



INDIAN MARITIME UNIVERSITY EXAM & ACADEMIC

Instructions to Affiliated Institutes For End Semester Examinations – December 2016

The Indian Maritime University will conduct the End Semester Theory Examinations for all programmes 12.12.2016 to 31.01.2017. The Time-Table of End Semester Examinations have been hosted in the IMU website.

The following instructions are to be strictly adhered to:

1. For conducting the above Examination, Registration will be required to be made by the respective Nodal Officers Online through the Online Registration Link given on IMU's Website.
Examination ->Online Regn for Sem Exams -> College
2. After Online Registration for Exam, the Hard Copy of the Examination Registration Application along with the Core Banking Challan for payment of exam fees and Proforma (Force A1, A2, and A3) must be forwarded by Registered Post directly to **The Controller of Examinations, Indian Maritime University, Uthandi, and Chennai-600 119** on or before 15.11.2016. The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.
3. Applications received after the last date (15.11.2016) will not be entertained.

4. The Hall Ticket can be downloaded from the IMU's website, on the date which will be notified by IMU, before the commencement of examination.
5. The examination fees which is applicable is shown below :-

S.No	Particulars of Fee	Rs.
(i) Under Graduate/Diploma Courses		
1.	Each Written paper (Regular)	Rs.300/-
2.	Each Written paper (Arrear)	Rs. 500/-
3.	Each practical – 3 hours (Regular)	Rs.200/-
4.	Each practical – 3 hours (Arrear)	Rs. 300/-
5.	Project Work	Rs. 500/-
(ii) Post Graduate Courses		
1.	Each Written paper (Regular)	Rs.400/-
2.	Each Written paper (Arrear)	Rs. 500/-
3.	Each practical (Regular)	Rs.200/-
4.	Each practical (Arrear)	Rs. 300/-
5.	Dissertation/Project	Rs. 500/-
6.	Viva voce	Rs. 250/-
Other Fees related to Examinations		
1.	For issuing statement of marks for each examination each appearance	Rs.150/-
2.	Consolidated statement of marks (Appearing for final semester)	Rs.500/-
3.	Provisional Certificate (Appearing for final semester)	Rs.250/-
4.	Degree Certificate (Appearing for final semester)	For Post Graduate – Rs.1000/- For Under Graduate – Rs.500/-

6. Fees for Statement of Marks/ Grade Reports shall be collected along with the Examination Fees.

7. Consolidated Statement of Marks, Provisional Certificates and Degree Certificate will be issued to the Final Year students who have passed all the subjects and who have paid the applicable fee as indicated above. The Degree Certificate will be issued only on or after the Convocation Day.
8. Only those subject for which candidate is desirous to appear, needs to be mentioned at the time of registration for examination through the Online Examination Registration Link available on IMU's Website. (Examination -> Online Regn for Sem Exams -> Students)
9. **Internal Assessment and Project:** All the Campuses and Affiliated Colleges shall (i) 'Upload' the Internal Assessment (IA) marks and (ii) send the Hard Copies before the commencement of Examinations on or before 10.12.2016. The Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations.
10. **Practical Examinations:** Practical Examinations will be conducted by the respective institutions as per the schedule which was sent to you earlier and the Practical Marks should be forwarded to the IMU Chennai on or before 10.12.2016 in hard copy. The Practical Marks shall be displayed in the Notice Board before the commencement of University Examinations.
11. Attendance particulars to be sent as per the Proforma (Force A4) enclosed on or before 15.11.2016. Hall tickets cannot be downloaded if the attendance particulars are not received in time. Attendance requirements for students to appear University exams have already been communicated in IMU's Circular No.1528 dated 27.07.2015.

12. Fees shall be remitted to IMU's **A/C No. 31700113394** through SBI, (Uthandi – 11771) Chennai - 119 Core Banking Challan. The Challan format is enclosed.
13. The last date for the receipt of filled in application along with examination fees is on 11.11.2016.
- 14. Online will be opened from 20.10.2016 to 11.11.2016 for Registration of Examination Application.**

You are requested to adhere to the time schedule and co-operate for smooth conduct of Examination. The receipt of this Circular may please be acknowledged.

Controller of Examinations.