INDIAN MARITIME UNIVERSITY, HEADQUARTERS

EXAMINATIONS SECTION

Ref. No. IMU-HQ/C/13/33/01/2019-VOl-III-ESETT Dated: 13.04.2021

Important Instructions for the students of PG programmes appearing for First Semester Examinations [including arrears] and DLP Examinations [3,4 and 5 semesters] scheduled during the month of April 2021 - Mock Test and Regular Examinations - Reg.

1. Students manual for online proctored examinations, Code of conduct and instructions for attending online proctored examinations were already hosted in the IMU Website. The students who have successfully registered for the above Examinations on or before 12.04.2021 are directed to kindly go through the Students Manual for Online Proctored Examinations and other instructions and will acquainted with the methodology of the examinations.

2. An email OTP will be sent by support@codetantra.com to the Cadets successfully registered for the above examinations on 16.04.2021. This email will contain instructions on how to set your own password, which will henceforth be useful to login into the online examination portal which wasfurnished at the time of registration for receipt of OTP. Students are requested to check their inbox-promotion folder and also spam folder.

3. There will be a mock test for the Candidates on 17.04.2021 between **10:00 AM to 6.00 PM** which will be auto proctored. This is being conducted to acclimatize the students with the real online proctored examinations.

4. There will be another mock test on 19.04.2021 for those students who have missed on 17.04.2021 can attend this mock test and also students who are attended on 17.04.2021 can also attend this another mock test, to familiarize the methodology.

5. A link to the online examination portal is already hosted in the IMU Website main homepage - https://www.imu.edu.in . The students should use this link during regular examination.

6. Students should write the answers only in A4 size paper [ruled or unruled]. Students should not write on note book / note book papers. In such cases, answer scripts will not be evaluated and zero mark will be awarded.

7. Before uploading, use Sync option given to them and see preview of the scanned documents, if the scanned answer Scripts is clear, then upload, if it is not clear, please delete and again re-upload until it gets clearly scanned and uploaded within the stipulated time. No more extension of time will be given.

8. Students should not write their name and Roll No/Signature in the A4 Answer Scripts. If found any unfair means in the Answer Sheet leads to Malpractice & the answer script will not be evaluated and further action will be pursued as per IMU Policies.

9. The Students who have satisfied the prerequisite conditions for writing the examinations viz., payment of Semester fees, programme fees, attendance requirement etc. are alone eligible to attend the examination. The students who get OTP for mock test and for Registration process does not confirms for the evaluation of the Examinations, besides fulfilling the prerequisite conditions for attending the examinations.

Sd/-
Controller of Examinations (i/c)

To
The Campus Directors / Principal of Affiliated Institutes
All the Students [1st semester PG programmes and
DLP students] through IMU Website