

INDIAN MARITIME UNIVERSITY

NOTIFICATION dated 27.08.2024

**ADMISSIONS TO BBA PROGRAMMES OF IMU
ON FIRST COME FIRST SERVE (FCFS) BASIS**

1. It is hereby informed that a few vacant seats of BBA Programmes of IMU for the Academic Year 2024-25 will be filled through First Come First Serve Basis **till 30.08.2024 at IMU Campuses.**

2. **The candidates will have to mandatorily report in person at the preferred campus from 27.08.2024 till 30.08.2024 Please ensure that all the mandatory documents (as mentioned in Para 3) are available in original as well as with one photocopy set, without which the candidate will not be allowed to participate in the Spot Counselling.**

3. **Certificates to be submitted for Verification**
 - i. Proof of Age – Birth Certificate / 10th Std / SSC or equivalent Mark sheet
 - ii. 12th / Higher Secondary School or equivalent Marksheet
 - iii. Community Certificate (Only for SC, ST, OBC-NCL / GEN – EWS)
 - iv. 2 Copies of Passport size Photographs
 - v. Aadhaar Card
 - vi. Physical Fitness Certificate from a Registered Medical Practitioner at the time of Certificate Verification

4. Demand Drafts to be submitted

The candidates are required to carry the following Demand Drafts, made in favour of INDIAN MARITIME UNIVERSITY payable at the city where you are reporting for participation in Spot Counselling. Demand Drafts will be checked immediately after verification of documents.

- i. DD for First Semester Fee (Rs.25,000)
- ii. DD for Caution Deposit (Rs 30,000)
- iii. DD for Admission cum Programme Fee (Rs.40,000)

(Candidates who had paid Admission cum Programme Fee earlier and missed Certificates Verification or got rejected in Certificates Verification need not pay Admission cum Programme Fee again).

5. Candidates eligible for admission through FCFS:

The following candidates can appear:

a) Candidates who were not allotted a seat in the First Admission List of Counselling:

All candidates who have registered earlier and did not get any seat can register for Spot Counselling. These candidates should carry the DD's for First Semester, Caution Deposit and

Admission cum Programme Fee as mentioned at para 5.

b) Candidates who did not confirm for the seat offered by IMU:

All candidates who have registered earlier and **did not pay** Rs. 40,000 towards Admission cum Programme fees to confirm the seat offered by IMU. These candidates should carry the DD's for First Semester Fee, Caution Deposit and Admission cum Programme Fee.

c) Drop-out candidates after seat allotment:

Candidates who have paid Admission cum Programme fees (Rs.40,000) but did not appear for Certificates Verification can register for Spot Counselling. These candidates should carry the DD's for First Semester Fee and Caution Deposit.

d) Rejected candidates after Certificates Verification:

The candidates who were rejected during Certificates Verification and could not secure a seat can register for spot counselling. However, they need to rectify the defects pointed out during Certificates Verification and then only appear for spot counselling. These candidates should carry the DD's for First Semester Fee, and Caution Deposit.

e) Candidates without IMU BBA24 Ranks

The candidates who did not register for IMU BBA Programmes earlier also can appear for admission through FCFS.. These candidates should carry the DD's for First Semester Fee, Caution Deposit, and Admission cum Programme Fee.

6. The candidates who have successfully completed their Certificates Verification during verification process and have their admissions

confirmed at IMU Campuses **are not eligible to appear for FCFS.** Hence, FCFS is strictly for those who have not got Admissions Confirmed in IMU Campuses.

7. Once DDs are handed over, the seat can be confirmed & the confirmation letter will be handed over. **Once the confirmation of seat is completed and the confirmation letter is handed over, no refund is permitted except for Caution Deposit.**
8. The admitted candidates should ensure that they meet the attendance requirements of the First Semester, as there will not be any relaxation in attendance requirements. Hence they should join the allotted Campuses for attending classes on or before 04.09.2024.
9. BBA is a non-residential Programme. Hence, Hostel is not available for BBA Candidates. However, the availability of the Hostel may be checked with the IMU Campus in which seat is allotted. Additional charges for boarding and lodging are applicable for the hostel facility, if allotted.