



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

IMU-HQ/RA/18/12/1/2023-Spons.Feb

Dated: 20.01.2023

Circular 2302

Sub: Admission to DNS Programme (February 2023 Batch) 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: UG (Except BBA)-Rank List-Published in IMU Website for AY 2022-23.

Preamble

1. The Computer-based Common Entrance Test (CET) for admissions to the UG and PG Programmes for AY 2022-23 was conducted by IMU in June 2022 and rank wise lists were published on IMU Website as in the reference cited above.
2. The IMU CET – 2022 results and ranks are valid for Feb 2023 batch of DNS programme at Affiliated Institutes. Candidates whose ranks have been published by IMU 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 DNS programme at Affiliated Institutes for February 2023 batch.
3. The classes for February 2023 DNS batch commences on 16-02-2023.
4. IMU has adopted Web-based Software since Academic Year 2015 admissions, through which Affiliated Institutes are requested to make online entries about the candidates admitted by them.
5. **The procedure to be adopted by the Affiliated Institutes:**
 - (a) The Data entry portal and the login details for students will be shared in due course of time.
 - (b) On completion of online entries, Affiliated Instituted must ensure that the candidates pay their fees of Rs. 35,000/- (Non-Refundable)

[Admission Registration Fee of Rs. 10,000/- and Programme Fee of Rs. 25,000/- (Non-Refundable)] through the portal provided by IMU.

- (c) Affiliated Institutes are requested to send the original certificates and medical fitness certificates of their candidates for verification through a 'Special Representative' to the designated IMU Campus where, these online entries will be verified. The Special Representative will have to report to the Director of the designated IMU Campus for certificate verification as per the below schedule.
- (d) Admission registration number will be allotted to the candidates only after completion of above formalities.
- (e) On completion of all the above formalities, the Affiliated Institutes are requested to send the final list of admitted candidates to IMU-HQ.

6. **Verification Centres & Schedule:**

<u>Designated IMU Campus for Verification of Certificates</u>			
S.No	Name of the Affiliated Institute	Date on which Certificate verification will be held	IMU Campus to which Affiliated Institutes have to depute a special representative for Verification
(a)	International Maritime Institute, Delhi	06-02-2023	<u>IMU Kolkata Campus</u> P-19 Taratala Road, Kolkata - 700088
(b)	Anglo Eastern Maritime Academy, Mumbai	06-02-2023	<u>IMU Navi Mumbai Campus</u> T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
(c)	Maritime Training Institute, (SCI), Mumbai	07-02-2023	
(d)	The Great Eastern Institute of Maritime Studies, Mumbai	06-02-2023	<u>IMU Mumbai Port Campus</u> Tank Road, Hey Bunder, Sewri Mumbai 400033
(e)	Samundra Institute of Maritime Studies, Mumbai	07-02-2023	
(f)	Training Ship Rahaman, Mumbai	08-02-2023	

***Certificate Verification will not be done other than the scheduled date for whatever reason may be. No extension of time will be given.**

7. **The following Certificates will be verified with the originals:**

- (a) Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- (b) Higher Secondary School or equivalent mark sheet.
- (c) Community Certificate [SC, ST, OBC (NCL), Gen-EWS] if applicable.
- (d) Printed copy of IMU's CET Rank Certificate.
- (e) Photocopy of Aadhar Card if available.
- (f) Medical Fitness Certificate [Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/ Hospitals approved by the Director General of Shipping, Mumbai].

8. **Verification Process by the Campuses:**

- (a) Campus Directors are requested to open adequate number of verification counters and adequate number of suitable person in their Campus to perform the verification process for the Affiliated institutes allotted to their campus as per schedule mentioned in Para 6 above between 10.30 a.m. and 5.00 p.m.
- (b) Original Certificates mentioned in para 7 above are to be verified against each online entries.
- (c) IMU Campuses are requested to furnish a Daily Report in the proforma enclosed (Annexure-I) by e-mail to dracademics@imu.ac.in and a copy to aracademics.hq@imu.ac.in from **06-02-2023 to 08-02-2023** so as to reach IMU Headquarters before 6 p.m.
- (d) Login credentials for verification portal will be shared in due course of time.


Controller of Examinations

To:

1. The Campus Directors, IMU
2. Principals of concerned Affiliated Institutes of IMU

Copy to:

1. The Vice Chancellor-for kind information please.
2. Registrar
3. FO i/c
4. IT Department, IMU HQ to upload in IMU website

ANNEXURE-I

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	Total No. of candidates rejected (if any)