



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

IMU-HQ/C/12/19/1/2018/OCNS

Date: 28.06.2018

## Circular No.1805

**Sub: IMU – Online Counselling 2018 –Admissions to P.G Programmes**  
in IMU Campuses – procedure for verification of Original Certificates,  
Medical Fitness, etc and payment of Semester Fee - reg.

**Ref:** 1) IMU's Circular No.1803 dated 06-06-2018.  
2) IMU's List of Admissions published on 23-06-2018 for PG  
Programmes.

\*\*\*\*\*

Registrations for the Online Counselling for admissions to various P.G programmes in IMU Campuses started on 7<sup>th</sup> June 2018 and got over on Friday 20<sup>th</sup> June 2018. The First List of Admissions was published on IMU's website on **23<sup>rd</sup> June 2018** and the second list will be published on **06<sup>th</sup> July 2018**.

### Provisional Allotment-cum-Confirmation Letter:

The model Allotment-cum-Confirmation Letters for candidates who have been allotted to IMU Campuses as per the first list may be seen in **Annexure I**. The Campus Directors are requested to go through these letters carefully. The model Daily Report to be submitted by the Campus Directors may be seen in **Annexure-II**.

The candidates allotted to IMU Campuses will have to report before the Director of the concerned IMU Campus.

### Verification Process:

The Campus Directors of Chennai, Cochin, Kolkata, Navi Mumbai and Visakhapatnam Campuses are requested to carry out the verification of Certificates and collection of 1<sup>st</sup> Semester fee **for candidates selected to the IMU Campus** at the counter for IMU campuses.

East Coast Road, Uthandi, Chennai-600 119.

Tel : (044) 2453 0343 / 345 Fax : (044) 2453 0342 Email : registrar@imu.ac.in Website : imu.edu.in

Depending upon the workload, the Campus Directors should post sufficient number of staff in the Verification Counters. **As the work of verification-cum-collection of 1<sup>st</sup> Semester fee is very important, it should be ensured that only very competent staff are posted to the Verification Counters. They also need to be I.T-savvy as they will be required to make online entries in real time.**

The selected candidates have been directed to report before the Director of the designated IMU Campus between 10 am and 5 pm **from 23<sup>rd</sup> July 2018 to 31<sup>st</sup> July 2018** for verification of Original Certificates, Medical Fitness and for payment of 1<sup>st</sup> Semester Fees.

**Verification of Original Certificates:** The following Original Certificates should be produced by the candidates and verified by the IMU staff posted to the Verification Counters:

- *Proof of Age - Birth Certificate/SSLC or equivalent marksheet.*
- *Higher Secondary School or equivalent marksheet.*
- *Statement of Marks of all Semesters of the Undergraduate Programme showing that the candidate has passed all the subjects.(In case of non-availability due to results not published, letter from University to be provided.)*
- *Under Graduate Degree Certificate (or) Provisional Certificate\*.*
- *Community Certificate [only for OBC (NCL), SC and ST].*
- *Printed copy of IMU's CET Rank Certificate.*
- *2 copies of passport size photographs.*
- *Aadhar Card (newly introduced, data to be captured by IMU).*

\* **Note:** (i) *The Candidates have to produce the Provisional Certificate or Statement of Marks during Certificate Verification. In the absence of both the Candidate will have to produce a letter from the Principal/University Authority that their result will be declared on or before 30th August 2018 and that the candidate has no arrears till last semester.*

(ii) *They have to produce an undertaking that in the event of non-producing of the provisional certificate by 30.08.2018, they have to forgo the seat as well as fees (Counselling fees of Rs.10,000/-, Programme Fees of Rs.25,000/- and Semester Fees) paid by them. (Annexure-III).*

(iii) *The Candidate will be required to submit the Provisional Certificate/ Statement of Marks on or before 30th August 2018 i.e. one month from the date of commencement of course.*

**Medical Fitness certificate:** Candidates selected for M Tech (NA & OE), M Tech (D & HE), M Tech (MEM), MBA (PSM), MBA (ITL) and M Sc (CSL) should produce a Medical Fitness Certificate obtained from any registered medical practitioner.

**Confirmation of Admission:**

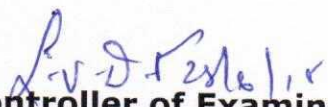
After the Verification Process and the collection of 1<sup>st</sup> Semester Fees is over, the provisional letter of admission produced by the candidate will be affixed with a seal with the words "**Admission Confirmed**" and attested by an IMU functionary designated by the Campus Director.

**Hostel: (For M.Tech Only)**

Hostel facilities will be made ready in the campuses from 17.07.2018 onwards. This arrangement is being made in order to reduce the number of physical visits by the candidate to the Campus to just one.

Apart from ensuring the making of prompt online entries relating to the Verification Process-cum-Collection of 1<sup>st</sup> Semester fees, Campus Directors must also send a daily progress report to IMU Headquarters by email in the format prescribed.

The First Semester classes will commence on **Wednesday 01<sup>st</sup> August 2018.**

  
**Controller of Examinations**

**To**

**All IMU Campus Directors**