



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

IMU-HQ/C/12/02/24/2019/ATR

24.05.2019

## Circular No. 1910

Sub: Amendments to the various Ordinances in view of introduction of On-Screen Marking System – reg.

- Ref: 1. 24<sup>th</sup> Academic Council Agenda Number AC 2019-24-27 dated 14.05.2019.
2. 48<sup>th</sup> Executive Council Agenda Number EC 2019-48-19 dated 17.05.2019.

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The Executive Council in its 48<sup>th</sup> meeting vide Agenda No EC 2019-48-19 dated 17.05.2019 had resolved to approve the amendments to the various Ordinances in view of introduction of On-Screen Marking System as recommended to it by the Academic Council in its 24<sup>th</sup> meeting vide Agenda No AC 2018-24-27 dated 14.05.2019 as below:

**"Ordinance prescribing Evaluation Process and procedure for Revaluation, Re-Totalling and Issue of Photocopy of Answer Scripts for IMU's Programmes**

1. **Evaluation Process (in the case of Manual Evaluation)**
  - 1.1. Single evaluation will be done for UG & PG Programmes.
  - 1.2. Evaluation of Answer Scripts will be done in the respective zone / center assigned by the Examinations Section (HQ).
  - 1.3. The Answer Scripts will be handed over by the appointed Zonal Coordinator to the examiners along with the OMR sheets for capturing the marks.

- 1.4. The Examiner will give marks for each question only on the first Sheet provided in the Answer Scripts.
- 1.5. The Examiner should not make any markings in the Answer Scripts as these Answer Scripts may be required to be reevaluated in future. This is done to avoid the Second and Third Examiners (where required) from becoming biased by the earlier evaluations.
- 1.6. Any Examiner found making markings in the Answer Script will be debarred from becoming Examiner for 1 year. The names of such debarred Examiner is to be maintained at the Examination Section (HQ).
- 1.7. Each Examiner should evaluate maximum 50 per day and maximum 1000 Answer Scripts in an Exam session. In case of more Answer Scripts are to be evaluated by particular Examiner either due to shortage of Faculty or for any other reason, the Zonal Coordinator shall seek special approval from the CoE.
- 1.8. The Answer Scripts of all programmes have to be evaluated and marks for the same have to be captured on the OMR sheets. These OMR sheets have to be sent to the Examinations Section (HQ) through the Zonal Coordinator for Result processing.
- 1.9. *In case an Examiner fails to indicate marks for an answer written by a student, remuneration for the answer scripts will not be paid to the Examiner.*
- 1.10. *In case mistakes of more than 1% as mentioned in 1.9 above are attributable to one Faculty from among the Answer Scripts evaluated by Faculty, he/she will not be paid any remuneration at all for all the other papers also. Further such Faculty will not be allowed to evaluate any Answer Scripts for next two End Semester Examinations.*
- 1.11. *A random check of 1/100<sup>th</sup> of the answer scripts of each subject shall be undertaken for independent evaluation and any significant deviations will be addressed by a suitable mechanism devised from time to time and reported to School Boards.*
- 1.12. *The results for the examination will be published with the approval of the Vice Chancellor.*

2. **Evaluation Process (in the case of Online Evaluation)**

- 2.1 Single evaluation will be done for UG & PG Programmes.
- 2.2 Evaluation of Answer Scripts will be done in the respective zone assigned by the IMU HQ.
- 2.3 The Answer Scripts of the concerned IMU Campus and Affiliated Institutes assigned to the concerned Zone Valuation will be handed over by the appointed Zonal Coordinator to the Service Provider for scanning and to be made available for valuation in the computer using the specialized software by the Service Provider.
- 2.4 The Examiner will give marks for each of the answers in the places indicated by the Service provider in the Computer, assigned for online valuation in each Campus.
- 2.5 Each Examiner should evaluate maximum 50 Answer Scripts per day and maximum 1000 Answer Scripts in one semester. In case of more Answer Scripts are to be evaluated by particular Evaluator either due to shortage of Faculty or for any other reason, the Zonal Coordinator shall seek special approval from the Controller of Examinations.
- 2.6 In case an Examiner fails to indicate marks for an answer written by a student, remuneration for the answer scripts will not be paid to the Examiner.
- 2.7 In case mistakes of more than 1% as mentioned in 2.6 above are attributable to one Faculty from among the Answer Scripts evaluated by him / her, he/she will not be paid any remuneration at all for all the other papers also. Further, he / she will not be allowed to evaluate any Answer Scripts for next two End Semester Examinations.
- 2.8 ***A random check of 1/100<sup>th</sup> of the answer scripts of each subject shall be undertaken for independent evaluation and any significant deviations will be addressed by a suitable mechanism devised from time to time and reported to School Boards.***
- 2.9 ***The results for the examination will be published with the approval of the Vice Chancellor.***

3. **Issue of Photocopies (in the case of Manual Evaluation)**

- 3.1. Photocopies of answer scripts will be issued to failed candidates only, on payment of fee prescribed in relevant Ordinance through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University
  - 3.2. The application must be made within 3 days from the date of publication of Examination results.
  - 3.3. Photocopies (Hardcopy) of answer scripts will be obtained from the concerned zone where the evaluation were carried out and sent to the respective Directors/Principals in order to distribute the answer scripts to the concerned students.
4. **Issue of Photocopies (in the case of Online Evaluation)**
- 4.1. The procedure mentioned at para 3.1 to 3.2 are same.
  - 4.2. Soft (Digital) copy of the answer scripts requested by the students will be enabled in the Student Portal, who can view the answer script. In this case, hard copy of answer scripts will not be distributed.
5. **Revaluation Application Procedure**
- 5.1. Application for Revaluation of answer scripts will be considered only for the just concluded End Semester Examinations. Application for revaluation of Answer Scripts will not be considered Practical Examinations, Field work, internal assessment, thesis submitted in lieu of a paper.
  - 5.2. Application for Revaluation shall be made in the prescribed form
  - 5.3. Application for Revaluation should be submitted within 10 working days from the date of publication of the results unless otherwise specified by the University.
  - 5.4. Applications received after the last date prescribed will not be considered under any circumstances.
  - 5.5. Fee once remitted for Revaluation of answer scripts will not be refunded.
6. **Revaluation Guidelines**
- 6.1. The paper for Revaluation should not be valued by the same examiner who has done the first valuation.

- 6.2. The paper for Revaluation should not be revalued by any Examiner who belongs to the same campus/college where the candidate studied before appearing for that paper except where a Programme is conducted at only One Campus/College.
- 6.3. Not more than 25 papers per session should be given to an Examiner for Revaluation.
- 6.4. After the revaluation (either second or third), the marks obtained in the revaluation will be uploaded in the result sheet irrespective of the final result either pass or fail and the latest mark will be indicated in the marks sheet.
- 6.5. The mark sheets of the Candidates who had applied either for revaluation or retotalling will be issued only after the completion of the revaluation/retotalling process.
- 6.6. If the work of an Examiner leads to an increase or decrease of marks in Revaluation in more than 20% of the scripts, explanation shall be called for from the concerned Examiner through proper channel and the reply will be placed before the Vice-Chancellor for further action.
- 6.7. Where there is variation of more than 15 marks out of 100 between the first and second valuation, the paper shall be sent for third valuation. The final marks shall be the average of all three valuations
- 6.8. All works relating to Revaluation will be treated as confidential and therefore interim enquiries will not be entertained.
- 6.9. Remuneration for Revaluation will be paid at the approved rates of Indian Maritime University.
- 6.10. The Directors/Principals of the Campuses/Affiliated Institutes should make available the Examiners required for Evaluation (including Revaluation/Re-totalling) on top priority basis on the day and date allotted by the Controller of Examinations.
- 6.11. Faculties of IMU Campuses and Affiliated Institutes who have taught a subject in the previous semester must attend to the Evaluation work (including Revaluation/Re-totalling) as assigned by the IMU Headquarters without fail. If any Faculty fails to attend the work of Evaluation (including Revaluation/Re-totalling), then the concerned Faculty would be debarred for three years. This would also

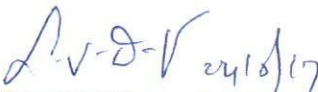
have an adverse effect on the continuation of the Affiliation of the institute in case the institute fails to provide sufficient number of faculty.

7. **Retotalling:**

- 7.1. There is no retotalling in the case of Online Evaluation
- 7.2. Application for Re-totalling of answer scripts will be considered for Under Graduate Examinations, Post Graduate Examinations, other than Practical Examinations, field work, internal assessment, thesis submitted in lieu of a paper.
- 7.3. Application for Re-totalling shall be made in the prescribed form.
- 7.4. Fee once remitted for Re-totalling of answer scripts will not be refunded.
- 7.5. All works relating to Re-totalling will be treated, as confidential and therefore interim enquiries will not be entertained.
- 7.6. Application for Re-totalling should reach the Office of the Controller of Examinations within 5 working days from the date of publication of the results unless otherwise specified by the University.
- 7.7. The Re-totalling will be done by the Faculty to be nominated by the Controller of Examinations.
- 7.8. After the retotalling, the marks obtained in the retotalling will be uploaded in the result sheet irrespective of the final result either pass or fail and the latest mark will be indicated in the marks sheet.

This Ordinance will supersede all the earlier Ordinances on this subject and repeal Ordinance 11 of 2017."

This will come into force with immediate effect.

  
**Controller of Examinations**

**To**

**1. All IMU Campus Directors.**

**2. Principals of Affiliated Institutes.**