

পত্র নং-৩৩.০০.০০০০.১২৮.০৮.০২৮.১৬-১১

তারিখ:

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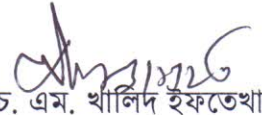
১৬ জানুয়ারি ২০২৩

**বিষয়:** মেরিন ফিশারিজ একাডেমির ক্যাডেটদের শৃংখলা বিধি (Code of Conduct for MFA Cadets) ও ঘূর্ণিঝড়ের পূর্ব প্রস্তুতি গ্রহণ ও ঘূর্ণিঝড় চলাকালীন প্রয়োজনীয় কার্যক্রম গ্রহণের নিমিত্ত Cyclone Standing order অনুমোদন প্রদান সংক্রান্ত।

**সূত্র:** মেরিন ফিশারিজ একাডেমির পত্র নং-৩৩.০৭.০০০০.০০০.০৩.০০২.২০-২৯৫, তারিখ: ২৯.০৮.২০২২ খ্রি:।

উপর্যুক্ত বিষয় ও সূত্রোক্ত পত্রের পরিপ্রেক্ষিতে মেরিন ফিশারিজ একাডেমির ক্যাডেটদের শৃংখলা বিধি (Code of Conduct for MFA Cadets) এবং ঘূর্ণিঝড়ের পূর্বপ্রস্তুতি গ্রহণ ও ঘূর্ণিঝড় চলাকালীন প্রয়োজনীয় কার্যক্রম গ্রহণের নিমিত্ত Cyclone Standing Order বিষয়ে নির্দেশক্রমে অনুমোদন জ্ঞাপন করত: পরবর্তী কার্যার্থে প্রেরণ করা হলো। একই সাথে বর্ণিত কোড এবং অর্ডার প্রেস প্রিন্ট করে ১০ (দশ) কপি মন্ত্রণালয়ে প্রেরণের জন্য অনুরোধ করা হলো।

সংযুক্তি: বর্ণনামতে।

  
(এইচ. এম. খালিদ হুসেইন)  
উপসচিব

ফোনঃ ০২-২২৩৩৫৬৩৫৬

ই-মেইল- fisheries-3@mofl.gov.bd

অধ্যক্ষ

মেরিন ফিশারিজ একাডেমি

চট্টগ্রাম।

অনুলিপি (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। সচিব মহোদয়ের একান্ত সচিব, মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ২। যুগ্মসচিব (ব্লু-ইকোনমি) এর ব্যক্তিগত কর্মকর্তা, মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৩। অফিস কপি/মাস্টার কপি।

# **CODE OF CONDUCT FOR MFA CADETS**



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Ministry of Fisheries and Livestock  
Marine Fisheries Academy (MFA)  
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Phone: +8802334445007  
Website: [mfacademy.gov.bd](http://mfacademy.gov.bd)**

## **CODE OF CONDUCT FOR MFA CADETS**

### **Preamble**

Marine Fisheries Academy (MFA), Chattogram is a state run academic institution under the Ministry of Fisheries and Livestock established in 1973 by the father of the nation Bangabandhu Sheikh Mujibur Rahman. The prime responsibility of the center of excellence is to build up human capital in the area of harvesting and management of marine fishing industry to harness marine resources for sustainable use of blue economy of the country. The academy focuses on also to develop internationally standard skilled manpower in merchant shipping industry and other related maritime industries. To conduct its academic activities Marine Fisheries Academy is affiliated with Bangabandhu Sheikh Mujibur Rahman Maritime University, Bangladesh (BSMRMU). Starting from the 39<sup>th</sup> batch, MFA offered four years (4 years) Bachelor of Science (Hons) under three different faculties. The courses are Bachelor of Science (Hons) Marine Fisheries Technology, Bachelor of Science (Hons) Nautical Science and Bachelor of Science (Hons) in Marine Engineering. Headed by the honorable Secretary of Ministry of Fisheries and Livestock, the governing body of the academy is working to provide policy and administrative directives for making the institution as a knowledge hub in the arena of sustainable Marine fisheries as part of the Blue Economy.

### **Honour Code**

In order to give a base to the Code of Conduct, an Honour Code has been introduced for Cadets. As a regimented Academy MFA provides them a congenial environment. This environment has been ascertained by the introduction of an 'Honour Code' which echoes "**A CADET SHALL LEAD A LIFE OF HONOUR, INTEGRITY AND NATIONAL VALUE. HE / SHE SHALL NOT LIE, CHEAT OR STEAL**". It signifies each cadet's moral obligation towards the people of Bangladesh. The code shows the boundaries of moral conduct within which every CADET is expected to act. The code has been designed to act as the foundation of a moral standard and ethical values of the CADETS.

**Expectation from a Cadet** As discipline is the most powerful virtue to be successful in life, the academy wants to play a crucial role in imparting discipline and creating well-balanced cadet. Therefore, it is very important to define the misconduct made by the MFA Cadets as well as corrective measures for those defined misconduct. It has been termed as **CODE OF CONDUCT** which is based on **HONOUR CODE**. Thereby, MFA authority expect from a cadet to maintain the following personal conduct:

1. Maintain the **HONOUR CODE**.
2. Strict to approved Academy routine.
3. Wearing uniform and other dresses as per dress code.
4. Maintain all instruction in class room as issued by academy.
5. Maintain a healthy environment in accommodation and dinning.
6. Narcotics or smoking is strongly prohibited.

7. Be Obedient and pay proper mark of respect to concern authority as directed.
8. No desertion or unauthorized absent from academy.
9. Not to involve in politics or any other controversy (language, religious, racial etc.)
10. Speak in English.
11. No Illegal use of any electronic gazettes (Mobile phone, MP3 player, Camera, Laptop etc.).
12. Never Leave Academy Campus without the permission of proper authority.
13. Not to violate any order given by academy authority.
14. Respectful to Senior cadets and caring to the junior.

### **Misconduct**

Misconduct can be categorized as **Minor Misconduct** and **Major Misconduct**.

#### **1.1 Minor Misconduct.**

Minor Misconduct are as follows:

- 1.1.1 Failing to attend any routine of Academy.
- 1.1.2 Not following proper Dress Code for particular event.
- 1.1.3 Wearing of improper dirty uniform including shoes, name tallies, belt and buckle etc.
- 1.1.4 Keeping long hair & nails.
- 1.1.5 Unshaved.
- 1.1.6 Keeping the bed, dormitory and bathroom dirty & untidy.
- 1.1.7 Slackness / negligence / violation in performance of any duty/ routine or other activities imposed on cadets.
- 1.1.8 Roaming out of classroom during instructional time.
- 1.1.9 Making noise in the class.
- 1.1.10 Negligence in performance of duties of class leader or changing of class leader without prior permission of authority.
- 1.1.11 Giving false statement to any Officer/ instructor/ Cadet.
- 1.1.12 Failing to pay mark of respect to any Officer/ Instructor/ Staff/ Senior cadet.
- 1.1.13 Disobedience of any lawful order given by a senior cadet to a junior cadet.
- 1.1.14 Late to return from shore leave/leave/vacation.
- 1.1.15 Not Speaking in English among cadets.
- 1.1.16 Collecting any food /smoking item from any staff of academy/outside.
- 1.1.17 Using abusive Language to anyone.
- 1.1.18 Any other offence not specified may also be considered as minor offence deemed by the authority.

## 1.2 Major misconduct.

Major misconduct are as follows:

- 1.2.1 Violation of code of Conduct or any written order given by any officer/Instructor or the authority.
- 1.2.2. Violation of any lawful order given by any officer/ Instructor or the authority.
- 1.2.3. Disobey/noncompliance of orders / instructions of officers, instructor's appointment holders.
- 1.2.4. Spoiling the discipline of Class / Library.
- 1.2.5. Willful disobedience of a lawful command / executive order.
- 1.2.6. Repetition of minor offence.
- 1.2.7. Backbiting or teasing any Officer/ Instructor.
- 1.2.8. Visiting Out of Bound Areas" of the academy without prior permission.
- 1.2.9. Giving infliction to junior cadets (Except by the designated cadets).
- 1.2.10. Giving infliction/disturbing Junior Cadets from pipe down/lights out reveille time by any Senior Cadet / Cadets.
- 1.2.11. Giving infliction to junior cadets under shade.
- 1.2.12. Humiliation or mental torture to any Junior Cadets.
- 1.2.13. Feeding of excessive water/ saltwater or similar items to Junior cadets.
- 1.2.14. Feeding any kind of item to any Junior Cadet, which is not a food.
- 1.2.15. Desertion or unauthorized absent from academy.
- 1.2.16. Leaving Academy Campus without the permission of proper authority.
- 1.2.17. Absent over leave, short leave, sick leave, night off.
- 1.2.18. Money transaction between cadets (steal or borrow by force).
- 1.2.19. Smoking/drinking of alcohol/ use of drug, narcotics or any similar items.
- 1.2.20. Bringing the banned room appliances and computer unless permitted by the authority.
- 1.2.21. Illegal use of any electronic gazettes (Mobile phone, MP3 player, Camera, Laptop etc).
- 1.2.22. Possession or assisting in possessing fire arms/fire crackers/pyrotechnics/inflammable material/knives/explosives of any description or contra banned items.
- 1.2.23. Possession or Sale or distribution of intoxicants/ Narcotics in the campus directly or indirectly.
- 1.2.24. Gambling or participation in any unauthorized games or activities.
- 1.2.25. Involve in demonstrations or harassing others or provoke others to misconduct and demonstrate.

- 1.2.26. Involve in fooling/ragging/manhandling/fighting/theft/stealing or possession of stolen property.
- 1.2.27. Disorderly & insubordinate behavior for example, abusing, quarrelling, fighting, undesirable remarks, gestures and insolence towards faculty, cadets and staff.
- ab. Inciting violence, use of force of destruction/damage to MFA property or belonging of cadets.
  - ac. Acts of abuse/assault/attempt to assault/intimidation/threat/mutiny.
  - ad. Sexual abuse of any form and illegal adultery activities.
  - ae. Involvement in any illegal, unethical, ethnic, racial and/or immoral activities or unnatural acts.
  - af. Illegal & unethical mixing with male/female cadets or any other male/female in the Academy premises.
  - ag. Abuse the investigation system.
  - ah. Use of cadets or their guardians/relatives/friends for the cause of a political interference of directly/indirectly threatening the MFA authorities.
  - ai. Violating the chain of command.
  - aj. Staying/allowing visitors without prior permission.
  - ak. Spoiling the building and other infrastructure by writing on walls and or their fixtures.
  - al. Impersonation or furnishing false/misleading information or willful suppression of information or cheating or deceiving.
  - am. Forgery of unauthorized use of documents, access or attempt to access the record/documents that are forbidden for them like question paper, result sheets etc.
  - an. Tamper or attempt to tamper any official document or altering or causing any other person to alter or falsify training record/progress.
  - ao. Making or distributing false or malicious statements disclosing confidential information about MFA, its employees, and/or giving interviews/comments the press/media without any authorization.
  - ap. Making of speeches, shouting slogans or circulation of printed or cyclostyled photocopied material, e-mail, derogatory to Islam, Bangladesh, the prestige MFA or malign the reputation of its faculty or staff.

- aq. Indulge in politics or any other controversy (language, religious, racial etc)
- ar. Revealing of using 'unfair means' or helping any other cadet to use unfair means during examinations / tests.
- as. Cooking by cadets in the rooms/mess.
- at. Fail to report any personal infectious or contagious illness.
- au. Failure to safe custody misuse of MFA ID Card.
- av. Any other offence deemed to be considered as major offence by the authority.

### **1.3 Corrective Measures**

Corrective measures are aimed at rectifying the Cadets. While imposing corrective measures, it must be remembered that every corrective measure should have a reason to purpose of grooming the cadets through a constructive way in an orderly environment.

- It should not be humiliating.
- It should not be destructive.
- There should be no manhandling.
- Care should be taken to avoid any physical injury.
- Never treat a cadet in front of his juniors/ guests/ strangers.(Except Parade Ground)
- Never treat juniors out of personal dislike.
- No female is to be treated singly or in a place outside the Pared ground/Sports ground area.

**1.3.1 Types of Corrective Measures.** Corrective measures shall be according to the gravity of misconduct. Cadets under corrective measures will not be allowed to proceed on leave, short leave and high of sick leave. In extreme circumstances, a cadet may be allowed sick leave with the prior permission of the competent authority, namely Principal/Vice Principal or in his absence the senior most instructor.

MFA Cadets may be awarded with any one or more of the following corrective measures for misconduct:

#### **1.3.1.1 Corrective measures (Minor misconduct for the 1<sup>st</sup> time).**

Those will be given for petty misconduct and are not recorded. These measures are mostly physical in nature. In these cases, individual verbally warned and advised to be careful in future and as given below but not limited to:

- a. Physical exercise (Push up, Run, Touch & back, Front-roll on the grass field, Side roll on the grass field) and extra drill for 45 minutes in the parade ground by drill instructor or as designated by the authority.
- b. Maximum 10 rounds around the playground touch and back.
- c. Extra work for half an hour in any given area (clean-ship).



- d. Rig shifting (change of uniform) - up to five dresses, with the cadet reporting at the cadet block reception (Not in the rooms).
- e. Verbal Warning. (Must be kept Record by Senior Instructor/HOD)

**1.3.1.2 Corrective measures for repeated minor misconduct.** In case of repeated offence individual will be liable to get other minor corrective measures as given below:

- a. A Warning in writing. In case of any repeated minor misconduct, 1<sup>st</sup> written warning may be given by the Authorized Officer namely Adjutant, 2<sup>nd</sup> written warning by Senior Instructor/HOD's and 3<sup>rd</sup> written warning by the Principal. All warning to be informed to Parents. In case repeated offence after Principal's 3rd written warning, a cadet will be withdrawn from the Academy. It must be recommended by Academy Discipline Committee and must be approved by Academic council. Head of Departments may issue warning in writing on poor academic performance.
- b. Letter to parents. In few cases a cadet's parent will be called as per the gravity of its misconduct and they will be informed about the misconduct of their son/daughter in writing by Senior Instructor/HODs or Principal. It may be accompanied with some other minor corrective measures too.
- c. Monetary penalty or fine by by the Board of Discipline; which may amount upto Tk 10,000/- (Ten Thousand Taka only).  
On any offence, a cadet may be fined upto Tk. 10,000/- However, imposed fine will be approved by the Principal with the recommendation of the Academy Discipline Committee. Fine approval Form is attached in Appendix A. Cadet will be required to pay the fine within 10 days after the approval. In case of failing to do, 10% of the total amount fine per day will be charged upto 20 days from due date. After that period, concerned cadet will be relegated
- d. Routine – A. (Given in Appendix B)
- e. Routine - B. (Given in Appendix B)
- f. Routine – C. (Given in Appendix B)

**1.3.1.3 Corrective measures for major misconduct.** In case of major misconduct individual will be liable to get corrective measures as given below and ultimate granting authority is Principal with the recommendation of Academy Discipline



Committee but few major corrective measures must be approved by Academic council and Ministry as given below:

- a. Routine D (Yellow band and Isolation). (Given in Appendix B). It must be recommended by Senior Instructor/HODs and approved by Academy Discipline Committee.
- b. Demoted to normal cadet (For Appointment Holders). It must be recommended by Senior Instructor/HODs and approved by Academy Discipline Committee.
- c. Monetary penalty or fine by Principal and recommended by Senior Instructor/HODs; which may amount up to Tk 50,000/- (Fifty Thousand taka only). On any offence, a cadet may be fined up to Tk. 50,000/- However, imposed fine will be approved by Academic Council with the recommendation of Academy Discipline Committee. Fine approval Form is attached in Appendix A. Cadet will be required to pay the fine within 20 days after the approval. In case of failing to do, 5% of the total amount fine per day will be charged up to 30 days from due date. After that period, concerned cadet will be relegated.
- d. Temporary withdrawal from Training and must be recommended by Senior Instructor/HODs and Academy Discipline Committee. (Maximum 12 Months) and must be approved by Academic council.
- e. Scholarship Cancellation. It must be recommended by Senior Instructor/HODs and approved by Academy Discipline Committee.
- f. Relegation to next Junior Batch. It must be recommended by Senior Instructor/HODs and approved by Academy Discipline Committee.
- g. Withholding of certificate. In that case, cadet's certificate/ degree may be withheld for a definite period (six/ twelve months) but not exceeding to one year. It must be recommended by Senior Instructor/HODs and Academy Discipline Committee. It must be approved by Academic council.
- h. Dismissal from the Academy. In that case, a cadet shall be liable for withdrawal from the Academy and must be recommended by academic council and Academy Discipline

Committee. In that case final approval will be given by Ministry.

**Authority for corrective measures**

1.4 Authority for three types of corrective measures given below:

1.4.1 Authority of corrective measures (Minor misconduct for the 1st time).

- a. All officers and instructors are authorized to impose and execute.
- b. Among Cadets, only Appointment Holders are authorized to execute any corrective measures to their junior cadets only. Other cadets may be allowed to execute any corrective measures with the approval of Senior Instructor/HODs/Principal.
- c. Corrective measures may be conducted at any time except during organized training / sports period / study period/ swimming or between pipe down and hands call.

1.4.2 Authority of corrective measures for repeated minor misconduct.

a. All minor corrective measures will be imposed (except a, b and c as mentioned in Article 1.3.1.2) & executed by Instructor Officer of the Day (IOOD), Authorized Officer namely Adjutant, Senior Instructor/HODs and Principal.

b. The Authority and Scale of Corrective Measures in that case are appended below:

<b>Authority</b>	<b>Minor Punishment</b>		
Principal	a.	Routine Charlie (R-C) up to	28 days
	b.	Routine Bravo (R-B) up to	28 days
	c.	Routine Bravo (R-A) up to	28 days
	d.	Fine up to	Tk. 10,000/-
Senior Instructor/HOD's & Adjutant	a.	Routine Charlie (R-C) up to	14 days
	b.	Routine Bravo (R-B) up to	14 days
	c.	Routine Bravo (R-A) up to	14 days
	d.	Fine up to	Tk. 5,000/-
Instructor Officer of the Day (IOOD)	a.	Routine Charlie (R-C) up to	03 days
	b.	Routine Bravo (R-B) up to	03 days
	c.	Routine Bravo (R-A) up to	03 days
	d.	Fine up to	Tk. 1000/-

1.4.3 Authority of major corrective measures. As given in Article 1.3.1.3.

## **Procedure**

1.5 Any misconduct or breach of discipline by any cadet should be taken seriously by any Officer/ Instructor/ Appointment Holder who observes it. The following procedure is to be followed:

1.5.1. If the misconduct is of very minor in nature, the cadet concerned may be censured and advised to be careful in future. If the misconduct is a repeated observation, then it should be reported to the officer assigned as Adjutant and he will counsel the concerned cadets and motivates him/her to refrain from such activities in future. Senior Instructor/HODs are to be kept informed of these observations/complaints for assessment of OLQ at the end of each term.

1.5.2. During working hours, disciplinary matters will be reported to Adjutant. When a matter is reported to the officer assigned as Adjutant, he is to investigate the issue. He may award the minor punishment as per his authority depending upon the nature of case or else, he may report the case to Senior Instructor/HODs/Principal. Adjutant is to bring the matters of severe disciplinary violation in the knowledge of Senior Instructor/HOD's/Principal immediately, In the absence of Adjutant matter will be reported to IOOD.

1.5.3. During holiday and non-working hours all misconduct should be reported to the IOOD who will investigate the case and take remedial measures. Cases beyond his power are to be forwarded to Adjutant. However, in case of emergency or according to gravity of offence, he may consult the case with Senior Instructor/HODs and may take necessary steps as directed by the SENIOR INSTRUCTOR/HODs. Matter of Severe disciplinary violation may immediately be brought to the knowledge of Principal.

1.5.4. All corrective routines are to be monitored and regulated by Adjutant/IOOD.

1.5.5. In case of punishments to be awarded by Academic council/Discipline Committee, PTM is to be issued.

1.5.6. Record of punishment of each cadet is to be maintained by Adjutant. Database of corrective measures records of all cadets will be maintained by Adjutant Office.

1.5.7. Cadets undergoing corrective measures will not proceed ashore.

## **Academic Council**

1.6 The Academic Council constituted by the Ministry of Fisheries and Livestock acts as an advisory council to the principal. The council takes the final and ultimate decision for anything and everything of Code of Conduct of MFA Cadets. At least one meeting should be held in every month to observe the prevailing condition of discipline of MFA Cadets. The composition of this committee is given below:

- Principal as President.
- Member of Academic Council.
- Three Senior Instructor/HODs (Head of the Department) as Members.
- The officer assigned as Adjutant as Member Secretary.

#### **Academy discipline committee**

1.7 Academy Discipline Committee look after the day-to-day discipline issues of cadets. Anything related to Discipline/Code of Conduct of cadets, meeting maybe arranged in an urgent notice with the consent of the Principal. This committee will decide which matter to be forwarded for Academic Council Meeting. At least one meeting should be held in a week to discuss and informed the present condition of discipline of cadets. All members will get honourarium as like council meeting. The composition at this committee is under:

- Principal as President
- Three SENIOR INSTRUCTOR/HODs (Head of Department) as Members
- The officer assigned as Adjutant as Member Secretary

#### **Appeals**

1.8 A Cadet or his legal guardian may appeal against any order of corrective measuresbut the procedure should be as follows:

- For any dissatisfaction against any order, a cadet may appeal to the Principal in writing.
- Any appeal to the Principal against Academic Council's decision should come through Cadet's legal guardian within 07 (seven) days by written.
- Principal's decision for any appeal will be final.
- No Cadet or his legal guardian can appeal against any corrective measures order, if under-taking given by the Cadet and/or his parents.

**APPENDIX – A**

Marine Fisheries Academy  
Ministry of Fisheries & Livestock  
Government of The People's Republic of Bangladesh  
Fish Harbour, Ishanagar, Karnaphuli, Chattogram-4000

**Fine Approval Form**

Amount of fine :  
Cadets Name :  
Reason of fine :

A. NO:

Signature  
Name  
Rank/Designation

Date:

**Approved/Not Approved**

Date

Principal

- Note: 1. After the approval of Principal, this form must be submitted in Adjutant Office.  
2. Adjutant Office is to inform the concerned cadet.  
3. Adjutant Office is to maintain the record of approved forms.

<b>For Office Use Only</b>	
Approved Form Received in Adjutant Office On	Informed to Concerned Cadet About the Approved Fine on
Signature Rank & Name	Signature Rank & Name

**APPENDIX – B**

**Routine 'A' (Stoppage of Leave)**

In case of routine A, cadets will not be allowed any leave, short leave, night Off or sick leave. In extreme circumstances, cadet may be allowed to proceed on sick leave with the permission of Senior Instructor/HODs.

<b><u>CORRECTIVE ROUTINE FOR CADETS UNDER ROUTINE ALPHA (R-A)</u></b>		
<b>Time</b>	<b>Event</b>	<b>Remarks</b>
1055- 1105 hours	Muster in front of Adjutant office	Day working rig
1535 — 1615 hours	Stand in front of Adjutant office	Day working rig
2000 hours	Report to IOOD	Night working rig

**Routine 'B' (Extra Duty and Stoppage of Leave)**

In this case, a cadet will be employed on extra duty and will not be allowed any leave, short leave, night off or sick leave in extreme circumstances, cadet may be allowed to proceed sick leave with the permission of Principal/Senior Instructor/HOD's.

<b><u>CORRECTIVE ROUTINE FOR CADETS UNDER ROUTINE BRAVO (R-B)</u></b>		
<b>Time</b>	<b>Event</b>	<b>Remarks</b>
0630-0645 hours /15 min after PT	Clean ship of Senior Instructor/HODs Office Room under supervision of AOOD/Instructor	PT rig
1055- 1105 hours	Muster in front of Adjutant office	Day working rig
1535 — 1615 hours	Muster &stand in front of Adjutant office	Day working rig
1950 — 2005 hours/15 min	Muster in front of gangway & report to IOOD for clean ship of Senior Instructor/HODs Office Room under supervision of AOOD/Instructor	Night working rig

**Routine 'C' (Extra work, Drill and Stoppage of Leave)**

Any cadet awarded Routine 'C', will carry out extra drill and will follow a special routine. He will not be allowed any leave, short leave, night off or sick leave in extreme circumstances, cadet may be allowed to proceed for sick leave with the permission of Principal/ Senior Instructor/HODs.

<b><u>CORRECTIVE ROUTINE FOR CADETS UNDER ROUTINE CHARLIE (R-C)</u></b>		
<b>Time</b>	<b>Event</b>	<b>Remarks</b>
0630-0645 hours /15 min after PT	Clean ship of Senior Instructor/HODs Office Room under supervision of AOOD/Instructor	PT rig
1055- 1105 hours	Muster in front of Adjutant office	Day working rig
1535 — 1615 hours	Extra physical drill-at Parade Ground by IOOD	Day working rig
1625 — 1645 hours	Muster in front of Adjutant office	Day working rig
1950 — 2005 hours	Muster in front of Gangway & report to IOOD for clean ship of SENIOR INSTRUCTOR/HODs Office Room under supervision of AOOD/Instructor	Night working rig

**Routine 'D' (Yellow band and Isolation)**

A cadet on Routine 'D' will be required to wear a Yellow Band on his left arm during all routine activities. He/She will be segregated from rest of the cadets. He will be accommodated in a separate room. He will not be allowed to go to Dining Hall or TV room and will take their own meal in the Quarter deck of Parade Ground. He will not be allowed to mingle with other cadets. Any cadet found talking to a cadet wearing yellow band will also be punished. He will not be allowed any kind of leave. In extreme circumstances, he may be allowed sick leave with special permission of Principal. This punishment may be awarded for a define period (one/two/ three weeks) but not exceeding 28 days.

<b><u>CORRECTIVE ROUTINE FOR CADETS UNDER ROUTINE CHARLIE (R-D)</u></b>		
<b>Time</b>	<b>Event</b>	<b>Remarks</b>
0530 hours /15 min before PT	Muster in Parade Ground and Clean ship of Quarter Deck	Day working rig
1055- 1105 hours	Muster in front of Adjutant office	Day working rig
1415- 1530 hours	Stand in front of Admin Block	Day working rig
1535 — 1615 hours	Extra physical drillat Parade Ground followed by 1 km test by IOOD	Day working rig
1650 — 1800 hours	Stand in front of Admin Block	Day working rig
1950 — 2005 hours	Muster in front of gangway & report to IOOD	Night working rig

এইচ. এম. খালিদ ইফতেখার  
উপসচিব  
মহল্য ও প্রাণিসম্পদ মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার