

**Ordinance 19 of 2015**

*[vide Executive Council resolution No. EC 2015-31-30 dated 26-06-2015  
amended vide EC 2016-34-18 dated 23-05-2016]*

**Fees for Examinations, Convocation and various other purposes  
for students of IMU Campuses and Affiliated Institutes**

Sl. No.	Particulars	Proposed Fee (Rs.)
<b>A) Examination and other related fees</b>		
<b>(I) Under Graduate Courses</b> (Semester and Non-Semester system)		
(i)	Each written Examination paper	300 500 (for arrear paper)
(ii)	Each Practical Examination – 3 hours	200 300 (for arrear paper)
(iii)	Project work	500
<b>(II) Post Graduate Courses</b>		
(i)	Each written paper	400 500 (for arrear paper)
(ii)	Each practical	200 300 (for arrear paper)
(iii)	Dissertation/Project	500
(iv)	Viva voce	250
<b>(III) Diploma Courses</b>		
	Each written paper / practical	200 300 (for arrear paper)
<b>(IV) Certificate Courses</b>		
(i)	Certificate in courses examinations	
	Each written paper	150 200 (for arrear paper)

<b>(V) Other fees related to Examinations</b>		
(i)	For obtaining Photo copy of each Answer Script irrespective of the number of pages	<b>80</b>
(ii)	Re-totalling per Answer Script	250
(iii)	Revaluation fee per Answer Script	500
(iv)	For issuing statement of marks for each examination for each appearance	150
(v)	For issue of duplicate statement of marks for each examination for each appearance	200 + Rs.100 search fee for each previous year
(vi)	Consolidated statement of marks	500
(vii)	Provisional Certificate	250
(viii)	Duplicate Provisional Certificate	500
(ix)	Transcript fee	
	One copy	500
	Every additional copy	300
(x)	Submission of Thesis	
	Ph.D	2,000
	<i>Extension of time to submit Ph.D. Thesis will be granted on payment of penalty fees as follows:</i>	
	Penalty fee for submission of Ph.D thesis within 12 months after the lapse of the stipulated period.	1,000
	Penalty fee for submission of Ph.D. thesis beyond 12 months and up to 36 months after the lapse of the stipulated period.	2,500
	Penalty fee for submission of Ph.D. thesis beyond 36 months after the lapse of stipulated period.	5,000
<b>B) Convocation and other related fees</b>		
	Fee for issue of degree in a Convocation conducted by the University	
(a)	Under Graduate degrees/diplomas – In person	500
(b)	Under Graduate degrees/diplomas – In absentia	500
(c)	Post Graduate degrees/diplomas – In person	1,000
(d)	Post Graduate degrees/diplomas – In absentia	1,000
(e)	Ph.D. – In person	2,000
(f)	Ph.D. – In absentia	2,000
(g)	Any other degree/diploma/certificate	
	- In person	500
	- In absentia	500
(h)	Duplicate Degree	Convocation fee + Rs.100 search fee for each previous year
<b>C) Admission Registration/Counselling Fee and Programme Fee</b>		
(i)	One-time Admission Registration/ Counselling fee, payable at the time of Admission by all new students of	10,000

	IMU Campuses as well as Affiliated Institutes including management/sponsored candidates and those who get admission into 2 <sup>nd</sup> year by Lateral Entry.	
(ii)	Programme Fee, payable <u>every year</u> by all students of IMU Campuses as well as Affiliated Institutes including management/sponsored candidates and those who get admission into 2 <sup>nd</sup> year by Lateral Entry. It is an integral component of the total Annual Fee collected from a student. It shall be the responsibility of the Campus / Institute to collect and transfer this fee to IMU Headquarters at the beginning of every academic year. The Programme Fee is meant to defray the expenses involved in the development of new programmes and curricula; upgradation/improvement of existing programmes and curricula; development of web-based teaching materials and other innovative teaching aids; and related expenses, including expenses of various University authorities engaged in such development/ upgradation/ improvement.	
a)	Post Graduate/P.G Diploma Courses	25,000 per year per student
b)	Under Graduate /Diploma/ Certificate Courses	25,000 per year per student
<b>D) Other fees</b>		
(i)	Condonation Fee for Attendance	2000
(ii)	Condonation Fee for Break in Studies	2000 for break of 1 year; 5,000 for break of 2 years; 9,000 for break of 3 years;
(iii)	Fees for effecting change of names or date of birth of Candidates in the Records of the University and in Certificate/Diplomas	500
(iv)	For obtaining a Migration Certificate	200
(v)	For obtaining duplicate Migration certificate	300
<b>E) Remuneration for Question paper setters and related activities</b>		
(i)	Question paper setting	
	- Common Entrance Test (CET)	2500
	- Other than CET	1500
(ii)	Preparation of Answer Key	
	- Common Entrance Test (CET)	2500
	- Other than CET	1500
<b>(F) Remuneration for Exam Duties</b>		
(i)	Flying Squad	1500 per day.
(ii)	Chief Superintendent	1500*
(iii)	Observer [Group A]	1500* per day
(iv)	Observer [Group B & C]	1250* per day
(v)	Invigilation/Hall Superintendent (per session) - for every 25 students.	500 per session

(vi)	Supporting Clerical – for every 100 students.	200 per day
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(vii)	Attender – for every 100 students.	100 per day
(vii)	Remuneration for evaluation of Practical Exams (incl. Record & Viva)	15 per student - each for internal and external Examiners.
(ix)	Remuneration to Examiners for Thesis/Dissertation and Viva Voce	
	PG Courses	150 per student per examiner for Dissertation and 50 for Viva Voce
	Ph.D.	1,000 per external Examiner.
<b>G)</b>	<b>Remuneration for Evaluation and Related duties</b>	
(i)	Co-ordinators / Chairman	1000 per day (subject to maximum of Rs.5000 per semester)
(ii)	Evaluation Remuneration	50 per answer script (subject to a ceiling of 25 answer scripts per session or 50 answer scripts per day)
(iii)	Supporting Clerical staff	200 per day
(iv)	Attender	100 per day

(\* If the number of students appearing in a particular Examination Centre is less than 10, then the Remuneration payable will stand reduced by 50%.

Note: The Notification published in Chapter-III 'Schedule of Fees for various Examinations and for other various general purposes' of the Gazette of India No. 38, dated January 28, 2010 is hereby repealed.