Annexure -II

Daily Report to be submitted to IMU-HQ by the Campus Directors regarding Verification of Certificates, etc., in respect of Candidates admitted in IMU Campuses

### UG Programmes

<table>
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Date:

**Director**

IMU______Campus
INDIAN MARITIME UNIVERSITY  
(A CENTRAL UNIVERSITY) 
CHENNAI

Date: 24.06.2016

Dear Candidate,

We are glad to inform that you have been provisionally selected for admission to _________________ Programme (Batch 2016-17) into ________________ Campus of INDIAN MARITIME UNIVERSITY based on your rank in CET 2016, your Category, your choice of Programmes / Campus as made by you through Online Counselling, and the availability of seats.

Application No: __________ Category: __________

CET Rank: ______________

2) This Allotment Letter is strictly provisional and subject to (i) Online payment of the Programme Fee within the prescribed time and (ii) Verification of your Original Certificates, Medical Fitness and payment of the Semester fees just before joining. [Please see Annexure].

3) You are requested to pay the Programme Fee of Rs.25,000/- (Rs. Twenty Five Thousand only) through Online mode only (Net Banking/Credit Card/Debit Card) on or before 5 PM on Friday 1st July 2016 signifying your acceptance of the allotment. No other mode of payment will be entertained.
4) In order to pay the Programme Fee of Rs.25,000/- (Rs. Twenty Five Thousand only), please click on the link provided in IMU website and login with your 'CET Application Number' as User Name and 'Date of Birth' as Password, and complete the Online payment. On successful online payment, you will be issued an e-mail stating that you have successfully paid the Programme Fee.

5) If you do not pay the Programme Fee on or before 5 PM on Friday 1st July 2016, then you will be deemed to be a "drop-out" and you shall forgo your seat allotment and forfeit the Counselling Fee of Rs.10,000/- already paid. That is, your allotment will be cancelled and you cannot lay any claim over the seat at a later date.

6) You will be required to report before the Director, IMU______________ Campus, to which you have been allotted, for verification of your Original Certificates and Medical Fitness and payment of 1st Semester Fees between 25.07.2016 and 31.07.2016. The payment of 1st Semester Fees should be done by way of Demand Draft drawn in favour of 'Indian Maritime University payable at ________ [enter the name of the city where the Campus is located]. No cheques will be accepted. After verification of certificates and payment of 1st Semester Fees, your provisional letter of allotment will be affixed with a seal with the words "Admission Confirmed" and attested by an IMU functionary designated by the Campus Director. Please note that you will not be admitted to the Programme unless the Semester Fees relating to the first semester have been paid in full.

7) Hostel facilities will be made available in the designated Campus 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.

8) IMU will publish a Second List of selected candidates on Saturday 2nd July 2016 at 10 AM, in place of the "drop-outs" i.e. those who have failed to pay the Programme Fee within the prescribed time. In the Second List, some of the candidates may get upgraded i.e. they may get a Programme or Campus or both (as per their order of preference) which they could not get in the First List. Candidates are at liberty to stick to their original allotment and not accept the
revised Programme or Campus or both allotted under the Second List but they must formally intimate the Registrar, IMU in this regard.

9) If you are allotted a different Programme or Campus or both based on the Second List, the Programme Fee of Rs.25000/- already paid by you will be adjusted; and you need not pay the Programme Fee again.

10) If the Programme that is allotted to you in the Second List has higher eligibility conditions (both in terms of marks and medical fitness) than what was allotted to you in the First List, you shall ensure that you are in possession of all relevant documents relating to the programme allotted to you in the Second List at the time of certificate verification.

Illustration: If you got B.Sc (Shipbuilding and Repair) in the First List and B.Sc (Nautical Science) in the Second List, since the eligibility conditions both in terms of marks and medical fitness are higher for B.Sc (Nautical Science), you shall come to the certificate verification only with the certificates required for the B.Sc (Nautical Science).

11) The First Semester classes will commence from Monday 1st August 2016.

REGISTRAR
INSTRUCTIONS TO UNDER-GRADUATE CANDIDATES

1. **Verification of Original Certificates**

   The candidate should produce the following original certificates/documents for verification:
   
   - *Proof of Age - Birth Certificate/SSLC or equivalent marksheet.*
   - *Higher Secondary School or equivalent marksheet.*
   - *Community Certificate [only for ST, SC and OBC (NCL)].*
   - *Printed copy of IMU’s CET Rank Certificate.*
   - *Printed copy of Online Counselling particulars.*
   - *2 copies of passport size photographs.*

2. **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.

3. **Programme Fee**

   Candidates shall pay the prescribed Programme Fee of Rs. **25,000/- (Non-refundable)** - through online mode (Net Banking/Credit Card/Debit Card) on or before 5 PM on Friday 1st July 2016.
The Programme Fee is payable to IMU each year - at the beginning of the Academic year – till the completion of the Programme.

4. **Semester Fees**

There are 2 semesters – one starting in August and another in February. Over and above the Programme Fee referred to in Para 3 above, the following Semester fees are payable for the 1st and 2nd semester:

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Fee concession is available to **female students** for the following 4 Programmes only:

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Semester Fees for the 1st semester should be paid in full before joining the IMU Campus on 01.08.2016.

Semester Fees for the 2nd semester are payable on the date of commencement of the 2nd semester.

5. **Caution Deposit**

Candidates joining IMU campuses will have to pay a caution deposit of **Rs. 20,000/-** which will be refundable at the end of completion of course in case of no loss to the property of the institution.

6. **General**

If a candidate/student paying his Counselling Fee, Programme Fee and the Semester Fees for the first semester withdraws from the University, then he shall not be entitled to the refund of the Admission Registration fee, Programme Fee and the Semester Fees paid by him under any circumstances.

*Examination fees are payable separately before each examination.*

IMU reserves the right to modify at any time the Semester Fees payable by the student in future.

REGISTRAR
INDIAN MARITIME UNIVERSITY
(A CENTRAL UNIVERSITY)
CHENNAI

Allotment Letter for Fresh Candidate
as per Second List of Admissions

No.IMU/UG/2016                    Date:06.07.2016

Dear Candidate,

We are glad to inform that you have been provisionally selected for admission into
____________________________________Programme(2016-17)
batch in ________________________ CAMPUS of INDIAN MARITIME UNIVERSITY based on your rank in CET 2016, your Category, your choice of Programmes/Campuses as made by you through Online Counselling, and the availability of vacant seats after the completion of payment of Programme Fee of candidates allotted seats in the First List of Admissions.

Application No: __________________ Category: ______________
CET Rank: __________________

2) This Allotment Letter is strictly provisional and subject to (i) Online payment of the Programme Fee within the prescribed time and (ii) Verification of your Original Certificates, Medical Fitness and payment of the Semester fees just before joining. [Please see Annexure].

3) You are requested to pay the Programme Fee of Rs.25,000/- (Rs. Twenty Five Thousand only) through Online mode only (Net Banking/Credit
Card (Debit Card) on or before 5 PM on Thursday 14th July 2016 signifying your acceptance of the allotment. No other mode of payment will be entertained.

4) In order to pay the Programme Fee of Rs.25,000/- (Rs. Twenty Five Thousand only), please click on the link provided in IMU website and login with your 'CET Application Number' as User Name and 'Date of Birth' as Password, and complete the Online payment. On successful online payment, you will be issued a message stating that you have successfully paid the Programme Fee.

5) If you do not pay the Programme Fee on or before 5 PM on Thursday 14th July 2016, then you will be deemed to be a "drop-out" and you shall forgo your seat allotment and forfeit the Counselling Fee of Rs.10,000/- already paid. That is, your allotment will be cancelled and you cannot lay any claim over the seat at a later date.

6) You will be required to report before the Director, IMU________ Campus, to which you have been allotted, for verification of your Original Certificates and Medical Fitness and payment of 1st Semester Fees between 25.07.2016 and 31.07.2016. The payment of 1st Semester Fees should be done by way of Demand Draft drawn in favour of Indian Maritime University payable at _______ [enter the name of the city where the Campus is located]. No cheques will be accepted. After verification of certificates and payment of 1st Semester Fees, your provisional letter of allotment will be affixed with a seal with the words "Admission Confirmed" and attested by an IMU functionary designated by the Campus Director. Please note that you will not be admitted to the Programme unless the Semester Fees relating to the first semester have been paid in full.

7) Hostel facilities will be made available in the designated Campus 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.

8) IMU will publish a Third List of selected candidates on Friday 15th July 2016 at 10 AM, in place of the "drop-outs" i.e. those who have failed to pay the Programme Fee within the prescribed time. In the Third List, some of the
candidates may get upgraded i.e. they may get a Programme or Campus or both (as per their order of preference) which they could not get in the Second List. Candidates are at liberty to stick to their original allotment and not accept the revised Programme or Campus or both allotted under the Third List but they must formally intimate the Registrar, IMU in this regard.

9) If you are allotted a different Programme or Campus or both based on the Third List, the Programme Fee of Rs.25000/- already paid by you will be adjusted, and you need not pay the Programme Fee again.

10) The First Semester classes will commence from Monday 1st August 2016.

REGISTRAR
INSTRUCTIONS TO UNDER-GRADUATE CANDIDATES

1. **Verification of Original Certificates**

The candidate should produce the following original certificates/documents for verification:

- *Proof of Age* - Birth Certificate/SSLC or equivalent marksheet.
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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.

3. **Programme Fee**

Candidates shall pay the prescribed Programme Fee of **Rs. 25,000/- (Non-refundable)** - through online mode (Net Banking/Credit Card/Debit Card) on or before **5 PM on Thursday 14th July 2016.**

The Programme Fee is payable to IMU each year - at the beginning of the Academic year - till the completion of the Programme.
4. **Semester Fees**

There are 2 semesters – one starting in August and another in February. Over and above the Programme Fee referred to in Para 3 above, the following Semester fees are payable for the 1st and 2nd semester:

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Semester Fees for the 1st semester should be paid in full before joining the IMU Campus on 01.08.2016.
Semester Fees for the 2nd semester are payable on the date of commencement of the 2nd semester.

5. Caution Deposit

Candidates joining IMU campuses will have to pay a caution deposit of Rs.20,000/- which will be refundable at the end of completion of course in case of no loss to the property of the institution.

6. General

If a candidate/student paying his Counselling Fee, Programme Fee and the Semester Fees for the first semester withdraws from the University, then he shall not be entitled to the refund of the Admission Registration fee, Programme Fee and the Semester Fees paid by him under any circumstances.

Examination fees are payable separately before each examination.

IMU reserves the right to modify at any time the Semester Fees payable by the student in future.

REGISTRAR
INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping)

Allotment Letter for Candidate who has got Upgraded
as per Second List of Admissions

No.IMU/UG/2016

Date: 06.07.2016

Dear Student,

As per IMU's First List of Admissions, you had been allotted to
______________________ Programme (2016 - 17 batch) in
______________________ (Campus).

Application No: __________________ Category: ________

CET RANK: __________

2) IMU’s Second List of Admissions was published on 06th July 2016 by which you have been ‘upgraded’ to __________________ Programme (2016-17 batch) in______________ CAMPUS of INDIAN MARITIME UNIVERSITY based on your rank in CET 2016, your Category, your choice of Programmes/Campuses as made by you through Online Counselling, and the availability of seats on completion of payment of Programme Fee, etc. of candidates allotted seats in First Admission List. You have to submit an Online Declaration agreeing to the Programme/IMU Campus allotted to you as per the Second List of Admissions and forgoing the Programme/Campus that you had been allotted as per the First List of Admissions on or before 5 PM on Thursday 14th July 2016, failing which you will lose your chance of Upgraded Programme/Campus and Original Allotment will stand valid.
3) This Allotment Letter is strictly provisional and subject to (i) Online payment of the Programme Fee within the prescribed time and (ii) Verification of your Original Certificates, Medical Fitness and payment of the Semester fees just before joining. [Please see Annexure].

Note: If the Programme that is allotted to you in the Second List has higher eligibility conditions (both in terms of marks and medical fitness) than what was allotted to you in the First List, you shall ensure that you are in possession of all relevant documents relating to the programme allotted to you in the Second List at the time of certificate verification.

4) You will be required to report before the Director, IMU Campus, to which you have been allotted, for verification of your Original Certificates and Medical Fitness and payment of 1st Semester Fees between 25.07.2016 and 31.07.2016. The payment of 1st Semester Fees should be done by way of Demand Draft drawn in favour of ‘Indian Maritime University payable at ______’ [enter the name of the city where the Campus is located]. No cheques will be accepted. After verification of certificates and payment of 1st Semester Fees, your provisional letter of allotment will be affixed with a seal with the words “Admission Confirmed” and attested by an IMU functionary designated by the Campus Director. Please note that you will not be admitted to the Programme unless the Semester Fees relating to the first semester have been paid in full.

5) The Programme Fee of Rs.25,000/- already paid by you will be adjusted, and you need not pay the Programme Fee again. However if you do not join the Programme, then you will forfeit the Programme Fee already paid.

6) Hostel facilities will be made available in the designated Campus 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.
7) The First Semester classes will commence from **Monday 1st August 2016**.
INSTRUCTIONS TO UNDER-GRADUATE CANDIDATES

1. **Verification of Original Certificates**

   The candidate should produce the following original certificates/documents for verification:
   
   - *Proof of Age - Birth Certificate/SSLC or equivalent marksheets.*
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2. **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.

3. **Programme Fee**

   The Programme Fee is payable to IMU each year - at the beginning of the Academic year - till the completion of the Programme.

4. **Semester Fees**

   There are 2 semesters - one starting in August and another in February. Over and above the Programme Fee referred to in Para 3 above, the following Semester fees are payable for the 1st and 2nd semester:
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5. **Caution Deposit**

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6. **General**

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**REGISTRAR**