



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

Ref No. IMU/Admissions-UG/2016

Date: 11.07.2016

Very Important / For Personal Attention

CIRCULAR 1636

Sub: IMU - Online Counselling 2016 -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.1633 dated 09-06-2016.

2) IMU's List of Admissions published on 24-06-2016 and 06-07-2016 for UG Programmes.

Registrations for the Online Counselling for admissions to various U.G programmes in IMU Campuses got over on Thursday 23rd June 2016. The **First List** of Admissions was published on IMU's website on **24th June 2016** and the second list of Admissions was published on **6th July 2016** . The following 3 Statements were published:

Statement No.1: Rank-wise list of Selected Candidates.

Statement No.2: Statement showing the names of selected candidates Campus-wise, Programme-wise.

Statement No.3: Statement showing the No. of seats available, No. allotted and Vacancies - Campus-wise, Programme-wise.

Allotment Letters:

The model Allotment Letters, for candidates who have been allotted to IMU Campuses as per the First List and upgraded candidates / fresh candidates as per the second list, may be seen in **Annexure I** respectively. Campus Directors are requested to go through these letters carefully.

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

Verification Process:

The Campus Directors of Kolkata, Mumbai, Chennai, Visakhapatnam and Cochin 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 **from Monday 25.07.2016 to Sunday 31.07.2016** 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.*
- *Printed copy of Online Counselling particulars.*
- *2 copies of passport size photographs.*

Medical Fitness certificate: Candidates selected for Diploma in Nautical Science, B. Sc (Nautical Science), B. Sc (Maritime 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 Director General of Shipping, Mumbai. Medical Fitness Certificate for other courses such as B.Sc. (Ship Building & Repair) and 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 25.07.2016 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.

Publication of Third List

IMU may draw up a **Third List** of selected candidates for the vacancies arising as a result of dropouts from the Second List or the candidates not joining as per the First List. A decision about this will be taken depending on the vacancy position and the time available.

The First Semester classes will commence on **Monday 1st August 2016**.

S.V. DM 11/7/16
REGISTRAR

To
All Campus Directors of IMU Campuses

Encl: Annexure I – Model Allotment Letters (3 Nos.- 1.First List Allotment
2.Second List Upgraded 3.Second List Allotted) for candidates allotted to
IMU Campuses.

Annexure II- Daily Report.