IMU-HQ/RA/1/18/1/1/2023-Admissions   Dated 06.07.2023

CIRCULAR - 2314

Sub: Procedure for verification and payment of Semester Fee –
Admissions to IMU Campuses –Academic year 2023-24-reg.

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1. IMU-CET rank lists of UG (except BBA), MBA and M.Tech programmes were published on 19.06.2023.

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.30000/- have been informed to report in the allotted IMU Campuses for verification of their credentials.

4. The verification of credentials will be conducted after the release of every list i.e. 1st, 2nd & 3rd list.

5. The candidates are informed about the verification schedule that begins on 10th July 2023 and end on 14th July for 1st list candidates. The verification portal will be active from 10th July 2023 to 14th July 2023, 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 10th July 2023.**

6. 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. Please note that it is utmost importance & necessity to do the verification online, failing

which the candidate will not be considered as verified and the seat will be forfeited.

7. 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/DNS Programme (If candidate is considered qualified for DNS on basis of UG marks). Result awaited candidates (only for PG Programmes) may be provisionally admitted after obtaining the undertaking filled.

   d. 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. 30,000/- and Semester Fees) paid by them.

   e. 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.

   f. Candidates who are eligible for DNS programme on the basis of Degree qualification, shall produce degree / provisional degree certificate and mark sheet.

   g. 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 21.08.2022. 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 and ensure that the following is mentioned 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 (dated before 21.08.2022) certificates are not to be allowed.

h. Printed copy of IMU's Rank Certificate.

i. Printed copy of Provisional Allotment / Upgradation Letter.

j. 2-copies of passport size photographs.

k. Aadhaar Card.

l. 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 (Class 12/Degree Certificate, Category Certificate, Passport, etc.) are to be returned to the candidates after verification. Photo copies of documents are to be retained at campus.

8. **The Semester Fees and Caution Deposit shall be collected in the form of Demand Draft only. As per EC resolution EC 2023-72-13 the students have the option to pay fees as per new fees structure OR to pay existing fees during verification and the balance fees(enhancement) within 60 days of class commencement date. Hence the candidates reporting with fees as per old fee structure are also to be accepted. Refer Annexure -II for fee details.**

9. 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), B.Tech.(Naval Architecture & Ship Building) and all PG programmes can be from any Registered Medical Practitioner (RMP).

10. **After the Verification Process and the collection of 1st 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.**

11. One Officer/Faculty is to be nominated for the entire verification process as the **single point of contact** (SPOC) with HQ. The Officer /Faculty should be tech-savvy and having knowledge of requirements and guidelines of the DGS courses & admission process of IMU.

12. The Deputy Registrars of campuses are requested to send attendance of the candidates appeared for certificate verification and the verification report in the attached Annexure I. The reports should match with the online verification portal count and it should be ensured before sending the report. The campuses will be sent the excel of the admission confirmations which are to be verified. The SPOC needs to update in excel also the verification status. The updated excel should match the verification portal and will be needed to be sent daily along with the report.

13. For any case, which does not fall under the above circumstances, HQ's opinion is to be sought before accepting / rejecting.

14. 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 and should be medically fit on the date of verification. **The claim of the candidate to achieve medical fitness in future date, shall not be entertained.**

15. 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.

16. The list of candidates who will be appearing for certificate verification can be seen from first list released on IMU Website. The Campus Directors are requested to issue necessary joining instructions to the candidates and the same may be uploaded on Campus / IMU website.

17. IMU will conduct two rounds of Spot Counselling after third list verification. The process and the schedule of spot counselling will be informed separately.

18. The candidates are to be allowed for verification of certificates even if their parents/guardians do not accompany them.

19. Students are the biggest stakeholders. Hence every care is to be taken to ensure that genuine candidates do not suffer. Candidates should be verified on the day they approach for verification irrespective of the odd-timings. The verification is to be done daily from 1030 AM till 6PM, but it is to be ensured that no candidate who has come for verification is left unverified at the end of the day.

20. The verification link will expire on 14.07.2023, 2359 hrs.

21. Kindly do not commit to any candidate/postpone the verification process after 14.07.2023.

22. In case of any query please contact AR-Academics on 9930209257.

Controller of Examinations

To:

The Campus Directors

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