



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

IMU-HQ/C/12/02/25/2019/ATR

19.11.2019

Circular No 1927

Sub: Attendance Requirement for Students to appear in University Examinations and Norms for regulating Break in Studies – reg.

Ref: Ordinance 06 of 2019 published in Gazette Number 345 dated 30.09.2019.

Gazette Number 345 published on 30th September 2019 vide Ordinance 06 of 2019 states the following:

1. The minimum number of working days for each semester i.e. the actual number of days for holding lectures, tutorials, seminars, practicals, etc., shall be –
 - a. For programmes under the purview of DG(S)/ STCW shall be as per the norms prescribed by DG(S)/ STCW and
 - b. For all other programme, it should be between 520-540 hours per semester (including both teaching and practical).
 - c. On an average during a semester, the lecture hours shall be not less than 30 hours a week, and practicals, parade, fall-in-line, field work, industry visits, library and computer lab shall be not less than 10 hours a week.
2. Students should attend all the classes and other activities regularly and punctually.

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3. Attendance shall be marked at the beginning of each class. Students coming late to any class by more than 10 minutes will be marked absent for that period.
4. Students coming to class/practicals without proper uniform (wherever uniform has been prescribed) will be marked absent.
5. Each working day is divided into two sessions, i.e. the forenoon session and the afternoon session. If a student is absent for a single lecture hour or practical class or parade or fall-in-line in a session, he shall be marked absent for the entire session, i.e. he will lose half a day's attendance.
6. All students must put in a minimum of 85% of attendance in order to appear in the end-semester examinations (Theory and Practical) of the Indian Maritime University. The cut-off date for the calculation of attendance shall be the date 15 days prior to the date of commencement of the end-semester theory paper examinations.
7. The minimum percentage of attendance should be calculated only in terms of the total working days in the semester and not in terms of classes or subject-wise.
8. A higher percentage of attendance may be required for a student who is in receipt of scholarship or other assistance.
9. Students representing the University / Affiliated Institute / State / Country in extra-curricular activity meets/competitions, sports competitions, seminars, etc., with the proper permission of the Campus Director/ Principal concerned shall be deemed to have attended the classes subject to a ceiling of 10% of the total working days in the semester.
10. If a student has put in less than 85% but above or equal to 75% of attendance, owing to reasons such as medical, bereavement or any other, the Campus Director/Principal is empowered to condone the

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shortage of attendance subject to the collection of the prescribed Condonation Fee for Attendance.

11. A student who has put in less than 75% attendance will not be permitted to write the University's end-semester examination and will not be permitted to move to the next semester (unless exempted under Para 12). It will be treated as a case of 'Break-in-Studies' and he will be required to repeat the incomplete semester in the next academic year. However, such students are permitted to write the arrear examinations of previous semesters. Before re-joining the Programme, he must pay (i) the Condonation Fee for Break in Studies as prescribed by the University, (ii) pay the Semester Fees for the concerned semester once again where he is repeating an incomplete semester, and (iii) obtain prior permission from the Vice Chancellor.

12. Notwithstanding the attendance criteria brought out in para 10 and 11 above, the Vice Chancellor may condone the shortage of attendance (below 75%) up to 5 days in extraordinary cases for deserving students, if recommendations are received from Director/ Principal with proper justification.

13. It shall be the responsibility of the Campus Director/Principal to send to the Controller of Examinations in the prescribed format (i) the Attendance Particulars of all the students, and (ii) the Attendance Particulars of students who are eligible for and have paid the Condonation Fee for Attendance - separately for each Programme - at least 14 days before the commencement of the examinations or such other date as may be prescribed. Hall tickets will not be issued or the results will be withheld in respect of candidates who are required to pay but have not paid the Condonation Fee for Attendance.

14. Where a candidate withdraws on his own, for any reason, in the middle of an Academic Year, under written intimation to the Campus Director/Principal concerned with a copy marked to the Controller of

Examinations, in order to take a 'Break in Studies', such candidate will be permitted to rejoin the same Campus/ Affiliated Institute within a maximum period of 3 years at the beginning of the incomplete semester or at the beginning of the next semester if he had completed a semester at the time of withdrawal. Before rejoining the Programme, he must pay (i) the Condonation Fee for Break in Studies as prescribed by the University, (ii) pay the Semester Fees for the concerned semester once again where he is repeating an incomplete semester, and (iii) obtain prior permission from the Vice Chancellor. Provided however that where the IMU Campus or the Affiliated Institute or the concerned Programme is no longer in existence, permission will not be given to rejoin after the Break in Studies. No requests for ratification will be entertained".

15. This Ordinance will come into effect from the Academic Year 2019 – 20 for both existing and new batches. This Ordinance repeals all the earlier Ordinances."

Note: The Ordinance 17 of 2015 published in the Official Gazette No. 305 dated 03.09.2015 and Gazette No. 273 dated 19.07.2018 shall be repealed.


Controller of Examinations

To,

- 1) All IMU Campus Directors**
- 2) Principals of Affiliated Institutes**
- 3) IT Section – IMU-HQ**