CIRCULAR NO. 1608

Sub: Results of Common Entrance Test for DNS February 2016 — Verification of Original Certificates and Payment of Admission Registration fees & Programme fees at designated IMU Campuses — reg.

As you are aware, the Computer-based Common Entrance Test (CET) for admissions to DNS February 2016 batch in 12 Affiliated Institutes was held in 09 cities across India on 9th January 2016. The results of the CET have been published on 12.01.2016 on IMU’s Website.

Only candidates who have passed the CET, and who fulfil the eligibility criteria relating to age, educational qualifications, medical fitness etc. as per IMU norms shall be eligible for admission to DNS February 2016 batch. IMU will also be doing a test check of the genuineness of the sponsorship letters furnished by the Affiliated Institutes. Admissions will be restricted to the number of seats for which confirmation on Sponsorship and its genuineness have been received within the stipulated time and which have been intimated to the Affiliated Institutes vide Circular 1540 dated 30.11.2015.

It shall be the responsibility of the Affiliated Institutes concerned to send the original certificates and medical certificates of their candidates for verification through a responsible ‘Special Messenger’ to the designated IMU Campus.

Affiliated Institutes will have to report before the Director of the designated IMU Campus as given below for, Certificate Verification-cum-Payment process:

IMU Chennai Campus

(1) Southern Academy of Maritime Studies, Chennai
(2) Sailors Maritime Academy, Visakhapatnam
**IMU Mumbai Campus**

(1) Anglo Eastern Maritime Academy, Mumbai  
(2) Applied Research International, New Delhi  
(3) The Great Eastern Institute of Maritime Studies  
(4) International Maritime Institute  
(5) Maritime Training Institute, Mumbai (SCI)  
(6) Maritime Training Institute, Tuticorin  
(7) MMTI’S Education & Research Trust, Mumbai  
(8) Samundra Institute of Maritime Studies, Mumbai  
(9) Training Ship Rahman, Mumbai  
(10) Viswakarma Maritime Institute, Pune

Affiliated Institutes are requested to collect the Programme Fee @ Rs.25,000 per candidate and the Admission Registration Fee @ Rs.10,000 per candidate, and make out separate, consolidated Demand Drafts on behalf of the students—one for Programme Fee and another for Admission Registration Fee. These D.Ds should be payable at the city where the designated IMU Campus is located.

**Online Entries on Web based Software:** IMU has adopted a Web-based Software since Academic year 2015 admissions through which Affiliated Institutes have to make online entries about the candidates admitted by them. This Web-based software will go live from 13th January 2016 onwards. Detailed step-by-step instructions about the use of this Web-based software will be issued separately. All Affiliated Institutes must necessarily make the online entries (which will include uploading the digital photos of the candidates) before deputing their Special Representative to the designated IMU Campus. At the designated IMU Campus, these online entries will be verified with regard to the Original Certificates, Medical Certificates, D.Ds for Programme Fee and Admission Registration Fee. No ‘Admission Registration Number’ will be allotted to the candidates unless the above formalities are fulfilled.
Verification Process:

Verification Counters will be opened in IMU Chennai and Mumbai Campuses for the verification on 27th to 29th January 2016 between 10 a.m. and 5.30 p.m. Affiliated Institutes should ensure that this work is completed for all their students positively on these three days. No further extension of time will be given. The list of Original Certificates and Medical certificates to be produced for verification in respect of each candidate is given here under:

- **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)
- **Transfer Certificate**
- Copy of IMU’s CET Admit card/ Hall ticket.
- **Original of Challan for payment of Online Counselling Fee of Rs.10,000.**
- **Printed copy of Online Counselling particulars.**
- **2 copies of passport size photographs.**
- The Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/ Hospitals approved by the Director General of Shipping, Mumbai.

The Campus Directors of Mumbai and Chennai Campuses are requested to open adequate number of counters in their Campus to perform the Verification-cum- Payment for the Affiliated Institutes allotted to their campus. The concerned Campus Directors should send a completion report in the enclosed form (Annexure I) to the Registrar, IMU on or before 30.1.2016.

The classes for the February 2016 batch of DNS should commence in the Affiliated Institutes latest by Monday 1st February 2016.

To: Principals of concerned Affiliated Institutes.

Director, IMU Chennai Campus
Director, IMU Mumbai Campus.