



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)

सी. मोहन / C. MOHAN
कुलसचिव / REGISTRAR

No.IMU/UG/CAM/JULY2014

Date: 01-08-2014

CIRCULAR 1425

Sub: Admission of Candidates for U.G Programmes through Online Counselling in **IMU Campuses** – reg.

Ref: IMU Admission Lists published on 31-07-2014.

The Online Counselling for admissions to IMU Campuses and affiliated institutes got over at 5 pm on 31st July 2014. The Admission Lists were published on IMU's website at around 8 pm on 31.7.2014.

2) The rank-wise list of selected candidates is shown in Statement no.1; the Course-wiselist of students selected for your Campus may be seen from *Statement no.2*; and the Course-wise number of vacancies may be seen from *Statement no.3*. (Please see IMU's website).

3) The individual admission letters have been sent directly to the selected candidates by the Registrar through email as well as by Speed Post. The candidates can also download the admission letters directly from IMU's website.

4) Candidates who have secured provisional admission to IMU Campuses have been asked to report before the Campus Director concerned between 10 am and 5 pm from **11th August to 14th August** 2014 for (i) Verification of **Original Certificates** and (ii) Verification of **Medical Certificate**.

5) After these 2 verifications are done, the candidates will be required to pay the **Programme Fee** by means of **Demand Draft** drawn in favour of "Indian Maritime University payable at Chennai".

6) After the above formalities are over, the provisional admission letter will be affixed with the "**Admission Confirmed**" seal and attested by an IMU official designated by the Campus Director.

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दूरभाष / Tel : (044) 24530878 फैक्स / Fax : (044) 24530337. ई-मेल / Email: registrar@imu.co.in वेबसाइट / website: www.imu.edu.in

7) A proforma for recording the verifications has been prepared and its digital copy will be sent to Campus Directors.

8) Candidates will have to pay the 1st Semester fee and other fees etc., directly to the Campus concerned.

9) A sample copy of the letter sent to the candidates who have secured admission in your campus is enclosed for your information [Annexure I].

10) In this connection, Campus Directors are requested to make the following arrangements:

- i. They should open one or more counters to deal with the admission work and designate the teams and team leader for each counter. It shall be the team leader's responsibility to ensure that the admission process goes on smoothly, correctly and without any delay. The team leader should affix the 'Admission Confirmed' seal on a candidate's provisional letter of admission after satisfying himself that the Original Certificates & the Medical Certificate have been duly verified and the Programme Fee has been duly paid.
- ii. The candidates will be required to bring along with them a print-out of their Online Counselling registration details together with 2 copies of photographs. Digital copies of the students' details have been sent by the Registrar to Campus Directors also. If any candidate fails to bring his print-out for any reason, the Campuses must take their own print-out. The candidate must be asked to sign on each page of the print-out and affix his photograph on the first page and the Campuses must retain this for their records.
- iii. Proper Signages should be placed in the Campus to assist the candidates to find the admission counter(s) without any difficulty.
- iv. Campus Directors should provide hostel accommodation for students from 11th August 2014 onwards. Allotment of hostel rooms may be done at the admission counter itself or at another counter as deemed fit by the Director. But it must be ensured that where a candidate is ready with the money, all the formalities are completed on the same day.

v. Since the students will be joining continuously from August 11th to 14th, Campus Directors may arrange Orientation Classes for the newly joined students to keep them engaged till the regular classes start.

vi. Regular classes should commence not later than Tuesday, the 19th August 2014. All Campus Directors are authorized to modify their Campus' Academic Calendar suitably to make up for the loss of time.

12) Campus Directors are requested to send a **report** on the number of students who joined their Campus and the number of vacancies Course-wise as on 19.8.2014, the details of Programme Fee and other Fees collected (in the format as per Annexure II) so as to reach IMU Headquarters by 5 pm on **19.8.2014**.


REGISTRAR
17/8/14

To
All Campus Directors of IMU Campuses