

**The Guidelines for conducting of Theory- Arrear Examinations for
all the Programmes of IMU**

1. The weightage for assessment for the Theory Examinations for all the Programmes is given below:

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

2. The details on assigning marks/weightages in each components is given below:

A. Internal Assessment:

- (a) Internal Assessment will be conducted as per the Extant Ordinance of IMU. Please refer IMU Circular No. 1749 in this regard.
- (b) Online Assignment will be equated with the class test as mentioned in the Circular.

B. Past Performance:

- (a) The weightage for 'Past Performance' for UG and PG Programmes will be 30% and 20% respectively.
- (b) The Past Performance will be calculated as weightage (30/20) * Multiplication Factor 'M'.

*Total of marks scored by the student in the particular Semester
(excluding arrears)*

M = _____

Total Maximum Marks in the particular Semester (excluding arrears)

Example: A UG student has 3 arrears in II Semester, V Semester and VII Semester. Total maximum marks (Theory + Practical) for II, V and VII Semesters are 1000, 1000 and 900 (excluding arrears) respectively. Student had secured 620,680 and 630 marks (excluding arrear subject) respectively.

S.No	Semester	Multiplication Factor (M)	Past Performance (Weightage * Multiplication Factor)
1	II	$620/1000= 0.62$	$30*0.62=18.6 \rightarrow \mathbf{19}$
2	V	$680/1000=0.68$	$30*0.68=20.4 \rightarrow \mathbf{20}$
3	VII	$630/900=0.7$	$30*0.7=\mathbf{21}$

- i. This calculation will be done by the Examination Software.
- ii. The marks of the Past Performance, which is calculated as per above methodology, will be displayed in the Student's Portal for three working days before the publishing the results. In case, there is a discrepancy in the marks of the Past Performance, the same has to be brought to the notice to the COE, IMU through email to coe@imu.ac.in for rectification. A separate notification will be published in IMU website regarding publishing of this marks in the Student Portal in due course.

C. Time Bound Assignment:

- (a) Time Bound Assignment will be carried out in the same pattern of End Semester Examinations and questions will be covered entire syllabus for all the subjects of the Final Year.
- (b) The weightage for time bound assignment will be 40% for both UG and PG Programmes.
- (c) Question Papers for all the subjects for Time Bound Assignment will be shared with the HoDs of IMU Campuses and the Principals of the

Affiliated Institutes by the CoE. HoDs/Principals have to conduct the "Time Bound Assignment" as per the Timetable.

- (d) Time Bound Assignment will be conducted for 3 ½ hours. The student can write the Assignment for three hours and last half an hour will be utilized for scanning of answer sheets through "Adobe scanner or equivalent app" and send the answer sheets as a single pdf along with the hall ticket through mail/WhatsApp as one pdf. In case where the End Semester Examinations are conducted for two hours, then Time Bound Assignment will be conducted for two and half hours.
- (e) Question Papers will be sent by the concerned Campus/Affiliated Institutes to the students through dedicated email/ WhatsApp group.
- (f) For conducting the Time Bound Assignment, the HoD/HoD(i/c) of IMU Campuses and the Principals of the Affiliated Institutes will be treated as 'Chief Superintendent'. HoD/HoD(i/c) of IMU Campus can utilize the service of the other Faculty/ Academic Support Staff and Admin. Staff with the approval of the Director as Hall Supdt./ Clerical staff.
- (g) A dedicated email/ WhatsApp Group have to be formed by the HoD/ Principal with the support of IT Department of the Concerned Campuses/Affiliated Institutes for sending question papers and receiving the answer sheets.
- (h) "Time Bound Assignment" will be conducted two sessions (Forenoon/Afternoon). The students may complete the assignment within 3 ½ / 2 ½ hours, wherever applicable.
- (i) Students have to write the Assignment within the prescribed time limit in an A-4 Sheet (white colour). The students should write Registration Number, Subject Code and Subject Name at the top Right Corner in all the pages and all pages must be properly numbered.

- (j) HoDs/ Principals should ensure that the students have sent the answer sheets within the time period. In extreme cases like network failure, power cut, decision may be taken by the HoDs/Principals to allot additional time as situation warrants with awarding of penalty as marks as deemed fit. HoDs of IMU Campuses have to submit a daily report to the Campus Directors on every day detailing the number of students attended and Additional time given to the students and the reasons thereof. The HoDs / Principals have to submit a daily report to CoE before end of the day of examination.
- (k) On completion of time bound assignment, HoDs with the approval of the Campus Directors and the Principals can assign the assignments to the concerned Faculty for evaluation.
- (l) Once evaluation is over, the marks are to be uploaded in the IMU Examination Portal by the HoD / Principals with the help of support staff. Guidelines for uploading of the marks in the Portal will be issued in due course.
- (m) The answer sheets have to be maintained in the soft copy for one year.

3. General Instructions:

- (a) Above scheme will be used for the conduct of Examinations for the Arrear Examinations for all the Semesters and for all the Regulations.
- (b) The distribution like Past Performance and Time Bound Assignments will be treated as University 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 a student missed time bound assignment, then he/she will be treated as absent in this End Semester Examinations.

- (c) The marks of the Past Performance will be displayed in the Student's Portal for three working days before the publishing the results. In case, there is a discrepancy in the marks of the Past Performance, the same has to be brought to the notice of the COE, IMU through email to coe@imu.ac.in for rectification. A separate notification will be published in IMU website regarding publishing of this marks in the Student Portal in due course.
- (d) 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.
- (e) 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.
- (f) 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 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.
