

INDIAN MARITIME UNIVERSITY

NOTIFICATION dated 17.08.2024

**SPOT COUNSELLING FOR ADMISSIONS TO
BBA PROGRAMMES OF IMU**

1. It is hereby informed that a few vacant seats of BBA Programmes of IMU for the Academic Year 2024-25 will be filled through the process of **SPOT COUNSELLING to be held on 21.08.2024 at IMU Campuses**. The process of Spot Counselling will be on Rank-Merit basis, following reservation guidelines.
2. The spot counselling registration will commence on 17.08.2024 and the last date for registration is **20.08.2024, 17:00 hrs.**
3. **The spot counselling will be conducted on 21.08.2024. The candidates, who are registering for spot counselling will have to mandatorily report in person preferably at the preferred campus or at any IMU Campus on 21.08.2024 at 9:30 AM for Certificates Verification. Please ensure that all the mandatory documents (as mentioned in Para 4) are available in original as well as with one photocopy set, without which the candidate will not be allowed to participate in the Spot Counselling.**
4. **Certificates to be submitted for Verification**
 - i. Proof of Age – Birth Certificate / 10th Std / SSC or equivalent Mark sheet
 - ii. 12th / Higher Secondary School or equivalent Marksheet
 - iii. Community Certificate (Only for SC, ST, OBC-NCL / GEN – EWS)
 - iv. 2 Copies of Passport size Photographs
 - v. Aadhaar Card
 - vi. Physical Fitness Certificate from a Registered Medical Practitioner at the time of Certificate Verification

5. Demand Drafts to be submitted

The candidates are required to carry the following Demand Drafts, made in favour of INDIAN MARITIME UNIVERSITY payable at the city where you are reporting for participation in Spot Counselling. Demand Drafts will be checked immediately after verification of documents.

- i. DD for First Semester Fee (Rs.25,000)
- ii. DD for Caution Deposit (Rs 30,000)
- iii. DD for Admission cum Programme Fee (Rs.40,000)

(Candidates who had paid Admission cum Programme Fee earlier and missed Certificates Verification or got rejected in Certificates Verification need not pay Admission cum Programme Fee again).

Note:

- (a) **The spot counselling process is strictly for the candidates who register online for spot counselling. No other mode of spot counselling registration such as registering at the Campus or giving cash/Cheque instead of Demand Draft is acceptable. However, decision of IMU is final in this regard.**
- (b) If the spot counseling cannot be completed on 21.08.2024, it will be extended to the following day (reserve day). The candidates will have to make their own arrangements for boarding and lodging as the campus will not provide any such facility.

6. Candidates eligible to register for Spot Counselling

The following candidates can apply:

a) Candidates who were not allotted a seat in the First Admission List of Counselling:

All candidates who have registered earlier and did not get any seat can register for Spot Counselling. These candidates should carry the DD's for First Semester, Caution Deposit and

Admission cum Programme Fee as mentioned at para 5.

b) Candidates who did not confirm for the seat offered by IMU:

All candidates who have registered earlier and **did not pay** Rs. 40,000 towards Admission cum Programme fees to confirm the seat offered by IMU. These candidates should carry the DD's for First Semester Fee, Caution Deposit and Admission cum Programme Fee.

c) Drop-out candidates after seat allotment:

Candidates who have paid Admission cum Programme fees (Rs.40,000) but did not appear for Certificates Verification can register for Spot Counselling. These candidates should carry the DD's for First Semester Fee and Caution Deposit.

d) Rejected candidates after Certificates Verification:

The candidates who were rejected during Certificates Verification and could not secure a seat can register for spot counselling. However, they need to rectify the defects pointed out during Certificates Verification and then only appear for spot counselling. These candidates should carry the DD's for First Semester Fee, and Caution Deposit.

e) Candidates without IMU BBA24 Ranks

The candidates who did not register for IMU BBA Programmes earlier also can participate in the Spot Counselling. Details for their participation is given separately at the end of this document. These candidates should carry the DD's for First Semester Fee, Caution Deposit, and Admission cum Programme Fee.

7. The candidates who have successfully completed their Certificates Verification during verification process and have their admissions

confirmed at IMU Campuses **are not eligible to appear for Spot Counselling**. Hence, Spot Counselling is strictly for those who have not got Admissions Confirmed in IMU Campuses.

8. **To register for Spot Counselling using IMU-CET Ranks please click here:**

<https://imu.cbexams.com/SpotCounseling2024/Default.aspx>

9. The seat allotment process will start at 02:00 PM on 21.08.2024. Certificates Verified eligible Candidates are required to be seated by 01:30 PM. The Candidates are required to be seated as per rank seniority as the allocations will proceed as per rank seniority. Any candidate, if found absent during allocation when their turn comes, may lose the chance.
10. The Candidate's Name and Rank will be called & shown the details of the vacant seats available at that time. The candidate can choose and confirm the acceptance of any one of the vacant seats as per eligibility. Before confirming the seat, the candidate has to hand over the Demand Drafts to the Verification Officer.
11. Once DDs are handed over, the seat can be confirmed & the confirmation letter can be downloaded. **Once the confirmation of seat is completed and the confirmation letter is downloaded, no refund is permitted except for Caution Deposit.**
12. If the desired seat is not available, the candidate need not submit demand drafts and may choose to leave.
13. The seats available for allotment for the SPOT COUNSELLING process are given in the Annexure. Candidates interested in the vacant seats mentioned in the Annexure should only participate.

14. The **Academics session commencement date is 20.08.2024**. The admitted candidates should ensure that they meet the attendance requirements of the First Semester, as there will not be any relaxation in attendance requirements. Hence they should join the allotted Campuses for attending classes on or before 26.08.2024.

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

16. **Spot Counselling for Candidates without IMU BBA24 Ranks**

During Spot Counselling seat allotment, the IMU BBA24 Rank holders will be given preference i.e. initially all IMU BBA24 Rank holders will be allotted seats and then Non IMU BBA24 candidates will be allotted seats using the vacant seats. Non IMU BBA24 candidates will be selected based on the aggregated marks (English subject plus the marks scored in three Major Subjects excluding other languages).

**Non- IMU BBA24 candidates applying to BBA Programmes,
please**

[CLICK HERE](#)

Annexure

Details of the Vacant Seats to be filled through Spot Counselling

Current vacancies to be filled through Spot Counselling for various BBA programmes are as shown below:

Sl. No.	Programme / Campus	Total	Open	Gen-EWS	OBC (NCL)	SC	ST	PwD
1	BBA (LRE), Chennai	65	26	7	14	9	5	4
2	BBA (LRE), Kochi	45	19	5	9	7	3	2
3	BBA (ML), Vizag	32	9	3	10	6	2	2
	TOTAL	142	54	15	33	22	10	8

Please note that the vacancies are tentative and can increase/decrease/change.

Controller of Examinations