



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
( Central University, Govt. of India)

REF: IMU/Online Counselling/2017

17-06-2017

**CIRCULAR 1730**

**Sub:** Admissions to UG Programmes by Affiliated Institutes-Procedure for Verification of Original Certificates, Medical Fitness, payment of Admission Registration Fee and Programme Fee, etc- making of Online Entries about the candidates by the Affiliated Institutes in IMU's Web-Based Software - reg.

The Computer-based Common Entrance Test (CET) for admissions to the UG and PG Programmes for July 2017 Batch was held in 36 cities across India on 27<sup>th</sup> May 2017. The results of the CET have been published on 31<sup>st</sup> May 2017 on IMU's Website.

Candidates who have passed the IMU's CET-2017, 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 Programmes of IMU Campuses and its Affiliated Institutes for July 2017 batch.

**Online Entries on Web based Software:**

*IMU has adopted a Web-based Software since Academic year 2015 admissions through which Affiliated Institutes have to make online entries about the candidates admitted by them.* **This Web-based software will go live from 21.06.2017 onwards. Online entries on web based software**

**shall be completed before 5 PM on 16.07.2017.** Detailed step-by-step instructions about the use of this Web-based software are given in **Annexure I.**

*All Affiliated Institutes must necessarily make the online entries before deputing their Special Representative to the designated IMU Campus. It shall be the responsibility of the Affiliated Institutes concerned to send the original certificates and medical certificates of their candidates for verification through a responsible 'Special Messenger' 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.*

**Online Payment of Admission Registration Fee and Programme Fee:**

**Affiliated Institutes will have to make Online payment of Admission Registration Fee of Rs.10,000/- and Programme Fee of Rs.25,000/- totalling Rs.35,000/-(Non-Refundable), per candidate as a single payment, on behalf of candidates directly to IMU, Headquarters through Net Banking/Credit Card/Debit Card. No other mode of payment shall be accepted.**

Affiliated Institutes will have to report before the Director of the designated IMU Campus as given below for verification process:





**Designated IMU Campus for**  
**Verification of Certificates**

S.No	Name of Affiliated Institute	IMU Campus to which Affiliated Institutes have to depute a special representative for Verification
1.	Hindustan Institute of Maritime Training - HIMT College, Kilpauk, Chennai	<b>IMU Chennai Campus</b> East Coast Road, Uthandi, Chennai - 600 119
2.	Southern Academy of Maritime Studies, Chennai	
3.	Park Maritime Academy, Coimbatore	
4.	R. L Institute of Nautical Sciences, Madurai	
5.	Dr. B R Ambedkar Institute of Technology, Port Blair	
1.	College of Ship Technology, Palakkad	<b>IMU Cochin Campus</b> IMU Management Block, Dept. Of Maritime Management, Bristow Road, Willingdon Island. Kochi - 682003
2.	Eurotech Maritime Academy, Cochin	
3.	Coimbatore Marine College, Coimbatore.	
1.	International Maritime Institute, New Delhi	<b>IMU Kolkata Campus</b> P-19 Taratala Road, Kolkata - 700088
2.	Applied Research International, New Delhi	
3.	Shriram Institute of Marine Studies, New Delhi	



1.	Anglo Eastern Maritime Academy, Mumbai	<b>IMU Mumbai Campus</b> T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
2.	Maritime Training Institute, (SCI) Mumbai	
3.	Samundra Institute of Maritime Studies, Mumbai	
4.	The Great Eastern Institute of Maritime Studies, Mumbai	
5.	MTI SCI Tuticorin	
1.	Tolani Maritime Institute, Pune	<b>IMU Visakhapatnam Campus</b> (formerly NSDRC), PO Gandhigram, Visakhapatnam - 530 005.
2.	Yak Education Trust, Mumbai	
3.	Training Ship Rahaman, Mumbai	

### **Verification Process:**

**Verification Counters** will be opened in IMU Chennai, Cochin, Kolkata Mumbai, and Visakhapatnam Campuses for the verification between **10.07.2017** and **16.07.2017** between 10 a.m. and 5.30 p.m. Affiliated Institutes should ensure that this work is completed for all their students positively on these Seven days. No further extension of time will be given. The list of Original Certificates and Medical certificates to be produced for verification in respect of each candidate is given here under:

- *Proof of Age* - Birth Certificate/SSLC or equivalent marksheet.
- *Higher Secondary School or equivalent marksheet.*
- *Community Certificate* [only for ST, SC and OBC (NCL)], *if available.*
- *Printed copy of IMU's CET Rank Certificate.*





### **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 other courses such as B.Sc. (Ship Building & Repair) can be obtained from any Registered Medical Practitioner.

The Campus Directors may be requested to open adequate number of counters in their Campus to perform the Verification process for the Affiliated Institutes allotted to their campus. Depending upon the workload, the Campus Directors should post sufficient number of staff in the Verification Counters. As the work of verification is very important, it should be ensured that only very competent staffs are posted to the Verification Counters.

All IMU Campus Directors may be requested to furnish a Daily Report in the proforma enclosed (Annexure-II) by e-mail from 10.07.2017 onwards so as to reach IMU Headquarters before 6 PM the same day about the number of cases verified.

The classes for students shall commence from Monday **17<sup>th</sup> July 2017.**

  
**REGISTRAR**

To:

All Directors of IMU Campuses

Principals of concerned Affiliated Institutes.

## **Annexure I**

### **STEPWISE INSTRUCTIONS TO BE FOLLOWED BY AFFILIATED INSTITUTES FOR DATA ENTRY IN THE WEB BASED SOFTWARE OF IMU FOR ADMITTED CANDIDATES**

This document lays down the procedure for candidate-wise data entry to capture the academic details, Medical Fitness, etc. of each candidate and the Group -wise data entry to capture Admission Registration Fee and Programme Fee payment details for a group of candidates.

#### **Steps for Candidate-wise Data Entry**

Step-1: Click the Hyperlink " Online Entry Screen of Candidates Admitted by Affiliated Institutes –on the Home Page of IMU Website.

Step-2: Login with the User ID and Password given by the IMU HQs.

*N.B: Please make candidate wise entries before making the Bulk Entry of Payment for Admission Registration fee / Programme Fee.*

Step-3: Under the heading "Candidate wise Data Entry", and based on the Programme for which data entry of a candidate needs to be carried out, click on relevant link i.e.B.Tech (Marine Engineering), B.Sc(Nautical Science) or DNS (leading to B.Sc ANS) or B.Sc(Ship Building and Repair).

Step-4: Enter the CET Application no. of the Candidate and click on "Submit" button.

Step-5: The Personal and Academic details as provided by the candidate at the time of registering for CET May 2017 will be displayed.

Step-6: Based on the original certificates produced by the candidate capture the following details:

Entry-1: X Std –Year of Exam



- Entry-2: Name of Board for X Std Exam
- Entry-3: X Std Max Marks in English
- Entry-4: X Std Marks Scored in English
- Entry-5: XII Std –Year of Exam
- Entry-6: Whether passed click "Yes" or "No"
- Entry-7: Name of Board for XII Std Exam
- Entry-8: XII Std Maximum marks for English, Physics, Chemistry and Maths.
- Entry-9: XII Std Marks Scored for English, Physics, Chemistry and Maths.

*N.B: The marks that are entered are editable for 24 Hrs after which the data will become Read Only. There will be one more chance to edit, but this will be allowed only after uploading of the original marksheet of the exam for marks that are being edited.*

Entry-10: as per the medical certificate click "Yes" or "No" to capture if candidate fulfills conditions for Physical fitness.

Entry-11: as per the medical certificate click "Yes" or "No" to capture if candidate fulfills conditions for Eye Sight. (For the Medical standards prescribed for each course please refer IMU Academic Brochure 2017)

Step-7: Click on "Submit" button; a pop-up message will come "Have you done verifications correctly" with button "Yes" or "No". If you are satisfied Click on "Yes" button. However, in case of doubt and if some data needs to be edited it can be done at this stage by clicking "No" button.

**Steps for Bulk Entry for Capturing Admission Registration Fee and Programme Fee Details for candidates.**

*N.B: Please make candidatewise entries before capturing the entries with respect to Admission Registration Fee and Programme Fee*

- Step-1: Click on the course for which the payment is being made.
- Step-2: Click on the button "Add Entry", to start capturing details with regard to a payment made for Admission Registration Fee and Programme Fee for a group of candidates.
- Step-3: The list of Candidates to whom data entry is already made will be displayed.
- Step-4: Please click "Checkbox" to select the candidate to whom payment is to be made.
- Step-5: Please click on "Save and Continue to Payment" once you complete all selection.
- Step-6: Confirm to proceed to payment and chose payment mode (Debit /Credit Card or Net Banking).

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## Annexure II

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

**Date:**

<b>S.No</b>	<b>Name of the Affiliated Institute</b>	<b>Name of the Programme</b>	<b>Sanctioned Strength</b>	<b>No. of Students for whom verification done till date</b>	<b>No. of Students - Admission Confirmed till date</b>	<b>Total no. of candidates rejected, (if any) till date</b>

**IMU\_\_\_\_\_ Director  
Campus**