



**भारतीय समुद्री विश्वविद्यालय**  
**INDIAN MARITIME UNIVERSITY**  
(Central University, Govt. of India)

Ref No: IMU/UG/NS/JULY2015

Dated: 15-07-2015

**CIRCULAR - 1520**

**Sub:** Admissions to UG Programmes directly by Affiliated Institutes against **Non-Surrendered seats** – Procedure for verification of Original Certificates, Medical Fitness, payment of Programme Fee and Admission Registration Fee, etc – making of online entries about the candidates by the Affiliated Institutes in IMU's Web-based software - reg.

- Ref:** 1. DG Shipping Circular No 14 of 2013 dated 12 July 2013  
2. IMU's Circular No.1510 dated 15 April 2015.  
3. IMU Circular No.1511 dated 11 May 2015.

\* \* \* \* \*

As you are aware, 11 Affiliated Institutes surrendered 769 seats to IMU's Online Counselling that got over on 26.06.2015. These are termed the "**Surrendered seats**". The remaining seats, which will be filled up by the Affiliated Institutes themselves, are termed the "**Non-Surrendered seats**".

2) Non-Surrendered seats are of 2 types: (i) where the Affiliated Institutes did not surrender any seats at all to IMU's Counselling, and (ii) where they surrendered only a part of the seats. In respect of Non-Surrendered seats for which the Affiliated Institutes made admissions by themselves, the students need not appear before the designated IMU Campus in person. Instead, it shall be the responsibility of the Affiliated Institutes to send the Original Certificates and Medical Certificates of such candidates

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through a responsible special messenger to the designated IMU Campus for verification. **Annexure I** indicates which Affiliated Institutes are allocated to which IMU Campus for this purpose.

3) **Special Verification Counters** will be opened in IMU Campuses for this verification from **23<sup>rd</sup> July 2015 to 3<sup>rd</sup> August 2015** between 10 a.m. and 5.30 p.m. on all working days. The list of Original Certificates and Medical certificates to be produced for verification in respect of each candidate is furnished in **Annexure II**.

4) Further, Affiliated Institutes are requested to collect the *Programme Fee @ Rs.25,000* per candidate and the *Admission Registration Fee @ Rs.10,000* per candidate, and make out separate, consolidated Demand Drafts on behalf of the students – one for Programme Fee and another for Admission Registration Fee – Course-wise. **These D.Ds should be payable at the city where the designated IMU Campus is located.**

**Illustration:** if an Affiliated Institute has admitted 30 students to B.Sc (Nautical Science) and 20 students to B.Tech (Marine Engineering), then it should send through its special messenger to the designated IMU Campus 4 separate, consolidated D.Ds:

- (i) a D.D for Rs.7,50,000/- towards Programme Fee on behalf of 30 students admitted to B.Sc (Nautical Science),
- (ii) a D.D for Rs.3,00,000/- towards Admission Registration Fee on behalf of 30 students admitted to B.Sc (Nautical Science),
- (iii) a D.D for Rs.5,00,000/- towards Programme Fee on behalf of 20 students admitted to B.Tech (Marine Engineering), and
- (iv) a D.D for Rs.2,00,000/- towards Admission Registration Fee on behalf of 20 students admitted to B.Tech (Marine Engineering).

5) If any of the seats surrendered to IMU's Counselling are unfilled, the Affiliated Institutes have the liberty to fill up such seats from

among the CET-passed candidates and subject to other eligibility conditions (including sponsorship for DNS candidates) as prescribed in the Academic Brochure 2015. *As these are similar to Non-Surrendered seats, the instructions contained in paras 2), 3) and 4) above will apply. The contact details of the candidates who had passed IMU's May 2015 CET but had not registered for IMU's Online Counselling will be made available on IMU's Website on 21<sup>st</sup> July 2015.*

6) **Very Important Announcement:** *This year IMU has developed a Web-based Software through which Affiliated Institutes will have to make online entries about the candidates admitted by them directly i.e. against 'Non-Surrendered seats' or 'Surrendered-but-unfilled seats'.* **This Web-based software will go live from 21<sup>st</sup> July 2015 onwards.** Detailed step-by-step instructions about the use of this Web-based software will be issued separately. *All Affiliated Institutes must necessarily make the online entries (which will include uploading the digital photos of the candidates) before deputing their Special Representative to the designated IMU Campus.* At the designated IMU Campus, these online entries will be verified with regard to the Original Certificates, Medical Certificates, D.Ds for Programme Fee and Admission Registration Fee. **No 'Admission Registration Number'** will be allotted to the directly admitted candidates unless the above formalities are fulfilled. Next year, this Web-based software will be made available for making online entries about candidates admitted by Affiliated Institutes immediately after the Online CET results are published.

7) All IMU Campus Directors are requested to furnish a daily report in the proforma enclosed [Annexure III] by email from 23<sup>rd</sup> July onwards so as to reach IMU headquarters before 6 pm the same day

about the number of cases verified and payments received in respect of 'Non-Surrendered seats' of Affiliated Institutes.

8) The classes for students **shall commence from Monday 3<sup>rd</sup> August 2015 onwards.**

  
F. S. **REGISTRAR**

To

1. Directors of IMU Chennai, Kochi, Mumbai, Kolkata, Visakhapatnam Campuses
2. Principals of all Affiliated Institutes.



**Annexure I**

<b><u>Designated IMU Campus for Verification of Certificates, payment of Programme Fee &amp; Admission Registration Fee etc.</u></b>		
<i>S.No</i>	<i>Name of Affiliated Institute</i>	<i>IMU Campus to which Affiliated Institutes have to depute a special representative for Verification</i>
1.	C V Raman College of Engineering, Bhubanewsar	<b>IMU Visakhapatnam Campus</b> (formerly NSDRC), PO Gandhigram, Visakhapatnam - 530 005.
2.	Sailors Maritime Academy, Vishakhapatnam	
1.	College of Ship Technology, Palakkad	<b>IMU Cochin Campus</b> IMU Management Block, Dept. Of Maritime Management, Bristow Road, Willingdon Island. Kochi - 682003
2.	Euro Tech Maritime Academy, Cochin	
3.	Mangalore Marine College, Mangalore	
1.	Anglo Eastern Maritime Academy, Mumbai	<b>IMU Mumbai Campus</b> T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
2.	B P Marine Academy, Mumbai	
3.	Maritime Training Institute, (SCI) Mumbai	
4.	MMTI'S Education & Research Trust, Mumbai	
5.	Samundra Institute of Maritime Studies, Mumbai	
6.	The Great Eastern Institute of Maritime Studies, Mumbai	
7.	Training Ship Rahaman, Mumbai	
8.	Yak Education Trust, Mumbai	
9.	Tolani Maritime Institute, Pune	
10.	Maharashtra Academy of Naval Education and Training (MANET), Pune	
11.	Vishwakarma Maritime Institute, Pune	

1.	Hindustan Institute of Maritime Training - HIMT College, Kilpauk, Chennai	<b>IMU Chennai Campus</b> East Coast Road, Uthandi, Chennai - 600 119
2.	Maritime Foundation, Nungambakkam, Chennai	
3.	Southern Academy of Maritime Studies, Chennai	
4.	GKM Institute of Marine Sciences and Technology, Chennai	
5.	Coimbatore Marine College, Coimbatore	
6.	Park Maritime Academy, Coimbatore	
7.	R. L Institute of Nautical Sciences, Madurai	
8.	Dr. B R Ambedkar Institute of Technology, Port Blair	
9.	Sri Nandhanam Maritime Academy, Thirupattur	
10.	Perunthalaivar Kamarajar Institute of Maritime Science and Engineering, Chidambaram	
11.	Maritime Training Institute, (SCI) Tuticorin	
1.	Haldia Institute of Maritime Science, Kolkata	<b>IMU Kolkata Campus</b> P-19 Tharala Road, Kolkatta - 700088
2.	Centre for Maritime Education and Training, Lucknow	
3.	Hind Institute of Nautical Science & Engineering, Noida (U.P)	
4.	International Maritime Institute, New Delhi	
5.	Applied Research International, New Delhi	
6.	Shriram Institute of Marine Studies, New Delhi	

## **Annexure II**

### **LIST OF DOCUMENTS TO BE VERIFIED**

#### **1. Original Certificates**

The Special Representative deputed by the Affiliated Institute should produce the following original certificates for verification in respect of each candidate:

- **Proof of Age** - Birth Certificate/SSLC or equivalent marksheet.
- **Senior Secondary School or equivalent marksheet.**
- **Higher Secondary School or equivalent marksheet.**
- **Community Certificate** (for ST, SC and OBC – Non Creamy Layer)
- **Transfer Certificate**

#### **2. Medical Fitness certificate**

The Special Representative deputed by the Affiliated Institute should produce the original medical certificates for verification in respect of each candidate.

Candidates selected for Diploma in Nautical Science, B. Sc (Nautical Science), B. Sc (Maritime 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.

For further details kindly refer Academic Brochure 2015.

**Annexure III**

**Daily Report to be submitted to IMU – HQ by the Campus Directors regarding Verification of Certificates, etc  
in respect of Candidates admitted DIRECTLY by Affiliated Institute**

Name of the IMU Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Sl. No	Name of the Affiliated Institute	Name of the Programme	Total No. of Candidates verified till date	Total no. candidates rejected (if any) till date	Admission Registration Fees collected till date	Programme Fees Collected till date

The above particulars are verified and found correct.

**DIRECTOR**

\_\_\_\_\_ **CAMPUS**