

INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS

IMMEDIATE

IMU/KC/DIR/Office Order/2020

19 Dec 2020

OFFICE ORDER

DISCIPLINE AND DECORUM DURING ONLINE CLASSES

1. The Seafaring profession demands high level of self discipline. To meet this requirement of the profession, the pre-sea courses have been made regimented courses where a fixed daily routine, morning PT, Parade Training, Organised Sports and Wearing of Uniform etc are integral part of the curriculum. All the cadets must understand that inculcating self discipline is important to succeed in this profession.
2. The COVID pandemic has forced closure of the campus and classes are being conducted online. Hence cadets are not getting exposed to activities which help develop disciplined behaviour. It has come to notice that many cadets are indulging in inappropriate activities during the online classes. Coming late, being improperly dressed, writing inappropriate words in the chat box, attending class while lying in the bed etc have been noticed. Such behaviour is not conducive for learning and need to be arrested forthwith.
3. All the cadets are to abide by following rules with immediate effect: -
 - (a) Be properly groomed and dressed for attending the class. Male cadets are to shave & be in proper haircut
 - (b) Be properly seated for the class and not lying on bed/sofa etc.
 - (c) Maintain proper decorum in the class and there should be no loose talk while in the class.
 - (d) The DP on your ID should be only formal passport photograph. Usage of any other type of DP is strictly prohibited. Faculties are requested to remove the cadet having any other type of DP.
4. All the faculties are hereby requested to:-
 - (a) Not admit any cadet who is late by 5 minutes or more.
 - (b) Check at least 5 to 10 cadets randomly for proper grooming and dress by asking them to show up. Any cadet inappropriately dressed/not properly groomed is to be removed from the class and marked absent. Such cadets should be reported for disciplinary action.
 - (c) Pay special attention to cadets who are absent in the class for prolonged periods and report them to the Course Officer / HOD so that parents could be informed in advance about the risk of 'Year Back'.


Director

Distribution

All Faculty & Cadets
DR / AR(I/C) / AR(F)

