



INDIAN MARITIME UNIVERSITY (IMU)

**(A Central University under Ministry of Ports, Shipping and Waterways, Government of India)
Established by an Act of the Parliament in 2008**

AY 2022-23 onwards

AFFILIATION PROCESS HANDBOOK

**IMU Affiliation and Recognition Procedure
for
Courses of Colleges / Institutions**

www.imu.edu.in

DEFINITIONS

1.	"Academic Year" means Academic Year of the INDIAN MARITIME UNIVERSITY
2.	"Act" means The Indian Maritime University Act, 2008.
3.	"IMU Web-Portal" or "University's website" means website hosted by the Indian Maritime University at URL www.imu.edu.in
4.	"Affiliation Process Handbook (APH)" is a handbook published by the Indian Maritime University prescribing norms and standards for processing of applications submitted for grant of affiliation.
5.	"Applicant" is the one who makes an application to the Indian Maritime University for seeking any kind of approval under these Procedure and Requirements.
6.	"Head of the Institution" means the Principal or the Director or such other designation as the administrative Head of the Institution of the Institution referred.
7.	"Trust" means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
8.	"Director" means the Head of Research and Development or the Head of every Centre of Advance Study or the IMU Campuses.
9.	"Teachers/Faculty" means such Deans, Directors, Professors, Associate Professors, Assistant Professors, Lecturers and other like persons as may be declared by the Statutes to be teachers.
10.	"Approved Institution" means the Institution approved by IMU for offering one or more courses, for the courses where there is no regulating body i.e. DGS/AICTE. For e.g. BBA
11.	"Affiliated Institution" means the Institution which is already approved by DGS &/or AICTE and affiliated by IMU for offering one or more courses. For e.g. B.Tech-ME / MBA.
12.	"DGS" or "DG Shipping" means Director General of Shipping, while "Directorate" means "O/o Director General of Shipping"
13.	"University" means INDIAN MARITIME UNIVERSITY
14.	"Instructor" means skill-based trainer.

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CHAPTER - I

INTRODUCTION

Indian Maritime University, established by an Act of Parliament in the year 2008, is a Central University which receives funding from the Central Government. The University's jurisdiction extends to the whole of India.

The headquarters of Indian Maritime University is at Semmencherry, Chennai about 25 kms from the main city.

The University is a teaching-cum-affiliating University and grants affiliation and recognition to Colleges/ Institutions which meet the requirements as per the existing University rules and ensures offering of quality education to students admitted in the affiliated colleges/institutions. Institutes which wish to seek affiliation from IMU, are required to read the information as given below.

INDIAN MARITIME UNIVERSITY ACT 2008

The objects of the University are:

- i. "To facilitate and promote maritime studies, training, research and extension work, with focus on emerging areas of studies like Oceanography, Maritime History, Maritime Laws, Maritime Security, Search and Rescue, Transportation of Dangerous Cargo, Environmental Studies and other related fields and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.*
- ii. To make provision for recognized institutions to undertake special studies.*
- iii. To establish and maintain campuses, colleges, institutions, departments, laboratories, libraries, museums, centres of research, training and specialized studies.*
- iv. To provide for establishment of campuses for serving a group of recognized colleges and to provide for and maintain common resource centres in such campuses in the form of Libraries, Laboratories, Computer Centres and the like centres of learning.*
- v. To grant, subject to such conditions as the University may determine Diplomas, certificates, other than Certificate of Competency of seafarers, which shall continue to be issued by Director General of Shipping, Government of India till the Central Government otherwise decides and confer degrees and other academic distinctions, on the basis of examinations, evaluation or any other method of testing of persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause.*
- vi. To confer honorary degrees or other distinctions in the manner prescribed by the Statutes.*
- vii. To institute Directorships, Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons, to such Principalships, Professorships, Associate Professorships, Assistant Professorships or academic positions.*
- viii. To inspect recognized institutions through suitable machinery established for the purpose, and to take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hospital, workshop and other academic facilities are provided for.*
- ix. To prescribe fees and other charges to be levied on the students of self-financing colleges and institutions.*
- x. To admit to its privileges Colleges and Institutions, not maintained by the University, and to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes.*
- xi. To prescribe fees for recognizing of Colleges and Institutions.*
- xii. To control and regulate admission of students for various courses of study in Departments, recognized institutions, schools and centres of studies.*
- xiii. To regulate the work and conduct of the employees of the University and of the employees of the*

Colleges and Institutions.

xiv. To prescribe code of conduct for managements of recognized Colleges and institutions.

xv. To confer autonomous status on a college or an institution or a Department as the case may, in accordance with the Statutes.

Notwithstanding anything contained in this Act, or in the Statutes or the Ordinances, any student of a college or an institution, who, immediately before the admission of such college or institution to the privileges of the University, was studying for a degree, diploma or certificate of any University constituted under any Act, shall be permitted by the University, to complete his course for that degree, diploma or certificate, as the case may be, and the University shall provide for the instructions and examination of such student in accordance with the syllabus of studies of such college or institution or University, as the case may be."

THE STATUTE OF INDIAN MARITIME UNIVERSITY

Section 23 of IMU Act

"The Board of Affiliation & Recognition shall be responsible for admitting colleges and institutions to the privileges of the University."

Statute 34 of IMU Act

1. *"Colleges and other institutions situated within the jurisdiction of the University may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely: -*

(i) Every such College or Institution shall have a regularly constituted Governing Body, consisting of not more than fifteen persons approved by the Executive Council and including among others, two teachers of the University to be nominated by the Executive council and three representatives of the teaching staff of whom the Principal of the college or institution shall be one. The procedure for appointment of members of the Governing Body and other matters affecting the management of a college or an institution shall be prescribed by the Ordinances.

Provided that the said conditions shall not apply in the case of Colleges and Institutions maintained by Government which shall, however, have an Advisory Committee consisting of not more than fifteen persons which shall consist of among others, three teachers including the Principal of the college or institution, and two teachers of the University nominated by the Executive Council.

(ii) Every such College or Institution shall satisfy the Executive Council on the following matters, namely: -

(a) The suitability and adequacy of its accommodation & equipment for teaching;

(b) The qualifications and adequacy of its teaching staff and the conditions of their service;

(c) The arrangements for the residence, welfare, discipline and supervision of students;

(d) The adequacy of financial provision made for the continued maintenance of the College or Institution; and

(e) Such other matters as are essential for the maintenance of the standards of University education.

(iii) No College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose by the Academic Council.

(iv) Colleges & Institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the 01 August, preceding the year from which permission applied for is to have effect.

(v) A College or an Institution shall not, without the previous permission of the Executive Council and the Academic Council, suspend instruction in any subject or course of study which it is authorized to teach and teaches.

2. *Appointment of the teaching staff and Principals of Colleges or Institutions admitted to the privileges of the University shall be made in the manner prescribed by the Ordinances, provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.*

3. *The service conditions of the administrative and other non-academic staff of every college or institution referred to in clause (2) shall be such as may be laid down in the Ordinances, provided that*

nothing in this clause shall apply to Colleges and Institutions maintained by Government.

4. Every College or Institution admitted to the privilege of the University shall be inspected biennially by a Committee appointed by the Academic Council, and the report of the Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make.

5. The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the Colleges or Institutions with such remarks, if any, as it may deem fit for suitable action.

6. The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a Colleges or Institutions, at any time it considers that the college or institution does not satisfy any of the conditions on the fulfilment of which the college or institution was admitted to such privileges, provided that before any privileges are so withdrawn, the governing body of the college or institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

7. Subject to the conditions set forth in clause (1), the Ordinances may prescribe-(a) such other conditions as may be considered necessary; (b) the procedure for the admission of colleges and institutions to the privileges of the University and for the withdrawal of those privileges.

8. The constitution of Board of Affiliation and Recognition (BAR) and terms of office of its members shall be prescribed by the Ordinances."

ACADEMIC ORDINANCES OF THE UNIVERSITY

1. "(a) 'College' means any college or any institution maintained or recognized by the University or admitted to the privileges of the University and providing courses of study for admission to the examinations of the University.

1. (b) 'Affiliated college/ institution means any college/ institution not maintained by the University and admitted to the privileges of the University and providing course of study for admission to the examinations for Degree/ Diploma / Certificate of the University under the Indian Maritime University Act.

1. (c) 'Post-graduate College' means a University institution or an affiliated College / institution providing post-graduate course of study leading to the post-graduate degree of the University.

1. (d) 'Government College' means any College/ institution maintained by the Government (State or Central) or a Union Territory Administration.

1. (e) 'Private College ' means any College/institution not maintained by the University or a Government Agency.

1. (f) ' Board of Affiliation & Recognition' (BAR) is the Board constituted as per the statutes of the Indian Maritime University Act,2008

1. (g) An 'Autonomous College/ Institution' means any College/ Institution designated as an 'Autonomous College/ Institution' by the statutes of the University.

2. The Board of Affiliation of Recognition shall prescribe, in consultation with the Academic Council, the manner in which and the conditions subject to which a College/Institution may be designated as an autonomous college and for withdrawal of such designation.

3. The Board of Affiliation of Recognition shall not propose the draft of any statute or amendment to a statute affecting the conditions of affiliation or approval of affiliated or approved College/Institution with the University or by the University, as the case may be, or affecting the conditions of designation of any College/Institution as an autonomous College/Institution except after consultation with the Academic Council.

4. a) Whenever a proposal to start a new college is made, the sponsoring body or in the case of a Government college, the department of Government concerned, shall submit an application to the Registrar in the prescribed format (Annexure-I) not later than 01 August. Application should be accompanied by detailed report of the infrastructure & physical, financial and other facilities available

to start such a college. For existing colleges/institutes with Provisional Affiliation, seeking permanent affiliation shall submit an application to the Registrar in the prescribed format (Annexure-II). The programmes/courses which are at present offered by IMU for affiliation are given in Appendix -1. The details of affiliation fees and inspection fees are mentioned in Appendix-2.

4. b) The Colleges for the purpose of this Ordinance will be grouped into two categories; Under graduate Colleges and Postgraduate Colleges. The procedure for admission to the privileges of the University for these two Categories is dealt with here below:

4. c) An Undergraduate College or a Postgraduate College, as the case may be, shall ordinarily be admitted to the privileges of the University, in the first instance, for providing instruction for the first year of the course. Such a College may be admitted to the further privilege of providing instruction at the subsequent years of study in accordance with the procedure and conditions prescribed by the University for the purpose.

5. a) On receipt of the permission to start the college/ institution the sponsoring Body shall constitute the Governing Body/ Advisory Committee & proceed to make appointment for the posts of Principal and other academic staff in accordance with the provisions of the Statutes, Ordinances and Regulations of the University about their composition, minimum qualifications, procedure for appointment.

5. b) Further, the Governing Body/ Advisory Committee shall make necessary arrangements to fulfil all the conditions and recommendations made by the BAR in this regard.

5. c) No person, who is not qualified as per the norms laid down by the University for the purpose, shall be appointed on the staff of the college or as Principal. In exceptional cases, however, if a qualified Principal is not readily available, one of the members of the staff, if existing, having the longest teaching experience, at college level, may be designated as Vice-Principal and the post of Principal may be kept vacant until such time a fully qualified person is appointed as Principal.

5.d) The Governing Body/Advisory Committee of a college/institution or the Government Department, as the case may be shall at the earliest but not later than 15 days from the date of commencement of the academic session, inform the University about the staff in position with full particulars and also a clarification/acceptance regarding the fulfilment of the conditions, recommendations prescribed by the University.

6. The University may arrange for a review of the progress of the College/institution, its performance in general with particular reference to the course(s) started and then permit the renewal.

7. The College/ Institution, which has been granted provisional affiliation for any course, may apply for permanent affiliation. The College/ Institution shall submit a detailed report well before the time of inspection to facilitate the process for grant of permanent affiliation. The procedure for this is same as that for the provisional affiliation, provided that in exceptional and outstanding cases, this condition may be waived by the Executive Council on the recommendation of the BAR.

8. No college shall be dissolved or abolished by its Governing Body/ Advisory Committee without making prior arrangement for admission of students in another affiliated College or Colleges and without making alternative arrangements for employment of the permanent members of the teaching staff and also without obtaining prior approval of the Government concerned, the University, as may be necessary, regarding final settlement of any property including library books and laboratory equipment which might have been acquired by such a College with financial assistance from the Government , provided that no College shall be dissolved or abolished under any circumstances in the midst of an academic session.

9. The BAR may lay down new conditions of affiliation general or specific, regarding staff, buildings, equipment, library laboratories, finance or other relevant matters in consultation with Executive Council and specify the date by which the conditions so stipulated be satisfied, failing which the College/institution may not be allowed to enjoy the privileges of the University.

10. The report of the Inspection Committee of a College/Institution shall not be communicated to the College/Institution but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been taken, copies of the report may be sent, unless withheld under the orders of the Vice-Chancellor for any reason, to the college/institution for information, guidance and necessary action.

11. a) A sponsoring body/Government Department seeking permission to start a new College/Institution or Colleges/Institutions seeking to start courses shall pay the fees at the rates as specified in the Appendix-2.

11. b) *Such affiliated Colleges/Institutions may levy such fees from students towards tuition fee etc., payable to the College and also to the University as may be prescribed/approved by the University from time to time, with the prior concurrence of the University.*

12. *The Executive Council shall have power to withdraw any affiliation or permission to a College/Institution at any time whenever, on the basis of the recommendation of BAR that , such College/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the College/Institution authorities have failed to maintain order and discipline in the College/Institution or the normal, regular and proper functioning of the College/Institution has become impossible due to mismanagement of the affairs of the College/Institution or any other valid reason, provided that before any privileges are so withdrawn, the Governing Body of the college or institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.*

13. *Every College/Institution should follow the norms laid down by the University in all matters relating to physical infrastructure and academic requirements in terms of teachers, laboratories, workshops, library etc.*

14. *Any difficulty arising in interpretation of, or giving effect to any provisions of this ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon, shall be final.*

15. a) *Without prejudice to the provisions of the Act and the Statutes, and other rules of the University, no student shall be eligible for admission to any undergraduate or post-graduate course of study in the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.*

15. b) *The procedure for admission to various courses of study will be notified by the University."*

CHAPTER - II

PROCEDURE FOR APPROVAL/AFFILIATION

2.1 Norms for Provisional Affiliation

2.1.1 REQUIREMENTS & PROCEDURE:

A college / institute proposing to affiliate UG/PG Programmes shall seek approval from the Indian Maritime University (IMU), as per the procedure and requirements explained herein. Only Government Institutes and such Institutes as promoted with a non-profit objective can submit an application for approval. The audited accounts for the non-profit organization for the last 3 preceding years shall be submitted and if the Institute is newly founded the financial standing needs to be established. (The information given in Annexure-I {Sl. 8 & Sl. 15} will be referred to for establishing the financial standing).

Sl.No.	Procedure for submission of fees & Documents
1	Institute shall submit: a. Filled-in application form (available online- Annexure-I) along with online payment of fee Rs.15000 per course + GST [Application fee Rs.5000 + Registration fee Rs. 10000] & b. Detailed Project Report (DPR) before 01 Jan of current year for Academic Year Programmes and 01 July of preceding year for calendar year Programmes
2	The application will be scrutinised by committee constituted by the Vice Chancellor. If the application is found to be complete in all respects, institute will be informed to pay processing fee of Rs.40000 (online) per course + GST.
3	Applicant to make a detailed presentation.
4	Upon satisfaction, the Inspection team constituted by the Vice Chancellor visits the institute for inspection.
5	In case of deficiencies, re-inspection for compliance.
6	Inspection report will be placed before BAR.
7	Approval of AC/EC.
8	Decision of AC/EC will be informed.
9	Institute shall pay affiliation fees. Affiliation is granted after receipt of affiliation fee.

The following cases are considered as fresh application for affiliation:

- a. Starting of new institute.
- b. Increase in intake of the existing programme.
- c. Starting of new programme in addition to existing ones.

The inspection will include checking of the faculty, course curriculum, lesson plan, class time table, instruction plan, academic and training requirements including Ship in campus (for DGS courses) as required for the course.

If during the course of setting up a new institute, information is received by the IMU that false claim has 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 not allow the institute to start 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.

2.1.2 FUNDS FOR CAPITAL

Source of funding of the Institute for initial capital expenditure and recurring expenditure shall be submitted with copy of Detailed Project Report. Proof of availability of finances for completing the project on time would be required.

2.1.3. PRE-REQUISITES FOR APPROVAL OF THE COURSE

The institutes shall meet the requirements of the regulatory body (DGS/AICTE) as applicable. The approval letter issued by such bodies should be submitted along with the application.

2.1.4. VALIDITY OF APPROVAL

a) When all the requirements of the course(s) - year-wise had been met, the provisional approval will be granted by IMU. For one year or short duration course initial approval will be final. For courses of 2 year or longer duration, the initial approval will be for one year only. The institute will be inspected every year and approved annually till the final year approval is granted. Requests for renewal shall be submitted on or before 7th January of the preceding academic year.

b) After provisional approval is granted for all the years, the institute will be subjected to biennial inspection.

c) IMU is empowered to conduct surprise inspection at any time if required.

2.1.5. NO APPROVAL/AFFILIATION WITH RETROSPECTIVE EFFECT

Approvals/Affiliations for new Institutes or commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect. Institutes shall not admit candidates without approval/ affiliation in place.

2.1.6. NAME OF THE INSTITUTE

Name of the Institute has to be approved by IMU. No Institute will be allowed to use or continue to use any title or name which may suggest or intend to suggest the patronage of the Government of India or the Government of the State.

2.1.7. AUTHORIZED SIGNATORIES

All Institutes should forward the names and specimen signatures of two persons who are declared as the authorized representative and alternate representative respectively to deal with IMU. No person other than these two persons will be entertained by IMU for any purpose relating to the Institute. 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 Company as per the documents submitted to, and/or available with IMU.

2.1.8. CODE OF CONDUCT FOR ADVERTISEMENTS/ BROCHURE/ PROSPECTUS

The Institute may advertise for courses which may include the following:

- a) Eligibility criteria as per IMU guidelines.
- b) Names of course/s.
- c) Course duration.
- d) Total fees structure and all charges payable with a break up.
- e) Last date of submission of application.
- f) The procedure of selection of the candidates for admission.
- g) Date of commencement of course/s.
- h) Date of publishing of brochure/prospectus/advertisement.

Institute should refrain from advertising the following:

- a) Assured passing of the students
- b) A false picture of prospects and high salaries.
- c) The mixture of IMU approved courses and non-approved courses in the same advertisement.

Copies of all advertisements published shall be sent to IMU for records.

2.1.9. BAN ON RAGGING

Strict measures shall be enforced to prevent ragging. The course in-charge 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 the doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor and the action is 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 including suspension of the student and appropriate action against the Institute.

2.1.10. BAN ON ALCOHOL, TOBACCO AND DRUGS

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

2.1.11. RECORDS OF INSTITUTE

The Institute shall maintain records, advertisements and brochures as set out separately for each course at least for a period of 5 years and should keep that readily available for inspection.

2.1.12. QUALITY STANDARDS

Every Institute shall have an established Quality System of the applicable ISO 9001:2015 standard or approved equivalent, within six months of the commencement of its first IMU- approved course and any new IMU-approved course thereafter. The Quality Policy must ensure compliance with Standards of Training Certification and Watch-keeping (STCW) (as amended) requirements for DGS approved courses only and the amendments thereafter.

2.1.13. ANNUAL REPORT

The Institute shall submit the annual report to IMU in the format prescribed (refer Annexure-3) by IMU.

2.1.14. DISPUTE REDRESSAL AND JURISDICTION OF COURTS

a) In the course of granting affiliation process or afterwards, any dispute between the institution and the IMU may be amicably settled through negotiation failing which the same may be referred to the arbitration as per the Arbitration and Conciliation Act, 1996.

b) The Jurisdiction of the local courts of IMU Headquarters shall alone be the competent court for any institute to appear in this regard.

2.2 Norms for Permanent Affiliation:

2.2.1 After all the years of the first batch of the course are inspected, provisional affiliation will be granted initially for a period of 3 years, and later extended for a period of 3 years at a time. There will be a continuation fee payable as prescribed from time to time currently the continuation fee of Rs. 50,000 (irrespective of sanctioned strength) plus applicable GST to be paid every 3 years at the time of extension/continuation of provisional affiliation.

2.2.2 The affiliated institute can get Permanent Affiliation when it completes continuous 10 years. Application for permanent affiliation (Annexure II) is to be submitted at the end of 9 years from the date of affiliation of the institute to IMU.

2.2.3 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 for the ownership of the land should also be produced.

2.2.4 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 Recruitment Rules of IMU. The records of the same should be maintained.

2.2.5 The institution should have fulfilled all the conditions and followed all the rules and regulations prescribed by the University for the grant of affiliation. 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.

2.2.6 The Institution should not have collected 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.

2.2.7 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 along-with the audit report to the University for inspection within six months from the closure of the financial year.

2.2.8 Admission should be made in accordance with the guidelines issued by the University/Government from time to time.

2.2.9 The University reserves the right to inspect the Institution at any time for continuance of affiliation.

2.2.10 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.

2.2.11 The institution should submit its application for grant of permanent affiliation in the prescribed format.

2.2.12 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.

2.2.13 All dues to the University should have been promptly paid by the college seeking permanent affiliation.

2.2.14 The Institute/College seeking permanent affiliation should have run the programme successfully for three years without any major deficiency as mentioned in chapter VI. In case, there are minor deficiency observed during the three years period, IMU reserves the decision to award permanent affiliation.

Note: (i) The grant of permanent affiliation will be subject to review once in five years.
(ii) For Government Colleges, the minimum requirement of availability of regular teachers may be decided by the Vice Chancellor, taking into account long term contract / ad-hoc appointments.

2.2.15 For permanent affiliation, the Institute must pay a flat Permanent Affiliation Fee of Rs.10,00,000 per course. When an Institute gets permanent affiliation, there

will be no further Continuation Fees.

2.2.16 An Affiliated Institute will be eligible to apply for Autonomous Status only after it gets permanent affiliation.

2.2.17 Fees mentioned in this ordinance are exclusive of GST and hence applicable GST will be charged, as per the GST Act 2017, as amended from time to time.

CHAPTER - III

CAMPUS INFRASTRUCTURE

3.1 The Land requirements for the institute are given in Appendix 3.

3.2 The Built-up area requirements including, Instructional area (INA), Administrative area (ADA), Amenities area (AMA) and Access and Circulation Area (ACA) for the institute are given in Appendix 4.

3.3 The essential requirements for the institute are given in Appendix 5A. The desirable requirements for the institute are given in Appendix 5B

3.4 The infrastructural requirements including computers, software and hardware, internet facilities, library books, journals for the institute are given in Appendix 6.

Shifting of premises: The request for shifting of premises will be considered after receipt of processing fee of Rs. 50,000 only. The new premises will require meeting the requirements of these guidelines. Existing Institutes complying with these guidelines and intending to move within the city, may shift to the new campus by getting approval of IMU without paying any fees. However, an inspection shall be carried out by a team constituted by IMU for the purpose, before issuing the approval to commence courses at its new premises. Once training has commenced in one place with the approval of IMU, no request for change of premises will be considered until the completion of at least 03 years (unless enforced by *Force Majeure*).

CHAPTER – IV

FACULTY & INSTRUCTORS

4.1 **FACULTY STRENGTH:** Faculty requirements and cadre ratio for the courses are given in Appendix-7.

4.2 **APPROVAL OF FACULTY:** The faculty members of the affiliated institute shall apply to IMU for approval. Each faculty member will be approved by the IMU initially for the course/programme 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 course/programme in any Institute. If any faculty member wants to teach another course/programme, the faculty member will need to get additional approval from IMU. If the appointment of faculty is made in emergency like sudden illness, death, or resignation of existing faculty member etc. the Institute should take the IMU's ex-post facto approval as early as possible. Until the approval from IMU is received, the faculty should be appointed provisionally. Provisional appointment should not be for more than three months in any case and the request for the approval of the same should be forwarded to IMU immediately. Refer to Annexure-4 for application form for approval of Faculty/Principal.

4.3 **VISITING FACULTY & 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, 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, having experience related to the course.

4.4 **QUALIFICATION OF FACULTY:** The minimum qualification of faculty shall be as per the qualifications prescribed for the recruitment of Assistant Professor in the relevant school of IMU. The minimum qualification of Principals for the various courses shall meet the qualifications prescribed for the recruitment of Associate Professor in one of the schools of IMU. However, the institution should maintain the faculty cadre ratio as per Appendix-7.

4.5 **TRAINING AND LEAVE RESERVE:** To enable institutions to sponsor faculty for FDPs such as TOTA/VICT, etc. and to allow them to avail leave, adequate number of persons should be available as leave reserve. It is desirable to have 10% staff in excess including visiting faculty.

4.6 **INSTRUCTORS:** Instructors for laboratories & workshops shall be appointed as per the Recruitment Rules of IMU.

CHAPTER – V

COURSE FACILITIES AND FEES

5.1 COURSE STRENGTH: The batch strength and number of divisions for courses approved by DGS/ AICTE as granted by the respective statutory bodies shall form the basis of granting affiliation/ approval by IMU. For other courses it shall be as determined by IMU.

5.2 STAGGERED BATCHES (Only for DGS Course): Staggering of batches through the years shall only be permitted for DNS (1-year course) i.e. 2 batches in a year beginning in February and August every year.

5.3 ADMISSION STANDARDS: Non-conformance to Admission Standards of IMU will attract penal action which may include withdrawal of affiliation.

5.4 VERIFICATION OF DOCUMENTS: Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinized by the head of the Institute or by his authorized representatives. 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 not less than 3 (three) 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/her name and designation with the date.

5.5 DETAILED TEACHING SYLLABUS: Teaching syllabus shall be as prescribed by IMU for each category of courses. 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.

5.6. BASIC MODULAR COURSES (applicable only for DGS courses): The Institute shall arrange for the students to undergo basic modular STCW courses. 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.

5.7. COURSE DATES: To maintain uniformity, the date of commencement of courses shall be as per the Academic calendar issued by IMU.

5.8. EVALUATION AND MONITORING: The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, to

ensure that the course objectives are being attained. Duly filled up feedback forms from the students are to be maintained systematically for a period of two years. The students should be encouraged to offer the feedback in their own handwriting without having to disclose their identity.

5.9. STUDENTS' ASSESSMENT: The students' assessment for the courses shall be as prescribed by IMU in Regulations/Syllabus.

5.10. FEES: The Institute may charge a reasonable amount of fee from the students. As a guideline, the fees charged by IMU for various courses mentioned in Academic Brochure, could form the basis. However, the fee which is being charged, or any subsequent change in the fees structure, should be intimated to the IMU. The fee 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.

5.11. METHOD OF COLLECTION OF FEES: Online payment.

CHAPTER – VI

DISCIPLINARY ACTIONS

Role of the Inspection Team (IT)

6.1 Inspection of any Institute shall be carried out by the team constituted by the Competent Authority of IMU.

6.2 The following are the types of Inspection:

- a. Inspection for verification of infrastructure, faculty etc. as given in the document for initial approval.
- b. Surprise inspection.
- c. Biennial inspections for continuation of approval of the courses.

6.3 If, IT during inspection finds any deficiency, it should immediately bring it to the notice of the IMU. The Inspection report must contain the list of deficiencies (if any) duly endorsed by Head of the Institute. IMU will seek compliance within a specified period. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

6.4 Generally, no on-going course shall be terminated or suspended unless there are strong reasons to justify. In all other circumstances, the findings of the inspection should be immediately reported to IMU with a clear recommendation stating the proposed course of action.

Types of Deficiencies

Deficiencies may be of two types:

MAJOR DEFICIENCIES

Intentional violation of the instructions and guidelines of IMU with a motive to circumvent rules/guidelines and profession of any unlawful practice shall be classed as a major deficiency.

Types of major deficiencies:

a) Infrastructure:

- Serious lapses in the basic minimum infrastructure, specific lab/workshop equipment's etc.
- Essential infrastructure becoming non-operational due to damage or fault.

b) Discipline:

- Break-down of general discipline.
- Instances of fraudulent issues of certificates, issuance of certificate (s) without conduct of course or attendance by candidates or fake certificates(s) issued by faculty/staff/Institute.
- Instances of non-adherence to course guidelines.
- Irregularities in attendance of Principal/Director, Vice-principal, faculty, instructor and cadets.

c) Faculty:

- Inadequacy of the number of faculty to impart training.
- Violation of faculty norms. Faculty/instructors not meeting the requirements /improper faculty selection modalities.

d) False/Incorrect reporting:

- False submission of information to the authorities.
- Any act of forgery during report submissions/affiliation applications.

e) Safety:

- Lapse on account of student safety.
- Lapse on account of general safety of staff.

f) Administrative/Academic Lapses:

- Enrolment of the number of students above approval.
- Admission to ineligible candidates.
- Irregularities in fees.
- Conduct of courses upon expiry of registered lease deed/leave and license agreement for land /premises.
- Holding back original documents and original certificates of candidate.

g) Student training/Study related:

- Non-availability of video records of practical training imparted (for Pre-Sea courses).
- Irregularity in teaching hours.

h) Quality:

- Serious non-conformities related with the quality system, excessive number of Minor Non-conformities.
- Non-conformities not closed within time limit.

Any other significant lapse from the guidelines in the event of such deficiencies being noted during the inspection, they should be reported to the IMU immediately.

MINOR DEFICIENCIES

Definitions:

Minor deficiencies are those when there are minor deviations from standard practise of DGS/AICTE/IMU-Affiliation guidelines arising due to unintentional violation/lapses. The minor deficiencies are to be addressed in 15 days' time.

Some minor deficiencies are given below:

- a) Minor breakage/destruction of infrastructure.
- b) Minor breakage/destruction of lab equipment, workshop equipment, etc.
- c) Sudden breakdown of machinery/workshop, etc.
- d) Disruption in some course curriculum due to theft, fire, etc.
- e) Lag/delay in daily routine.
- f) Any deficiency arising after FORCE MAJUERE and not addressed in 15 days.

g) Any other such type of deficiency not listed in major deficiency.

Minor deficiencies are those where there are minor deviations from a standard practice and norms of IMU/DGS/AICTE of running which in the opinion of the inspecting team may adversely affect the quality of the Institute / student output and which do not fall under major deficiencies. These minor deficiencies are expected to be addressed within 15 days.

RECTIFICATION OF DEFICIENCIES & ACTION

In the event of ineligible admissions, the 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 the intake of new batches in case of repetition in same or other courses by the Institute.

Withdrawal of Approval/Affiliation

CATEGORIES OF WITHDRAWAL

Detection of any major deficiencies may lead to the imposition of penalty or withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course or the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.

1. TEMPORARY WITHDRAWAL OF APPROVAL/AFFILIATION – COURSE:

Temporary withdrawal means that the batches which are being 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 the 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 the 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 Team 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.

2. PERMANENT WITHDRAWAL OF APPROVAL/AFFILIATION – COURSE: Permanent withdrawal means permanent discontinuation of the course after current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the course be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn has been rectified to the satisfaction of the IMU, then the course should be applied for once again and after payment of non-refundable processing fees and the necessary inspections, approval may be granted but not in any case prior to the lapse of a period equal to three

batches of that course.

3. ORDINARY PERMANENT WITHDRAWAL OF INSTITUTE APPROVAL/AFFILIATION: 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.

4. IMMEDIATE PERMANENT WITHDRAWAL/ CANCELLATION OF INSTITUTE APPROVAL/AFFILIATION: 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 IMU in this regard will be final and binding on the Institute

Procedure for Withdrawal

Normally, a show cause notice will be issued by IMU indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, an opportunity will be given to the Institute to present its side before 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.

THE COMPETENT AUTHORITY FOR WITHDRAWALS

All approvals/withdrawals will be issued by IMU unless specifically delegated to any other Authority.

Discontinuation of IMU approved/affiliated courses/closure of institution

Requests from institutes for Discontinuation/ Closure of the Courses/ Institution may be considered by IMU only in extreme cases, and on confirmation that the Institute is no longer able to run the Institute/Courses. In such cases, the Institute/Society/Trust is required to submit a proposal to IMU along with the following documents, and subsequently present their case in support of closure.

(a) Reasons and justification for closure of the Institution/Courses.

(b) Board Resolution/decisions of the Trust/Institution regarding the 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 before 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 for the 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 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 before the completion of Course, Institute is liable to return the course fee collected from the students for the academic year(s) completed.

(j) IMU may visit the Institute to ascertain the feasibility of closure of the Institute/Courses, and to assess the liabilities arising out of such closure.

(k) A decision shall be taken by IMU on receipt of the recommendations of the Inspection Team.

Automatic disapproval/disaffiliation of approved/affiliated institutes which have not admitted a single student for a given number of years

If an Affiliated/Approved Institute fails to admit even a single student to any Programme of study for three years in a row (or for four years in a row in respect of Programmes having duration of 4 years), then IMU's affiliation/approval for the Programme concerned shall automatically lapse at the end of the 3-year period (or 4-year period as the case may be). This is necessary since the faculty will not normally be retained/utilized and the buildings and equipment would have deteriorated during this period. The affiliation may be revived on a request received from the Institute, but it will be treated as a fresh application and will have to conform with all the procedures and requirements prescribed for grant of new affiliation including payment of Initial Affiliation/Approval Fee and all other fees as applicable, and after due inspection.

INDIAN MARITIME UNIVERSITY

(A Central University)

PART - A - BASIC INFORMATION

1	College/ Institution	
	a) Name & Address	
	b) Telephone and Fax numbers	
	c) E-mail and Website address	
	d) Year of establishment	
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 – Letter 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?	YES/ NO
	b. Whether Registers and Records as per norms are available/ maintained.	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 (Guide Line Value & Market Value). Provide Survey No. of the land, extent of land, location and details of buildings: (Certified copies to be signed by approved valuers).	
	d) Whether the endowment has been created, details to be provided:	
	e) Income tax permanent account number.	
	f) Profit & Loss account/ Balance Sheet verified by CA for 3 years	
9	Details of the Land earmarked for the College:	
Sl.	Document No.	Date of Registration
		Survey No
		Extent (acres)
		TOTAL

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

10	Building: Block wise – (Provide separate enclosures for the existing & proposed buildings)				
Sl . No	Description Size	L x B x H (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				
i)	HOD's room				
j)	Teaching staff rooms				
k)	Library				
	i) Reading hall				
	ii) Reference Section				
	iii) Stack room				
	Total				
	Teaching Aids (OHP, white board, computer, etc.)				
l)	Physical Education				

m)	NCC/ NSS/ NSO/ YRC			
n)	Seminar Hall			
o)	Health Centre			
p)	Bank			
q)	Cooperative stores			
r)	Canteen			
s)	Vehicle parking			
t)	Lunch and Rest room for Girls			
u)	Toilet			
	Boys			
	Girls			
v)	Auditorium			
11	Hostel: (Number of blocks)			
	a) For Men/ Women			
	b) Location of the hostel			
	c) Staff - Resident Warden*	Numbers		
	d) Common room			
	e) Reading room			
	f) Recreation room			
	Rooms	Numbers		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 allotted to Physical Education			
	i) Details of Sports/ Games items available and their cost			
		Number/related details		Date
13	Layout of the premises with approved blue print stated (Copy of blue print to			

	be attached)		
14	Business plan and project of the institute (to be attached)		
15	Sources of Funds (Equity & Debt both). a. Initial capital Expenditure b. Recurring capital expenditure c. Present fund position (Details to be attached)		
16	Details of courses other than asked for affiliation, being run or proposed to be run by the Trust/ Company, including tie-ups/ affiliation with foreign universities.		
17	Details of AICTE approval		
18	Details of DGS approval and INDOS no		
19	Details of other approval, if any. (If no approval/affiliation in Sl. 17, 18 & 19 then NIL to be written)		
20	Details of grievance redressal mechanism	Names of Committee members	Formation date
21	Details of ICC committee	Names of Committee members	Formation date
22	Details of Anti-Ragging Committee	Name of Committee members	Formation date
23	Details of ISO certification	Certificate no.	Issue date
24	Details of Resolution passed by registered non-profit making public trust/ sec 25 company mentioning that they want to run start the training institute indicating name. attested resolution to be attached.		
25	Project feasibility report having details of Mission, Vision, background, objectives, scope, Quality, HRD policy for Faculty recruitment, justification for starting the course.		
26	Details with respect to sea time tie ups for on board training to prospective students, with shipping companies(for DGS approved courses only)		

*The Qualification of Warden will be as per Recruitment Rules prescribed for Hostel Warden of IMU.

PART - B - PROGRAMME DETAILS

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

(Please fill the rows as applicable, not applicable rows can be filled as NA)

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

27. (b) Additional Programme(s) for which provisional affiliation is sought:

Sl. No.	Degree (UG / PG)	Programme(s)	Proposed Strength	NOC State Govt/ University (Y/N)	AICTE/ DGS etc. approval/recognition No. with Date (Enclose Copy), if applicable	Remarks

27. (c) 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 (Y/N)	AICTE/ DGS etc. approval/recognition No. with Date (Enclose Copy), if applicable
			Sanctioned strength	Proposed strength (existing + additional)		

27. (d). Details of existing provisionally affiliated programme for which continuation of provisional affiliation is sought (including yearly continuation till 1st batch passes out)

Sl. No.	Dept.	Degree (UG / PG)	Program/s	Sanctioned strength for the previous academic year (Enclose a copy)	Number of students admitted for the previous academic year (Enclose a copy)	AICTE/ DGS etc. approval No. & 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 program (If any)	Year of Introduction

Submit the copies of the DGS/AICTE etc. approval (as applicable).

27. (e). Programmes currently conducted:

i) Details of Programmes						
Sl. No	Degree (UG / PG)	Programme	Sanctioned Strength	Students on roll for each year of course	Starting Date	Affiliation Status (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?

27. (f) Additional Information to be given, if starting a New Degree Programme.

<p>(i) Rationale for starting the Course:</p> <p>(a) Based on committee recommendation;</p> <p>(b) Based on job market survey on skill demand;</p> <p>(c) Included in the original vision of the Institution</p> <p>ii) Plans for running the course (Include detailed time bound plan for recruitment of necessary faculty, preparation of laboratory, and other infrastructure)</p>	
<p>(iii) Has an NOC been obtained from Government?</p> <p>(a) If yes, give the date and reference letter of the order and a copy of the relevant order be enclosed.</p> <p>(b) If no, date of application? (Enclose – Application letter to the Govt.)</p> <p>(c) If not yet applied, when do you propose to apply for it?</p> <p>(d) When do you expect to get the approval? If yes, reasons for this optimism.</p>	
<p>(iv) Has permission/ approval/ recognition been obtained from the concerned statutory body?</p> <p>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.</p> <p>b) If no, when did you apply for it? Enclose a copy of your letter to the concerned statutory body & the document(s) submitted to this body as asked above.</p> <p>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.</p>	

<p>d) When do you expect to get the approval? Reason for the optimism.</p>	
<p>(v) Under which School of Indian Maritime University, the course will be run & is there a Board of Studies in Indian Maritime University for the course being proposed?</p> <p>a) If not, whether a Board of Studies needs to be constituted for the course being proposed?</p> <p>b) Have you prepared a list of experts in the field for constituting the Board of Studies for the course?</p> <p>c) If yes, please attach the list of experts with their current professional address and telephone numbers (At least 10 experts should be listed)</p> <p>As and when the Board is constituted, the institution will 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?</p>	
<p>(vi) Has college already framed the syllabi for the new course/ programme semester-wise?</p> <p>If yes, enclose a copy of the same.</p> <p>c) If not, when will the syllabi be framed? Give definite dates. As soon as it is framed, a copy must be sent to IMU immediately.</p> <p>d) Where laboratory courses are required, details of laboratory experiment/s to be enclosed. For each course/Lab., a list of suggested textbooks, supplementary text books and reference books be listed.</p>	
<p>(vii) Total amount allocated for initial expenditure to set up the infrastructure, class rooms, hostel facilities, library, laboratory equipment, chemicals, and so on for the proposed course.</p>	

28(a) Details of Director / Dean / Principal										
Educational Qualifications					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 experience	Total pay (Basic pay + Allowance)	
Degree	Year of Passing	% of marks obtained	University	Specialization						
UG										
PG										
Additional										

Whether the Director / Dean / Principal is qualified as per IMU / AICTE / DGS norms

28(b) Details of Teaching staff (Department wise)												
Names(s) of the teachers (Dept. wise)	Designation Regular / Visiting	Qualification	% of marks	Specialization (Degree wise)	Experience		Date of Birth	Date of joining in the present post	Scale of pay	Total	Signature of the Staff	University Approval of the Qualification (No. and Date)
					Teaching / Research	Industry / others						

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

28 (c). Additional information on Teachers for the proposed course / programme

- i. 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).

- ii. If not, how many teachers will be appointed exclusively for this course/ programme and what will be the mode of recruitment?

Please give details mentioning year, designation, min. qualification, min. experience, (Permanent/Temporary/Ad-hoc) pay scale and salary wages year wise

- iii. Steps already/ to be taken to fill up these posts.

- iv. If teachers are available, give information on them in the same format as in 28(b).

- v. If it is proposed to carry on the work with the existing staff, clarification on how additional work will be handled with Time-table for existing courses and new courses separately.

- vi. Work load prescribed and followed for the existing teaching staff

A) Professor including Principal B) Associate Professors and C) Assistant Professors

- vii. Detailed bio-data of the staff in position in the Department where the proposed new courses are to be started with their specialization.

- viii. Details of additional supporting and other non-teaching staff proposed.

29. Laboratories and Equipment:

29(a). List of equipment						
Sl.	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

29(b). List of equipment to be procured for the new programme						
Sl.	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

30. Lecture rooms for new programme:

<p>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.)</p> <p>First year: Second year: Third year: Fourth year:</p> <p>Are these class rooms already available? If yes, give a building plan and indicate the rooms to 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</p> <p>If you have not already created additional infrastructure for this course, why should you seek permission from the University to start this new course?</p>	
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31. Library facility

<p>i) Name of the Librarian ii) Qualification and experience of the Librarian* iii) Names and designation of other staff* in the library iv) Are any special facilities available in the Library? If so, give details (eg. Photo copying, Internet connection etc.) v) Has the Library been automated? System for borrowing books by the student: Cataloguing system being followed: Photocopying facilities available: Library timings: Holidays for library:</p> <p>Have the number of books suggested in Appendix-6 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</p>	
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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	
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* The Qualification of Librarian/ Library Assistant will be as per Recruitment Rules prescribed for Librarian/ Library Assistant of IMU.

32. Indicating the facilities available for students

Sl. No.		Boys	Girls
1.	Common Room		
2.	Recreation room		
3.	Facilities for cultural activities		
4.	N.C.C/N.S.S/Y.R.C		
5.	Medical service attention (Name of Doctors with qualifications and specialization / address and contact details of part time / full time Doctors)		
6.	Placement and training cell		
7.	Audio-Video educational facilities and teaching Aids		
8.	Names of Associations/ clubs for students		
9.	Alumni association		
10.	Word processing & photocopying facilities		

33. 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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* The Qualification of technical staff (Laboratory Technician/Assistant) will be as per Recruitment Rules prescribed for technical staff of IMU.

34. Additional information required:

<ul style="list-style-type: none"> • Procedures proposed for monitoring the progress of students during the course (Give details) • Do you have reservation for students: SC/ ST/OBC/EWS: • Would you give special help for academically weak students? If so, describe what you propose to do? • Details of scholarships, free tuition, fellowships, and other financial support system available for students of this college now? • If yes, this would be also extended the students of the new course? • What are the facilities available for academically competent but economically weak students being admitted to the new course? • Will they be given admission, if qualified? • Are there any financial support or loan facilities available for such 	
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<p>students?</p> <ul style="list-style-type: none"> • If yes, describe the scheme in detail. • If no, do you propose to introduce such a scheme for the benefit of student who might enrol in the new course? • What kind of transparency College/institution is practicing in the "internal' assessment of students, if the system of internal assessment exists for the courses offered by the College? <ul style="list-style-type: none"> ○ Will the same system be applied to this new course? If not, give details of the new system. • Did students ever agitate for any reason during the last three years? <p>If yes, give reasons.</p> <ul style="list-style-type: none"> ○ How the problems were tackled/solved? • Did the non-teaching staff ever agitate for any reason during the last three years? If yes, give reasons. <ul style="list-style-type: none"> ○ How the problems were tackled/solved? • Did teachers ever agitate for any reason during the last three years? <p>If yes, give reasons.</p> <ul style="list-style-type: none"> ○ How the problems were tackled/solved? • 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.) • Fees for the students admitted: • Attach a copy of your audited annual accounts for the last three years: • Attach the copy of your budget for the current year 	
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This is to certify that the information given above is factual as of the date given below. Each page has been initialled 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.

Place & Date:
representative

Signature of the legally Authorized

(Name in Capital Letters)

Office Seal

PART-C

35. 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 – approved by Competent Authority
3.	Existing building plan for building more than 30 years
4.	Copy of Building sketch (details of Rooms, Laboratories, Stores, Library, etc. for all the floors)
5.	Building plan proposed with approval of competent government authority. Irrevocable Trust Registration Deed (or) registered deed of the society
6.	Documentary proof for ownership of lands 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 Department of Town & Country Planning
9.	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.	DGS/AICTE 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 Govt. 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
22.	Land classification/ conversion/use certificate, issued by competent Authority.
23.	Electricity load sanction certificate and availability of alternate power source.
24.	No encumbrance certificates.
25.	Certificate issued by an Architect on availability of all-weather approach road, sewage disposal facility, and barrier- free environment.
26.	Certificate that no high-tension wires are passing through the Campus.

Part – D

Land Area requirements (in Acres): (To be filled as per Appendix 3)

Sl. No	Programme	Diploma Programmes			Under Graduate Programmes			Institutions offering ONLY Post Graduate Programmes (Post Graduate Diploma/ MBA/M. Tech)		
		Mega and Metro	Urban	Rural	Mega and Metro	Urban	Rural	Mega and Metro	Urban	Rural

Built up Area Requirements

i. For Engineering, Technology & Sciences: (to be filled as per Appendix-4)

Particulars	Number of Rooms available	Carpet Area in Sq.m per Room
Class Rooms		
Tutorial Rooms		
Laboratory for First Year		
Laboratory other than First Year		
Laboratory for Post Graduate Courses		
Workshop		
Drawing Hall		
Computer Centre		
Seminar Hall		
Library		
Language Laboratory		

ii. For Management/Law/Humanities: (to be filled as per Appendix-4)

Particulars	Number of Rooms available	Carpet Area in m ² per Room
Class Rooms		
Tutorial Rooms		
Computer Centre		
Seminar Hall		
Library		

Administrative Area (Carpet Area) in m² (To be filled as per Appendix-4)

Particulars	Principal/ Director Board Room	Office all inclusive	Cabin for HOD & Dept. Office	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examinations Control Office	Placement Office
Carpet Area in m ² per Room											
Number of Rooms available (for new Technical Institution)											
Total Number of Rooms											

Amenities Area (Carpet Area) in m² (To be filled as per Appendix-4)

Particulars	Toilets (Ladies/ Gents)	Boys Common room	Girls Common room	Cafeteria	Stationery store & Reprography	First Aid cum sick room	Principals quarter	Guest House	Sports Club/ Gymnasium	Auditorium	Boys Hostel	Girls Hostel
Carpet Area in m ² per Room for the Technical Campus having more than one Programme												
Carpet Area in m ² per Room for Technical Campus having one Programme												
Number of Rooms available (for the new Technical Institution)												
Total Number of Rooms												

ESSENTIAL AND DESIRABLE REQUIREMENTS

Essential requirements

Sl	Requirement	Type	Availability (Yes/ No) If No, reason/remark
1	Establishment of Online Grievance Redressal Mechanism	Essential	
2	Establishment of Anti Ragging Committee	Essential	
3	Establishment of Grievance Redressal Committee in the Institution.	Essential	
4	Establishment of Internal Complaint Committee (ICC)	Essential	
5	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	Essential	

6	Internal Quality Assurance Cell	Essential	
7	Barrier Free Built Environment for disabled and elderly persons	Essential	
8	Fire and Safety Certificate	Essential	
9	Implementation of mandatory Internship policy for students	Essential	
10	Facilitate teachers for undergoing Pedagogical training through NITTT Guidelines	Essential	
11	Facilitate teachers for undergoing training through VICT course and AECS, as per DGS requirements.	Essential	
12	Implementation of student Induction Programme	Essential	
13	Implementation of examination reforms	Essential	
14	Safety and Security measures in the Campus	Essential	
15	Implementation of Food Safety and Standards Act, 2006 at the Institution	Essential	
16	Digital payment for all financial transactions as per MoE directives	Essential	
17	Display of information submitted to IMU (including the accreditation status and Board of Governors) along with mandatory disclosures in the prime location of the Website (as a quick link) of the Institution	Essential	
18	Language Laboratory (for institutions having Diploma and Degree Programs)	Essential	
19	Portable Water supply and outlets for drinking water at strategic locations	Essential	
20	Electrical Grid Power Supply Connection	Essential	
21	Backup Electric Supply	Essential	
22	Sports facilities	Essential	
23	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Essential	
24	Sewage Disposal System	Essential	
25	Display board within the premises as well as on the Web site of the Institution Indicating the feedback facility of students and Faculty available.	Essential	
26	First aid, Medical and Counselling Facilities	Essential	
27	Students Safety Insurance	Essential	
28	Group Accident Policy to be provided for the employees	Essential	
29	Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA	Essential	
30	Road suitable for use by Motor vehicle- Motorized Road	Essential	
31	Institution-Industry Cell	Essential	
32	Applied for membership of National Digital Library	Essential	
33	Copies of AICTE/DGS approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution and Information about available Courses at the Entrance of the Institution	Essential	
34	Appointment of Student Counsellor	Essential	
35	Vehicle Parking	Essential	
36	General Notice Board and Departmental Notice Boards	Essential	
37	Provision / Facilities to conduct online meetings, Webinars, classes and examinations	Essential	
38	Display of Course(s) and "Approved Intake" in the Institution at the entrance of the Institution.	Essential	

39	Alumni Cell	Essential	
40	Swimming Pool(as per DGS specifications)	Essential*	
41	Parade ground	Essential*	
42	Boat-work	Essential*	
43	Ship-type Mast	Essential*	
44	Dispensary with provision of vehicle	Essential*	
45	Auditorium (As per DGS Specifications)	Essential*	

* Essential for DGS approved courses only.

Desirable Requirements of a Technical Institution

Sl	Requirement	Type	Availability (Yes/ No) If No, reason/ remark
1	Implementation of the schemes announced by Government of India	Desirable	
2	Offering of Skill development Courses approved by the Council	Desirable	
3	Fabrication facility Laboratory (FABLAB)/ AICTE-IDEA LAB/Tinkering Laboratory/ Innovation Laboratory	Desirable	
4	Availability of at least ONE Smart Class Room per Department	Desirable	
5	Installation of grid connected solar rooftops/ Power Systems	Desirable	
6	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	Desirable	
7	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction	Desirable	
8	Efforts to encourage Final Year students to appear in various competitive Examinations.	Desirable	
9	Efforts to encourage students to participate in National/International competition like SIH, etc.	Desirable	
10	Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics/Disaster Management	Desirable	
11	Transport	Desirable	
12	Banking Facility/ Automated Teller Machine	Desirable	
13	LCD (or similar) projectors in Class Rooms	Desirable	
14	Sustainable sources of energy	Desirable	
15	Auditorium (As per DGS Specifications)	Desirable	
16	Staff Quarters	Desirable	
17	Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable	
18	General Insurance provided for assets against fire, burglary and other calamities	Desirable	
19	Intellectual Property Right Cell	Desirable	
20	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable	
21	Implementation of Start-up Policy	Desirable	
22	Innovation Cell/Club	Desirable	

23	Social Media Cell	Desirable	
24	Participation in the National Institutional Ranking Framework (NIRF)	Desirable	
25	Participation in the National Innovation Ranking(ARIIA)	Desirable	
26	Plastic Free Campus	Desirable	
27	Measures for Cyber-security	Desirable	
28	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable	
29	Rainwater Harvesting	Desirable	
30	At least 5 MoUs with Industries	Desirable	

NORMS FOR BOOKS, LIBRARY, COMPUTER, SOFTWARE, INTERNET, PRINTERS, LABORATORY EQUIPMENT

Computers, Software, Internet and Printers (*To be filled as per Appendix-6*)

Sl	Programme	Proposed	Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client. (Available/Unavailable)	Printers including Colour Printer (% of total number of PCs/Laptops)
	Diploma / Under Graduate							
	Post Graduate							

Internet speed required for the Institution

Approved Intake	Internet Band width (1:1)
up to	(<i>To be filled as per Appendix-6</i>)

Books and Library Facilities (*To be filled as per Appendix-6*)

Sl.No	Programme	Total Number of Divisions	Titles	Volumes	Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in the reading room
			Number		% of Total Students	% of Total Students

Subscription of Journals (To be filled as per Appendix-6)

Programme	Total Number of Courses	Journals Published in India	Journals Published at Abroad
Diploma			
Under-Graduate Degree programmes			
Post Graduate Programmes			

NORMS – FACULTY REQUIREMENTS AND CADRE RATIO (To be filled as per Appendix-7)

Sl.No.	Programme	Proposed strength	Faculty : students based on approved intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
				A	B	C	D	A+B+C+D

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 be paid 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 the 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

APPLICATION FORM FOR GRANT OF PERMANENT AFFILIATION

INDIAN MARITIME UNIVERSITY
(A Central University, Government of India)

Name & Address of the affiliated institution seeking affiliation

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)

Name of the Principal/Director:

Details of the Trust/Society:

(Enclose Photo copy of the Trust/Society Deed; Trust/Society registration certificate; Minutes of the meeting of Trust /Society for the current year)

Location of the Institution

(Attach proof of Unencumbered own land; building constructed in the own land)

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 firefighting 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

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

Sl.No.	Details				RCC building (in sq.m.)
1.	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			
2.	Total Administrative area				
3.	Amenities: Common room, toilet facilities, ladies room, dispensary/first aid facilities, drinking water facility				
4.	Hostel for Boys (if applicable) Hostel for Girls (if applicable)				
5.	Staff Quarters (if applicable)				
6.	Play Ground				
7.	Others (Specify)				
	Total area in sq.m.1+2				

Library:

Indicate the number of books available in the Library:

No of journals (Indian/foreign):

Whether accession register is maintained: Yes/No.

Details of the Library facilities available for each Dept.:

Indicate the No. of books/Journals available for the course(s) for which permanent affiliation is sought for:

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

Faculty

List - A

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

List - B

Sl. No.	Name of the Department	Name of the Faculty/Instructor	Designation of the Faculty/ Instructor	Date of Appointment

- 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	Qualification	Date of appointment

Details of Technical staff

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

Details of strength of students for the last five years in numbers (if any):

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

Percentage of pass in each course for the last five years (if any):

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

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

Funds position: (in case of private colleges):

Enclose audited statement of accounts of the college for the last five years.

Governing Body/Advisory Committee:

Enclose a copy the constitution if applicable and a copy of the minutes of the last meeting

Any other particulars:

Signature of the Principal

Seal & Date

ANNUAL REPORT

(to be submitted in hard copy and soft copy by 30 Sep)

FORMAT

- Name, Address and the Contact details of the Affiliated Institute:
- Name, Address and the Contact details of the Principal:
- Name, Address and the Contact Details of the Chairman of the Governing Body/Management Committee of the Affiliated Institute:
- Details of board members:
- Details of Academic Advisory Committee:
- No of board meetings conducted in year under consideration:
- No of Academic Advisory Committee meetings conducted in year under consideration:
- Student Feedback on Institutional Governance/ faculty performance (Proof to be kept ready for checking during inspection):
- Any new course started during the year under consideration:
- Details of the Land in which the Institute is situated:
 - I. Total Area (in acres):
 - II. Whether owned/leased:
 - III. If leased, period of the lease:
 - IV. Built-up Area (in acres):
- Details of APPROVAL / EXTENSION OF APPROVALS granted by Statutory bodies:

Programme	Approved by	Approval for AY	Ref No. and date	Sanctioned

- Details of various Programmes affiliated with IMU:

Name of Programme	Affiliation with IMU			
	Year of Approval	Ref. No. & date	Sanctioned Intake	Continuation Fee paid up to which year

- Details of Admissions to various Programmes *affiliated with IMU* since inception:

Name of Programme	Academic Year	No. of Students Admitted	Drop Outs	No. of Students who have completed the Course and passed out

- Programme-wise details of Faculty employed and working:

Name of the Programme	Name of the Faculty & Designation	Qualifications	Whether Permanent/ Temporary/ Contract	Date from which working

- Regular Faculty strength:

Name of the Programme	Total Faculty at the end of previous AY	Faculty left during current AY	Faculty joined during current AY	Total Faculty at the end of current AY

- Details of Sponsorships in case of DNS Programme for past 5 years (Applicable for DGS approved courses):

Academic Year	Batch	Name & Address of the Sponsoring Agency	Number of On-board Training Slots tied-up	Number of Students Actually placed

- Details of Placements for the Academic Year under study for Non-DGS courses:

AY	Batch	Company/Institute details where students placed	Number of students placed	Students not placed (with reason)

- Whether the Institute is affiliated with any other University *for the same Programmes that it is currently affiliated with IMU*: Yes/ No

If 'Yes', Year in which affiliation was obtained:

Please provide the admission details as shown below:

Name of Programme	Academic Year	Sanctioned Intake	No. of Students Admitted

- Details of CIP audit for DGS approved courses to be submitted. (copy to be attached)

SI No.	Date of audit	Remarks

- Total fees breakup for each subject being charged from students as mentioned in institute academic brochure. (Copy of Academic Brochure to be attached)

Sl No.	Name of the course	Fee details with breakup

- Details of Accreditation:
Ranking obtained for the institution, if any
- Details of any disciplinary action taken against the student with respect to:
 - Ragging
 - Due to any other reason
- Details of ISO9001 :2015
- Copy of last internal audit report
- Copy of last external audit report
- Teaching load of each faculty course wise
- Details of any additional infrastructure created /changed during the year.

Attachments: Course diaries to be attached month wise.

I /We certify that all the particulars furnished above are true and correct and based on documentary evidence.

Date:
Place:

(Signature of Principal)
Name and Designation with Official Seal

(The reporting mechanism and format may see changes when shifted to online monitoring mechanism through integrated portals such as SWAYAM or such other portal.)

APPLICATION FORM FOR APPROVAL OF PRINCIPAL / FACULTY

1. Faculty

(a) First Name _____

(b) Last Name _____

2. Sex

Male/Female/Others

3. Date of Birth (dd/mm/yyyy) _____ I _____ I _____

4. INDOS No. (if applicable) _____

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. Aadhar Number _____

9. CDC No/date of issue/Type. (if applicable) _____

10. COC No/date of issue/Type. (if applicable) _____

11. Academic Qualification

Sl. No	Degree/Diploma awarded	Name of board/ University	Place of study	Class/division/ distinction	Year of passing

12. Professional/ Work Experience:

Sl. No	Designation	Institution	Nature of Duties	Period		Experience (years)
				From	To	

Signature of Faculty member/Principal

Declaration by Institute Principal/Chairman or Secretary

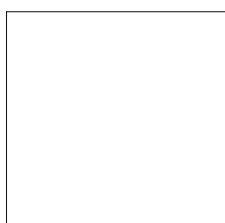
I certify that I have verified the information furnished above with respect to the faculty member and the same is correct and true to the best of my knowledge and belief.

I declare that the faculty member has been selected by a duly constituted selection committee and has joined our institute as a full-time regular faculty.

I understand that if any information is found false his/her application will be treated as cancelled and I shall also be liable for penal action initiated by Indian Maritime University.

Signature of Principal/ Chairman or Secretary *

*for faculty members the declaration should be issued by the Principal and for the Principal it should be issued by the Chairman or Secretary.



(Passport Size photograph)

Date:

Place:

(Name & Signature of the Faculty)

APPENDIX-1

PROGRAMMES FOR AFFILIATION – INDIAN MARITIME UNIVERSITY

Sl.No	U.G Programmes	Duration (in years)
1.	B.Tech - Marine Engineering	4
2.	B.Tech – Naval Architecture & Ocean Engineering	4
3.	B.Sc – Nautical Science	3
4.	BBA – Logistics, Retailing and E-Commerce	3
5.	Apprenticeship embedded BBA (Maritime Logistics)	3
6.	Diploma in Nautical Science	1
7.	B.Sc.(Ship Building & Repair)	3

Sl.No	P.G. programmes	Duration (in years)
1.	M.Tech - Naval Architecture & Ocean Engineering	2
2.	M.Tech - Dredging & Harbour Engineering	2
3.	M.Tech – Marine Engineering and Management	2
4.	MBA - International Transportation & Logistics Management	2
5.	MBA – Port & Shipping Management	2

Sl.No	PG Diploma Course(s)	Duration (in years)
1.	Post-Graduate Diploma in Marine Engineering	1

INSPECTION COMMITTEE FEES / AFFILIATION FEES**Inspection fees**

Initial / Second / Every Visit - Rs 50000 + TA/DA & Honorarium @ Rs 5000/- per committee member of inspection team. This fee is in addition to the processing fees. (Visits can be increased if the initial/second visit does not give satisfactory result)

Affiliation Fees

- Online payment of fee Rs.15000 per course [Application fee Rs.5000 + Registration fee Rs. 10000] + GST
- If the application is found to be complete in all respects, processing fee of Rs.40000 (online) per course + GST.
- Initial (Provisional) Affiliation Fee to be paid as one – time fee at the time of grant of affiliation for a course at the rates indicated below:

(a) For DNS Course leading to B.Sc., (Nautical Science)

Sanctioned strength of students	Initial Affiliation Fee (in Rupees)
Up to 80	2,00,000
81 – 160	4,25,000
161 – 240	6,75,000
241 and above	9,50,000

(b) For other U G Degree Courses (per course)

Sanctioned strength of students	Initial Affiliation Fee (in Rupees)
Up to 40	1,50,000
41 – 80	3,25,000
81– 120	5,25,000
121 and above	7,50,000

(c) For P G Courses (per course)

Sanctioned strength of students	Initial Affiliation Fee (in Rupees)
Up to 20	3,00,000
21 –40	6,00,000

- A) Provisional Affiliation will be granted initially for a period of 3 years, and later extended for a period of 3 years at a time. There will be a flat Continuation Fee of Rs. 50,000 (irrespective of sanctioned strength) to be paid every 3 years at the time of extension/continuation of provisional affiliation.

At the end of 9 years an Affiliated Institute should be eligible to apply for permanent affiliation, but the earliest an Affiliated Institute can get Permanent Affiliation is when it completes 10 years, the period being counted from the date of affiliation of the institute to IMU.

- B) For permanent affiliation, the Institute must pay a flat Permanent Affiliation Fee of Rs.10,00,000 per course for all courses (DNS, UG, PG). When an Institute gets permanent affiliation, there will be no further Continuation Fees.

An Affiliated Institute will be eligible to apply for Autonomous Status only after it gets permanent affiliation.

Fees mentioned in this ordinance are exclusive of GST and hence applicable GST will be charged, as per the GST Act 2017, as amended from time to time.

LAND REQUIREMENTS

Sl.No	Programme	Land Area requirement in Acres								
		Diploma Programmes			Under Graduate Programmes			Institutions offering ONLY Post Graduate Programmes (Post Graduate Diploma/ MBA/M.Tech)		
		Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural
A.	Engineering and Technology (DGS & AICTE Approved)	10	10	10	10	10	10	10	10	10
B.	Engineering and Technology (DGS Approved)	10	10	10	10	10	10	10	10	10
C.	Engineering and Technology (AICTE Approved)	1.5 \$	1.5	4.0	1.5 \$	2.5#	7.5#	0.5 \$	0.5	1.0
D.	Engineering and Technology	1.5	1.5	4.0	2.5	2.5	7.5	0.5	0.5	1.0
E.	Science (DGS Approved)	10	10	10	10	10	10	10	10	10
F.	Science	1.5	1.5	4.0	1.5	2.5	7.5	0.5	0.5	1.0
G.	Management (AICTE approved)	-	-	-	-	-	-	0.5 \$	0.5	1.0
H.	Management	0.5	0.5	1.0	0.5	0.5	1.0	0.5	0.5	1.0
I.	Law/Humanities	0.5	0.5	1.0	0.5	0.5	1.0	0.5	0.5	1.0

* Mega and Metro Cities: Greater Mumbai (UA), Delhi (UA) and Kolkata (UA), Chennai (UA) Bangalore (UA), Hyderabad (UA), Ahmedabad (UA), Pune (UA), Surat (UA) as per the Census of India 2011.

\$ For the Land area requirements the following conditions need to be adhered:

The Built-up area requirements as specified in the Approval Process Handbook (which is in-force) are to be adhered to. The Built-up area, achieved has to be approved by the concerned Development Authority as per the latest Building Bye-Laws (Development Controls) in that City. A copy of certified Building Bye-Laws be made available by the Applicant Institution. Copy of the approved Plan from local statutory body and the completion Plan along with the Completion Certificate from the same body, be also provided. The provisional Occupancy Certificate shall be considered only for 2 consecutive Academic Years; after two years the only afore-mentioned Completion Certificate and Completion Plan shall be considered for continuance of approval.

Fire and life Safety Certificate from Fire Department of the concerned State is to be taken before submitting the application.

Additional Course(s)/Programme(s), in future can be allowed subject to the availability of Built- up areas as per FSI (FAR). However, if the additional construction is to be undertaken in the existing Building, then Structural Stability Certificate and Certificate

of Safe Foundation to be provided by a Structural Engineer having a Master's Degree with specialization in Structural Engineering.

Competent Authority has to certify that the place is located in Mega and Metro/ Urban/ Rural areas.

The Land area required in the Mega and Metro Cities shall be calculated on the basis of the requirements as per AICTE norms for carpet area and the Municipal Corporation Bye-Laws. However, the total Built-up area is to be calculated for the entire duration of the Course with mandatory prior sanctions and approvals from Competent Authority for the entire proposal.

#The Land area required in Urban/ Rural shall be in a maximum of TWO plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot not less than 1.5 Acre. The aerial distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution.

Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu & Kashmir and Ladakh's UT or any area in any State declared as hilly by the concerned Government, Land shall be made available in 3 pieces which are not away from each other by more than 2 km.

g) The total land required shall be the highest amongst the programs/levels being offered by the Institute. However, institute shall have sufficient built up area to cover all the requirements of ALL the programs/levels conducted as per the provisions of Approval Process Handbook.

However, the institute shall provide ample space for play-ground (owned or hired) facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.

NOTE:

Starting other educational Course(s)/ Institutions (Technical/Non-Technical) in the surplus Land/Built-up area arising out of the prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land shall be used as per the Land use Certificate given to the Trust/ Society/Company by the concern authority, subject to such Course(s)/ Institutions having their own facilities to conduct such Programmes without sharing the essential facilities, such as Class Room, Laboratory etc. with the already approved Technical Institution. However, Common Amenities such as Administrative infrastructure, Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.

For an Institution established prior to 1994, the Land requirement should be fulfilled as per the norms existed thereon for the Programme(s)/ Course(s)/ Divisions applied. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval.

For an Institution established after 1994, the Land requirement should be fulfilled as per norms existing at the time of establishment of the Institution for the Programme(s)/ Course(s)/ Divisions applied thereon. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval. If the Institution (c or d) had been given approval for more Programme(s)/ Course(s)/ Divisions later, the Land requirements as per the corresponding norms should be fulfilled.

For Change of Site/ Location or to start new Programme/ Level in the existing Institutions, mortgage of land is acceptable.

BUILT-UP AREA REQUIREMENTS

The Institution area is divided into, Instructional area (INA, carpet area in square metres (m²)), Administrative area (ADA, carpet area in m².), Amenities area (AMA, carpet area in m².) and Access and Circulation Area (ACA, carpet area in m²). Total Built-up area in m² is equal to (INA+ADA+AMA + ACA).

In case of allied branches in Engineering and Technology, a maximum of 30% of Laboratories may be shared. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared. Institutions shall have the Barrier free environment and Sports facilities.

i) Instructional Area (Carpet Area) in Sq. m for:

A. (DGS & AICTE Approved) Engineering and Technology (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree)

or

B. (AICTE Approved) Engineering and Technology (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions

or

C. Engineering and Technology (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions

Particulars	Number of Rooms required	Carpet Area in Sq.m per Room
Class Rooms	Total Number of Divisions x 0.75	66 (for 60** candidates) / 33*
Tutorial Rooms+	25% of total Class Room	33
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences)	66
Laboratory other than First Year	2 per Course per Year	66
Laboratory for Post Graduate Courses	1 per Course	66
	1 Research Laboratory	66
Workshop#	1	200
Drawing Hall#	1	132
Computer Centre#	1	150
Seminar Hall	1	132
Library++	1	400
Language Laboratory+	1	33

For Courses having more than 3 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created.

* Applicable for Post Graduate Course only.

** For DGS courses classroom strength should not exceed 40.

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

++ Additional Library area of 50 m² per 60 Students beyond 420 "Approved Intake".

Drawing Halls, Computer Centres and Workshops to be created as given below:

Approved Intake	Computer Centre	Workshop	Drawing Hall
Up to 600	1	1	1
601-1200	2	2	2
Infrastructure Requirement shall be calculated on pro rata basis for "Approved Intake" greater than 1200			

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc. Institutions shall have facilities for conducting online classes (Theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation/ Fab Laboratory.

ii) Instructional Area (Carpet Area) in Sq. m for:

D. (DGS Approved) Engineering and Technology (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions

or

E. (DGS Approved) Sciences (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions

or

F. Sciences (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions

Particulars	Number of Rooms required	Carpet Area in m ² per room
Class Rooms	Should be equal to total Number of Divisions	50 for 40 cadets / candidates
Tutorial Rooms+	1 or 25% of total Class Room whichever is higher	25
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences)	50
Laboratory other than First Year	2 per Course per Year	50
Laboratory for Post Graduate Courses	1 per Course	50
	1 Research Laboratory	50
Workshop#	1	150
Drawing Hall#*	1	100
Computer Centre#	1	100
Seminar Hall	1	100
Library	1	100
Language/Communication Laboratory+	1	25

For Courses having more than 3 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created.

+ Language/Communication Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

Drawing Halls, Computer Centres and Workshops to be created as given below:

Approved Intake	Computer Centre	Workshop	Drawing Hall
Up to 400	1	1	1
401-800	2	2	2
Infrastructure Requirement shall be calculated on pro rata basis for "Approved Intake" greater than 800			

*Drawing hall optional for Sciences (category E & F)

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (Theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation/ Fabrication Laboratory.

iii) Instructional Area (Carpet Area) in Sq. m for:

G. Management (AICTE-Approved)/ Management/Law/Humanities

Particulars	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	1 per Division per Year	66
Tutorial Rooms	25% of total Class Room	33
Computer Centre	1	150
Seminar Hall	1	132
Library	1	100

Each Class Room shall be equipped with LCD projector, Smart Board & Internet Connection.

Institutions shall have facilities for conducting online classes (theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation Laboratory.

Administrative Area (Carpet Area) in m²

Particulars	Principal/ Director	Board Room	Office all inclusive	Cabin for Head of the Department and Department Office	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examinations Control Office	Placement Office
Carpet Area in m ² per Room	30	20	150* 300\$	20	5	30	10	10	10	10	30	30
Number of Rooms required for new Technical Institution	1	1	1	-	First Year Student intake/15	1	1	1	1	1	1	-
Total Number of Rooms	1	1	1	1/Department	One per Faculty (as per norms) in the Institution	1	1	1	1	1	1	1

\$Technical Institution having more than one Programme

*Technical Institution having one Programme

Amenities Area (Carpet Area) in m²

Particulars	Toilets (Ladies/ & Gents)	Boys Common room	Girls Common room	Cafeteria	Stationery store & Reprography	First Aid cum sick room	Principal's Quarters	Guest House	Sports Club/ Gymnasium	Auditorium	Boys Hostel	Girls Hostel
Carpet Area in m ² per Room for the Technical Campus having more than one Programme	350*	100	100	150	10	10	150	30	200	400		
Carpet Area in m ² per Room for Technical Campus having one Programme	150\$	75	75	150	10	10	150	30	100	250	Adequate^^	Adequate^^
Number of Rooms required for the new Technical Institution	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of Rooms	Adequate	1	1	1	1	1	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable

*Total area for the Technical Institution having more than one Programme

\$ Total area for the Technical Institution having one Programme

^^ The Hostel specifications should fulfil DGS/AICTE norms for DGS/AICTE courses.

Circulation Area in m²

Access and Circulation area (ACA) of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walkways, staircases and entrance lobby.

APPENDIX - 5

ESSENTIAL AND DESIRABLE REQUIREMENTS

5.A. Essential requirements

1	Establishment of Online Grievance Redressal Mechanism	Essential
2	Establishment of Anti Ragging Committee	Essential
3	Establishment of Grievance Redressal Committee in the Institution.	Essential
4	Establishment of Internal Complaint Committee (ICC)	Essential
5	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	Essential
6	Internal Quality Assurance Cell	Essential
7	Barrier Free Built Environment for disabled and elderly persons	Essential
8	Fire and Safety Certificate	Essential
9	Implementation of mandatory Internship policy for students	Essential
10	Facilitate teachers for undergoing Pedagogical training through NITTT Guidelines	Essential
11	Facilitate teachers for undergoing training through VICT course and AECS, as per DGS requirements.	Essential
12	Implementation of student Induction Programme	Essential
13	Implementation of examination reforms	Essential
14	Safety and Security measures in the Campus	Essential
15	Implementation of Food Safety and Standards Act, 2006 at the Institution	Essential
16	Digital payment for all financial transactions as per MoE directives	Essential
17	Display of information submitted to IMU (including the accreditation status and Board of Governors) along with mandatory disclosures in the prime location of the Web site(as a quick link) of the Institution	Essential
18	Language Laboratory (for institutions having Diploma and Degree Programs)	Essential
19	Portable Water supply and outlets for drinking water at strategic locations	Essential
20	Electrical Grid Power Supply Connection	Essential
21	Backup Electric Supply	Essential
22	Sports facilities	Essential
23	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Essential
24	Sewage Disposal System	Essential
25	Display board within the premises as well as on the Web site of the Institution Indicating the feedback facility of students and Faculty available.	Essential
26	First aid, Medical and Counselling Facilities	Essential
27	Students Safety Insurance	Essential
28	Group Accident Policy to be provided for the employees	Essential
29	Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA	Essential
30	Road suitable for use by Motor vehicle- Motorized Road	Essential
31	Institution-Industry Cell	Essential
32	Applied for membership of National Digital Library	Essential

33	Copies of AICTE/DGS approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution and Information about available Courses at the Entrance of the Institution	Essential
34	Appointment of Student Counsellor	Essential
35	Vehicle Parking	Essential
36	General Notice Board and Departmental Notice Boards	Essential
37	Provision / Facilities to conduct online meetings, Webinars, classes and examinations	Essential
38	Display of Course(s) and "Approved Intake" in the Institution at the entrance of the Institution.	Essential
39	Alumni Cell	Essential
40	Swimming Pool(as per DGS specifications)	Essential*
41	Parade ground	Essential*
42	Boat-work	Essential*
43	Ship-type Mast	Essential*
44	Dispensary with provision of vehicle	Essential*
45	Auditorium (As per DGS Specifications)	Essential

* Essential for DGS approved courses only.

5.B. Desirable Requirements of a Technical Institution

1	Implementation of the schemes announced by Government of India	Desirable
2	Offering of Skill development Courses approved by the Council	Desirable
3	Fabrication facility Laboratory (FABLAB)/ AICTE-IDEA LAB/Tinkering Laboratory/ Innovation Laboratory	Desirable
4	Availability of at least ONE Smart Class Room per Department	Desirable
5	Installation of grid connected solar rooftops/ Power Systems	Desirable
6	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	Desirable
7	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction	Desirable
8	Efforts to encourage Final Year students to appear in various competitive Examinations.	Desirable
9	Efforts to encourage students to participate in National/International competition like SIH, etc.	Desirable
10	Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics/Disaster Management	Desirable
11	Transport	Desirable
12	Banking Facility/ Automated Teller Machine	Desirable
13	LCD (or similar) projectors in Class Rooms	Desirable
14	Sustainable sources of energy	Desirable
15	Auditorium	Desirable
16	Staff Quarters	Desirable
17	Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable

18	General Insurance provided for assets against fire, burglary and other calamities	Desirable
19	Intellectual Property Right Cell	Desirable
20	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
21	Implementation of Start-up Policy	Desirable
22	Innovation Cell/Club	Desirable
23	Social Media Cell	Desirable
24	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
25	Participation in the National Innovation Ranking(ARIIA)	Desirable
26	Plastic Free Campus	Desirable
27	Measures for Cyber-security	Desirable
28	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable
29	Rainwater Harvesting	Desirable
30	At least 5 MoUs with Industries	Desirable

APPENDIX - 6

NORMS FOR BOOKS, LIBRARY, COMPUTER, SOFTWARE, INTERNET, PRINTERS, LABORATORY EQUIPMENT

- Computers, Software, Internet and Printers

Sl No	Programme		Number of PCs/Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client	Printers including Colour Printer (% of total number of PCs/Laptops)
A.	Engineering and Technology (DGS & AICTE Approved)	Diploma / Under Graduate	1:6	3	20	ALL	DESIRABLE	5%
		Post Graduate	1:4					
B.	Engineering and Technology (DGS Approved)	Diploma / Under Graduate	1:8	1	10	ALL	DESIRABLE	5%
		Post Graduate	1:8					
C.	Engineering and Technology (AICTE Approved)	Diploma / Under Graduate	1:6	3	20	ALL	DESIRABLE	5%
		Post Graduate	1:4					
D.	Engineering and Technology	Diploma / Under Graduate	1:6	1	20	ALL	DESIRABLE	5%
		Post Graduate	1:4					
E.	Science (DGS Approved)	Diploma / Under Graduate	1:8	1	10	ALL	DESIRABLE	5%
		Post Graduate	^^					
F.	Science	Diploma / Under Graduate	1:8	1	10	ALL	DESIRABLE	5%
		Post Graduate	1:8					
G.	Management (AICTE approved)	Diploma / Under Graduate	1:8	1	10	ALL	DESIRABLE	5%
		Post Graduate	1:6					
H.	Management	Diploma / Under Graduate	1:8	1	10	ALL	DESIRABLE	5%
		Post Graduate	1:6					
I.	Law/ Humanities	Diploma / Under Graduate	1:8	1	10	ALL	DESIRABLE	5%
		Post Graduate	1:6					

^^ As per DGS norms, in case of new PG courses declared by DGS in Sciences.

** Includes Plagiarism checking Software

@Adequate number of software licenses is required

Internet speed required for the Institution

Approved Intake	Internet Band width (1:1)*
up to 300	100 Mbps
301 - 600	300 Mbps
601 - 900	500 Mbps
>900	1Gbps

*In case of Non-Availability of Bandwidth in a Single Connection, Multiple connections shall be ensured to fulfil the specified Norms. At least 8 Mbps Wi-Fi connectivity and hotspots shall be made available where ever required (minimum 5 Hotspots) Arrangement to view NPTEL/ SWAYAM & SWAYAM PRABHA etc. shall be made available.

Utilization of Open Source Software shall be encouraged.

Secured Wi-Fi facility with reliable hardware is highly recommended.

Utilization of indigenized Video conferencing facility is recommended.

Library, Administrative Offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to student's ratio.

Central Photo copying facility for students is preferred.

PC shall also include Laptop in the inventory of the Institution.

Effective utilization of ICT / Research / Other academic related facilities extended by agencies / organizations.

- **Laboratory Equipment and Experiments**

The Laboratories shall have Equipment as appropriate for experiments as stated/suitable for the requirements of the IMU's curriculum/syllabus. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

• **Books and Library Facilities**

SI.No	Programme	Total Number of Divisions	Titles	Volumes	Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in the reading room
			Number		% of Total Students	% of Total Students
A.	Engineering and Technology (DGS & AICTE Approved)	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per course	250 per*Course		
B.	Engineering and Technology (DGS Approved)	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per course	250 per*Course		
C.	Engineering and Technology (AICTE Approved)	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per course	250 per*Course		
D.	Engineering and Technology	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per course	250 per*Course		
E.	Science (DGS Approved)	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per course	250 per*Course		
F.	Science	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per course	250 per*Course		
G.	Management (AICTE approved)	B	100#	500xB#	25 % (Max. 100)	Minimum 10
			50* per course	250 per*Course		
H.	Management	B	100#	500xB#	25 % (Max.100)	Minimum 10
			50* per course	250 per*Course		
I.	Law/Humanities	B	100#	500xB#	15 % (Max.100)	Minimum 10
			50* per course	250 per*Course		

B (in the above table) - Number of Divisions at First year

1#	Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.
2*	Annual Increment equally distributed per subject.
3	Total number of Titles and Volumes shall be increased in continuation till 10 years from the starting of the course(s), which shall be the minimum stock of Books. Institutions shall have to add an annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the IMU. NOTE: After 10 years as per the IMU's Curriculum and Syllabus, the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme.
4\$	Component for additional Division/ Course.

5	Books shall also include subjects of Science, Humanities, Management and Social Science as per the requirements of the Curriculum and Syllabus.
6	Digital Library facility with multimedia facility is essential.
7	Reprographic facility in the Library is essential.
8	Document scanning facility in the Library is essential.
9	Library Books/ non-Books processing as per the standard classification and cataloguing system is essential.
10	Facilities to access the Online Courses is essential.
11	Library automation software including Bar coding is desirable.
12	Up to 66% of the total number of Titles and Volumes may be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). Member in NDL/ Indian National Digital Library in Engineering Sciences and Technology (INDEST) or any other National Consortium is permissible for e-books.
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.
14	NDL membership for faculty and students is highly desirable.

- **Subscription of Journals**

Programme	Total Number of Courses	Journals Published India	Journals Published at Abroad
Diploma	N	6x N	Desirable
Under-Graduate Degree programmes	N	6x N #	Desirable
Post Graduate Programmes	N	6x N #	6x N #

N = Number of courses.

Journals/Periodicals/Magazines are for providing exposure to new products/ideas/concepts etc.

All the Journals in the Library are to be "subscribed" and at least 25% are to be indexed by Scopus/ Web of Science/ Medline

It is desirable to procure the hard copy of Journals published abroad. However, subscription to Journals published in India is essential. e-journals are recommended.

As per the Programme(s)/Course(s) offered by the Institution, relevant e-journals from Web of Science or Scopus shall be subscribed.

APPENDIX – 7

NORMS – FACULTY REQUIREMENTS AND CADRE RATIO

7.A. Diploma Programmes

Sl.No	Programme	Faculty: Student Ratio based on approved intake	Principal / Director	Head of the Department	Faculty	Total
			A	B	C	D= A+B+C
A.	Science	1:25	1	1 per Department	(S/25) -1	S/25

7.B Under Graduate Degree Programmes

Sl.No	Programme	Faculty : student s based on approved intake	Principal/Director	Professor	Associate Professor	Assistant Professor	Total
			A	B	C	D	A+B+C+D
A.	Engineering and Technology (DGS & AICTE Approved)	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
B.	**Engineering and Technology (DGS Approved)	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
C.	Engineering and Technology (AICTE Approved)	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
D.	Engineering and Technology	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
E.	**Science (DGS Approved)	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
F.	Science	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
G.	Management (AICTE approved)	1:25	1	[S/(25*R)] -1	[S/(25*R)]*2	[S/(25*R)]*6	S/25
H.	Management	1:25	1	[S/(25*R)] -1	[S/(25*R)]*2	[S/(25*R)]*6	S/25
I.	Law/ Humanities	1:25	1	[S/(25*R)] -1	[S/(25*R)]*2	[S/(25*R)]*6	S/25

S - Sum of the number of students as per "Approved Intake" for all years,

$$R = (1+2+6) = 9.$$

** The Cadre ratio will be as per DGS norms

7.C. Post Graduate Degree Programmes

Sl.No	Programme	Faculty: Students based on approved intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
			A	B	C	D	
A.	*Engineering & Technology (DGS & AICTE Approved)	1:15	1	$[S/(15*R)]-1$	$[S/(15*R)]*2$	$[S/(15*R)]*6$	S/15
B.	*Engineering & Technology (DGS Approved)	1:15	1	$[S/(15*R)]-1$	$[S/(15*R)]*2$	$[S/(15*R)]*6$	S/15
C.	*Engineering & Technology (AICTE Approved)	1:15	1	$[S/(15*R)] - 1$	$[S/(15*R)]*2$	$[S/(15*R)]*6$	S/15
D.	*Engineering and Technology	1:15	1	$[S/(15*R)] - 1$	$[S/(15*R)]*2$	$[S/(15*R)]*6$	S/15
E.	*Science (DGS Approved)	1:15	1	$[S/(15*R)] - 1$	$[S/(15*R)]*2$	$[S/(15*R)]*6$	S/15
F.	*Science	1:15	1	$[S/(15*R)] - 1$	$[S/(15*R)]*2$	$[S/(15*R)]*6$	S/15
G.	#Management (AICTE approved)	1:20	1	$[S/(20*R)] - 1$	$[S/(20*R)]*2$	$[S/(20*R)]*6$	S/20
H.	#Management	1:20	1	$[S/(20*R)] - 1$	$[S/(20*R)]*2$	$[S/(20*R)]*6$	S/20
I.	#Law/Humanities	1:20	1	$[S/(20*R)] - 1$	$[S/(20*R)]*2$	$[S/(20*R)]*6$	S/20

S - Sum of the number of students as per "Approved Intake" for all years.

$$*R = (1+1+1); \#R = (1+2+6)$$

\$ The Cadre ratio will be as per DGS norms

In case of non-availability of qualified Professor, an Associate Professor may be considered.

Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).

References

Institutes seeking affiliation are required to refer to the Affiliation, Recruitment Rules, students matter etc. as mentioned.

- i. Ordinance 01 of 2020
(Gazette No.254)
 - Ordinance prescribing the Minimum Eligibility Criteria for admissions to the various programmes in IMU.
- ii. Ordinance 3 of 2019
(Gazette No.345)
 - Ordinances prescribing the Qualifications for Faculty and Principal of Affiliated Institutes.
- iii. Ordinance 77 of 2015
(Gazette No.350)
 - Recruitment Rules for the post of Professor (Economics/ Finance and Accounting) in the School of Maritime Management.
- iv. Ordinance 78 of 2015
(Gazette No.350)
 - Recruitment Rules for the post of Professor (Logistics & Supply Chain Management/ Port & Shipping Management) in the School of Maritime Management.
- v. Ordinance 17 of 2015
(Gazette No.273)
 - Attendance Requirement for Students to appear in University Examinations and Norms for regulating Break in Studies.
- vi. Ordinance 01 to 23 of 2018
(Gazette No.273)
 - Recruitment Rules for the post of Professor, Associate Professor, Assistant Professor in different Schools of IMU.
- vii. Ordinance 02 of 2017
(Gazette No.183)
 - Ordinance governing the Discipline of Students of IMU Campuses and Affiliated Institutes.
- viii. Gazette No: 76 dated
 - Chapter VII – Admissions of students to the University and to the college/institutions admitted to the privileges of the University.
 - Chapter XI – Migration and Transfer of Students.
- ix. Ordinance 1 of 2016
(Gazette No. 441)
 - Ordinance on IMU's Anti-Plagiarism Policy.
- x. Ordinance 32 of 2015

- (Gazette No. 298)
• Recruitment Rules for the post of Hostel Warden.
- xi. Ordinance 33 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Library Assistant.
- xii. Ordinance 42 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Electrical and Electronics Laboratory.
- xiii. Ordinance 43 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Seamanship Laboratory.
- xiv. Ordinance 44 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Navigation Laboratory.
- xv. Ordinance 45 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Naval Architecture Laboratory.
- xvi. Ordinance 46 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Hydraulics and Pneumatics Laboratory.
- xvii. Ordinance 47 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Applied Mechanical Laboratory.
- xviii. Ordinance 48 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Instrumentation, Automation and Control Engineering Laboratory.
- xix. Ordinance 49 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Thermodynamics and Boiler Chemistry Laboratory.
- xx. Ordinance 50 of 2015
(Gazette No. 298)
• Recruitment Rules for the post of Senior Technician for Nautical Physics Laboratory.
- xxi. Ordinance 51 of 2015

(Gazette No. 298)
Recruitment Rules for the post of Junior Laboratory Assistant (Chemistry).

- xxii. Ordinance 52 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Junior Laboratory Assistant (Physics).
- xxiii. Ordinance 53 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Senior Technician for fitting and Basic Workshop.
- xxiv. Ordinance 54 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Senior Technician for Marine Workshop (Diesel/Power & Maintenance).
- xxv. Ordinance 55 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Senior Technician for Machine shop.
- xxvi. Ordinance 56 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Senior Technician for Welding and Gas Cutting Workshop.
- xxvii. Ordinance 57 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Senior Technician for Boiler shops.
- xxviii. Ordinance 79 of 2015
(Gazette No. 298)
Recruitment Rules for the post of Assistant Librarian.

Note: Chapter I of Notification published in Gazette 38 dated 28-01-2010 - "REQUIREMENTS AND PROCEDURES TO OBTAIN APPROVAL FROM INDIAN MARITIME UNIVERSITY FOR THE CONDUCT OF PRESEA COURSES FOR TRAINING FOR SERVICE IN THE MERCHANT NAVY "is hereby repealed.

