



## INDIAN MARITIME UNIVERSITY

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

For

**End Semester Examinations – December 2019/January 2020**

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The Indian Maritime University will conduct the End Semester Theory Examinations for MBA (PSM&ITL) and BBA(LR&E-C) programmes 28.11.2019 to 17.12.2019. The Time-Table of End Semester Examinations have been hosted in the IMU website. **Online Examination Application will be live from 06.11.2019 to 13.11.2019 in the Student Portal for Registration for December'19/January'20 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 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 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 13.11.2019. 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 :-

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

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. **The Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations as per Circular No - 1703 dtd. 06.01.2017. 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 .**The Practical Marks (Internal) shall be displayed in the Notice Board before the commencement of University Examinations.**

**The Theory Internal Marks and Practical (Internal/External) Marks will be opened at commencing of Practical 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 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. No other mode will be accepted.

14. Detailed Timeline for December 2019/January 2020 End Semester Examinations are given below for strict compliance.

Date of commencement of Online Registration in Student Portal	06.11.2019
Last Date for completion of Online Registration	13.11.2019
Uploading of Attendance Sheets in College Portal	15.11.2019
Payment of (Online) Condonation Fees by the Students in the Student Portal	18.11.2019
Verifying & approving of the application in College Portal by Nodal Officer	20.11.2019
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.

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**Controller of Examinations.**