



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

IMU/AS/IM/37 EC/2016

Dated:06-01-2017

Circular 1703

Sub: Ordinance relating to the award of Internal Assessment marks for the Theory and Practical papers of the various U.G and P.G Programmes of IMU.

- Ref: 1. AC Agenda Item No. AC 2016-16-14 of 16th AC Meeting held on 08-12-2016.
2. EC Agenda Item No:EC 2016-37-08 of 37th EC Meeting held on 22-12-2016

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The Executive Council in its 37th Meeting held on 22-12-2016 vide Agenda Item No: EC 2016-37-08 resolved to approve the following Ordinance relating to award of Internal Assessment marks for the Theory and Practical papers of the various U.G and P.G Programmes of IMU, as recommended by the Academic Council in its 16th meeting held on 08.12.2016 vide Agenda Item No. AC 2016-16-14:

"Ordinance prescribing the procedure of Internal Assessment of Practical and Theory papers for the various programmes conducted by IMU"

1. There will be no minimum pass mark for Internal Assessment for all programmes.
2. For all U.G programmes, the maximum marks for each theory/practical paper will be 100 marks, out of which 30 marks will be for Internal Assessment and 70 marks for University Examination.

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3. For all P.G programmes, the maximum marks for each theory/practical paper will be 100 marks, out of which 40 marks will be for Internal Assessment and 60 marks for University Examination.
4. The above break-up will not apply to Project Work, Dissertation, Summer Internship and Shipboard Structured Training Programme (SSTP).
5. The component-wise breakup of the 'Internal Assessment' for the Theory papers of U.G and P.G programmes shall be as follows:

U.G Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Attendance above 90%	5
2	General Discipline	5
3	Class Tests - 2 per semester	10
4	Individual Assignments – 2 per semester	5
5	Group Assignments – 1 per semester	5
	Total	30

P.G. Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Attendance above 90%	5
2	General Discipline	5
3	Class Tests: 2 per semester	10

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4	Individual Assignments – 2 per semester	10
5	Group Assignments – 1 per semester	10
	Total	40

6. The component-wise breakup of the 'Internal Assessment' for the Practical papers of U.G and P.G programmes shall be as follows:

U.G. Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Attendance above 90%	5
2	General Discipline	5
3	Lab/Workshop Practice/Field Work [quality of outturn, quality of record keeping, viva voce etc.]	20
	Total	30

P.G. Programmes

<i>S.No.</i>	<i>Component</i>	<i>Marks</i>
1	Attendance above 90%	5
2	General Discipline	5
3	Lab/Workshop Practice/Field Work [quality of outturn, quality of record keeping, viva voce etc.]	30
	Total	40

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7. The IMU Campus/Affiliated Institute must preferably notify the schedule of the various components of Internal Assessment, especially Class test, Individual Assignments and Group Assignment well in advance. If one or more students are absent for a particular component of Internal Assessment, he should be awarded to zero marks for that component.

Provided that if one or more students were to miss a Class Test or an Individual Assignment or Lab/Workshop classes owing to illness or accident or participation in any national event, the IMU Campus/Affiliated Institute may conduct a special Class Test or Individual Assignment or Lab/Workshop classes for such student(s) within the same semester under intimation to the Controller of Examinations, but no student shall claim any right in this regard.

8. The IMU Campus/ Affiliated Institute will be required to make online entries in IMU's website of the Internal Assessment marks, component-wise, as soon as the tests or assignments are conducted. Bunching of online entries towards the end of the semester should be strictly avoided. Marks relating to attendance shall be entered at the end of the semester but before the commencement of the University examinations.
9. The finally compiled Internal Assessment marks of all the papers should be displayed in the common Notice Board of the IMU Campus/ Affiliated Institute for the information of the students at least 14 days before the date of commencement of the end-semester examinations. Where representations are received from the students about mistakes in Internal Assessment marks due to wrongful data entry or otherwise, such requests should be given due consideration and the mistakes

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should be corrected in IMU's online records. Such editing of the Internal Assessment marks should be completed at least 7 days before the end-semester examinations, after which they shall be frozen. No requests for change in the Internal Assessment marks on any ground whatsoever will be entertained thereafter.

10. The Vice Chancellor shall have the power to order a random sample verification of the original records relating to the award of Internal Assessment marks by an IMU Campus or Affiliated Institute for a particular paper or papers at any point of time. In the event of non-production of records, an adverse inference shall be drawn and the Vice Chancellor shall have the right to order that the Internal Assessment marks for that paper or papers or component or components for which records have not been produced as zero. The defaulting Affiliated Institute shall also be liable for disaffiliation from IMU.
11. This Ordinance shall take effect from 01.08.2017. It shall override the regulations, if any, pertaining to the award of Internal Assessment marks in any previous Ordinances/Regulations/Circular Instructions."


REGISTRAR

To:

All Campus Directors of IMU

Principals of All Affiliated Institutes