



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

Ref No.IMU/Admissions-PG/2016

Date: 11.07.2016

Very Important / For Personal Attention

CIRCULAR 1637

Sub: IMU – Online Counselling 2016 –Admissions to P.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 PG Programmes

Registrations for the Online Counselling for admissions to various P.G programmes in IMU Campuses got over on Thursday 23rd June 2016. The First List of Admissions was published on IMU's website on Friday 24th June 2016 and the second list 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 Letter:

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 & II**. Campus Directors are requested to go through these letters carefully.

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

Verification Process:

The Campus Directors of Chennai, Cochin, Kolkata and Visakhapatnam Campuses are requested to carry out the verification of Certificates and collection of *Semester* fee for candidates selected to the IMU Campus at the counter for IMU campuses.

Depending upon the workload, the Campus Directors should post sufficient number of staff in the Verification Counters. **As the work of verification-cum-collection of *Semester* fee 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 25th July 2016 to 31st July 2016** for verification of Original Certificates, Medical Fitness and for payment of 1st Semester Fees.

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 mark sheet.*
- *Higher Secondary School or equivalent mark sheet.*
- *Provisional Certificate or in its absence statement of Marks of all Semesters of the Undergraduate Programme showing that the candidate has passed all the subjects.*
- *Community Certificate (only for ST, SC and OBC - Non Creamy Layer)*
- *Printed copy of IMU's CET Rank Certificate.*
- *Printed copy of Online Counselling particulars.*
- *2 copies of passport size photographs.*

Medical Fitness certificate: Candidates selected for M Tech (NA & OE), M Tech (D & HE), MBA (PSM) and MBA (ITL) should produce a Medical Fitness Certificate obtained from any registered medical practitioner.

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Confirmation of Admission:

After the Verification Process and the collection of 1st Semester Fees is over, the provisional letter of admission produced by the candidate will be affixed with a seal with the words "Admission Confirmed" and attested by an IMU functionary designated by the Campus Director.

Hostel: (For M.Tech Candidates Only)

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

Apart from ensuring the making of prompt online entries relating to the Verification Process-cum-Collection of 1st 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 **Monday 1st August 2016.**

d.v.d.r. 11/5/16
REGISTRAR

To
All Campus Directors

Encl: Annexure I – Model Allotment Letter for M.Tech Candidates.

Annexure II – Model Allotment Letter for MBA Candidates

Annexure III – Daily Report