



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)

सी. मोहन / C. MOHAN  
कुलसचिव / REGISTRAR

No.IMU/UG/CAM/02/JULY2014

Date: 01-08-2014

## **Very Important/For Personal Attention**

### **CIRCULAR 1426**

**Sub:** IMU - Admission of Candidates for U.G Programmes - Verification of original certificates, medical certificates etc. of candidates selected for Affiliated Institutions through IMU's Counselling and also directly by the Affiliated Institutes - reg.

**Ref:** 1. IMU's Admission Lists published on 31-07-2014.  
2. IMU's Circular 1424 dated 01-08-2014 (available on IMU's Website).  
3. IMU's Circular 1425 dated 01-08-2014 (available on IMU's Website).

As you are aware, the affiliated institutes surrendered 927 seats to IMU's Online Counselling which got over on 31.07.2014. These will be termed the "Surrendered Seats". The remaining seats were filled up by the affiliated institutes themselves. These will be termed the "Non-Surrendered seats". Some affiliated institutes surrendered *all* of their sanctioned strength to IMU's Counselling; others surrendered only *a part* of their sanctioned strength to IMU's Counselling; some others did not surrender any seats to IMU's Counselling. The duties of IMU Campuses with regard to the verification of Original Certificates, Medical Certificates, collection of Programme Fee, collection of Admission Registration Fee, etc in respect of "Surrendered Seats" as well as "Non-Surrendered Seats" are explained in this Circular.

### **Surrendered Seats:**

In respect of "Surrendered Seats, candidates who have secured provisional admission through IMU's Online Counseling should follow this two-step process.

*First*, they should report to the **designated IMU Campus** [as per Annexure I] between 10 am and 5 pm from **6<sup>th</sup> August to 12<sup>th</sup> August** 2014 for (i) Verification of Original Certificates and (ii) Verification of Medical Certificate. After the verifications have been done, the candidates will be required to pay the prescribed **Programme fee** of Rs.25,000/Rs.27,500 by a **Demand Draft** drawn in favour of "Indian Maritime University payable at Chennai". The provisional admission letter will be issued after affixing "**Admission Confirmed**" seal and attested by an IMU official designated by the IMU Campus Director.

The list of candidates selected for the affiliated institutes allocated to each IMU Campus will be sent by email to Campus Directors.

Campus Directors are requested to open a separate counter to deal with the admission work relating to affiliated institutes allocated to their Campus, and designate a team and a team leader for this counter. It shall be the team leader's responsibility to ensure that the verification-cum-payment process goes on smoothly, correctly and without any delay and he shall affix the "Admission Confirmed" seal on a candidate's provisional letter of admission.

**Second**, with the confirmed letter of admission, the candidate must report to the **Principal of the affiliated institute concerned** and must pay the Tuition fee and other fees directly to the affiliated institute concerned. A sample copy of the letter sent to the candidates who have secured admission in the affiliated institutes through IMU's Counselling is enclosed for your information.

### **Non-Surrendered Seats**

As already explained, Non-Surrendered Seats are of 2 types: (i) where the affiliated institutes did not surrender any seats at all to IMU's Counselling, and (ii) where they surrendered only a part. In respect of these seats for which the affiliated institutes *made admissions by themselves*, the students need not appear before the designated IMU Campus in person. *Instead, it shall be the responsibility of the affiliated institutes to send the Original Certificates and Medical Certificates of such candidates through a responsible special messenger to the designated IMU Campus [Annexure I] for verification.* Further, the **Programme Fee** of Rs.25000/Rs.27500 and the **Admission Registration Fee** of Rs.10,000 per candidate should also be paid on behalf of such students. [N.B. The students who came through Counselling have already paid Rs,10,000 as Counselling Fee/Admission Registration Fee while registering for Online

Counselling, and so this amount need not be collected from them]. The students who were admitted directly by the affiliated institutes must pay the Admission Registration Fee of Rs.10,000 without which no Admission Registration Number will be given to the candidates and their admissions will be invalid. For the **non-surrendered seats**, the verification-cum-payment process will be done in IMU Campuses from **6<sup>th</sup> August to 19<sup>th</sup> August 2014**.

In respect of the 5 affiliated institutes in New Delhi and NOIDA, a team headed by Dr. Ramanand Yadav will be stationed at **Shriram Institute of Marine Studies, New Delhi** from **6<sup>th</sup> August to 12<sup>th</sup> August 2014**. The work in respect of both Surrendered Seats and Non-Surrendered Seats of these 5 affiliated institutes in New Delhi and NOIDA should be completed **before 12<sup>th</sup> August 2014** positively. If there is any left-over work, the affiliated institutes will have to go to IMU Mumbai.

### **Unfilled Seats**

*If any of the seats surrendered to IMU's Counselling are unfilled, the affiliated institutes have the liberty to fill up such seats from among the CET-passed candidates and subject to other eligibility conditions (including sponsorship for DNS candidates) as prescribed in the Academic Brochure 2014. All such admissions should however be completed **before 19<sup>th</sup> August 2014**. As these are similar to non-surrendered seats, it shall be the responsibility of the affiliated institutes to send the Original Certificates and Medical Certificates along with the Programme Fee of Rs.25000/Rs.27500 per candidate and the Admission Registration Fee of Rs.10,000 per candidate through a responsible special messenger to the designated IMU Campus for verification/payment. The 5 affiliated institutes in New Delhi and NOIDA will have to go to IMU Mumbai if any such work remains to be done after 12<sup>th</sup> August 2014.*

All Campus Directors are requested to furnish a **report** on the number of cases verified and payments received in respect of affiliated institutes as on 19.8.2014 in the **proforma enclosed [Annexure IIA & IIB]** so as to reach IMU Hqrs **before 5 pm on 19<sup>th</sup> August 2014**.

  
**REGISTRAR**  
1/8/14

To  
All Campus Directors of IMU Campuses

Copy to: Principals of all Affiliated Colleges