



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

REF: IMU-HQ/C/12/19/01/2018

Dated:22-06-2018

CIRCULAR 1804

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.

Ref: 1) IMU's Circular No.1802 dated 05-04-2018.

2) IMU's List of Admissions published on 05-06-2018 for UG Programmes.

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The Computer-based Common Entrance Test (CET) for admissions to the UG and PG Programmes for August 2018 Batch was held in 36 cities across India on 2nd June 2018. The results of the CET have been published on 5th June 2018 on IMU's Website.

Candidates who have passed the IMU's CET-2018, 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 August 2018 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. Date on which this web based software will go live and detailed step-by-step instructions about the use of this Web-based software will be intimated in due course by e-mail. Online entries on web based software shall be completed by 22-07-2018.

12

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:

<u>Designated IMU Campus for Verification of Certificates</u>			
S. No	Name of Affiliated Institute	Date on which certificate verification will be held	IMU Campus to which Affiliated Institutes have to depute a special representative for Verification
1.	Hindustan Institute of Maritime Training - HIMT College, Kilpauk, Chennai	23 – 24 July 2018	IMU Chennai Campus East Coast Road, Uthandi, Chennai - 600 119
2.	Southern Academy of Maritime Studies, Chennai	25 th July 2018	
3.	Park Maritime Academy, Coimbatore	26 th July 2018	
4.	R. L Institute of Nautical Sciences, Madurai	27 th July 2018	
5.	Dr. B R Ambedkar Institute of Technology, Port Blair	28 th July 2018	

1.	College of Ship Technology, Palakkad	23 – 24 July 2018	IMU Cochin Campus IMU Management Block, Dept. Of Maritime Management, Bristow Road, Willingdon Island. Kochi - 682003
2.	Coimbatore Marine College, Coimbatore.	25 – 26 July 2018	
1.	International Maritime Institute, New Delhi	23 – 24 July 2018	IMU Kolkata Campus P-19 Taratala Road, Kolkata – 700088
2.	Applied Research International, New Delhi	25 – 26 July 2018	
3.	Shriram Institute of Marine Studies, New Delhi	27 th July 2018	
1.	Anglo Eastern Maritime Academy, Mumbai	23 – 24 July 2018	IMU Navi Mumbai Campus T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
2.	Maritime Training Institute, (SCI) Mumbai	25 th July 2018	
3.	The Great Eastern Institute of Maritime Studies, Mumbai	26 th July 2018	
4.	Yak Education Trust, Mumbai	27 th July 2018	
5.	Training Ship Rahaman, Mumbai	28 th July 2018	
1.	Tolani Maritime Institute, Pune	23 – 25 July 2018	IMU Mumbai Port Campus MERI, MUMBAI Hay Bunder Road, Mumbai- 400033.
2.	Samundra Institute of Maritime Studies, Mumbai	26 – 27 July 2018	

Verification Process:

Verification Counters will be opened in IMU Chennai, Cochin, Kolkata Navi Mumbai, and Mumbai Port Campuses for the verification as per schedule mentioned above 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 scheduled days. Certificate Verification will not be done other than the scheduled date for whatever reason may be. 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.*
- *Xerox of Aadhar Card if available.*

Medical Fitness certificate

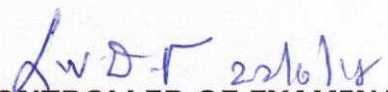
Candidates selected for Diploma in Nautical Science, B.Sc (Nautical Science) and B. Tech (Marine Engineering) should produce a Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/ Hospitals approved by the Director General of Shipping, Mumbai.

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-I) by e-mail from 23.07.2018 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 Wednesday 1st August 2018.


CONTROLLER OF EXAMINATION

To:

All Directors of IMU Campuses

Principals of concerned Affiliated Institutes.

ANNEXURE - I

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:

S.No	Name of the Affiliated Institute	Name of the Programme	Sanctioned Strength	No.of Students for whom verification done till date	Total No. of candidates rejected (if any) till date

Director
IMU_____Campus