



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)

Ref: IMU/AS/AC-17/ATR/2017

dated 25.04.2017

**Circular 1728**

**Sub:** Amendments to Ordinance No. 19 of 2015 prescribing the Fees and Remunerations for Examinations, Convocation and for various other purposes.

**Ref:** EC Agenda No: EC 2017-38-23 of 38<sup>th</sup> EC meeting held on 28.03.2017

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The Executive Council resolved to approve the revised Ordinance prescribing the 'Fees and Remunerations for Examinations, Convocation and for various other purposes' is as follows:

**Ordinance 19 of 2015**

[Executive Council resolution No.EC 2015-31-30 dated 26-06-2015 and amended vide EC 2016-34-18 dated 23-05-2016 and EC 2017-38-23 dated 28-03-2017]

**"Fees and Remunerations for Examinations,  
Convocation and various other purposes**

Sl. No.	Particulars	Proposed Rs.
<b>A) CET/CRT related fees</b>		
(i)	Online CET for UG/PG Programmes for General Students	Rs. 1,000
(ii)	Online CET for UG/PG Programmes for SC/ST Students	Rs. 700

(iii)	Online CET for Ph.D Programmes for General Students	Rs. 1,500
(iv)	Online CET for Ph.D Programmes for SC/ST Students	Rs. 1,000
(v)	Online CRT for recruitments to Group 'A' posts for General candidates	Rs. 1,500
(vi)	Online CRT for recruitments to Group 'A' posts for SC/ST candidates	Rs. 1,000
(vii)	Online CRT for recruitments to non-Group 'A' posts for General candidates	Rs. 1,200
(viii)	Online CRT for recruitment to non-Group 'A' posts for SC/ST candidate	Rs. 800
(ix)	Online Registration Fee for candidates seeking admission to the BBA (Logistics, Retailing and E-Commerce) Programme for General Students.	Rs. 200
(x)	Online Registration Fee for candidates seeking admission to the BBA (Logistics, Retailing and E-Commerce) Programme for SC/ST Students.	Rs. 140

## **B) Examination and other related fees**

<b>1) Under Graduate Courses (Semester and Non-Semester system)</b>		
(i)	Each written paper	Rs. 300 Rs. 500 (for arrears)
(ii)	Each practical – 3 hours	Rs. 200 Rs. 300 (for arrears)
(iii)	Project work	Rs. 500
<b>2) Post Graduate Courses</b>		
(i)	Each written paper	Rs. 400 Rs. 500 (for arrears)



(ii)	Each practical	Rs. 200 Rs. 300 (for arrears).
(iii)	Dissertation/Project	Rs. 500
(iv)	Viva voce	Rs. 250
<b>3) Ph.D Courses</b>		
(i)	Annual fee for Full-time Ph.D Scholars	
	For the first 3 years	Rs. 30,000
	For extension to 4 <sup>th</sup> and 5 <sup>th</sup> years by Doctoral Committee	Rs. 40,000
	For extension to 6 <sup>th</sup> year by the Vice Chancellor	Rs. 50,000
(ii)	Annual fee for Part-time Ph.D Scholars	
	For the first 4 years	Rs. 60,000
	For extension to 5 <sup>th</sup> and 6 <sup>th</sup> years by Doctoral Committee	Rs. 75,000
	For extension to 7 <sup>th</sup> year by the Vice Chancellor	Rs. 1,00,000
(iii)	Pre-Synopsis Seminar presentation fee	Rs. 10,000
(iv)	Synopsis submission fee	Rs. 10,000.
(v)	Thesis submission fee	Rs. 30,000.
(vi)	Viva Voce fee	Rs. 20,000.
<p>A Ph.D candidate who fails to submit his thesis within the maximum allowable period and who is required to re-register afresh will have to pay all the fees from (i) onwards all over again.</p>		
<b>4) Diploma Courses</b>		
	Each written/ practical paper	Rs. 200 Rs. 300 (Arrear)
<b>5) Certificate Courses</b>		

Each written paper		Rs. 150 Rs. 200 (for arrear paper)
<b>C) Other fees related to Examinations</b>		
(i)	For obtaining Photo copy of Answer Script	Rs. 80
(ii)	For checking the addition of the marks in each paper of a candidate for any University exam (for each paper) - Re-totaling	Rs. 250
(iii)	Revaluation fee per paper	Rs. 500
(iv)	For issuing statement of marks for each examination each appearance	Rs. 150
(v)	For issue of duplicate statement of marks for each examination each appearance	Rs. 200 + Rs.100 search fee for each previous year
(vi)	Consolidated statement of marks	Rs. 500
(vii)	Provisional Certificate	Rs. 250
(viii)	Duplicate Provisional certificate	Rs. 500
(ix)	Transcript fee	
	- One copy	Rs. 1000
	- Every additional copy	Rs. 500
<b>D) Convocation and other related fees</b>		
(i)	Under Graduate degrees	
	- In person	Rs. 500
	- In absentia	Rs. 500
(ii)	Post Graduate degrees	
	- In person	Rs. 1,000
	- In absentia	Rs. 1,000
(iii)	Ph.D.	

	- In person	Rs. 2,000
	- In absentia	Rs. 2,000
(iv)	Any other degree/diploma/certificate	
	- In person	Rs. 500
	- In absentia	Rs. 500
(v)	Duplicate Degree	Convocation fee + Rs.100 search fee for each previous year

#### **E) Admission Registration/Counselling Fee and Programme Fee**

(i)	One-time Admission Registration / Counselling fee, payable at the time of Admission by all new students of IMU Campuses as well as Affiliated Institutes including management / sponsored candidates, those who get admission into 2nd year by Lateral Entry, and Ph.D candidates.	Rs. 10,000
(ii)	Programme Fee, payable every year by all U.G and P.G students of IMU Campuses as well as Affiliated Institutes including management / sponsored candidates and those who get admission into 2nd year by Lateral Entry.	Rs. 25,000.

#### **F) Other fees**

i)	Condonation Fee for Shortage of Attendance	Rs. 5,000 for students maintaining attendance equal to or above 80% but below 85% and Rs. 10,000 for students maintaining attendance equal to or above 75% but below 80%.
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(ii)	Condonation Fee for Break-in-Studies	Rs. 2000 for break of 1 year; Rs. 5000 for break of 2 years and Rs. 9000 for break of 3 years.
(iii)	Fees for effecting change of names or date of birth of Candidates in the Records of the University and in Certificate/Diplomas	Rs. 500
(iv)	For obtaining a Migration Certificate	Rs. 200
(v)	For obtaining duplicate Migration certificate	Rs. 300
(vi)	Request for verification of genuineness of certificate	Rs. 1000

### **G) Remuneration for Question Paper setters and related activities**

(i)	Question Paper Setting	
	Common Recruitment Test (CRT)	Rs. 5,000
	Common Entrance Test (CET)	Rs. 2,500
	University examinations	Rs. 1,500
(ii)	Preparation of Answer Key	
	Common Recruitment Test (CRT)	Rs. 5,000
	Common Entrance Test (CET)	Rs. 2,500
	University examinations	Rs. 1,500

### **H) Remuneration for examination duties**

(i)	Flying Squad	Rs. 1,500 per day.
(ii)	Chief Superintendent	Rs. 1500*
(iii)	Observer [Group A]	Rs. 1500* per day.
(iv)	Observer [Group B & C]	Rs. 1250* per day.
(v)	Invigilation/Hall Superintendent (per session) - for every 25 students.	Rs. 500 per session.
(vi)	Supporting Clerical – for every 100 students.	Rs. 200 per day.

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(vii)	Attender – for every 100 students.	Rs. 100 per day.
(viii)	Remuneration for evaluation of Practical Exams (incl. Record & Viva).	Rs. 15 per student - each for internal and external Examiners.
(ix)	Remuneration to Examiners for Thesis/Dissertation and Viva Voce for PG Courses.	Rs. 150 per student for Dissertation and Rs. 50 per student for Viva Voce - each for internal and external Examiners.

### I) Remuneration for Evaluation and Related duties

(i)	Coordinators / Chairman	Rs. 1000 per day (subject to maximum of Rs.5000 per semester).
(ii)	Evaluation Remuneration	Rs. 50 per answer script (subject to a ceiling of 25 answer scripts per session or 50 answer scripts per day).
(iii)	Supporting Clerical staff	Rs. 200 per day.
(iv)	Attender	Rs. 100 per day.

### J) Remuneration to be paid to Guides, Co-Guides, IMU Faculty Members, Experts and Examiners engaged for the Ph.D programmes

(1)	Doctoral Committee	
(i)	Guide (Indian)	Rs. 5,000 to be paid after submission of Synopsis; another Rs. 5,000 after completion of Viva Voce.
(ii)	Co-Guide (Indian)	Rs. 4,000 to be paid after submission of Synopsis; another Rs. 4,000 after completion of Viva Voce.

(iii)	Guide or Co-Guide (Foreign)	As mutually agreed.
(iv)	IMU Faculty member (other than Guide or Co-Guide) on the Doctoral Committee	Rs. 3,000 after submission of Synopsis; another Rs. 3,000 after completion of Viva Voce.
(v)	Experts outside IMU on the Doctoral	Rs. 2,500 per sitting.
<b>(2)</b>	<b>Thesis Adjudication</b>	
(i)	External Examiner (Indian)	Rs. 5,000.
(ii)	External Examiner (Foreign)	US \$500.
<b>(3)</b>	<b>Viva Voce Examiner (Indian)</b>	Rs. 2,500

(\* If the number of students appearing in a particular Examination Centre is less than 10, then the Remuneration payable will stand reduced by 50%.

This Circular shall come into force with immediate effect.

*[Handwritten Signature]*  
**REGISTRAR**

To:

1. All Directors of IMU Campuses.
2. The Principals of all Affiliated Institutes.