



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

IMU-HQ/C/12/18/01/CET/2021

Dated:28-09-2021

CIRCULAR-2110

Sub: IMU - Online Counselling 2021-Admissions to U.G/P.G Programmes in IMU Campuses - procedure for verification of Original Certificates, Medical Fitness, etc and payment of Semester Fee - reg.

Ref: Rank wise list of eligible candidates for admission to UG (Except BBA) published in IMU Website on 23-09-2021

1. Rank list of UG (except BBA) courses, MBA and M.Tech was published on 23-09-2021.
2. After release of rank list, registrations for the Online Counselling for admissions to various U.G programmes (except BBA) for the Academic Year 2021-22 commenced on 24.09.2021.
3. The first list of seat allotment will be released on 30-09-2021.
4. The Second/Third list for admissions will be released against unconfirmed seats as per schedule and will be informed in due course of time.
5. The candidates who have confirmed their seat by paying requisite programme fee of Rs.25000/- have been asked to report in the nearest IMU Campuses for verification of their credentials.
6. **Verification process :**

This year, with the view to reduce the number of the drop-outs, it is decided that the verification will be done after every list (1st List / 2nd List/ 3rd List) release. For the verification of candidates who have taken admission in 1st list, the verification is to be carried on 01-10-2021, 03-10-2021 and 04-10-2021. The date of 05-10-2021 is kept as standby and not communicated to the candidates for verification.

The Campus Directors are requested to arrange for the verification of Certificates and collection of 1st Semester fee at the verifications counters for candidates in the Campuses.

The Campus Directors are required to post sufficient number of staff in the Verification Counters and to ensure that only competent staff (I.T - savvy), as they will be required to make online entries in real time, are posted to the Verification Counters.

One computer system may be made available for candidates, in case they need. The candidates should be given facility of Photo copying if needed.

There will be another 02 rounds of Counselling and one process of spot counselling. The schedule will be issued in due course.

The selected candidates have been directed to appear in person at the nearest IMU Campus for verification of Original Certificates, Medical Fitness and for payment of 1st Semester Fees from **01-10-2021 to 04-10-2021** (expect 02-10-2021 being Govt. holiday).

The originals of the documents are not to be retained.

The photocopies of the documents are to be kept at the campus. The scanned copy of other campus candidates are to be sent to the respective campus making copy to the academic section.

NOTE: If any of the candidate is not able to come for physical verification of documents due to valid reasons(even within the period), the Campus Directors may take a decision of online verification (provisional) on case to case basis subject to verification of documents at a later stage at the earliest possible time. Such candidates have to submit a declaration stating that in the event of being found ineligible after such verification, their admission is liable to be cancelled. Further Campus Directors are requested to ensure timely registration for obtaining INDOS number for First year cadets of Marine programmes in DGS e-governance portal.

7. Verification of Original Certificates:

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

- a. Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- b. Higher Secondary School or equivalent mark sheet.
- c. Under Graduate Statement of Marks of all semesters for PG courses. MBA/ M.Tech candidates have been allowed to fill 5th /7th semester marks in case their results are not cleared, hence candidates claiming 5th /7th semester marks are to be verified accordingly. MBA/ M.Tech –result awaited candidates who have not entered are also ranked.

Hence the above two categories are to be verified accordingly but an undertaking is to be taken in which the candidates declare that in the event of not being eligible on the basis of final scores, the admission will be cancelled with no refund of fees.

- d. 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(For PG).

Degree marks statements for DNS candidates if found ineligible on the basis of 12th marks.

- e. Community Certificate (SC/ST/OBC (NCL)/ General-EWS Candidates).

The category certificate (OBC-NCL and GEN-EWS should have been issued after 01.08.2020) while SC/ST certificate preferably issued within 5 years period i.e. on or after 01.08.2016. The name of the candidate in the category certificate should be the same as given in the 10th Certificate. EWS certificate of many states is not as per EWS format of central format. Hence special care is to be taken to check the following in General-EWS certificate:

1. 5 acres of agricultural land and above;
2. Residential flat of 1000 sq. ft. and above;
3. Residential plot of 100 sq. yards and above in notified municipalities;
4. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

- f. PWD candidates for PG courses if applicable.
- g. Printed copy of IMU's Rank Certificate.
- h. Printed copy of Provisional Allotment Letter.
- i. 2-copies of passport size photographs.

j. Aadhaar Card.

k. Passport / Passport application receipt.

The candidates are required to bring the passport for verification in case of DGS approved courses (BTECH (ME), BSC(NS), DNS) mandatorily. In case passport not held, tatkal application before verification may be ensured. In case it is not possible an undertaking that the candidate will apply for tatkal passport within 3 working days and send the receipt to campus.

8. Payment of Semester Fees and Caution Deposit

The Semester Fees and Caution Deposit may be collected in the form of Demand Draft. For those who are not able to bring DD, the online payment may be accepted on case to case basis. The Bank account details (Campus Account No. 1) for online payment may be informed to the candidates by the Campuses. The transaction details of online payments shall be collected and the verification of payment shall be done by the Campuses only.

9. For PG Candidates:

- (i) The PG Candidates have to produce the Provisional Certificate or Statement of Marks during Certificate Verification. In the absence of both, the Candidate is required to give an undertaking which mentions that in the event of non-compliance, he will be rejected and that his admission will be confirmed only on receipt of valid Pass certificate.
- (ii) They have to produce an undertaking that in the event of non-clearing of subjects and non-producing of the provisional certificate, they have to forgo the seat as well as fees (Counselling fees of Rs.10,000/, Programme Fees of Rs.25,000/- and Semester Fees, (if any)) paid by them.
- (iii) The Candidate will be required to submit the Provisional Certificate on or before **31.10.2021**.

10. Medical Fitness certificate:

Candidates selected for Diploma in Nautical Science, B.Sc (Nautical 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 B.Tech. (Naval Architecture & Ocean Engineering) and for PG courses such as MBA (PSM), MBA (ITLM) can be from any Registered Medical Practitioner (RMP).

11. **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.

The List of candidates confirmed the seat after payment of programme fee will be shared to the Campuses shortly. The process of credentials for verification will be also sent shortly. It is requested to issue necessary joining instructions to the candidates from their end and the same may be hosted in Campus website.

12. The campus is requested to send reports in the attached formats (I & II). In case of any doubt kindly contact AR, Academics on 9930209257 or DR, Academics on 9942828463.


29.9.21

DEAN (ACADEMICS)

To:

All the Campus Directors of IMU