



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

IMU-HQ/C/12/18/1/Feb-2020/CET/COUN

04.02.2020

Circular No. 2004

Sub: IMU - Online Counselling 2020 -Admissions to P.G Programmes (MBA) in IMU Campuses - procedure for verification of Original Certificates, Medical Fitness, etc and payment of Semester Fee - reg.

Ref: 1) IMU's Circular No. 2003 dated 14.01.2020.
2) IMU's List of Admissions published on 10.10.2020 for PG Programmes (MBA).

Registrations for the Online Counselling for admissions to P.G programmes (MBA) in IMU Campuses started on **22.01.2020** and got over on **30.01.2020**.

The timeline for MBA Programme is as shown in the below table.

Online Counselling		
Event	Date	
Date(s) of Online Counselling for MBA Programmes	20.01.2020	Monday from 11.00 hrs
Last date for Registration for Online Counselling for MBA Programmes	30.01.2020	Thursday till 23.59 hrs
Submission of First List of selected candidates to IMU	31.01.2020	Friday 15.00 hrs
Publication of First List of Selected Candidates	04.02.2020	Tuesday at 11.00 hrs
Deadline for Online Payment of Programme Fee for candidates selected in First List	07.02.2020	Friday till 23.59 hrs
Submission of Second List of selected candidates to IMU	10.02.2020	Monday 10.00hrs
Publication Of Second List Of Selected Candidates	11.02.2020	Tuesday at 11.00 hrs

Deadline for Online Payment of Programme Fee for candidates selected in Second List	14.02.2020	Friday till 23.59 hrs
Submission of Third List of selected candidates to IMU	17.02.2020	Monday 10.00 hrs
Publication of Third List of selected candidates (if necessary).	18.02.2020	Tuesday at 11.00 hrs
Deadline for Online Payment of Programme Fee for candidates selected in Third List.	21.02.2020	Friday till 23.59 hrs
Certificate Verification for IMU Campuses	02.03.2020 to 05.03.2020	
Date of Commencement of Programmes	03.08.2020	

For Online Counselling 2020 of Admissions to P.G Programmes (MBA) in IMU Campuses following procedure for verification of Original Certificates, Medical Fitness, etc. and payment of Semester Fee is to be followed.

Provisional Allotment-cum-Confirmation Letter:

The model Allotment-cum-Confirmation 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 will have to report before the concerned Director at the IMU Campus allotted to them.

Biometric Verification:

The bio-metrics which were captured on the day of CET should be matched with the bio-metrics (which need to be obtained) at the time of reporting to the Campus/Institute to avoid impersonation. Mismatch will lead to disqualification of the candidate.

Verification Process:

The Campus Directors are requested to arrange for the verification of Certificates and collection of 1st Semester fee at the counters for candidates.

Depending upon the workload, the Campus Directors are to 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 at the designated IMU Campus between **10.00 am and 05.00 pm** from **02.03.2020 to 05.03.2020** for verification of Original Certificates, Medical Fitness and for payment of 1st Semester Fees.

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.*
- *Provisional Certificate (or) in its absence Statement of Marks of all Semesters of the Undergraduate Programme showing that the candidate has passed all the subjects.*
- *Community Certificate [only for SC, ST and OBC (NCL)].*
- *Economically Weaker Section Certificate (for General-EWS Candidates), if applicable*
- *Printed copy of IMU's CET Rank Certificate.*
- *2 copies of passport size photographs.*
- *Aadhaar Card.*

- * **Note:** (i) The Candidate have to produce the Provisional Certificate or Statement of Marks during Certificate Verification. In the absence of both, the Candidate will have to produce a letter from the Principal/University Authority that their result will be declared on or before 30.08.2020 and that the candidate has no arrears till last semester.
- (ii) They have to produce an undertaking that in the event of non-clearing of subjects and non-producing of the provisional certificate by 30.08.2020, they have to forgo the seat as well as fees (Counselling fees of Rs.10,000/, Programme Fees of Rs.25,000/- and Semester Fees, (if any)) paid by them. (Annexure-III).
- (iii) The Candidate will be required to submit the Provisional Certificate on or before 30.08.2020.

Medical Fitness certificate

Medical Fitness Certificate for MBA (PSM), MBA (ITLM) can be from any Registered Medical Practitioner (RMP).

Programme Fee

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

Confirmation of Admission:

After the Verification Process and the collection of 1st Semester Fees is over, the provisional letter of admission produced by the candidate will be affixed with a seal with the words "**Admission Confirmed**" and attested by an IMU functionary designated by the Campus Director.

Hostel Facility:

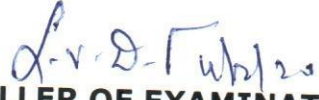
Hostel facilities depending upon the availability are to be made ready in the campuses from **03.08.2020** onwards. This arrangement is being made in order to reduce the number of physical visits by the candidate to the Campus to just one.

Apart from ensuring the making of prompt online entries relating to the Verification Process-cum-Collection of 1st Semester fees, Campus Directors are requested to send a daily progress report to IMU Headquarters by email coe@imu.ac.in and a copy to academicscell@imu.ac.in in the format prescribed.

The First Semester classes will commence on **03rd August 2020.**

Copy to:

- 1. All IMU Campus Directors**
- 2. IT Section, IMU**


CONTROLLER OF EXAMINATIONS

