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

<table>
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Director
IMU_______Campus
Dear Candidate,

We are glad to inform that you have been provisionally selected for admission to ______________ Programme (Batch 2016-17) into Visakhapatnam 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 08.07.2016 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 08.07.2016, 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 1st 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 made in order to reduce the number of physical visits by the candidate to the Campus to just one.

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

REGISTRAR
INSTRUCTIONS TO M.TECH 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.
- **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 (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

Medical Fitness Certificate for PG courses such as M Tech (NA & OE), M Tech (D & HE), MBA (PSM) and MBA (ITL) 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 **08.07.2016**

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

The following Semester fees are payable for the 1st and 2nd semester:
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<th>Sl. No</th>
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<td>M.Tech (Naval Architecture&amp; Ocean Engineering)</td>
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Semester fees for the 1<sup>st</sup> semester should be paid in full before joining the IMU Campus on 01.08.2016.

Semester fees for the 2<sup>nd</sup> semester are payable on the date of commencement of the 2<sup>nd</sup> 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/M.Tech/2016  
Date: 08.07.2016

Dear Candidate,

We are glad to inform that you have been provisionally selected for admission into Programme(2016-17) in VISAKHAPATNAMCAMPUS of INDIAN MARITIME UNIVERSITY based on your rank in CET 2016, your Category, your choice of Programmes 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 14\textsuperscript{th} 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 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 Visakhapatnam 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 Visakhapatnam'. 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 1st 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 made in order to reduce the number of physical visits by the candidate to the Campus to just one.

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

REGISTRAR
INSTRUCTIONS TO M.TECH 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.
- **Higher Secondary School or equivalent marksheet.**
- **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 (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

Medical Fitness Certificate for PG courses such as M Tech (NA & OE), M Tech (D & HE), MBA (PSM) and MBA (ITL) 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

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.

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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.

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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 Candidate who has got Upgraded
as per Second List of Admissions

No.IMU/M.Tech/2016 Date: 08.07.2016

Dear Candidate,

As per IMU’s First List of Admissions, you had been allotted to
________________________________ Programme (2016 – 17 batch) in IMU
Visakhapatnam Campus.

Application No: ___________________________ Category: ____________

CET RANK: ___________________

2) IMU’s Second List of Admissions was published on 08th July 2016 by which
    you have been ‘upgraded’ to ____________________________________________
    Programme (2016-17 batch) in VISAKHAPATNAM CAMPUS of INDIAN
    MARITIME UNIVERSITY based on your rank in CET 2016, your Category, your
    choice of Programmes 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 allotted to you as per the Second List
of Admissions and forgoing the Programme 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 and Original
Allotment will stand valid.
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 will be required to report before the Director, IMU Visakhapatnam 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 Visakhapatnam'. 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 1st Semester have been paid in full.

4) 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.

5)

6) Hostel facilities will be made available in the designated Campus from 25.07.2016 onwards. This arrangement is 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 M.TECH CANDIDATES

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   **REGISTRAR**