



भारतीय समुद्री विश्वविद्यालय

INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

Instructions applicable for the programme DNS leading to B.Sc (Applied Nautical Science) – April 2020 Examinations

The Indian Maritime University will conduct the DNS leading to B.Sc (Applied Nautical Science) Theory Examinations between 07.04.2020 to 09.04.2020. The time table has been hosted in 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 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 of the concerned institute along with proof. Nodal Officer shall consolidate all such cases with proof and send the details to the Exam Section through Deputy Registrar of the Campuses/Principals of Affiliated Institutes for process of refund after the completion of online registration. Please indicate to the students that all

refund requests have to be forwarded through the Campuses/Institute (Nodal Officer) and direct mails from students 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 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 revised new procedure for conduct of 3rd, 4th, & 5th Semester Examination of DLP as mentioned in Circular No. 1922 to be followed.
6. The Student who have successfully completed the one year DNS Programme and Completed 18 months sea time and who have fulfilled the STCW requirements and their internal marks updated by the concerned Institutes will be allowed to register for 3rd, 4th & 5th Semester Examinations. Student should ensure that their Institute has uploaded Internal Marks on time in the portal before registration for examination.
7. A Candidate who wants B.Sc (Applied Nautical Science) Degree must make at least one attempt in 3rd, 4th & 5th Semester Examinations before appearing in 2nd mates Examinations (6th Semester) otherwise they will not be considered for award of Degree.
8. The portal will be closed at 5.00 pm on the last date 15.03.2020. No requests for extension will be entertained.
9. 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).
10. The examination fees which is applicable is shown below :-

S.No	Particulars of Fee	Rs.
1.	Each Written paper (Regular)	Rs.300/-
2.	Each Written paper (Arrear)	Rs. 500/-
4.	Statement of Mark	Rs.150/-
3.	Consolidated statement of marks	Rs.500/-
4.	Provisional Certificate	Rs.250/-
5.	Degree Certificate	Rs.500/-

11. Fees for Statement of Marks shall be collected along with the Examination Fees.

12. 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.

13. The Examination may be conducted in the following four examination Centres.

- IMU Kolkata Campus
- IMU Navi Mumbai Campus
- IMU Chennai Campus
- Applied Research International (ARI).

14. Detailed Timeline for April 2020 End Semester Examinations are given below for strict compliance.

Cut off Date of Online Registration	18.03.2020
Verifying & approving of the application in College Portal by Nodal Officer	20.03.2020
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 (i/c)