



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Ref No.IMU-HQ/C/12/19/1/2018/OCNS

Date: 02.07.2018

Circular No.1806

Sub: IMU – Online Counselling 2018 –Admissions to U.G Programmes
in IMU Campuses – Procedure for Verification of Original Certificates,
Medical Fitness, etc and payment of Semester Fee - reg.

Ref: 1) IMU's Circular No.1803 dated 06-06-2018.
2) IMU's List of Admissions published on 23-06-2018 for UG
Programmes.

Registrations for the Online Counselling for admissions to various U.G programmes in IMU Campuses started on 7th June 2018 and got over on Friday 20th June 2018. The **First List** of Admissions was published on IMU's website on **23rd June 2018** and the second list of Admissions will be published on **06th July 2018**.

Provisional Allotment Letter:

The model Provisional Allotment and Confirmation Letters, for candidates who have been allotted to IMU Campuses as per the First List, may be seen in **Annexure-I**. The Campus Directors are requested to go through these letters carefully. The model Daily Report to be submitted by the Campus Directors may be seen in **Annexure-II**.

The candidates allotted to IMU Campuses will have to report before the Director of the concerned Campus.

Verification Process:

The Campus Directors of Chennai, Cochin, Kolkata, Mumbai Port, Navi Mumbai and Visakhapatnam and Campuses are requested to open **counters** for **verification of Original Certificates and Medical Fitness and collection of 1st Semester Fees and Caution Deposit**. Depending upon the workload, the Campus Directors should

post sufficient number of staff in the Verification Counters. **As the work of verification is very important, it should be ensured that only very competent staff are posted to the Verification Counters. They also need to be I.T-savvy as they will be required to make online entries in real time.**

The selected candidates have been directed to report before the Director of the designated IMU Campus between 10 am and 5 pm **23.07.2018 to 31.07.2018** for verification of Original Certificates, Medical Fitness and for payment of 1st Semester Fees of the Programme.

Verification of Original Certificates: The following Original Certificates should be produced by the candidates and verified by the IMU staff posted to the Verification Counters.

- *Proof of Age - Birth Certificate/SSLC or equivalent marksheet.*
- *Higher Secondary School or equivalent marksheet.*
- *Community Certificate (for ST, SC and OBC - Non Creamy Layer)*
- *Copy of IMU's CET Admit card/ Hall Ticket and Rank Certificate.*
- *Domicile Certificate for candidates allotted seats reserved for North Eastern States, Jammu & Kashmir, Andaman & Nicobar Islands and Lakshadweep Islands.*
- *2 copies of passport size photographs.*
- *Aadhar Card (newly introduced, data to be captured by IMU).*

Medical Fitness certificate: Candidates selected for Diploma in Nautical Science, B. Sc (Nautical Science) and B. Tech (Marine Engineering) should produce a Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/ Hospitals approved by the Directorate General of Shipping, Mumbai. Medical Fitness Certificate for other courses such as B.Tech. (Naval Architecture & Ocean Engineering) can be obtained from any registered medical practitioner.

Confirmation of Admission:

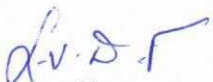
After the Verification Process, the 1st Semester Fees and Caution Deposit fee should be collected by way of **Demand Draft** drawn in favour of 'Indian Maritime University payable at _____'[the name of the city where the Campus is located]. No cheques are to be accepted. *After verification of certificates and payment of 1st Semester Fees, provisional letter of allotment will be affixed with a seal with the words "Admission Confirmed" and attested by the IMU functionary designated by the Campus Director. The Candidates are not to be admitted to the Programme unless the Semester Fees relating to the first semester and caution deposit have been paid in full.*

Hostel:

Hostel facilities will be made ready in the campuses from 17.07.2018 onwards. This arrangement is being made in order to reduce the number of physical visits by the candidate to the Campus to just one.

Apart from ensuring the making of prompt online entries relating to the Verification Process-cum-Collection of Semester Fees, Campus Directors must also send a daily progress report to IMU Headquarters by email in the format prescribed.

The First Semester classes will commence on **Wednesday 01st August 2018.**


Controller of Examinations

To

All IMU Campus Directors