



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 – 2514

Sub: Procedure for data entry and certificate verification – Affiliated Institutes-Academic Year 2025-26.

Ref: UG (Except BBA) –Provisional Rank List- Published in IMU Website on 30.05.2025

Madam / Sir,

1. IMU-CET 2025 results were published on IMU website on 30.05.2025.
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 2025-26.
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 **08-07-2025 till 11.07.2025**. 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, Admission Registration fee and the programme fees payment have 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	17.07.2025	<u>IMU Chennai Campus</u> East Coast Road, Uthandi, Chennai - 600 119
2.	Coimbatore Marine College, Coimbatore	17.07.2025	
3.	Southern Academy of Maritime Studies, Chennai	18.07.2025	
4.	Jeyanthinathar Academy of Marine Studies, Thoothukudi	18.07.2025	
5.	College of Ship Technology, Palakkad	17.07.2025	<u>IMU Kochi Campus</u> IMU Management Block, Dept. of Maritime Management, Bristow Road, Willington Island. Kochi - 682003.
6.	Eurotech Maritime Academy, Kochi	18.07.2025	
7.	International Maritime Institute, Noida	17.07.2025	<u>IMU Kolkata Campus</u> P-19 Taratala Road, Kolkata - 700088
8.	Anglo Eastern Maritime Academy, Mumbai	17.07.2025	<u>IMU Navi Mumbai Campus</u> T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
9.	Maritime Training Institute, (SCI), Mumbai	17.07.2025	
10.	The Great Eastern Institute of Maritime Studies, Pune	18.07.2025	
11.	Seven Islands Maritime Training Institute, Raigad	18.07.2025	

12.	Tolani Maritime Institute, Pune	17.07.2025	IMU Mumbai Port Campus MERI, MUMBAI, Hay Bunder Road, Mumbai-400033.
13.	Samundra Institute of Maritime Studies, Mumbai	17.07.2025	
14.	Training Ship Rahaman, Mumbai	18.07.2025	
15.	Yak Educational Trust, Mumbai	18.07.2025	

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 a 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 2510 dated 02.05.2025 initial intimation for lateral entry admissions were issued. This year the classes for lateral entry & all First/Second/Third/Fourth year students will commence on 01.08.2025. Affiliated Institutes will have to do the certificate verification at their designated IMU Campuses as indicated in the table at para 3.C. The verification for lateral entry will be done offline. All Affiliated Institutes should be ready with required documents and DD's handy on above scheduled dates (IMU may ask the students to pay online in place of DD). The admissions of the lateral entry candidates will be provisional till the time original certificates 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 22-07-2025 in the attached excel sheet (Annexure II) in soft copy. There will not be any extension in the submission date.

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 coe@imu.ac.in with a copy to dracademics@imu.ac.in and aracademics.hq@imu.ac.in.

7. In case of any query please call AR-Academics on 7305074540.

This issues with the approval of the Competent Authority.


Controller of Examinations

Enclosures: Annexure I & II

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

Copy to:

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