



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)  
**HEADQUARTERS**

IMU-HQ/C/13/18/1/2/2024-Acad

16 June 2025

**CIRCULAR – 2513**

**Sub:** Procedure for verification and payment of Semester Fee –  
Admissions to IMU Campuses – Academic year 2025-26-reg.

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Madam / Sir,

1. IMU-CET rank lists of UG (except BBA), MBA and M.Tech programmes were published on 30.05.2025.
2. After the release of the rank list, registrations for the online counselling was conducted and the first admission list was released. This will be followed by 2<sup>nd</sup> & 3<sup>rd</sup> list in due course of time.
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 certificate verification process is required to be carried out on the release of every list i.e. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> list.
5. The candidates are informed about the verification schedule that begins on 18.06.2025 and ends on 21.06.2025 for 1<sup>st</sup> list candidates. The verification portal will be active from 18.06.2025 to 21.06.025, 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 18.06.2025 to 21.06.2025.**
6. In addition to the above, two more allotment lists will be released and two rounds of Spot Counselling shall be conducted, if necessary. The **tentative schedule** is given below:

<b>Tentative Verification &amp; Spot counselling Schedule</b>	
2nd list document verification	30.06.2025 to 03.07.2025
3rd list document verification	10.07.2025 to 18.07.2025 (Any three days during this period which will be notified in due course of time)
1st Spot Counselling	24.07.2025
2nd Spot Counselling	08.08.2025

7. 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 of utmost importance & necessity to do the verification online, failing which the candidate will not be considered as verified and the seat will be forfeited.

8. 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. For Result Awaited UG candidates, IMU-HQ is to be consulted for taking a decision.
- 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, by the cut-off decided by IMU.
- 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), if applicable.

h. NCC certificate

i. Special State Domicile Certificate

- *Regarding Special State Domicile Certificate & NCC Certificate a separate mail will be sent, to be followed.*
- *The category certificates of OBC-NCL and GEN-EWS should have been issued on or after 01.08.2024. 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 the following in General-EWS certificate that the candidate should not possess any/all from the below mentioned:*
  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 01.08.2024) certificates are not to be allowed.*

j. Printed copy of IMU's Rank Certificate.

k. Printed copy of Provisional Allotment / Upgradation Letter.

l. 2-copies of passport size photographs.

m. Aadhaar Card.

n. 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 passports are not held, the cases may be dealt with as per DGS Circular No.11 of 2024 dated 23.04.2024.*
- *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.*

**9. The Semester Fees and Caution Deposit shall be collected in the form of Demand Draft only.**

10. 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) and for PG courses such as MBA (PSM), MBA (ITLM) can be from any Registered Medical Practitioner (RMP).

11. Any candidate who is medically unfit (including those who are temporarily unfit and even those who can be improved with Lasik surgery) shall be rejected. The candidate should be in possession of a medical fitness certificate issued by a DGS approved doctor and should be medically fit on the date of verification. **The claim of the candidate to achieve medical fitness in the future date, shall not be entertained.** The medical fitness certificate issued by the DGS approved doctor is considered final for admission to the programmes [B.Tech (ME), B.Sc (NS) & DNS]. The campus authorities shall verify only the genuineness of the medical certificate issued by the DGS approved doctor during certificate verification. In this regard vide letter Ref.no. IMU-HQ/RA/22/03/2022-CPGrams dated 28.08.2023 is relevant. (Copy Enclosed).

12. **After the Verification Process and the collection of 1<sup>st</sup> Semester Fees, the provisional Admission Confirmation 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.**

13. 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 have knowledge of requirements and guidelines of the DGS courses.

14. The Deputy Registrars of campuses are requested to send attendance of the candidates who 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.

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



16. 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 the verification portal.**

17. The list of candidates who will be appearing for certificate verification can be seen from the 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.

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 10.30 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 21.06.2025, 2359 hrs.

21. Kindly do not postpone the verification process under any circumstances.

22. In case of any query please contact AR-Academics on 7305074540.

  
**Controller of Examinations**

Enclosures:

1. Annexure – I
2. DGS circular No.11 of 2024 dated 23.04.2024
3. IMU letter Ref.no IMU-HQ/RA/22/03/2022-CPGrams dated 28.08.2023

To

The Campus Directors

Copy to:

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