



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

Ref No.IMU/Admissions-PG/2017

Date: 28.06.2017

Circular 1732

Sub: IMU – **Online Counselling 2017 –Admissions to P.G Programmes**
in IMU Campuses – procedure for verification of Original Certificates,
Medical Fitness, etc and payment of Semester Fee - reg.

Ref: 1) IMU's Circular No.1729 dated 01-06-2017.

2) IMU's List of Admissions published on 17-06-2017 for UG
Programmes.

Registrations for the Online Counselling for admissions to various P.G programmes
in IMU Campuses started on 2nd June 2017 and got over on Friday 16th June 2017.
The First List of Admissions was published on IMU's website on **17th June 2017**
and the second list will be published on **28th June 2017**.

Provisional Allotment Letter:

The model Allotment Letters for candidates who have been allotted to IMU
Campuses as per the first list may be seen in **Annexure I**. The Campus Directors
are requested to go through these letters carefully. The model Daily Report to be
submitted by the Campus Directors may be seen in **Annexure-II**.

The candidates allotted to IMU Campuses will have to report before the Director of
the concerned IMU Campus.

Verification Process:

The Campus Directors of Chennai, Cochin, Kolkata, Mumbai and Visakhapatnam
Campuses are requested to carry out the verification of Certificates and collection of
1st Semester fee **for candidates selected to the IMU Campus** at the counter for
IMU campuses.

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Depending upon the workload, the Campus Directors should post sufficient number of staff in the Verification Counters. **As the work of verification-cum-collection of 1st Semester fee is very important, it should be ensured that only very competent staff are posted to the Verification Counters. They also need to be I.T-savvy as they will be required to make online entries in real time.**

The selected candidates have been directed to report before the Director of the designated IMU Campus between 10 am and 5 pm **from 10th July 2017 to 16th July 2017** for verification of Original Certificates, Medical Fitness and for payment of 1st Semester Fees.

Verification of Original Certificates: The following Original Certificates should be produced by the candidates and verified by the IMU staff posted to the Verification Counters:

- *Proof of Age - Birth Certificate/SSLC or equivalent marksheet.*
- *Higher Secondary School or equivalent marksheet.*
- *Statement of Marks of all Semesters of the Undergraduate Programme showing that the candidate has passed all the subjects.*
- *Under Graduate Degree Certificate (or) Provisional Certificate.*
- *Community Certificate [only for OBC (NCL), SC and ST].*
- *Printed copy of IMU's CET Rank Certificate.*
- *2 copies of passport size photographs.*

Medical Fitness certificate: Candidates selected for M Tech (NA & OE), M Tech (D & HE), M Tech (MEM), MBA (PSM), MBA (ITL) and M Sc (CSL) should produce a Medical Fitness Certificate obtained from any registered medical practitioner.

Confirmation of Admission:

After the Verification Process, the 1st Semester Fees and Caution Deposit Fee should be collected by way of Demand Draft drawn in favour of 'Indian Maritime University' payable at the city where the campus is located. No cheques are to be accepted. After verification of certificates and payment of 1st Semester Fees, the provisional letter of allotment will be affixed with a seal with the words **"Admission**

Confirmed" and attested by an IMU functionary designated by the Campus Director. The candidates are not to be admitted to the Programme unless the Semester Fees relating to the first semester and caution deposit have be paid in full.

Hostel: (For M Tech Only)

Hostel facilities will be made ready in the campuses from 10.07.2017 onwards. This arrangement is being made in order to reduce the number of physical visits by the candidate to the Campus to just one.

Apart from ensuring the making of prompt online entries relating to the Verification Process-cum-Collection of 1st Semester fees, Campus Directors must also send a daily progress report to IMU Headquarters by email in the format prescribed.

The First Semester classes will commence on **Monday 17th July 2017.**

g.v.s 28/6/17
REGISTRAR

To

All Directors of IMU Campuses



INDIAN MARITIME UNIVERSITY

(A CENTRAL UNIVERSITY)
CHENNAI

No.IMU/MBA/MSC (CSL)/ 2017

Date: 17.06.2017

Dear Candidate,

We are glad to inform that you have been provisionally selected for admission to _____ Programme (Batch 2017-18) into _____ Campus of **INDIAN MARITIME UNIVERSITY** based on your rank in CET 2017, your Category, your choice of Programmes / Campus as made by you through Online Counselling, and the availability of seats.

Application No: _____

Category: _____

CET Rank: _____

2) This **Allotment Letter** is strictly **provisional** and subject to (i) Online payment of the Programme Fee within the prescribed time and (ii) Verification of your Original Certificates, Medical Fitness and payment of the Semester fees just before joining. [Please see Annexure-I].

3) You are requested to pay the **Programme Fee** of **Rs.25,000/-** (Rs. Twenty Five Thousand only) (Non-Refundable) through **Online mode only** (Net Banking/Credit Card /Debit Card) on or before **Tuesday 27th June 2017** signifying your acceptance of the allotment. *No other mode of payment will be entertained.*

4) In order to pay the Programme Fee of Rs.25,000/- (Rs. Twenty Five Thousand only), please click on the link provided in IMU website and login with your 'CET Application Number' as User Name and 'Date of Birth' as Password, and complete the Online payment.

5) **If you do not pay the Programme Fee on or before 27.06.2017, then you will be deemed to be a "drop-out" and you shall forgo your seat**

allotment and forfeit the Counselling Fee of Rs.10,000/- already paid. That is, your allotment will be cancelled and you cannot lay any claim over the seat at a later date.

- 6) You will be required to report before the Director, IMU _____ Campus, to which you have been allotted, for **verification of your Original Certificates and Medical Fitness and payment of 1st Semester Fees between 10.07.2017 and 16.07.2016.** The payment of 1st Semester Fees should be done by way of **Demand Draft** drawn in favour of 'Indian Maritime University payable at _____' [enter the name of the city where the Campus is located]. No cheques will be accepted. *After verification of certificates and payment of 1st Semester Fees, your provisional letter of allotment will be affixed with a seal with the words "Admission Confirmed" and attested by an IMU functionary designated by the Campus Director.* Please note that you will not be admitted to the Programme unless the Semester Fees relating to the 1st Semester have been paid in full.
- 7) IMU's Model Code of Conduct is given in Annexure-II. Kindly go through the same. Your acceptance of admission would amount to an automatic acceptance of the IMU's Model Code of Conduct.
- 8) The First Semester classes will commence from **Monday 17th July 2017.**

REGISTRAR

INSTRUCTIONS TO MBA CANDIDATES

1. Verification of Original Certificates

The candidate should produce the following original certificates/documents for verification:

- *Proof of Age - Birth Certificate/SSLC or equivalent marksheet.*
- *Higher Secondary School or equivalent marksheet.*
- *Under Graduate Statement of Marks of all semesters of the Undergraduate Programme showing that the candidate has passed all the subjects.*
- *Under Graduate Degree Certificate (or) Provisional Certificate.*
- *Community Certificate [only for OBC (NCL), SC and ST].*
- *Printed copy of IMU's CET Rank Certificate.*
- 2 copies of passport size photographs.

2. Medical Fitness certificate

Medical Fitness Certificate for PG courses such as MBA (PSM), MBA (ITLM) and M.Sc (CSL) can be obtained from any registered medical practitioner.

3. Programme Fee

Candidates shall pay the prescribed Programme Fee of **Rs. 25,000/- (Non-refundable)** - through Online mode (Net Banking/Credit Card/Debit Card) on or before **27.06.2017.**

The Programme Fee is payable to IMU each year - at the beginning of the Academic year – till the completion of the Programme.

4. Semester Fees

The following Semester fees are payable for the 1st and 2nd semester:

| Sl. No | Name of the Programme | Fees for 1 st Semester | Fees for 2 nd Semester |
|--------|--|-----------------------------------|-----------------------------------|
| 1 | MBA (Port & Shipping Management) | Rs. 87500/- | Rs. 87,500/- |
| 2 | MBA (International Transportation & Logistics) | Rs. 87,500/- | Rs. 87,500/- |
| 3 | M.Sc (Commercial Shipping & Logistics) | Rs.50,000/- | Rs.50,000/- |

Semester fees for the 1st semester should be paid in full before joining the IMU Campus on 17.07.2017.

Semester fees for the 2nd semester are payable on the date of commencement of the 2nd semester.

5. 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 _____' [enter the name of 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.

6. General

If a candidate paying his Counselling Fee, 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 Registration fee, Programme Fee and the Semester Fees paid by him under any circumstances.

Examination fees are payable separately before each examination.

IMU reserves the right to modify at any time the Semester Fees payable by the student in future.

REGISTRAR

Indian Maritime University

Model Code of Conduct for the Students of IMU Campuses

1. This Model Code of Conduct shall apply to all students of IMU Campuses whether admitted prior to the commencement of this Code or after, and will apply to all acts committed by them whether inside the Campus or outside.
2. No student or groups of students of IMU Campuses shall indulge in any of the following acts amounting to misconduct and indiscipline:
 - (i) Ragging in any form.
 - (ii) Sexual harassment of any kind which shall also include:
Unwelcome sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and/or comments.
 - (iii) Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member/visitor.
 - (iv) Arousing communal, caste or regional feeling or creating disharmony among students or employees.
 - (v) Consuming or possessing dangerous drugs, liquor or other intoxicants.
 - (vi) Smoking in public areas.
 - (vii) Indulging in acts of gambling.
 - (viii) Any act of moral turpitude.
 - (ix) Damaging or defacing or unauthorised shifting of any property of the University or the property of any employee of the University.
 - (x) Breaking open locked rooms, cupboards, safes, lockers and so on, and unauthorised locking of open rooms of the University.
 - (xi) Causing disturbance to and hindering the smooth functioning of classrooms, libraries, laboratories, workshops, canteens, mess, hostels or office.
 - (xii) Use of abusive, defamatory, derogatory or intimidatory language against any student or employee of the University or visitor to the University.
 - (xiii) All acts of physical violence including pelting of stones and other objects.
 - (xiv) All forms of coercion and intimidation such as wrongful confinements, gheraos, laying siege, sit-ins, blocking entry and exit, prevention of normal movement of traffic, or any variation of the same, which disrupt the normal academic and administrative functioning of the University and which deter the Officers, Faculty and other employees of the University from discharging their duty, and which disturb their right to privacy and free movement.
 - (xv) Deliberate boycott of classes, practicals and field visits as part of protest.
 - (xvi) All forms of demonstration which have the effect of bringing down the public image of the University including shouting of slogans, display of condemnatory placards, burning of effigies, taking out protest marches, resorting to hunger strikes and so on.
 - (xvii) Talking to the media or publishing/posting of content on the Internet including social

media and You Tube with the intention to slander or bring disrepute to the University, or any student or section of students, or any Officer, Faculty or other employee of the University.

(xviii) Bringing any political or other outside influence in respect of academic or disciplinary matters pertaining to the University.

(xix) Furnishing false certificates or false information in any manner to the University.

(xx) Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.

(xxi) Theft of movable property belonging to the University or any person.

(xxii) Using unfair means in any examination and committing other examination-related offences.

(xxiii) Indulging in plagiarism in projects, assignments and papers submitted by students as a part of their academic activities.

(xxiv) Unauthorized occupation of the hostel room or any other University premises and unauthorized acquisition and use of University property in one's hostel room or elsewhere.

(xxv) Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including hostels, by any person.

(xxvi) Not joining the Campus on the opening day of a semester and overstaying on leave without valid justification.

(xxvii) Leaving the Campus without prior permission of the competent authority, and staying outside the Campus beyond the permitted timings.

(xxviii) Not complying with the stipulations of Parade, Roll Call, Fall-in-Line and Physical Training wherever applicable.

(xxix) Not maintaining due decorum in class rooms, libraries, laboratories, workshops, hostels, mess and canteen.

(xxx) Improper behaviour while on tour or excursion.

(xxxi) Violation of dress code of IMU.

(xxxii) Any other offence under the law of land.

(xxxiii) Non-compliance with any instructions issued by the Vice Chancellor or any other Competent Authority from time to time.

3. A student violating any provisions of this Model Code of Conduct shall be liable for disciplinary action under the relevant laws of IMU.

REGISTRAR



INDIAN MARITIME UNIVERSITY

(A CENTRAL UNIVERSITY)
CHENNAI

No.IMU/M.Tech/2017

Date: 17.06.2017

Dear Candidate,

We are glad to inform that you have been provisionally selected for admission to _____ Programme (Batch 2017-18) into of **INDIAN MARITIME UNIVERSITY** based on your rank in CET 2017, your Category, your choice of Programmes / Campus as made by you through Online Counselling, and the availability of seats.

Application No: _____

Category: _____

CET Rank: _____

2) This **Allotment Letter** is strictly **provisional** and subject to (i) Online payment of the Programme Fee within the prescribed time and (ii) Verification of your Original Certificates, Medical Fitness and payment of the Semester fees just before joining. [Please see Annexure-I].

3) You are requested to pay the **Programme Fee of Rs.25,000/-** (Rs. Twenty Five Thousand only) (Non-Refundable) through **Online mode only** (Net Banking/Credit Card /Debit Card) on or before **27th June 2017** signifying your acceptance of the allotment. *No other mode of payment will be entertained.*

4) In order to pay the Programme Fee of Rs.25,000/- (Rs. Twenty Five Thousand only), please click on the link provided in IMU website and login with your 'CET Application Number' as User Name and 'Date of Birth' as Password, and complete the Online payment.

5) **If you do not pay the Programme Fee on or before 27.06.2017, then you will be deemed to be a "drop-out" and you shall forgo your seat allotment and forfeit the Counselling Fee of Rs.10,000/- already paid.** That

is, your allotment will be cancelled and you cannot lay any claim over the seat at a later date.

6) You will be required to report before the Director, IMU _____ Campus, to which you have been allotted, for **verification of your Original Certificates and Medical Fitness and payment of 1st Semester Fees between 10.07.2017 and 16.07.2017.** The payment of 1st Semester Fees should be done by way of **Demand Draft** drawn in favour of 'Indian Maritime University payable at _____' [enter the name of the city where the Campus is located]. No cheques will be accepted. *After verification of certificates and payment of 1st Semester Fees, your provisional letter of allotment will be affixed with a seal with the words "Admission Confirmed" and attested by an IMU functionary designated by the Campus Director.* Please note that you will not be admitted to the Programme unless the Semester Fees relating to the 1st Semester have been paid in full.

7) Hostel facilities will be made available in the designated Campus from the date of admission. This arrangement is made in order to reduce the number of physical visits by the candidate to the Campus to just one.

8) IMU's Model Code of Conduct is given in Annexure-II. Kindly go through the same. Your acceptance of admission would amount to an automatic acceptance of the IMU's Model Code of Conduct.

9) The First Semester classes will commence from **Monday 17th July 2017.**

REGISTRAR

INSTRUCTIONS TO M.TECH CANDIDATES

1. Verification of Original Certificates

The candidate should produce the following original certificates/documents for verification:

- *Proof of Age - Birth Certificate/SSLC or equivalent marksheet.*
- *Higher Secondary School or equivalent marksheet.*
- *Under Graduate Statement of Marks of all semesters of the Undergraduate Programme showing that the candidate has passed all the subjects.*
- *Under Graduate Degree Certificate (or) Provisional Certificate.*
- *Community Certificate [only for OBC (NCL), SC and ST].*
- *Printed copy of IMU's CET Rank Certificate.*
- 2 copies of passport size photographs.

2. Medical Fitness certificate

Medical Fitness Certificate for PG courses such as M Tech (Naval Architecture & Ocean Engineering), M Tech (Dredging & Harbour Engineering) and M.Tech (Marine Engineering & Management) can be obtained from any registered medical practitioner.

3. Programme Fee

Candidates shall pay the prescribed Programme Fee of **Rs. 25,000/- (Non-refundable)** - through Online mode (Net Banking/Credit Card/Debit Card) on or before **27.07.2017.**

The Programme Fee is payable to IMU each year - at the beginning of the Academic year – till the completion of the Programme.

4. Semester Fees

The following Semester fees are payable for the 1st and 2nd semester:

| Sl. No | Name of the Programme | Fees for 1 st Semester | Fees for 2 nd Semester |
|--------|---|-----------------------------------|-----------------------------------|
| 1 | M.Tech (Naval Architecture & Ocean Engineering) | Rs. 1,00,000/- | Rs. 1,00,000/- |
| 2 | M.Tech (Dredging & Harbour Engineering) | Rs. 1,00,000/- | Rs. 1,00,000/- |
| 3 | M.Tech (Marine Engineering & Management) | Rs. 1,00,000/- | Rs. 1,00,000/- |

Semester fees for the 1st semester should be paid in full before joining the IMU Campus on 17.07.2017.

Semester fees for the 2nd semester are payable on the date of commencement of the 2nd semester.

5. 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 _____' [enter the name of 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.

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If a candidate paying his Counselling Fee, 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 Registration fee, Programme Fee and the Semester Fees paid by him under any circumstances.

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REGISTRAR

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 - (ii) Sexual harassment of any kind which shall also include:
Unwelcome sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and/or comments.
 - (iii) Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, woman staff member/visitor.
 - (iv) Arousing communal, caste or regional feeling or creating disharmony among students or employees.
 - (v) Consuming or possessing dangerous drugs, liquor or other intoxicants.
 - (vi) Smoking in public areas.
 - (vii) Indulging in acts of gambling.
 - (viii) Any act of moral turpitude.
 - (ix) Damaging or defacing or unauthorised shifting of any property of the University or the property of any employee of the University.
 - (x) Breaking open locked rooms, cupboards, safes, lockers and so on, and unauthorised locking of open rooms of the University.
 - (xi) Causing disturbance to and hindering the smooth functioning of classrooms, libraries, laboratories, workshops, canteens, mess, hostels or office.
 - (xii) Use of abusive, defamatory, derogatory or intimidatory language against any student or employee of the University or visitor to the University.
 - (xiii) All acts of physical violence including pelting of stones and other objects.
 - (xiv) All forms of coercion and intimidation such as wrongful confinements, gheraos, laying siege, sit-ins, blocking entry and exit, prevention of normal movement of traffic, or any variation of the same, which disrupt the normal academic and administrative functioning of the University and which deter the Officers, Faculty and other employees of the University from discharging their duty, and which disturb their right to privacy and free movement.
 - (xv) Deliberate boycott of classes, practicals and field visits as part of protest.
 - (xvi) All forms of demonstration which have the effect of bringing down the public image of the University including shouting of slogans, display of condemnatory placards, burning of effigies, taking out protest marches, resorting to hunger strikes and so on.
 - (xvii) Talking to the media or publishing/posting of content on the Internet including social media and You Tube with the intention to slander or bring disrepute to the University, or any student or section of students, or any Officer, Faculty or other employee of the University.

- (xviii) Bringing any political or other outside influence in respect of academic or disciplinary matters pertaining to the University.
 - (xix) Furnishing false certificates or false information in any manner to the University.
 - (xx) Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
 - (xxi) Theft of movable property belonging to the University or any person.
 - (xxii) Using unfair means in any examination and committing other examination-related offences.
 - (xxiii) Indulging in plagiarism in projects, assignments and papers submitted by students as a part of their academic activities.
 - (xxiv) Unauthorized occupation of the hostel room or any other University premises and unauthorized acquisition and use of University property in one's hostel room or elsewhere.
 - (xxv) Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including hostels, by any person.
 - (xxvi) Not joining the Campus on the opening day of a semester and overstaying on leave without valid justification.
 - (xxvii) Leaving the Campus without prior permission of the competent authority, and staying outside the Campus beyond the permitted timings.
 - (xxviii) Not complying with the stipulations of Parade, Roll Call, Fall-in-Line and Physical Training wherever applicable.
 - (xxix) Not maintaining due decorum in class rooms, libraries, laboratories, workshops, hostels, mess and canteen.
 - (xxx) Improper behaviour while on tour or excursion.
 - (xxxi) Violation of dress code of IMU.
 - (xxxii) Any other offence under the law of land.
 - (xxxiii) Non-compliance with any instructions issued by the Vice Chancellor or any other Competent Authority from time to time.
3. A student violating any provisions of this Model Code of Conduct shall be liable for disciplinary action under the relevant laws of IMU.

REGISTRAR

Annexure -II**Daily Report to be submitted to IMU-HQ by the Campus Directors regarding Verification of Certificates, etc.. in respect of Candidates admitted in IMU Campuses****UG Programmes****Date:**

| S. No | Name of the Campus | Name of the Programme | Sanctioned Strength | No. of Students for whom verification done till date | No. of Students-Admission Confirmed till date | Total no. of candidates rejected,(if any) till date |
|-------|--------------------|-----------------------|---------------------|--|---|---|
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PG Programmes**Date:**

| S. No | Name of the Campus | Name of the Programme | Sanctioned Strength | No. of Students for whom verification done till date | No. of Students-Admission Confirmed till date | Total no. of candidates rejected,(if any) till date |
|-------|--------------------|-----------------------|---------------------|--|---|---|
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Director
IMU_____Campus