



INDIAN MARITIME UNIVERSITY

Instructions for the Conduct of Final Semester Examinations and Arrear Examinations for all the Semesters and all the Regulations.

Instructions to the Students

1. The Guidelines for conduct of Examinations for the Final Semester Students of Various Programmes of IMU and Arrear Examinations for all the Semesters and all the Regulations is given in the Annexure-1.
2. The weightage for assessment for the Theory Examinations, as per new guidelines, for all the Programmes is given below:

Components	UG	PG
Internal Assessment	30 %	40 %
Past Performance	30 %	20 %
Time Bound Assignment	20 %	20 %
Viva Voce	20%	20%

3. Online Examination Application will be enabled from 01.07.2020 to 13.07.2020 in the Student Portal for Registration for Final Semester Examinations and Arrear Examinations for all the Semesters and for all the regulations. No further extension will be given for the registration.
4. Students are required to register through the Online Registration Link given in the IMU's Website:
Examination ->Online Registration for Semester 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.

5. 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.
6. Students are requested to read the Instructions on the Payment Gateway carefully to avoid double payment. If any student paid the required examination fees more than once due to technical issues, such students should approach the "Nodal Officer" for examinations portal of the concerned Campuses/Affiliated Institutes 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.
7. The portal will be closed at 11.55pm on the last date i.e. 13.07.2020. No requests for extension will be entertained.
8. 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 two days prior to the Examinations).

9. The examination fees which is applicable is shown below :-

<u>S.No</u>	<u>Particulars of Fee</u>	<u>Rs.</u>
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/-
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/-

10. Fees for Statement of Marks/ Degree Certificate shall be collected along with the Examination Fees.

11. 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.
12. Internal Assessment and Project: All the Campuses and Affiliated Colleges shall (i) 'Upload' the Internal Assessment (IA) marks and (ii) send the Hard Copies to the CoE's Section. The Internal Assessment Marks shall be displayed in the Notice Board and also sent to the students through email/Whatsapp before the commencement of University Examinations as per Circular No - 1749. Students are requested to ensure the same and in case 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.
13. The distribution like Past Performance, Time Bound Assignments and Viva Voce will be treated as University single External Examinations. The general guidelines i.e., minimum 50% pass in the University External Examinations and overall 50% marks is required in order to pass in the particular subjects. If any student fails to attend any one of the time bound assignment or Viva Voce, then he/she shall be treated as absent in that particular subject.
14. The students will have to upload the Hall Ticket along with the answer sheets while submitting every "time bound assignments". Without Hall ticket, the time bound assignment will not be considered for evaluation.
15. The students who have failed in this Examinations or registered but not appeared or not registered will not be counted as an attempt for calculation of maximum duration, as per IMU Rules.
16. In case, if a passed student feels that (s)he secured less marks in this methodology, he/she can re-appear to enhance the marks in the regular examinations as and when conducted by the IMU. The same will be applicable to the students who have failed in this Examinations/ registered but not appeared/ not registered for this examination. As a special situation that prevails now, this enhancement (second attempt) will not be treated as arrears as in normal practice.

17. Detailed Timeline for the End Semester Examinations for Final year students are given below for strict compliance:

Date of commencement of Online Registration in Student Portal	01.07.2020 @ 12 pm
Last Date for completion of Online Registration	13.07.2020@ 11.55 pm
Verifying & approving of the application in College Portal by Nodal Officer	14.07.2020 to 16.07.2020
Downloading of Hall Ticket by the Students in the Student Portal	20.07.2020
Period for conduct of time bound assessment by the Campuses/Affiliated Institutes	As per Time Table given in the Annexure-II
Viva-voce	4.8.2020 to 14.8.2020

18. The timetable for the conduct of the "Time Bound Assignment" for the Final Semester Examinations is given in the **Annexure-II**. Please go through the same.

19. The timeline for the conduct of Arrear Examinations is given in the **Annexure-III**. The detailed Timetable will be issued in the third week of July 2020 after the completion of the registration. The Arrear Examinations are also conducted based on the scheme as mentioned in the Annexure-I.

20. The Practical Examinations for the programmes like B.Tech (ME), DNS, B.Sc (NS) and B.Sc (MS) will be conducted based on the guidelines issued by the DG Shipping and timetable will be issued in due course.

21. The students should be in contact with the respective Campuses/Affiliated Institutes for more details.

Instructions for the IMU Campuses/Affiliated Institutes

1. All the IMU Campuses and Affiliated Institutes are requested to go through the new scheme for the conduct of Final Semester Examinations and the Arrear Examinations for all the Semesters and all the Regulations as mentioned in the Annexure thoroughly.
2. Please adhere to the Instructions as mentioned in the Scheme without fail.
3. After completion of Online Registration by the students, Nodal Officer of the Concerned Campus/Institute has to verify the application 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.
4. Please ensure only the student who have registered in the Examination Portal required to attend the Examinations.
5. The Question paper for the Time-Bound Assignment will be shared with the HoDs of IMU Campuses and the Principals of the Affiliated Institutes on the day of Examinations as given in the Timetable. **Further, no clarification on the question paper will be issued during examinations.**
6. The weightage of the past performance as per the calculation mentioned in the scheme will be prepared by the Examination Portal and the same will be available for each students in the College Portal in due course. A separate mail will be sent to all the concerned in this regard. The HoDs/Principals are requested to share the same with concerned students to verify the same. In case, if there is any discrepancy in the weightage for past performance, the same has to be compiled by the HoDs/Principals and forward the consolidated list to the CoE's office for verification and rectification, if any. No individual queries from the students will be entertained. A clear-cut instructions may be issued to all the students in this regard.
7. For the conduct of "Time Bound Assignment", the Principals of the Affiliated Institutes and the HoDs/HoD i/c of IMU Campuses will be treated as Chief Superintendent. All the instructions/clarifications for the conduct of Examinations will be sent to them. No separate Order will be issued. However, the Principals and the HoDs/HoD(i/c)s of IMU Campuses have to furnish an

Undertaking stating that he/she has gone through the Scheme document thoroughly and understood the same. He/She will conduct the Examinations as per the scheme document/ instructions issued by the CoE thereof. The Undertaking should reach the CoE's Office by an email on or before 8.7.2020.

8. For Conduct of viva voce, the details regarding External Examiner to be appointed is given in the Annexure-IV. The concerned Institutes/IMU Campuses are requested to correspond directly with each other about the schedule of the viva voce and no. of external examiner required. The contact details of each programme of the Campuses/Affiliated Institutes will be shared separately through email on 7.7.2020 to the Principals of the Affiliated Institutes and HoDs/HoD(i/c)s of the IMU Campuses.
9. For Programmes like M.Tech-DHE, M.Tech-NAOE, M.Tech-MEM and M.Sc-CSL, where there is no theory subjects in the Final Semester, the Concerned Campus can conduct the Viva-Voce w.e.f. 24.7.2020. Detailed schedule for the same has to be prepared by the Concerned Campus and intimate to all the students and a copy may be marked to the CoE's Office for record please.
10. Based on the instructions mentioned in the scheme document, the HoDs/HoD(i/c)s of the IMU Campuses and the Principals of the Affiliated Institutes are requested to prepare a detailed guidelines and share the same to all the students through email/WhatsApp group.
11. Campuses / Affiliated Institutes are requested to conduct a mock test for the time bound assignment like sending of question papers to the students through email / WhatsApp and receiving the answer scripts from the students in time through email / WhatsApp to ensure that the students are familiar with the new scheme of examination.
12. Since it is a new scheme and being conducted for the first time, cooperation from the Campuses as well as Affiliated Institutes are solicited for the conduct of examinations and publication of the results on time. Any clarification may be addressed to the undersigned either through email/call.

-/Sd/-

Controller of the Examinations (i/c)