



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

**Dear Candidate,**

1. **Congratulations on your selection for the M.Tech (Marine Engineering & 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 Hostel and Campus mess are not functioning. Cadets are not to report to the campus for stay.** Modalities for certificate verification are appended 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 Meters 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 Kolkata Campus from Various Train Terminals.** From Howrah Station and Shealdah 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.)

(c) Campus is located about 28 Km from the Domestic Airport, hiring a cab would be the best option.

(d) Due COVID protocols gathering of people is required to be minimised. Therefore only one parent/guardian would be permitted to accompany the candidate in side the campus. No stay arrangements can be made inside the campus for the candidate/parent as the campus does not have guest house and the hostel/mess are closed.

(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](mailto:dradmin.kolkata@imu.ac.in) (for all Administrative matters)

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

6. **Physical Fitness.** Candidates for admission to M.Tech(MEM) 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 admission brochure available on the IMU website / MERICAL website at the following link and come prepared with all the necessary documents.

[www.imu.edu.in](http://www.imu.edu.in) / [www.imu.ac.in](http://www.imu.ac.in)  
[www.merical.ac.in](http://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) 10<sup>th</sup>, 12<sup>th</sup> and undergraduation marks statements (each semesters or the consolidated marks statement) and degree/ provisional certificate. In addition Marin engineer have to produce MEO Class-1 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. And 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 1<sup>st</sup> 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 appended:-

(a) for Semester Fees of Rs 10,0000/-

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 1<sup>st</sup> 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](mailto:dradmin.kolkata@imu.ac.in) clarification.

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

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:

District Magistrate/  
Deputy Commissioner, etc.

Seal

**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**

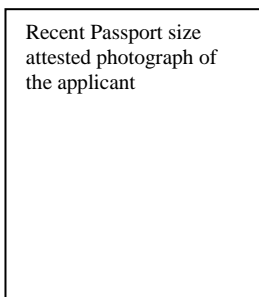
Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

**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).



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.