



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)
HEADQUARTERS

IMU-HQ/C/13/18/12/3/2024-Acad

Dated:30.12.2024

Circular -2420

Sub: Procedure for data entry and certificate verification –Affiliated Institutes-
February 2025 Batch.

Ref: UG (Except BBA) – Rank List- Published in IMU Website for AY 2024-25.

1. IMU-CET 2024 results were published on IMU website on 14.06.2024.
2. Candidates whose ranks have been published by IMU in above rank list and who fulfil the eligibility criteria relating to age, educational qualifications, medical fitness etc. as per IMU norms shall alone be eligible for admissions to the DNS programme at Affiliated Institutes for February 2025 batch (Commencing 20th Jan 2025).
3. The Procedure for certificate verification and related details are mentioned as follows:

a. Online Entries on Web based Software:

For entering the details of candidates selected by Affiliated Institutes, data entry portal will be opened from **02.01.2025 till 07.01.2025**. It shall be the responsibility of the Affiliated Institute concerned to upload the details of the students in the portal through their respective login. Further they are required to send the original certificates and medical certificates of their candidates for verification through the representative to the designated IMU Campus. At the designated IMU Campus, these online entries will be verified with reference to the Original Certificates, Medical Certificates etc. **No 'Admission Registration Number' will be allotted to the candidates unless the above formalities are fulfilled.**

b. Online Payment of Admission Registration Fee and Programme Fee:

After the data submission, Admission Registration fee and the programme fees payment have to be done by the candidates individually through a login through which the candidates will be able to do the payment. The credentials and time schedule for payment will be intimated in due course of time.

c. Verification Process:

Affiliated Institutes must make sure that all their candidates have made online payment of Admission Registration Fee of Rs. 10,000/- (Non-Refundable) and Programme Fee of Rs. 30,000/- (Non-Refundable) totalling Rs. 40,000/- (Non-Refundable) per candidate. **Only those candidates whose payments are received shall be verified at the designated campuses.**

Affiliated Institutes' representative (at the rank of Officer / Faculty) will have to report to the Director of the designated IMU Campus along with the authorisation letter and identity card for verification process, on the date mentioned against the Institute as given below:

<u>Designated IMU Campus for Verification of Certificates</u>			
Sl.no	Name of the Affiliated Institute	Date on Which Certificate Verification will be held*	IMU Campus to which Affiliated Institutes have to depute a special representative for Verification
1	Hindustan Institute of Maritime Training, Chennai	09.01.2025	<u>IMU Chennai Campus</u> East Coast Road, Uthandi, Chennai - 600 119
2	International Maritime Institute, Delhi	09.01.2025	<u>IMU Kolkata Campus</u> P-19 Taratala Road, Kolkata - 700088

3	Anglo Eastern Maritime Academy, Mumbai	09.01.2025	IMU Navi Mumbai Campus T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
4	Seven Islands Maritime Training Institute, Raigad	09.01.2025	
5	Maritime Training Institute, (SCI) Mumbai	10.01.2025	
6	The Great Eastern Institute of Maritime Studies, Mumbai	09.01.2025	IMU Mumbai Port Campus Tank Road, Hey Bunder, Sewri Mumbai 400033
7	Samundra Institute of Maritime Studies, Mumbai	09.01.2025	
8	Training Ship Rahaman, Mumbai	10.01.2025	

***Certification verification will not be done other than the scheduled date for whatever reason may be. No extension of time will be given.**

4. The following Certificates will be verified with the originals:

- a) Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- b) Higher Secondary School or equivalent mark sheet.
- c) Community Certificate [only for ST, SC and OBC (NCL), Gen-EWS], if applicable.
- d) Printed copy of IMU's CET Rank Certificate.
- e) Photocopy of Aadhar Card.
- f) Medical Fitness Certificate [Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/ Hospitals approved by the Director General of Shipping, Mumbai].

5. Verification process by the Campuses:

- a) Campus Directors are requested to open adequate number of counters and detail adequate number of suitable persons in their Campus to perform the verification process for the Affiliated institutes allotted to their campus between 10.30 AM and 5.00 PM.
- b) Original Certificates mentioned in para 4 above must be verified against each online entries.

- c) IMU Campuses are requested to furnish a Daily Report in the proforma enclosed (Annexure-I) by e-mail to dracademics@imu.ac.in and a copy to aracademics.hq@imu.ac.in from **09.01-2025 & 10-01-2025** so as to reach IMU Headquarters before 6 p.m.
- d) Login credentials for verification portal will be shared in due course of time.


Controller of Examinations

Copy To:

1. The Campus Directors, IMU
2. Principals of concerned Affiliated Institutes of IMU

Copy to:

1. Vice Chancellor
2. Pro Vice Chancellor } - for kind information please
3. Registrar
4. FO i/c
5. DR (Academics)/AR (Academics)
6. IT Department, IMU HQ to upload in IMU website

ANNEXURE-I

Report to be submitted to IMU-HQ by the Campus Directors regarding Verification of Certificates etc., in respect of candidates admitted by Affiliated Institutes.

Name of the Campus

Date:

S.NO	Name of the Affiliated Institute	Name of the Programme	Sanctioned Strength	No. of Students for whom Verification done	Total No. of candidates rejected (if any)