Passport.

8. General points to be noted for compliance:

- (i) Gold ornaments and other valuables are not allowed.
- (ii) Electrical apparatus / heater /Hot plate /Induction plates.
- (iii) Cadets are not allowed to keep Motor Vehicles /bicycles.
- (iv) Cadets are advised not to keep more than Rs 1000 in cash.
- (v) Instead Cadets can open their account in Syndicate Bank located in the Complex.
- (vi) Uniforms to be worn at all times during training
- (vii) Mobiles are not allowed during class hours. It is strictly prohibited and if caught will be confiscated. Smart phones are prohibited only. Mobile for voice communication is allowed.
- (viii) Smoking and Drinking is strictly prohibited in the campus and outside campus.
- (ix) All rules and regulation of the institute should be strictly followed which are issued from time to time by the head of the institute.

9. List of items to be brought by cadets while joining training:

Sr. No.	Items with Specifications	Quantity
1.	Full size steel Trunk for storage of items	1 no.
2.	Half Shirt White terry cotton with one pocket on the left chest without flap	01 no.
3.	Full Shirt White terry cotton (plain) pleat less with one pocket left side, cross pockets and back pockets not permitted	01 no.
4.	Trouser White terry cotton (plain) with single pleat with two side pocket without elastic, cross pocket and back pocket not permitted	01 no.
5.	Trouser Navy Blue of above specification for shore leave	01 no.
6.	Sports T-Shirt White	01 no.
7.	Night Suit (Payjama & Top)	02 set
8.	Leather Black Shoe	01 pair
9.	White Cades	01 pair
10.	Swimming Costume	01 no.
11.	Head cap for swimming	01 no.
12.	Towel Turkish (Bath towel)	02 nos.
13.	Raincoat (one piece)	01 no.
14.	Vest Sandow (sleeveless) white	06 nos.
15.	Underwear standard quality elastic type	06 nos.
16.	Handkerchief White (40 cm x 40 cm)	06 nos.
17.	Socks White (cotton preferable)	02 prs.
18.	Socks Black (cotton preferable)	02 prs.
19.	Shaving kit (full – consisting of razor, blade, shaving cream, after shave lotion, scissor, nail cutter)	01 set.
20.	Needle, thread, buttons, washing soap, toilet soap, soapcase-2 nos., washing brush, tooth brush, tooth paste, tongue cleaner, comb, black shoe polish, white blanco, shoe brush, lock-2 no. (medium), hair oil, steel glass, bathroom chappal, mosquito net of single bed, water bottle-1 ltr.	As per requirement of daily uses

Parents and guardians are requested to ensure that their son ward do not have music system, VCD, CD Player, Mobile phone, electronic items or any other costly items like gold, diamond etc.

10. Candidates are also advised to bring following books and academic equipments which will be required throughout the training.

Sr. No.	Books/ Equipment
01.	Principles of Navigation by Capt. Joseph & Rewari
02.	Spherical Trigonometry by Capt. Subramaniam
03.	Rule of the Road by Bhandarkar Publication
04.	Noorie's Nautical Table by Capt. Blance
05.	Primary Seamanship by Capt. Dinger
06.	Practical Navigation including Almanac 1992 by Capt. Subramaniam
07.	English Channel & South of Ceylon charts
08.	Oxford Concise English Dictionary
09.	Parallel Ruler
10.	Divider
11.	Scientific Calculator
12.	Geometrical Box
13.	T-set / Drafter
14.	12 nos. Exercise books of good quality

All other Books and charts will be supplied by the College in every semester from the college library.

Principal