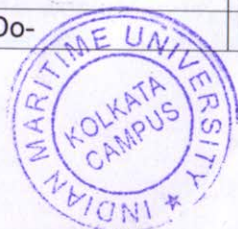


**DAILY ROUTINE – INDIAN MARITIME UNIVERSITY KOLKATA CAMPUS**

29 Oct 2021

Time	Event	Dress code	Activity
0530H	Revelry		Wardens sound the hooter for 1 minute for cadets to leave the bed, freshen up and get ready for morning fall in after preparing their bed and ensuring the cleanliness of their rooms, kit rooms, toilets, bathroom and towel rooms. No toiletries should be left behind on basins, bathrooms or towel rooms.
0600H 0600H – 0730H	Morning PT Fall-In PT activities	Games Rig	Cadets to fall-in in the parade ground. JCCs (1 <sup>st</sup> Y), CCs (2 <sup>nd</sup> Y) SCCs (3 <sup>rd</sup> Y) and wardens (4 <sup>th</sup> Y) to make muster report and compiled muster reports with absentees properly marked should be handed over to the Warden. Warden must ensure that the head count is correct. Absentees recorded to be reported to training section for record of attendance. Wardens to Conduct morning PT as per PT in charge.
0730H – 0800H	Morning Chores	Uniforms will be decided by OI/C seasonally	Cadets will take care of their personal hygiene and insure that the toilets, bathrooms and towel rooms are left in a clean and dry condition after having bath. Garbage collected from individual sadan rooms and kit rooms have to be deposited in the big garbage bin at the end of the corridor.
0800H	Colours Duty	Uniform for the day	Cadets detailed for colours duty must ensure National Flag hoisting is done with proper decorum. The cadet on colour will be exempted from PT fall-in at 0600H for preparing to hoist the national flag.
0800H-0900H	Breakfast	Uniform for the day	Cadets to finish their Breakfast in proper uniform and prepare to proceed for classes. No other dress code is allowed in the mess room at any time except for the uniform for the day. Before leaving individual room for fall-ins or for any other reason cadets must ensure that all electrical gadgets are off and no electrical gadget is connected to electrical sockets. Cadets having workshop practice will utilise the spare time studying in their class rooms or in the library.
0900H	Scholastic Fall-In	Uniform for the day	All Cadets to fall-in by 0900H at allocated places. JCC, CC SCC and warden in charge to make muster reports and Wardens have to ensure that head count is correct. Wardens and SCC in charge for the day will make general announcement in case of any instructions or orders given/issued by the administration. Cadets to proceed for class on break order by the respective in charge with necessary learning aids. Cadets must be in class before the start of class. 10 minutes extra will be allowed for latecomers who have valid administrative reasons otherwise they will be marked absent for the class.
0930H-1020H	Class 1 <sup>st</sup> Period	-Do-	As per training schedule
1020H-1110H	Class 2 <sup>nd</sup> Period	-Do-	As per training schedule
1110H-1120H	Break	-Do-	Cadets are not to visit the hostel during short break but utilise it for refreshing themselves





Time	Event	Dress code	Activity
1120H-1210H	Class 3 <sup>rd</sup> Period	-Do-	As per training schedule
1210H- 1300H	Class 4 <sup>th</sup> Period	-Do-	As per training schedule
1300H-1400H	Lunch Break	-Do-	Cadets will return back to their hostels to have lunch, refresh themselves and be prepared for afternoon classes.
1400H-1450H	Class 5 <sup>th</sup> Period	-Do-	As per training schedule
1450H-1640H	Class 6 <sup>th</sup> Period	-Do-	As per training schedule
1640H-1720H	Class 7 <sup>th</sup> Period	-Do-	As per Training schedule
1720H-1830H	Activity period/ Parade/Swimming/ Sports, etc.	Uniform as per activity	Each Class shall have parade training twice a week for one hour during this period. Class assigned for swimming will learn/practice swimming. Balance cadets to take up sporting activities. Sleeping in hostel is not permitted. 20 Cadets from each section would be assigned for voluntary work for 'Swacha Bharat Abhiyan' in cleaning and planning to make the premises clean with help of support cleaning staff.
Sunset	Sunset Duty	Uniform of the day	Cadets detailed for colours duty to ensure National Flag lowering is done as per sunset time for the day maintaining proper decorum.
1830H-1900H	Rest & freshening up	Casual	Cadets to take up chore and evening wash/bath and change to evening dress.
*1900H	Evening Fall-In	Evening Uniform	*Evening fall-in on Saturday/Sunday/Holidays would be at 2030 hrs after city leave hours. Warden to take head count to verify correctness of the attendance. Cadets absent are to be recorded and reported to training section.
1900H-2000H	Dinner	Evening Uniform	Cadets are to be in proper uniform in the dining hall.
2000H-2130H	Self-Study	Evening Uniform	Cadets to study in their rooms and study room and complete assignments for the day. No cadet is permitted to leave hostel after 2000 hrs. Warden/Watchmen to report violators to competent authorities.
2130H	Lights Off	Night suit	Cadets to end all activities and go to sleep.

Notes:-

1. Cadets are to abide by timings. Persistent late comers/absentees could be subjected to disciplinary action.
2. Absence from any one period or fall-in or parade would result in absence of half a day for the session during which absence is marked. IMU HQ circular 1701 is relevant in this regard.
3. The routine is valid for 6 day in a week(Monday to Saturday). Exception: there shall be no organised activity on Saturday post 6<sup>th</sup> period.
4. There is no shore leave on week days. Shore Leave shall be permitted only on Saturday and Sundays/Holidays as follows:-






Saturday 1700-2000. Sunday and closed holidays 1000 to 2000 (However presently this is subject to COVID norms).

5. There shall be no morning fall-in at 0600 hrs on Sunday and Closed Holidays. Hands call will be at 0630 hrs. Cadets are to complete their weekly cleaning of the room before proceeding for city leave. Warden will city leave only after checking the room and turnout of the cadets for the fall-in.
6. Any cadet returning late shall be debarred city leave during immediate next week. In case of repeated latecoming other disciplinary actions will be taken by the administration.
7. The Warden can check a cadet while returning from shore leave for any type of intoxication. Cadets not submitting to check when demanded would be subjected to disciplinary action. All parcels brought into the hostel are subject to checks by the security guards and wardens.
8. Cadets are not permitted to visit hostel during class hours [except lunch break]. The hostel gates shall be kept closed from 0930H to 1245 and from 1400H to 1715H. Cadets on medical exemption will stay in hostel with warden's permission.
9. Cadets while leaving for classes must carry required notebooks and other items required for the classes scheduled for the session. No cadet shall be permitted in the hostel on the pretext that he forgot to take required items.
10. On rainy days fall-ins may be held in a sheltered area, as decided by the duty warden.
11. Cadets shall be assigned duties to maintain garden areas and participate in 'Swacha Bharat Abhiyan' and any other extracurricular activity planned during Activity Period.
12. No food will be carried outside the dining halls except for sick cadets on medical officer's advice only. The utensils should be removed from the room by the roommates attending to the sick cadet immediately.
13. For any other activity during the week besides the routine activities described above prior permission from competent authority has to be obtained and wardens have to be aware of all such activities. Application for such activities have to be forwarded through the wardens.
14. **Carrying mobile phone to scholastic block is strictly prohibited. Violation shall be viewed very seriously.**

Distribution:

All

  
Director

