

INDIAN MARITIME UNIVERSITY

Instructions on First-Come-First-Serve (FCFS) basis Seat Allotment, Seat Confirmation and Certificates Verification for admissions to BBA(LRE) and BBA (ML) Programmes

Dear Candidate,

This is to inform that IMU has a few **residual seats (vacant seats)** in BBA (Logistics, Retailing & E-Commerce) and BBA (Maritime Logistics) Programmes. These seats have been made open for all eligible candidates who have not been able to get provisional allotment of seat in First / Second Admission Lists. These residual seats will be filled up on **First-Come-First-Serve (FCFS)** basis.

If you are interested, kindly confirm your seat by logging-in and paying Admission-cum-Programme Fee of Rs.35,000/- (Rupees Thirty Five Thousand Only).

Only when a vacant seat is available, Payment Gateway Page will be shown for making online payment. After successful payment of Rs.35,000/- you can download the Provisional Seat Confirmation Letter and Payment Receipt.

The last date for acceptance of the Provisionally Allotted Seat is **31.08.2022**. **The last date is subject to availability of seats. Portal will be closed as soon as the residual seats are filled.**

Kindly read the following instructions relating to Seat Allotment, Seat Confirmation and Certificates Verification:

1. Candidates with Eligible Ranks willing to take admission on **First-Come-First-Serve** basis will have to login to the BBA Portal using their UserID and Password at <https://apply.registernow.in/IMU/eCounseling/BBA/>
2. If vacant seat is available, BBA Portal will show the **Provisional Seat Allotment Letter**. The same can also be downloaded for your reference and record.
3. In order to confirm the **acceptance of the seat provisionally allotted**, you have to make **online payment of Rs.35,000/-** (Rupees Thirty Five Thousand Only) towards **Admission cum Programme Fee (non-refundable) on or before 31.08.2022**.

4. When you confirm the allotted seat by making online payment, you will be issued with the **Provisional Seat Confirmation Letter along with the Receipt** for the payment made.
5. The Provisional Seat Confirmation Letter will indicate the period during which you have to report before the Director of the Campus allotted to you, for (i) verification of original documents, and (ii) payment of the first Semester Fees in full along with Caution Deposit. **Certificate Verification** will be held from **05.09.2022 to 07.09.2022**. Your **seat will be Confirmed** when you successfully complete this process.
6. The last date for acceptance of the Provisionally Allotted Seat is **31.08.2022 (the last date is subject to availability of seats)**. **Portal will be closed as soon as the residual seats are filled.**

ADDITIONAL 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 marksheet.*
- *12th Std or equivalent marksheet.*
- *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.

3. First Semester Fees

First Year first Semester Fees of Rs.25,000/- should be paid in full at the time of Certificate Verification. That is, **from 05.09.2022 to 07.09.2022**. 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 **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 course in case of no loss to the property of the institution. **Candidates are required to start attending the classes as soon as the certificate verification and payment of semester fees are over.**

5. **Hostel Facility**

BBA (LRE) and BBA (ML) are non-residential Programmes. Hence, Hostel is not available for BBA Candidates. However, the possible availability of 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.

6. **General**

If a candidate paying his Admission cum Programme Fee and the Semester Fees for the first semester withdraws from the University, then he shall not be entitled to the refund of the Admission cum Programme Fee and the Semester Fees paid by him under any circumstances.

Deputy Registrar (Academics)
Indian Maritime University