

INDIAN MARITIME UNIVERSITY
CHENNAI 600 119.

REF: IMU/COE/1A/2014

02nd April 2014

CIRCULAR NO. 1403

It is noticed that requests are being received from some Directors of IMU Campuses/Principals of Affiliated Institutes that the Internal Assessment Marks of some of the students had been wrongly calculated or wrongly entered and that the same needs revision. Some of these requests have been made after the publication of the University Examination results. Such mistakes are avoidable and they show our Examination system in poor light.

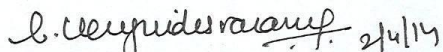
It appears that the Internal Assessment Marks of the students are neither being displayed in the common Notice Boards or intimated to the students individually before the University Examination, because if that were the case, such mistakes would have been pointed out by the students then and there.

The following instructions are therefore issued for strict compliance by all the Campus Directors of IMU Campuses/Principals of Affiliated Institutes :

- (1) Internal Assessment Marks of any Programme's examination should be published and displayed in the common Notice Board for the information of the students **at least 14 days before the date of commencement of the University Examinations.** Where representations are received from the students about mistakes in Internal Assessment Marks in computation or data entry, such requests should given due consideration and the mistakes should be corrected then and there. The corrected Internal Assessment Marks should be reported to the University **at least 7 days before the University Examinations, after which they shall be frozen.**

- (2) **No requests for change in the Internal Assessment Marks on any ground whatsoever will be entertained after the Examination Results are declared.**

Please display a copy of this circular on your Common Notice Board for the benefit of the students.


CONTROLLER OF EXAMINATIONS (i/c)

To:
(1) Directors, IMU Campuses
(2) Principals of All Affiliated Colleges

Copy to: OSD / Registrar IMU