



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

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

Dated: 21.07.2023

CIRCULAR – 2316

Sub: Procedure for data entry and certificate verification – Affiliated Institutes-Academic Year 2023-2024.

Ref: UG (Except BBA) –Provisional Rank List- Published in IMU Website on 19.06.2023

1. IMU-CET 2023 results were published on IMU website on 19.06.2023.
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 2023-2024.
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 02.08.2023 to 07.08.2023(tentative)**. 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. 30,000/-(Non-Refundable) totalling Rs. 40,000/-(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:

<u>Designated IMU Campus for Verification of Certificates</u>			
Sl. 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	10 Aug 2023	<u>IMU Chennai Campus</u> East Coast Road, Uthandi, Chennai - 600 119
2.	Coimbatore Marine College,	11 Aug 2023	
3.	Southern Academy of Maritime Studies	14 Aug 2023	
4.	Dr. B R Ambedkar Institute of Technology, Port Blair	16 Aug 2023	
5.	RL Institute of Nautical Science		
<u>IMU Kochi Campus</u>			
1.	College of Ship Technology, Palakkad	10 Aug 2023	IMU Management Block, Dept. of Maritime Management, Bristow Road, Willington Island. Kochi - 682003.
2.	Eurotech Maritime Academy Kochi	11 Aug 2023	
<u>IMU Kolkata Campus</u>			
1.	International Maritime Institute, Delhi	10 Aug 2023	P-19 Taratala Road, Kolkata - 700088
2.	Shriram Institute of Marine Studies, New Delhi	11 Aug 2023	
<u>IMU Navi Mumbai Campus</u>			
1.	Anglo Eastern Maritime Academy, Mumbai	10 Aug 2023	T S Chanakya,
2.	Seven Islands Maritime Training Institute	11 Aug 2023	

3.	The Great Eastern Institute of Maritime Studies, Mumbai	14 Aug 2023	Karave, Nerul, Navi Mumbai - 400706.
4.	Maritime Training Institute, (SCI), Mumbai	16 Aug 2023	
1.	Tolani Maritime Institute, Pune	10 Aug 2023	<u>IMU Mumbai Port Campus</u> MERI, MUMBAI Hay Bunder Road, Mumbai- 400033.
2.	Samundra Institute of Maritime Studies, Mumbai	11 Aug 2023	
3.	Training Ship Rahaman, Mumbai	14 Aug 2023	
4.	Yak Educational Trust, Mumbai	16 Aug 2023	

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

Verification will be done 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. Candidates who are shown as qualified in reserved category(SC/ST) in the Rank Certificate, should be accompanied with valid SC/ST 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. Lateral Entry Admission & Verification – it is informed that vide IMU Circular 2306 initial intimation for lateral entry admissions were issued. This year the classes for lateral entry & all second / third / fourth year students will commence on 01.08.2023, while the classes for first year will commence on 21.08.2023. To avoid twice travel for verification, affiliated institutes will tie up with designated campuses for online (Video-conferencing mode) verification of lateral entry candidates from **25.07.2023 to 27.07.2023**

which will include showing all documents including Demand Drafts. (IMU may ask the students to pay online in place of DD). Later during verification process of regular students as mentioned in para 3.C, the originals certificates of the lateral entry candidates will also be verified physically and the DDs will be submitted. The admissions of the lateral entry candidates will be provisional till the time originals are shown at the campus.

5. The details of the lateral entry candidates to be admitted will be submitted to COE with CC to DR-Academics & AR-Academics by 24.07.2023 in the attached excel sheet (Annexure II) in soft copy. There will not be any extension in the submission date (24.07.2023).
6. Campuses are requested to furnish a Daily Report by 6PM regarding number of candidates verified in the proforma enclosed (Annexure-I) by e-mail to dracademics@imu.ac.in with a copy to coe@imu.ac.in and aracademics.hq@imu.ac.in.
7. In case of any query please call AR-Academics on 9930209257.



Controller of Examinations

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

Copy to:

- 1.Vice Chancellor – for kind information please
- 1.Pro-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

ANNEXURE-I

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**

Annexure - II

Name				
Mobile				
EmailId				
Category				
Gender				
Nationality				
Disabilitytype				
Date of Birth				
Father''s Name				
Mother''s Name				
Guardian's Name				
Parent's / Guardian's Contact No				
Relegion				
Mother Tongue				
Parent''s Occupation				
Parent''s Annual Income(in Rupees)				
Blood Group				
Residential Address				
City				
State				
District				
Pincode				
Permanent Address				
City				
State				
District				
Pincode				
You are from which background(Urban/Rural)				
10th English Maximum Marks				
10 th English Obtained Marks				
10th English Obtained Percentage				
10 th Register/Roll Number				
10th Name of Board/University				
10th Year Of Completion				
10th Maximum Marks				
10th Obtained Marks				
10th Obtained Overall Marks Percentage				
12th Result Status				
12th Physics Maximum Marks				
12th Physics Obtained Marks				
12th Physics Obtained Percentage				
12th Chemistry Maximum Marks				

12th Chemistry Obtained Marks				
12th Chemistry Obtained Percentage				
12th Mathematics Maximum Marks				
12th Mathematics Obtained Marks				
12th Mathemaics Obtained Percentage				
12th PCM Overall Percentage				
12th English Maximum Marks				
12th English Obtained Marks				
12th English Obtained Percentage				
12th Register/Roll Number				
12th Name of School Board / University				
12th Year Of Completion				
12th Maximum Marks				
12th Obtained Marks				
12th Obtained Percentage				
Graduation Course/Degree				
Graduation Specialization				
Graduation Course/Degree				
gradustion Engilsh Percentage				
Grduation Register/Roll Number				
Graduation Name of board/university				
Graduation Year Of Completion				
Graduation Maximum Marks				
Graduation Obtained Marks				
Graduation Overall Obtained Percentage				

The soft copy of this annexure will be sent in horizontal format, which will be require to be filled & sent.

In addition, the following attachedments will be required to be sent through e-mail. The document should be named by student's name.

1. Photo
2. Signature
3. 10th Std / SSC Marks Certificate
4. 12th Std/ HSC Marks Certificate
5. Under Graduate Certificate
6. Category Certificate
7. Disability Certificate