IMU-HQ/C/12/18/01/Admissions 2022   Dated: 03-08-2022

CIRCULAR – 2209

Sub:Procedure for data entry and certificate verification – Affiliated Institutes-Academic Year 2022-2023.

Ref:UG (Except BBA) –Provisional Rank List- Published in IMU Website on 21-06-2022.

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1. IMU-CET 2022 results were published on IMU website on 21-06-2022.

2. Candidates qualified in IMU-CET fulfilling the eligibility criteria relating to age, educational qualifications, and medical fitness as per IMU norms are eligible for admissions to the Programmes offered in IMU Campuses and its Affiliated Institutes for the Academic Year 2022-2023.

3. The Procedure for certificate verification and related details are mentioned as follows:

a. Online Entries on Web based Software:

For entering the details of candidates selected by Affiliated Institutes, data entry portal will be opened from **10-08-2022 to 19-08-2022**. It shall be the responsibility of the Affiliated Institute concerned to upload the details of the students admitted in the portal through their respective login. Further they are required to send the original certificates and medical certificates of their candidates for verification through the representative 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*.

b. Online Payment of Admission Registration Fee and Programme Fee:

After the data submission, the programme fees payment has to be done by the candidates individually through a login through which the candidates will be able to do the payment. The credentials and time schedule for payment will be intimated in due course of time.

c. Verification Process:

Affiliated Institutes must make sure that all their candidates have made online payment of Admission Registration Fee of Rs.10,000/-(Non-Refundable) and Programme Fee of Rs.25,000/-(Non-Refundable) totalling Rs.35,000/-(Non-Refundable) per candidate. **Only those candidates whose payments are received shall be verified at the designated campuses.**

Affiliated Institutes' representative (at the rank of Officer / Faculty) will have to report to the Director of the designated IMU Campus along with the authorisation letter and identity card for verification process, on the date mentioned against the Institute as given below:

Designated IMU Campus for Verification of Certificates			
S. No	Name of the Affiliated Institute	Date on which Certificate verification will be held	Venue of Certificate Verification
1.	Hindustan Institute of Maritime Training, Chennai	22-08-2022 & 23-08-2022	**IMU Chennai Campus** East Coast Road, Uthandi, Chennai - 600 119
2.	Coimbatore Marine College,	24-08-2022	
3.	Dr. B R Ambedkar Institute of Technology, Port Blair	25-08-2022	
1.	College of Ship Technology, Palakkad	22-08-2022	**IMU Kochi Campus** IMU Management Block, Dept. of Maritime Management, Bristow Road, Willington Island. Kochi – 682003.
2.	Eurotech Maritime Academy Kochi	24-08-2022	
1.	International Maritime Institute, Delhi	22-08-2022 to 24-08-2021	**IMU Kolkata Campus** P-19 Taratala Road, Kolkata - 700088
2.	Shriram Institute of Marine Studies, New Delhi	25-08-2022	

1.	Anglo Eastern Maritime Academy, Mumbai	22-08-2022 & 23-08-2022	**IMU Navi Mumbai Campus** T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
2.	Maritime Training Institute, (SCI) Mumbai	24-08-2022	
3.	The Great Eastern Institute of Maritime Studies, Mumbai	25-08-2022	

1.	Tolani Maritime Institute, Pune	22-08-2022 & 23-08-2022	**IMU Mumbai Port Campus** MERI, MUMBAI Hay Bunder Road, Mumbai- 400033.
2.	Samundra Institute of Maritime Studies, Mumbai	24-08-2022	
3.	Training Ship Rahaman, Mumbai	24-08-2022	
4.	Yak Educational Trust, Mumbai	25-08-2022	

Certificate Verification will not be done other than the scheduled date. No extension will be given.

Verification Counters will be opened in IMU Chennai, Kochi, Kolkata, Navi Mumbai and Mumbai Port Campuses for the verification as per schedule mentioned above between 10.30 a.m. and 5.00 p.m. Affiliated Institutes should ensure that this work is completed for all their students positively on these scheduled days. The list of Original Certificates and Medical certificates to be produced for verification in respect of each candidate is given here in under:

- Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- Higher Secondary School or equivalent mark sheet.

- Community Certificate [only for ST, SC and OBC (NCL)]/ Gen-EWS, if applicable.
- Printed copy of IMU's CET Rank Certificate.
- Photocopy of Aadhar Card.
- Medical Fitness Certificate from a registered Medical Practitioner.

d. **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.

4. Campuses are requested to furnish a Daily Report regarding number of candidates verified in the proforma enclosed (Annexure-I) by e-mail to dracademics@imu.ac.in with a copy to registrar@imu.ac.in and aracademics.hq@imu.ac.in from **22-08-2022** so as to reach IMU Headquarters by 6 p.m. every day.

This issues with the approval of the Vice Chacellor.

REGISTRAR
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To:
The Campus Directors, IMU
Principals, Affiliated Institutes of IMU

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.
5.File

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.

Name of the Campus: 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	Remarks

SIGNATURE OF THE CAMPUS DIRECTOR