



INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
KOLKATA CAMPUS
P-19, Taratala Road, Kolkata – 700088

JOINING INSTRUCTIONS – MBA(ITLM)

Dear Candidate,

1. **Congratulations on your selection for the MBA (International Transportation and Logistics Management) course in this prestigious institution. The Director, Faculty and Staff of IMU-KC extend you a warm welcome.**
2. **These joining instructions are aimed to guide you to prepare better for the course. You are requested to study these instructions carefully. Instructions are campus-specific and are in addition to instructions already given by the IMU Headquarter, Chennai. There may be some duplication, but it is intended to reaffirm the instructions.**
3. **The Campus is not open for students due to restrictions placed by the Government due to COVID-19 Pandemic. The Hostels & Campus Mess are not functioning. **Cadets are not to report to the campus for stay.** Modalities for certificate verification are appended below for adherence. The Candidates are required to complete certain paper formalities along with document verification. These forms are placed at Annexures. **Candidates must come with all the documents to avoid the trouble of running around in Kolkata.****
4. **COVID Precautions.** Candidates coming to campus for document verification must take all the COVID precautions. They should be wearing proper mask, should comply with instruction from staff and maintain social distance of Two Metres at all times. Anybody with fever, cough/cold, low oxygen level would not be allowed to enter the campus.
5. **Reaching the Campus.**
 - (a) Candidates can reach the IMU Kolkata Campus, P -19 Taratala Road, Kolkata-700088 between 10 am and 5 pm on dates communicated separately.
 - (b) **Reaching to the Kolakata Campus from Various Train Terminals.** From Howrah Station and Sealdah Station, hiring Taxi/Cab is the best option. (Public Transportation is available, but Cadets are advised to avoid the same due to the current pandemic). Campus is just opposite to Taratala Police Station
 - (c) Campus is located about 28 Km from the Domestic Airport, hiring a cab would be the best option.
 - (d) Due to COVID protocols, gathering of people is required to be minimised. Therefore only one parent/guardian would be permitted to accompany the candidate inside the campus. No stay arrangements can be made inside the campus for the candidate/parent due restrictions imposed by the COVID-19 protocols.

(e) The Candidate and accompanying Parents/ guardian are requested to leave the campus on completion of document verification.

(f) Address for correspondence/communication with the institution is:-

Postal: Indian Maritime University, Kolkata Campus,
P-19, Taratala Road, Kolkata-700088.

Phone - 9830337183

Fax :

E-mail : dradmin.kolkata@imu.ac.in (for all Administrative matters)

Training : trgsection.kolkata@imu.ac.in (For all training related matter)

6. **Physical Fitness.** Candidates for admission to MBA (ITLM) are required to produce the certificate issued for medical fitness by a registered medical practitioner.

7. **Documents to be submitted at the Time of Joining**

(a) Candidates should go through the Academic Brochure available on the IMU website / MERICAL website at the following link and come prepared with all the necessary documents.

www.imu.edu.in / www.imu.ac.in
www.merical.ac.in

8. The following Original documents should be produced by the Candidates for the Verification process:-

(a) Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.

(b) 10th, 12th and undergraduation marks statements (each semesters or the consolidated marks statement) and degree/ provisional certificate.

(c) Community Certificate [only for ST,SC and OBC-(NCL)], if applicable **Annexure-I**. Or Economically Backward Class Proof of parents income **Annexure-II**. Formats promulgated by the respective state government are also permissible. Declaration by OBC candidates. **Annexure-III**. Formats promulgated by the state government are also acceptable

(d) Printed copy of IMU'S CET Rank Certificate & Provisional letter of seat allotment.

(e) Xerox of Aadhar Card.

(f) Medical Fitness Certificate by registered medical practitioner

(g) 4 Nos. passport size photographs. Students should have sufficient number of photographs in order to avoid inconvenience.

(h) Two sets of photocopies of marks statements

NOTE: Selected candidate should preserve enough numbers of self-attested copies of the documents (for their own use) before submitting the originals to IMU, Kolkata Campus. The original documents submitted at IMU, Kolkata Campus will be returned to candidates only after completion of the course.

ANY SUPPRESSION OF TRUTH, MISREPRESENTATION OF FACTS OR FALSE INFORMATION IN ANY OF THE ESSENTIAL REQUIREMENTS WILL RESULT IN CANCELLATION OF ADMISSION AND FORFEITURE OF FEES AND RENDER THE CANDIDATE LIABLE TO PROSECUTION.

9. **Confirmation of Admission.** After the Verification Process, the 1st Semester Fees and Caution Deposit fee should be collected by way of separate **Demand Drafts** drawn in favour of **“Indian Maritime University, Kolkata Campus payable at Kolkata”**.

Online payments made in advance and payment details furnished at the time of document verification would be accepted subject to confirmation by the accounts department.

The Bank details are as under:-

(a) for Semester Fees of Rs 87,500/-

Account Holder – INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS
Bank Name - STATE BANK OF INDIA
IFSC - SBIN0018118
Account Number - 33984551613
Branch - INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS BRANCH

(b) for Caution money of Rs 20,000/-

Account Holder – INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS
Bank Name - STATE BANK OF INDIA
IFSC - SBIN0018118
Account Number - 33984626228
Branch - INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS BRANCH

Proof of payment receipt of programme fees has to produced.

10. After Verification of Certificates and Payment of 1st Semester Fees and Caution Money, provisional letter of allotment will be affixed with a seal with the words “Admission Confirmed” and attested by the IMU functionary designated by the Campus Director. The candidates would not be admitted to the Programme unless the Semester Fees relating to the first semester and caution deposit have been paid in full.

12. **The candidates will return to their homes post completion of the verification process. Due COVID Pandemic the classes would be conducted online only. Detailed instruction on conduct of online classes would be issued separately.**

13. In case of any difficulty you may send an e-mail to dradmin.kolkata@imu.ac.in clarification.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
CANDIDATES SELECTED FOR ADMISSION AT IMU-KOLKATA CAMPUS, KOLKATA**

This is to certify that Shri/Smt./Kum _____ Son/Daughter of
Shri/Smt. _____ of Village/Town
_____ District/Division _____ in the _____ state
belongs to _____ community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I section I No. 186 dated 13/09/93.
- ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I section I No. 163 dated 20/10/94.
- iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I section I No. 88 dated 25/05/95.
- iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I section I No. 210 dated 11/12/96.
- vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I section I No. 270 dated 06/12/99.
- x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I section I No. 71 dated 04/04/2000.
- xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I section I No. 210 dated 21/09/2000.
- xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- xiii) Resolution No. 12011/4/2002-BCC dated 19/06/2003.
- xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I section I No. 210 dated 16/01/2006.

Shri/Smt./Kum _____ and/or his family ordinarily reside(s) in the
_____ District/Division of _____ state. This is also to certify
that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of
the schedule to the Government of India, Department of personnel & Training O.M.
No.36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.
(Res.) dated 09/03/2004.

Dated:
Seal

District Magistrate/
Deputy Commissioner, etc.

NOTE:

- a) The term 'Ordinarily' used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below :
 - i) District Magistrate/Additional Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner /Deputy Collector /Ist Class Stipendiary Magistrate /Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar and
 - iv) Sub-Divisional officer of the area where the candidate and /or his family resides.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This _____ is _____ to _____ certify _____ that
Shri/Smt./Kumari _____ son/daughter/wife
of _____ permanent resident of
_____ Village/Street _____ Post
Office _____ District _____ in _____ the _____ State/Union
Territory _____ Pin code _____ whose photograph is attested below
belong to Economically Weaker Sections, since the gross annual income* of his/her
family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____.
His/her family does not own or possess any of the following assets**:

- I. 5 acres of agriculture land and above;
- II. Residential flat of 1000 sq.ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and other Backward Classes (Central List).

Recent Passport size
attested photograph of
the applicant

Signature with seal of office _____
Name _____
Designation _____

*Note 1. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2. The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3. The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status

Declaration /undertaking – for OBC Candidates only

I _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ state hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/3/2004 Estt. (Res.) dated 9/3/2004 and further modified vide OM No.36033/32004-Estt.(Res.) dated 14/10/2008.

I also declare that the condition of status/annual income for “Creamy Layer” of my parents is within prescribed limits as on financial year ending on March 31, 2013.

Signature of the Candidate

Place :

Date :

Declaration/undertaking not signed by candidate will be rejected.