



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)  
HEADQUARTERS

IMU-HQ/C/12/18/01/CET/2021

Dated: 04-08-2022

## **CIRCULAR-2208**

**Sub:** Procedure for verification and payment of Semester Fee –  
Admissions to IMU Campuses –Academic year 2022-23-reg.

\*\*\*\*\*

1. IMU-CET rank lists of UG (except BBA), MBA and M.Tech programmes were published on 21-06-2022.
2. After release of rank list, registrations for the online counselling was conducted and admission lists were released.
3. The candidates who have confirmed their seat by paying requisite programme fee of Rs.25000/- have been asked to report in the allotted IMU Campuses for verification of their credentials.
4. The verification schedule will begin on 16-08-2022 and end on 21-08-2022 including Saturday and Sunday. The verification portal will be active from 16<sup>th</sup> to 21<sup>st</sup> August 2022, after which the portal will be deactivated. Hence the certificate verification process for the seat confirmed candidates is to be carried out strictly during this period only.  
**The candidates have been directed to appear in person from 16<sup>th</sup> to 21<sup>st</sup> Aug 2022.**
5. The Campus Directors are requested to arrange for the verification of certificates and collection of 1st Semester fee and caution deposit at the verification counters for candidates in the Campuses, by posting sufficient number of I.T savvy staff in the verification counters to make online entries and do online verification in real time.

*Dr. J. Jeyaraj*  
04.08.22

6. The candidates should produce the following original certificates/documents for verification:

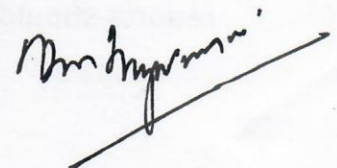
- a. Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- b. Higher Secondary School or equivalent mark sheet.
- c. Under Graduate (UG) Statement of Marks of all semesters for PG courses. Result awaited candidates may be provisionally admitted after obtaining the undertaking filled. However they shall not to be allowed to attend classes / stay in hostels till they submit the certificates. **The improvement candidates do not fall under RESULT AWAITED category.**

The result awaited candidates have to produce an undertaking that in the event of non-clearing of subjects and non-producing of the provisional certificate, 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) paid by them.

- d. For MBA/M.Tech programmes : Degree / Provisional Degree (or) in its absence, Consolidated Statement of Marks of all Semesters of the Undergraduate Programme showing that the candidate has passed all the subjects, shall be produced.
- e. Candidates who are eligible for DNS programme on the basis of Degree qualification, shall produce degree / provisional degree certificate and mark sheet.
- f. Community Certificate (SC/ST/OBC (NCL)/ General-EWS Candidates). *The category certificates of OBC-NCL and GEN-EWS should have been issued on or after 01.08.2021. The name of the candidate in the category certificate should be the same as given in the 10th Certificate. Gen- EWS certificate of many states is not as per EWS format of Central Government format.*

*Hence special care is to be taken to check the following in General-EWS certificate:*

- 1. 5 acres of agricultural land and above;*
- 2. Residential flat of 1000 sq. ft. and above;*
- 3. Residential plot of 100 sq. yards and above in notified municipalities;*
- 4. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.*





*\*Candidates of OBC-NCL/ GEN-EWS giving outdated certificates are not to be allowed.*

- g. Printed copy of IMU's Rank Certificate.
- h. Printed copy of Provisional Allotment / Upgradation Letter.
- i. 2-copies of passport size photographs.
- j. Aadhaar Card.
- k. Passport / Passport application receipt.

*The candidates are required to bring the passport for verification in case of DGS approved courses (BTECH (ME), BSC (NS), and DNS) mandatorily. In case passport not held, application receipt before verification may be ensured. In case it is not possible an undertaking that the candidate will apply for tatkal passport within 3 working days and send the receipt to campus.*

*The originals of the documents are not to be retained. Photo copies of documents are to be retained at campus.*

- 7. **The Semester Fees and Caution Deposit shall be collected in the form of Demand Draft only.**
- 8. 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) and for PG courses such as MBA (PSM), MBA (ITLM) can be from any Registered Medical Practitioner (RMP).
- 9. **After the Verification Process and the collection of 1<sup>st</sup> Semester Fees, the provisional letter of admission produced by the candidate will be affixed with a stamp with the words "Admission Confirmed" and attested by an IMU functionary designated by the Campus Director.**
- 10. The Deputy Registrars of campuses are requested to send reports in the attached Annexure (I & II). In case of any doubt kindly contact DR-Academics on 9942828463 or AR- Academics on 9930209257. The reports should match with the online verification portal count.

11. One Officer/Faculty is to be nominated for the entire verification process as the single point of contact with HQ. The Officer /Faculty should be tech-savvy and having knowledge of requirements and guidelines of the DGS courses.
12. For any case, which does not fall under the above circumstances, HQ's opinion is to be sought before accepting / rejecting.
13. Any candidate who is medically unfit (including those who are temporarily unfit and who can be improved with Lasik surgery) shall be rejected. The candidate should be in possession of medical fitness certificate issued by DGS approved doctor.
14. The profile of the rejected candidates should be shown as "REJECTED" in the **verification portal**. If the profile of the rejected candidate is left blank, he will be treated as ABSENT. **Hence it is of utmost importance to enter the REJECTION status of any candidates in verification portal.**
15. Daily attendance of the candidates appeared for certificate verification is to be sent to HQ in Annexure II.
16. The list of candidates who will be appearing for certificate verification will be shared shortly <sup>by HQ.</sup> The Campus Directors are requested to issue necessary joining instructions to the candidates and the same may be uploaded on Campus / IMU website.
17. All unverified /rejected seats will move for spot counselling. The process and the schedule of spot counselling will be informed separately.

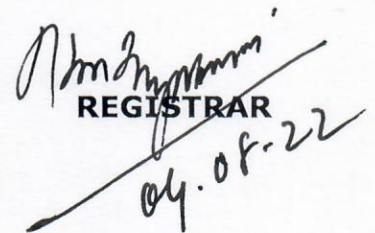
This issues with the approval of the Vice Chancellor.

To:

The Campus Directors

Copy to:

- 1.Vice Chancellor – for kind information please
- 2.F.O i/c
- 3.DR(Academics)/ AR(Academics)
- 4.IT Section IMU HQ- to upload on IMU website.

  
REGISTRAR  
04.08.22



**ANNEXURE II**

ATTENDANCE SHEET - CERTIFICATE VERIFICATION - AUGUST 2022						
SL. NO	NAME OF THE CANDIDATE	CET NO	CANDIDATE'S SIGNATURE	NAME OF THE PROGRAMME	REMARKS VERIFIED / REJECTED/ PENDING	REASONS (In case of Pending / Rejected)

DR(Admin)

CAMPUS DIRECTOR

**ANNEXURE II**

ATTENDANCE SHEET - CERTIFICATE VERIFICATION - AUGUST 2022						
SL. NO	NAME OF THE CANDIDATE	CET NO	CANDIDATE'S SIGNATURE	NAME OF THE PROGRAMME	REMARKS VERIFIED / REJECTED/ PENDING	REASONS (In case of Pending / Rejected)

**DR(Admin)****CAMPUS DIRECTOR**