



**INDIAN MARITIME UNIVERSITY**  
(A CENTRAL UNIVERSITY)  
CHENNAI

No. IMU/Adm-Prov-Allot/UG/Jul-2018

Date:

**PROVISIONAL SEAT ALLOTMENT**

Dear Candidate,

We are glad to inform that you have been provisionally allotted seat for admission to \_\_\_\_\_ Programme (Batch 2018-19) into \_\_\_\_\_ Campus of **INDIAN MARITIME UNIVERSITY** based on your rank in IMU's June 2018 CET, your Category, your preferences of Programme-Campus as made by you through Online Counselling, and the availability of seats.

Application No: \_\_\_\_\_ Category: \_\_\_\_\_

CET Rank: \_\_\_\_\_ Category (Seat allotted): \_\_\_\_\_

**Stage II - (Confirmation of Seat Allotted):**

You have reached the Stage II of the Admission process. In this stage you will be required to confirm the acceptance of your allotted seat. The following process has to be followed:

1. Log-in using your User ID/Application No.
2. Download the '**Provisional Allotment** Letter'.
3. Confirm acceptance of the Allotted Seat, by **making Online Payment** of the **Programme Fee of Rs. 25,000/- (non-refundable) before 04.07.2018.**
4. If the Programme Fee **is not paid** before the prescribed date, then you shall be **treated as a 'drop out'** and you shall :
  - (a) **forgo the seat allotted,**
  - (b) **forfeit the Counselling Fee of Rs. 10,000/- and**
  - (c) **will not be considered for upgradation of preference of the Programme-IMU Campus (if applicable).**

That is, the allotted seat to the candidate will be cancelled, and cannot lay any claim over the seat at a later date, will not considered for upgradation nor can claim a refund for the Online Counselling Fee of Rs. 10,000/-.



5. On successful online payment of the Programme Fee of Rs.25,000/-, you will be informed about the date on which you have to report before the Director of the Campus allotted to you, for (i) verification of original documents, (ii) confirmation of medical fitness and (iii) payment of the first Semester Fees in full. Certificate Verification is likely to be between 23.07.2018 to 31.07.2018.
6. If the allotted seat is not your First Preference in the First Admission List then you may likely get upgraded on the basis of availability of seat in subsequent Admission List. **In order to get upgraded, you should first accept the seat allotted as per the First Admission List by successfully paying Programme Fee of Rs. 25,000/-.**
7. IMU will draw up the subsequent **Admission List(s)** of selected candidates in place of the 'dropouts' vide para 4 above, i.e. those who failed to pay the Programme Fee of Rs. 25,000/- within the prescribed time limit. In the subsequent Admission List(s), some of the candidates may get **upgraded** i.e. they may get a higher Programme-IMU Campus (as per their order of preference).
8. If a candidate who has already paid the Programme Fee of Rs. 25,000/- vide para 2 above opts to join an Affiliated Institute, the amount shall not be transferable and they shall forgo the same. That is, after paying Programme Fee of Rs. 25,000/-, if the candidate wishes to join the Affiliated Institute they will have to pay Admission Registration Fee of Rs. 10,000/- and Programme Fee of Rs. 25,000/- again at the Affiliated Institute.

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(A)].

**Controller of Examinations**

**Annexure I(A)**

**INSTRUCTIONS TO UNDER-GRADUATE 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.
- Community Certificate [only for OBC (NCL), SC and ST].
- Printed copy of IMU's CET Rank Certificate.
- 2 copies of passport size photographs.
- Aadhar Card.

## 2. 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 B.Tech. (Naval Architecture & Ocean Engineering) 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 04.07.2018**.

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

There are 2 semesters - one starting in August and another in February. Over and above the Programme Fee referred to in Para 3 above, the following Semester Fees are payable for the 1<sup>st</sup> and 2<sup>nd</sup> semester:

Sl. No.	Programme	Residential/ Non Residential	Fees for 1 <sup>st</sup> Semester	Fees for 2nd Semester
1.	B.Tech ( Marine Engineering)	Residential	1,00,000/-	1,00,000/-
2.	B.Tech (Naval Architecture and Ocean Engineering)	Residential	1,00,000/-	1,00,000/-
3.	B.Sc.(Nautical Science)	Residential	1,00,000/-	1,00,000/-
5.	DNS leading to B.Sc (Applied Nautical Science)	Residential	1,00,000/-	1,00,000/-

Semester Fees for the 1<sup>st</sup> semester should be paid in full before joining the IMU Campus on 01.08.2018. Semester Fees for the 2<sup>nd</sup> semester are payable on the date of commencement of the 2<sup>nd</sup> semester.

#### **5. Caution Deposit**

Candidates joining IMU campuses will have to pay a caution deposit of **Rs.20,000/-** which will be refundable at the end of completion of course , if you do not cause any 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.

**Controller of Examinations**





**INDIAN MARITIME UNIVERSITY**  
(A CENTRAL UNIVERSITY)  
CHENNAI

No. IMU/Adm-Seat-Conf/UG/Jul-2018

Date:

**CONFIRMATION OF SEAT ALLOTTED**

Dear Candidate,

- 1) We are glad to inform that the seat provisionally allotted for admission to \_\_\_\_\_ Programme (Batch 2018-19) into \_\_\_\_\_ Campus of **INDIAN MARITIME UNIVERSITY** has been provisionally confirmed as you have successfully paid the Programme Fee of Rs. 25,000/-.

Application No: \_\_\_\_\_ Category: \_\_\_\_\_

CET Rank: \_\_\_\_\_ Category (Seat allotted): \_\_\_\_\_

- 2) You will be required to report before the Director, IMU \_\_\_\_\_ Campus, to which you have been allotted, **between 23.07.2018 and 31.07.2018 [Please see Annexure-I]** for:

- (a) **Verification of your Original Certificates and Medical Fitness,**
- (b) **Payment of 1<sup>st</sup> Semester Fees and**
- (c) **Payment of Caution Deposit**

The payment of 1<sup>st</sup> Semester Fees and Caution Deposit 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 cheque will be accepted.

*After verification of certificates and payment of 1<sup>st</sup> Semester Fees including Caution Deposit, 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 first semester have been paid in full.*

- 3) If you fail in any of the above formalities, you will face the following consequences:

- a. Treated as a 'drop out' and shall forgo seat allotment i.e., the seat allotted will be cancelled and the candidate cannot lay any claim over the seat at a later date;
  - b. Become ineligible for upgradation and
  - c. Counselling Fee of Rs. 10,000/- and Programme Fee of Rs. 25,000/- will be forfeited, i.e. cannot claim refund for these amounts later.
- 4) After completing the formalities in para 2 above, if you do not report to the IMU Campus on 01.08.2018, you will forfeit all the fees paid including the first Semester Fees. You shall not be entitled to any refund of any fees paid, under any circumstances.
  - 5) Hostel facilities will be made available in the designated Campus from the date of admission. This arrangement is being made in order to reduce the number of physical visits by the candidate to the Campus to just one.
  - 6) 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.
  - 7) The First Semester classes will commence from **Wednesday 01.08.2018**.

**Controller of Examinations**

**Annexure – I**

### **INSTRUCTIONS TO UNDER-GRADUATE 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.*
- *UG Mark Statement (if Applicable).*
- *Community Certificate [only for OBC (NCL), SC and ST].*
- *Aadhaar Card.*
- *Printed copy of IMU's CET Rank Certificate.*
- 2 copies of passport size photographs.

#### **2. Medical Fitness certificate**

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Medical Fitness Certificate for B.Tech. (Naval Architecture & Ocean Engineering) can be obtained from any Registered Medical Practitioner (RMP).



### **3. Programme Fee**

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**

There are 2 semesters - one starting in August and another in February. Over and above the Programme Fee referred to in Para 3 above, the following Semester Fees are payable for the 1<sup>st</sup> and 2<sup>nd</sup> semester:

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Semester Fees for the 1<sup>st</sup> semester should be paid in full before joining the IMU Campus on 01.08.2018. Semester Fees for the 2<sup>nd</sup> semester is payable on the date of commencement of the 2<sup>nd</sup> semester.

### **5. Caution Deposit**

Candidates joining IMU campuses will have to pay a Caution Deposit of **Rs. 20,000/-** 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.

**Controller of Examinations**

**Annexure-II**

**Indian Maritime University**

**Ordinance prescribing the 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) Offences of atrocities against Persons with Disability: -
    - (a) intentionally insults or intimidates with intent to humiliate a person with disability in any place within public view;
    - (b) assaults or uses force to any person with disability with intent to dishonour him or outrage the modesty of a woman with disability;
    - (c) having the actual charge or control over a person with disability voluntarily or knowingly denies food or fluids to him or her;
    - (d) being in a position to dominate the will of a child or woman with disability and uses that position to exploit her sexually;
    - (e) voluntarily injures, damages or interferes with the use of any limb or sense or any supporting device of a person with disability

For the offences (iv) – (a) to (e) shall be as per the Rights of a Persons with Disabilities Act, 2016.
  - (v) Arousing communal, caste or regional feeling or creating disharmony among students or employees.
  - (vi) Consuming or possessing dangerous drugs, liquor or other intoxicants.
  - (vii) Smoking in public areas.
  - (viii) Indulging in acts of gambling.
  - (ix) Any act of moral turpitude.
  - (x) Damaging or defacing or unauthorised shifting of any property of the University or the property of any employee of the University.
  - (xi) Breaking open locked rooms, cupboards, safes, lockers and so on, and



unauthorised locking of open rooms of the University.

- (xii) Causing disturbance to and hindering the smooth functioning of classrooms, libraries, laboratories, workshops, canteens, mess, hostels or office.
- (xiii) Use of abusive, defamatory, derogatory or intimidatory language against any student or employee of the University or visitor to the University.
- (xiv) All acts of physical violence including pelting of stones and other objects.
- (xv) 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.
- (xvi) Not sending of an individual representation to higher authorities of University through proper channel.
- (xvii) Making joint or anonymous representation to the University Authorities
- (xviii) Deliberate boycott of classes, practicals and field visits as part of protest.
- (xix) 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.
- (xx) 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.
- (xxi) Bringing any political or other outside influence in respect of academic or disciplinary matters pertaining to the University.
- (xxii) Furnishing false certificates or false information in any manner to the University.
- (xxiii) 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.



- (xxiv) Theft of movable property belonging to the University or any person.
  - (xxv) Using unfair means in any examination and committing other examination-related offences.
  - (xxvi) Indulging in plagiarism in projects, assignments and papers submitted by students as a part of their academic activities.
  - (xxvii) 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.
  - (xxviii) 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.
  - (xxix) Not joining the Campus on the opening day of a semester and overstaying on leave without valid justification.
  - (xxx) Leaving the Campus without prior permission of the competent authority, and staying outside the Campus beyond the permitted timings.
  - (xxxi) Not complying with the stipulations of Parade, Roll Call, Fall-in-Line and Physical Training wherever applicable.
  - (xxxii) Not maintaining due decorum in class rooms, libraries, laboratories, workshops, hostels, mess and canteen.
  - (xxxiii) Improper behaviour while on tour or excursion.
  - (xxxiv) Violation of dress code of IMU.
  - (xxxv) Any other offence under the law of land.
  - (xxxvi) 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.
  4. A copy of the Model Code of Conduct should be sent to every student along with the letter of admission at the time of his joining the University. His letter of acceptance of admission would amount to an automatic acceptance of the Model Code of Conduct and various laws of the University.

**Controller of Examinations**