



## **INDIAN MARITIME UNIVERSITY EXAM & ACADEMIC**

### **Instructions to IMU Campuses For End Semester Examinations - December 2016**

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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 Online Transaction Receipt 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 :-

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

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 on line Mode (SBI I-Collect). Please refer Annexure-1 for detailed information for payment of Exam Fees through Online mode.

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.**

**ONLINE MODE OF EXAM FEE PAYMENT**

**IMU Campuses students are hereby informed to read the instructions carefully to make the online payment of Exam Fees and to ensure that payment is made for the correct student details. If any mismatch exists in the student details furnished, please contact the following number: Exam Cell: 044-24530343/223.**

**Instructions:**

**Click the following URL in the IMU WEBSITE [www.imu.edu.in](http://www.imu.edu.in).**

IMU Website→ Examination→ Online Exam Fee Payment for IMU  
Campuses Students

**(OR)**

**Click on the following URL**

**<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=271158>**

- a. Accept the terms and conditions and click "PROCEED".**
- b. In the next page, Select Exam Fees 2016 category, fill details correctly & click "SUBMIT".**
- c. If all details entered are correctly populated, click "CONFIRM "to proceed.**
- d. Make payment as per your convenience through any bank. (Options available are payment of fees through SBI Net**

**Banking, State Bank ATM cum Debit Cards/ Other Bank Debit/ Credit Cards and through SBI Branches – Challan).**

- e. **SAVE & Keep copy of receipt for future reference and hand over one copy to concerned Nodal Officer.**

**(OR)**

- 1. Login to <https://www.onlinesbi.com>**
- 2. Select [State Bank Collect](#) available on the top ( pre login page )**
- 3. Accept the terms and conditions and click **"PROCEED"****
- 4. Select State **"TAMILNADU"** and Institution type **"EDUCATIONAL INSTITUTIONS"**.**
- 5. Select **"INDIAN MARITIME UNIVERSITY-HEAD QUARTERS"** under [Educational Institutions](#).**
- 6. In the next page, Select APPROPRIATE category – **Exam Fees-2016**, then ENTER REGISTRATION NUMBER, now the web page will be displayed with the student details check for the correctness before making payment, if any mismatch in the student details kindly contact Exam section– 044-24530343/223 to correct the student details in the data base.**
- 7. If all the details are correct then fill all other details correctly & click **"SUBMIT"**.**
- 8. If all details entered are correctly populated, click **"CONFIRM"** to proceed.**
- 10. Make payment as per your convenience. (Options available are payment of fees through [SBI Net Banking](#), [State Bank ATM cum Debit Cards/ Other Bank Debit/ Credit Cards](#) and through [SBI Branches](#).**
- 11. SAVE & Keep the copy of receipt for future reference and hand over one copy to concerned HOD's office.**

**General Important Instructions:**

- 1. Please ensure that the money transfer limit should be available while making the payment through any bank Debit Card/Credit Card.**
- 2. Exam fees/other exam related fees (miscellaneous) must be paid strictly through the exclusive link made available in the IMU web site under the online examination fees link.**

**URL:**

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=27115>

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**HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A  
LATER DATE:**

**(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT  
SECOND TIME)**

- 1. Login to [www.onlinesbi.com](http://www.onlinesbi.com)**
- 2. Select [State Bank Collect](#) available on the top ( pre login page )**
- 3. Accept the terms and conditions and click "[PROCEED](#)"**
- 4. Select "PAYMENT [HISTORY](#) "option available on the left side of screen.**
- 5. Using [two options](#) as mentioned below , you can get the receipt :**
  - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.**

b. If you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile number, which you have entered at the time of making payment). Select the date range and submit.

6. In the next page, [take print out of receipt](#).

State Bank of India - Windows Internet Explorer  
https://www.onlinesbi.com/portal/login/suvidhapaymenthistory.htm

STATE BANK OF INDIA [IN] Bing

File Edit View Favorites Tools Help

State Bank Group

State Bank Collect MOPS Pay EPPF

You are here: State Bank Collect > Payment History

State Bank Collect  
Confirm NEFT Txn  
Reprint Remittance Form  
Payment History

05-Feb-2015 [02:31 PM IST]

Select a date range to view details of previous payments (OR)

Date of Birth \*  
(Date provided at the time of making payment)

Mobile Number \*  
(Mobile Number provided at the time of making payment)

Start Date \*  
End Date \* 05/02/2015

Enter the INB Reference Number (Starting with 'DU') & DOB/Mobile Number to view a specific payment

DU Reference Number \*  
(As appearing in your pass book/statement in the narration pertaining to the transaction)

Date of Birth \*  
(Date provided at the time of making payment)

(OR)

Mobile Number \*  
(Mobile Number provided at the time of making payment)

Enter the text as shown in the image \* EF12A

Go

Mandatory fields are marked with an asterisk (\*)  
Date range cannot exceed one year