



INDIAN MARITIME UNIVERSITY

Instructions for the programmes under School of Maritime Management (SMM)

For

End Semester Examinations - June 2019

The Indian Maritime University will conduct the End Semester Theory Examinations for MBA(PSM&ITL) and BBA(LR&E-C) programmes 10.06.2019 to 22.06.2019. The Time-Table of End Semester Examinations have been hosted in the IMU website. **Online Examination Application will be live from 20.05.2019 to 29.05.2019 in the Student Portal for Registration for June 2019 End Semester Examinations.**

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 students Online** through the Online Registration Link given on IMU's Website:

Examination ->Online Regn for Sem Exams -> Students.

Students can use their Registration Number as User ID and Date of Birth (DD/MM/YYYY format) as password. After first login, student has to change the password and the same has to be used for future transactions. Students are requested to keep the password confidentially without disclosing to others. In case of misuse of the login and password, the concerned student is responsible for the same. In case, students forgot their password, they can retrieve the same by using Forget Password link available in Students Portal. Please note that no correspondence regarding retrieval of the password will be entertained at IMU Hqrs. IMU will not be responsible for any misuse of login and password, students are advised to maintain absolute confidentiality.

2. Students have to pay their Examination Fees **only through Online Mode** by way of Internet Banking/ Credit Card which is integrated with Online Examination Application. **No other mode of payment will be acceptable.**

3. Students are requested to read the Instructions on the Payment Gateway carefully to avoid double payment. If any student paid the needed amount more than once due to technical issues, such students should approach the "Nodal Officer" for examinations portal along with proof. Nodal Officer shall consolidate all such cases with proof and send the details to the exam section for process of refund after the completion of online registration. . Please indicate to the students that all refund request have to be forwarded through the campuses/institute (Nodal Officer) and direct mails from them will not be attended to.
4. After completion of Online Registration by the students, Nodal Officer of the Concerned Campus/Institute has to verify the application with reference to attendance, fees payment to the University/Institutes, if any and approve the application in College Portal. The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.
5. The portal will be closed at 5.00 pm on the last date 29.05.2019. No requests for extension will be entertained.
6. The Student can download the Hall Ticket through the Student Portal, on the date which will be notified by IMU before the commencement of examination (positively by two days prior to the Examinations).
7. The examination fees which is applicable is shown below :-

<u>S.No</u>	<u>Particulars of Fee</u>	<u>Rs.</u>
(i) Under Graduate 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/-

8. Fees for Statement of Marks/ Grade Reports shall be collected along with the Examination Fees.
9. 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.
10. **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 10.06.2019. **The Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations as per Circular No - 1403 dtd. 02.04.2014. Students are requested to check the same and incase of any**

difference the same should be brought to the notice of the HoD and action for the same will be initiated. No queries/ corrections will be entertained after the examinations results are declared.

11. **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 COE's Office on or before 14.06.2019 in hard copy. **The Practical Marks (Internal) shall be displayed in the Notice Board before the commencement of University Examinations.**
12. Attendance requirements for students to appear in University exams have already been communicated in IMU's Circular No.1701 dated 06.01.2017. Instructions for uploading of class attendance in the portal is attached as Annexure – 1. Kindly follow the instructions without fail.
13. **Condonation fees for shortage of Attendance:**

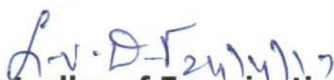
As per IMU's Circular No.1701 dated 06.01.2017, a student must put in a **minimum of 85% of attendance in order to appear in the End Semester Examinations (Theory and Practical)**. Students whose attendance is equal to or above 80% but below 85% has to **pay Rs.5000/- (Five Thousand only)** as condonation fee for shortage of attendance and for students whose attendance is equal to or above 75% below 80% has to pay **Rs.10000 (Ten Thousand Only)** as condonation fees for shortage of attendance. A Student who has but in less than 75% attendance will not permitted to write the University's End – Semester Examinations and will not be permitted to move the next semester. It will be treated as a case of 'Break in Studies'. For more details, please refer IMU's Circular No.1701 dated 06.01.2017.

The payment of condonation fees for shortage of attendance has to be paid only through Online Payment Gateway by the students in the "student portal" as per the timeline mentioned in para 14.

14. Detailed Timeline for June 2019 End Semester Examinations are given below for strict compliance.

Date of commencement of Online Registration in Student Portal	20.05.2019
Last Date for completion of Online Registration	29.05.2019
Uploading of Attendance Sheets in College Portal	31.05.2019
Payment of (Online) Condonation Fees by the Students in the Student Portal	03.06.2019
Verifying & approving of the application in College Portal by Nodal Officer	04.06.2019
Downloading of Hall Ticket by the Students in the Student Portal	2 days prior to the Start of Examinations

15. All the concerned are requested to adhere to the time schedule and Co-operate for smooth conduct of Examination. The receipt of this Instructions may please be acknowledged


Controller of Examinations.

College Portal:

I. PROCEDURE TO BE FOLLOWED IN THE CASE OF UPLOADING OF CLASS ATTENDANCE:

Uploads -> Class Attendance

1.

- Please choose Class Attendance from 'Upload" Menu.
- Choose Programme and Batch.
- Upload the attendance details as per sample template. Please see the below screenshot:

Class Attendance

✓ Data imported successfully

Programme : ---- Select Programme ----

Batch : -- Select Batch --

Upload file : No file selected.

No. of File(s) : 4

Sl.No	Programme	Batch	File Name	Executed	Date
1	BBA (Logistics, Retailing and E-Commerce)	2018-2021	Download	Import	01-12-2018 5:26:52
2	Diploma (Nautical Science)	2018-8	Download	Import	01-12-2018 5:13:29
3	Diploma (Nautical Science)	2018-8	Download	Imported	01-12-2018 5:52:06
4	Diploma (Nautical Science)	2018-8	Download	Import	01-12-2018 5:04:57

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2. Once attendance is uploaded, please click on the import button wherein you can view the uploaded attendance particulars of each programme. Further, you can view the student with attendance shortage in **blue color**. Please see the below screenshot:

Program Name : B.Tech (Naval Architecture and Ocean Engineering)

Blue color indicate Attendance Shortage Students

S.No	Register Number	Name of the Student	Attendance details			Remarks
			No. of days Present	No. of days Absent	% of Attendance	
1	1604609001	AADITYA KUMAR	50	5	90.91	
2	1604609002	AJAY KUMAR MEENA	52	3	94.55	
3	1604609003	AKASH SAXENA	52	3	94.55	
4	1604609004	AKSHAY SHAJI	54	1	98.18	
5	1604609005	AMRITASH KUMAR VERMA	52	3	94.55	
6	1604609006	ANURAG KUMAR	50	5	90.91	
7	1604609007	APOORVA	50	5	90.91	
8	1604609008	BHASWATI BARMAN	45	15	79.99	
9	1604609009	DILEEP KUMAR RAWAT	45	10	81.82	
10	1604609010	GIRDHAR PRASAD	45	10	81.82	
11	1604609011	KANKAN DEKA	47	8	85.45	
12	1604609012	KARUKOLA DIVAKARA RAO	55	0	100	
13	1604609013	KISHAN KUMAR SETH	55	0	100	

II. PROCEDURE TO BE FOLLOWED FOR APPROVING THE EXAM APPLICATION:

a. When the student meets the requisite Attendance Percentage i.e. more than 85%:

- Please choose Exam Application from 'Application" Menu.
- Select the Exam application of an individual student.
- When the attendance is above 85%, kindly verify the photograph (in the case of first year) and approve the application. **If photograph is not available, the same has to be uploaded via college portal only.**
- Due care needs to be exercised, while approving the applications of Final year students by taking into the account issues related to payment of requisite fees, returning of library books, No dues, etc. Once the application is approved at College Portal, University will verify the same and will approve the Application and the student will download the Hall Ticket from the Student Portal on the date specified by the University (tentatively be two days prior to the exams)
- Kindly instruct the student to get the signature of the Chief Supdt/Principal Signature in the hall ticket. Without signature of Chief Supdt/Principal signature, student will not be allowed to write the examinations.

b. When the student does not meet the requisite Attendance Percentage i.e. less than 85%:

- Please choose Exam Application from 'Application" Menu.
- Select the Exam application of an individual student.
- When the student has the attendance between 75% and 85%, one more button

"Attendance Shortage" button, separate pop-up application will open, enter the requisite data and submit it.

Please see the below screenshot:



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University, Government of India)
Established by an Act of the Parliament in 2005

TEST INSTITUTE

HomeProfileStudentsApplicationsResultUploadsReports

Application No : 99B8130015Back

STUDENT INFORMATION

1. REGISTER NUMBER : 1899813001

2. NAME OF THE CANDIDATE : 2018 DNS STUDENT 1

3. PROGRAMME NAME : Diploma (Nautical Science)

4. SEMESTER : 1

5. Email ID : test@test.com

6. Mobile Number : 8168560350

7. EXAM CENTER CODE : 99

8. FEES AMOUNT : Rs.3050

9. APPLIED DATE : 19/11/2018



BANK INFORMATION

10. CHALLAN NUMBER : 123

11. CHALLAN ISSUED DATE : 19/11/2018

12. ISSUED BANK NAME :

13. TOTAL REGULAR PAPERS : 11

14. TOTAL ARREAR PAPERS : -

CURRENT SEMESTER

1. UD11T4101 Applied Mathematics

2. UD11T4102 Applied Sciences

3. UD11T4103 Ship Construction & Ship Stability I

4. UD11T4104 Navigation I : Terrestrial & Celestial

5. UD11T4105 Navigation II : Bridge Equipment, Watchkeeping and Meteorology

6. UD11T4106 Cargo Handling, Stowage and Seamanship I

7. UD11T4107 English, Human Factors & Maritime History

8. UD11P4101 Applied Sciences Laboratory

9. UD11P4102 Computer Laboratory

10. UD11P4103 Workshop Practices

11. UD11P4104 Seamanship Laboratory

No. of Regular Theory Paper : Rs. 300 X 7 = Rs.2100

No. of Regular Practical Paper : Rs. 200 X 4 = Rs.800

Statement of Mark : Rs.150

Amount : Rs.3050 (Three thousand fifty only)

Shortage Percentage : 80 %

Condonation : Rs.5000

Attendance ShortageApproveRejectPrint

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Attendance shortage Details

Percentage Between : 80 ≤ 85

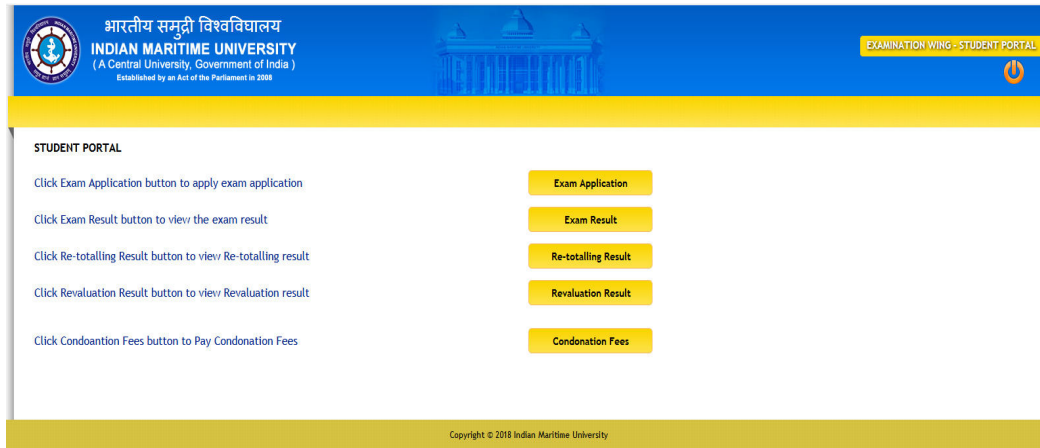
Percentage of Attendance : 80

Comments : Enter your comments for update of your application!!!

☐ I confirm all the application details entered are correct & it has been thoroughly verified.

Submit

- On submitting this pop-up, application, Condonation Fees link will be enabled in the Student Portal, screenshot given below:



- Now, the student needs to pay the condonation fees via payment gateway by logging in the student portal.
- Once the payment is made, Nodal Officer can approve the application, which will be displayed in the University Portal for further action.

NOTE: When the attendance is below 75%, the student will not be allowed to appear in the Examinations, their application needs to be rejected by the Nodal Officer in the College Portal by giving proper remarks.