

INDIAN MARITIME UNIVERSITY
Instructions for Certificate Verification

BBA Programmes

Dear Candidate,

Kindly read the following instructions relating to Certificates Verification related processes for admissions to BBA (LRE) and BBA (ML) Programmes of Indian Maritime University for the Academic Year 2022-23.

The following may please be noted:

You will have to report to the IMU Campus, where you have been allotted a seat on any day between **25.08.2022** and **30.08.2022**. The verification will start from 2 PM on 25.08.2022 and will end by 5:45 PM on 30.08.2022.

The Certificates Verification is for:

- (i) Verification of original certificates & documents,
- (ii) Confirmation of medical fitness and
- (iii) Payment of the First Semester Fees in full along with Caution Deposit

INSTRUCTIONS TO SELECTED CANDIDATES

1. Verification of Original Certificates

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

- *Proof of Age* - Birth Certificate / 10th Std or equivalent mark sheet.
- *12th Std or equivalent mark sheet.*
- *Category Certificate* [only for SC, ST, OBC (NCL) and General-(EWS)].
- *Printed copy of IMU's Provisional Seat Confirmation Letter.*
- 2 copies of passport-size photographs.

2. Medical Fitness certificate

Candidates selected for BBA Programme should produce a Medical Fitness Certificate obtained from any Registered Medical Practitioner. It is a general Physical Fitness Certificate and there is no specific format for this certificate.

3. First Semester Fees

First Year First Semester Fees of Rs.25,000/- should be paid in full at the time of Certificate Verification between 25.08.2022 and 30.08.2022. This has to be paid as Demand Draft in favour of 'Indian Maritime University' payable at the city where the Campus is located.

4. Caution Deposit

Candidates joining IMU campuses will have to pay a Caution Deposit of **Rs.20,000/-** by way of a **Demand Draft** drawn in favour of 'Indian Maritime University' payable at the city where the Campus is located, at the time of Certificate Verification, which will be refundable at the end of completion of a course in case of no loss to the property of the institution.

5. Hostel Facility

BBA is a non-residential Programme. Hence, hostel is not available for BBA Candidates. However, the possible availability of the hostel may be checked with the IMU Campus in which the seat is allotted. Additional charges for boarding and lodging are applicable for the hostel facility, if allotted.

6. General

If a candidate withdraws from the programme at any stage, he/she shall not be entitled to the refund of the Admission cum Programme Fee and the Semester Fees paid by him under any circumstances.

7. The candidates will be given Admission Confirmed Document after successful completion of Certificates Verification. Please ensure that you get this document.

Assistant Registrar (Academics)
Indian Maritime University