

**SYNOPSIS
OF
STANDING &
DISCIPLINARY
RULES**

SEACOM MARINE COLLEGE

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SYNOPSIS OF STANDING RULES

1.0 Introduction:

1.1 This course of training which is equivalent to 1st degree in Marine Engineering / & Bachelor degree in Nautical Science also prepares the Cadets for the arduous life at sea by subjecting them to a balanced programme of technical, general and disciplinary training and allied co - curricular activities necessary for their eventual success in life.

1.2 Cadets are informed of the routine and activities through the following

- 1) College Orders
- 2) Hostel Orders
- 3) Weekly Orders
- 4) Weekly and Sunday routine notification
- 5) Announcements and General notice.

2.0 General Discipline Rules:

2.1 It is compulsory for all Cadets to take part in P.T., indoor and outdoor games, swimming, parade, divisions and any other co - curricular activities.

2.2 Cadets must carry out all written or verbal orders of authorities and rank holders promptly without any argument.

Rank holders are:

1 st Year - Leading Cadet (LC)

2nd Year - Junior Cadet Capt. (JCC)

3rd Year - Cadet Capt. (CC)

4th Year - Senior Cadet Capt. (SCC)

2.3 Cadets wishing an appointment with the Director / H.O.D.S' must arrange it through the Officer - in - charge, Hostel/Discipline.

2.4 All activities and routine must be earned out smartly and punctually.

2.5 Wearing of Uniform is compulsory at all times. Uniform must be clean, ironed and worn correctly.

2.6 Partaking of alcohol or consuming drug is strictly for bidden. Defaulters will be dealt with severely and may result in suspension / removal from training.

2.7 Cadets are prohibited from smoking inside he campus or during any activity organised by the Institute and in the presence of superiors.

2.8 Cadets shall have their hair, beard, moustache trimmed and groomed properly or remain clean shaven excepting Sikh Cadets. Cadets are not permitted to wear any jewellery or ornaments.

- 2.9 Cadets will not leave hostel without prior permission. Unauthorised absence from hostel will be dealt with severely and may result in suspension and or serving of back time.
- 2.10 Cadets are strictly prohibited from assaulting anybody physically or inflicting injury in any manner, also they are prohibited from using abusive language, cat-calling, shouting, disorderly behavior, misdemeanour and misconduct reflecting lack of disciplined behaviour. All the above may result in severe punishment.
- 2.11 Ragging of junior cadet or cadets of their own batch is a cognizable offence and as such is punishable under the law. Cadets will, therefore, not indulge in such an act. Cadets are liable to be expelled from training if found guilty of the same apart from any other punishment under criminal law.
- 3.0 **Hostel Discipline Rules:**
- 3.1 Cadets must keep their rooms and surroundings clean.
- 3.2 Cadets are not to remain in their beds after Revellie has been sounded. All beds must be made promptly on getting up.
- 3.3 Mosquito nets (prevention against malaria and filaria) should be removed and folded and put under the pillow every morning. All beds, must be covered with a counterpane.
- 3.4 Cadets must not keep large amount of cash in their possession or in the hostel. There are a number of banks close by where cadets can open accounts. They can also be guided by college authorities in this regard.
- 3.5 Hostel and college premises, furniture and fixtures must not be disfigured with writing, scratching etc. or willfully destroyed. No furniture should be displaced without permission from the hostel warden.
- 3.6 Cadets must remain in Hostel in proper uniform at all times. They are not to loiter in towels or sleeping suits.
- 3.7 Cadets will use recreation rooms etc. only during specific timings.
- 3.8 Cadets will take their meals/tea etc. in the dining hall and during specified timings only & only in proper uniform as appropriate,
- 3.9 Food is to be taken in an orderly manner. Strict table manners must be observed.
- 3.10 Cadets are to remain in their respective cabins or study rooms during study time.
- 3.11 Cadets will meet their guests in the lounge on the ground floor and normally between 5:30 p.m. to 7:00 p.m.. Cadets having unauthorized guest or guests at odd hours will be dealt with severely and may be suspended / removed from training.

- 3.12 Fees, Hostel and Mess dues etc. as notified are payable in advance as semester fees. No notice to parents will be sent.
- 3.13 Application for exemption from any activity on medical grounds must be supported by M.O's Certificate. Medical Officer can be consulted in dispensary on all days round the clock along with specialised medical clinic & ambulance facility as necessary.
- 3.14 Cadets are liable to lose credit marks for being absent from hostel routine , dressed improperly and for indisciplinary activities besides other punishments.
- 3.15 Credit marks will be awarded for enthusiastic participation in various college activities.

4.0 **Standing Rules for Classes & Workshop**

- 4.1 Attendance at Classes and Workshop is compulsory. Under no circumstances will a cadet absent himself from classes / workshop except with proper permission.
- 4.2 Cadets should not loiter around in the Corridors during the class hours.
- 4.3 Cadets are not permitted to attend Marine Workshop (as required by trg) from home.
- 4.4 Whenever any cadet is suspended from a Marine workshop for any reason whatsoever, he must immediately inform the Officer-in-Charge, Workshop/Hostels.
- 4.5 Unauthorised absence from the place of duty or from Workshop will be dealt with severely and may result in suspension / removal from the training.
- 4.6 Cadets returning to hostel during normal working hours of their workshop must report to the Hostel Warden /Officer in Charge immediately.
- 4.7 Attending college / outside W/shop cadets to have diaries, helmet & safety shoes e.t.c.

5.0 **Library Rules**

- 5.1 Two non-transferable library cards are issued to each Cadets. Safekeeping thereof is the holder's responsibility and he remains liable for the cost of any book(s) taken against these cards.
- 5.2 In case of the loss of a library card a duplicate card may be issued against written application to the Officer-In-Charge Library, on payment of a fine of Rs.25/- per card.
- 5.3 Only one book against a card is issued for 14 days. Possession of two non - technical books by any cadet at any time is not permissible.
- 5.4 Books can be renewed for another term of 14 days, if there is no demand for the same.

5.5 Delay fine of Rs. 1/- per book per day is charged if the book is not returned within its due date of return.

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5.6 If any book is not returned or replaced within 4 (four) weeks from its due date of return, the book will be deemed to have been lost and arrangement will be made by office to replace the same with a latest edition thereof at the borrower's cost.

5.7 Periodicals, Journals, manuals and charts and any other books that form a part of Reference Collection or any rare valuable book shall not be lent out to the cadets without special permission of the Officer-In-Charge, Library.

5.8 Entry into the library must always be in proper uniform. Boilersuits or sports uniform are not allowed.

5.9 Strict silence should be observed and any Cadet found to disregard this condition will be asked to leave the Library.

5.10 A register is available with the Librarian for recording suggestion regarding new books and/or periodicals.

5.11 If a cadet is found to deface or tear pages of any book borrowed by him/or being used by him in the reading form, full cost of the book will be recovered from the concerned cadet.

6.0 **Leave Rules**

6.1 Cadets are granted leave during periods of vacation which is declared by College order. Cadets will be eligible for leave after every semester and during holidays as declared by the Institute and deemed appropriate and 3rd year's cadets are eligible for 30 days leave only per academic year

6.2 Written requests for late pass up to 10 p.m. after classes / workshop should be made well in advance.

6.3 A night off from the hostel for staying in the City may be granted at the discretion of the Officer-In-Charge on receiving specific written requests from cadets. A maximum of 10 night offs permitted during one full academic year.

6.4 A cadet is liable to lose credit marks besides other punishments if he reports back late from home leave, city leave. Late pass night off etc.

6.5 Cadets absent/away from the training in excess of the permitted leave on whatsoever account may lose credit marks, may be debarred from appearing in the Examinations, may be removed from the training on disciplinary grounds.

6.6 Cadets may be granted leave on medical grounds on the recommendation of the Medical Officer. A maximum of 15 days medical leave is permitted per academic year, at the discretion of authorities.

6.7 All applications must be addressed to the Director, Maritime Studies and forwarded through Hostel warden

6.8 In interpretation of these rules, the Director's decision will be final.

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7.0 **Examination Rules**

7.1 Cadets are mandatorily required to appear compulsorily for semester end examinations conducted by the university and slot examinations during the semester by the college authorities.

7.2 Due registration is mandatory for examination conducted by the university, for which advance notice will be communicated to cadets.

7.3 All payable fees for examination are to be paid in full during activities with respect to registration for examination conducted by the college authorities, as per University intimation.

7.4 Any unfair means during examination is totally prohibited and strictly forbidden. Defaulters may lose the year / discharged from the college as decided / directed by the concerned authorities of the university / college.

7.5 Proper uniform decorum to be maintained for appearing in any examination.

8.0 **Ex & Co – Curricular Rules**

8.1 Cadets are required to attend games – fall – in everyday and take part in various seasonal games in the campus as appropriate, and in proper uniform.

8.2 Cadets excelling in co – or ex- curricular activities will be awarded incentives by the Institute.

8.3 Cadets desirous to take part in allied activities / competition outside college programme must apply to the Director, Maritime Studies through Hostel Warden and to participate after receiving proper permission.

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ANNEXSURE - II
DEDUCTION OF CREDIT MARKS FOR DEFAULTS

Sl. No.	Occasion	Competent Authority	Deduction
1	Reporting late for Fall-in maximum 5 min	L.C./J.C.C/CC/S.C.C/C.CTC & C.C.C	1
2	Absence from fall-in and P.T.	L.C./J.C.C/C.C/S.C.C/C.C.I.C. C.C.C	5
3	Unauthorised absence Hostel	Countersigned by H. W. Action to be taken by. Authorities	as per decision of the Authorities
4	Reporting Late from City	Hostel Warden	Upto 15 min. 1 Beyond 30 3 beyond 1 hour, as per decision of the Authorities
5	Not reporting back from City Leave but reporting at the next morning P.T	H.W	as per decision of the Authorities
5a	Absence from last Fall-in And next day's morning P.T. & check Fall in		To be treated as unauthorised absence from Hostel & serve disciplinary measure by the Authorities.
6	Sloppiness	L.C.,J.C.C,C.C.,/S.C.C Countersigned by H.W.	
	a) Wearing improper uniform		2
	b) Wearing dirty or torn uniform		2

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| c) Not shaved/improperly groomed hair | 2 |
| d) Bed, Wardrobes, room disarranged/dirty | 2 |

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| 7. | Impertinence and Misbehaviour towards Superiors | Action to be taken by Authorities | |
| 8. | Unauthorised absence from W/shop or found in Hostel During class hours | H.W./Officer Concerned | 1 st offence -5
2nd Offence
Severe
Disciplinary
Action |
| 9. | Defaulters in Division/ Hostel Inspection undertaken by O.I.C Hostels/ Director, Maritime Studies | Director/O.I.C. Hostel | As appropriate |

N.B.i Attendance during divisions, hostel inspection, Marching, practice, or any special occasion, is compulsory in proper prescribed Uniforms. Disciplinary action will be taken against defaulters.

L.C-Leading Cadet

J.C.C.-Junior Cadet Captain

C.C.-Cadet Captain.

S.C.C.-Senior Cadet Captain.

C.CLC.-Cadet Captain-In-Charge

C.C.C.-Chief Cadet Captain.

Director, Maritime Studies

**DAILY HOSTEL ROUTINE (SUMMER & WINTER)
WITH EFFECT FROM 03,09.2009**

THURSDAY TO FRIDAY	SUMMER	WINTER
Reveille	05:30	06:00
Physical Training	06:00	06:30
Tea	06:30	07:00
Morning Check - Fall In	07:30	07:30
Breakfast	07:40-08:15	07:40-08:15
Preparation for classes / study in room	08:15-10:00	08:15-10:00
Classes start	10:10	10:10
Lunch Break	12:45-13:20	12:45-13:20
Resumption of Classes	13:25	13:25
Afternoon classes start	13:30	13:30
Classes end	16:40	16:40
Evening snacks	16:45-17:00	16:45-17:00
Games Fall In and games session	17:05-17:45	17:05-17:45
Evening check Fall In	18:15-18:25	18:15-18:25
Library	18:30-20:15	18:30-20:15
Dinner	20:30-21:15	20:30-21:15
Last Fall In	21:30	21:30
Night o.k. report / Lights off	23:00	23:00

SUNDAY, MONDAY & NATIONAL HOLIDAYS

	SUMMER	WINTER
Reveille	05:30	06:00
Physical Training	06:00 -	06:30
Tea	06:30	07:00
Bath & Breakfast (in regular or Games uniform)	07:40-08:15	07:40-08:15
Study in Rooms or Games or Rec. room	09:00	09:00-12:00
Lunch & City leave	12:45-13:20	12:30-13:15
Evening Tea & Snacks	16:45-17:00	16:45-17:00
City Leave Expires & Reporting	20:00	20:00
Dinner	20:30-21:15	20:30-21:15
Night o.k. report / Lights off	23:00	23:00

Director, Maritime Studies