



HEADQUARTERS
INDIAN MARITIME UNIVERSITY

NOTIFICATION No 01/ESE-Dec'22 Dt 11.11.2022

INSTRUCTIONS FOR STUDENTS

**End Semester Examinations December 2022 (ESE-Dec 22)
(Including Arrears) for the Academic Year 2022-23**

Preamble

1. In accordance with the Academic Calendar 2022-23, the **End Semester Examinations December 2022 (ESE-Dec 22), (including Arrears)** of the Indian Maritime University will be conducted through on-campus (i.e. offline/physical mode).
2. The Time-Table for ESE-Dec 22 is available on the IMU website as well as an Annexure to this notification.
3. **Online Application Portal for examinations (without late fee) will be available from 15.11.2022 to 21.11.2022 in the Student Portal for registration.** The portal will be closed on 21.11.2022 at 5 PM pm with regular exam fee.
4. **Provision to apply (with late fee) will be available from 22.11.2022 to 23.11.2022.** The portal will be closed on 23.11.2022 at 11.59 pm with late exam fee.
5. **NO REQUESTS FOR EXTENSION OF TIME FOR ONLINE APPLICATION WILL BE ENTERTAINED.**

6. **The students shall attend and write the examinations in IMU provided Answer Booklets from their respective campus/institute as followed in pre-Covid era.**

Registration for Examinations

7. **Log-in Procedure.** The method to be followed for registration by the students is as follows:

(a) The students are to register for this examinations through students portal available on IMU website:

IMU Website ---> Examination ---> Online Regn for Sem Exams ---> Students.

(b) Students are to use their Registration number as User ID and Date of Birth (DD/MM/YYYY) as password.

(c) After first login, students are to change the password and the same is to be used for future transactions.

(d) Students are to keep the password confidential without disclosing it to others. In case of misuse of the login and password, the concerned student will be responsible for the same. IMU will not be responsible for any misuse of login and password. Students are advised to maintain absolute confidentiality in this regard.

(e) In case, students forget their password, they can retrieve the same by using 'Forgot Password' link available in Students Portal. Please note that no correspondence regarding retrieval of the password will be entertained at IMU HQ.

8. **Examination Fees.** The procedure for payment of the examination fees is as follows:

(a) Students are to pay their Examination Fees **only through Online Mode** by way of Internet Banking / Credit Card which is integrated with Online Examination Application. No other mode of payment will be acceptable.

(b) Students are to read the instructions on the Payment Gateway carefully to avoid double payment.

(c) If a student has paid the required amount more than once due to technical issues, such students should approach the concerned officer of their Campus / Affiliated Institute along with proof. Concerned officer shall consolidate all such cases with proof and send the details to the Exam Section through Deputy Registrar of the Campuses / Principals of Affiliated Institutes for process of refund **after the completion of End Semester Examinations**. Please indicate to the students that all refund requests have to be forwarded through the Campuses / Institute (Chief Superintendent) and **direct mails from students shall not be attended to**.

(d) The students are to adhere to the following instructions if their amount gets deducted but the application for the exam is not submitted successfully:

(i) The "Enquiry" button has been enabled in the student portal.

(ii) Whenever the amount gets deducted but the application is not submitted, the students are requested to run the "Enquiry" button. On enquiry, the transaction details will be enabled.

(iii) If the transaction result is "Success", then IMU has received the amount paid by the student. Their application will be activated within 24 hours.

(iv) If the transaction result is "Transaction details not available"/ "Not Captured (failed)"/"Suspect Failure"/"Payment details not available"/"Timed out request" which means IMU has not received the amount. The amount deducted will be credited by the bank. You may proceed with another transaction. **There is no need for sending emails to the campus/ COE's Office.**

(v) Please note that it is mandatory to run the enquiry option as mentioned above and wait for the status as indicated in para (iii) and (iv) before proceeding with another payment.

(e) The examination fees which is applicable is shown below as per Circular No 2008 dated 18.09.2020 and Addendum to Circular No 2008 A dated 21.12.2021:-

<u>S. No.</u>	<u>Particulars</u>	<u>Exam Fees (INR)</u>	
		<u>Without Late Fee (Refer Para 3 above)</u>	<u>With Late Fee (Refer Para 4 above)</u>
(i)	Each written Paper / Practical / Project / Dissertation / Viva Voce including Arrears [also Includes Fee for each course work exam of Ph.D / MS (By Research) & arrears]	500/-	1000/- + GST on late fee of 500/-
(ii)	Each attempt for 3rd, 4th & 5th Semester for B.Sc (Applied Nautical Science – DLP).	4000/- per Semester	8000/- per semester + GST on late fee of 4000/- per semester
<u>Other Related Fee</u>			
(iii)	For issuing statement of marks for each examination each appearance	150/-	
(iv)	Consolidated statement of marks (Appearing for final semester)	500/-	
(v)	Provisional Certificate (Appearing for final semester)	250/-	
(vi)	Degree Certificate (Appearing for final semester)	1000/-	

(f) **Attendance Condonation Fee.** Students whose class attendance is equal to or above 80% but below 85% are to pay Rs.5,000/- (Five Thousand only) and whose attendance is equal to or above 75% but below 80% are to pay Rs.10,000 (Ten Thousand Only) as condonation fees.

(g) The payment of condonation fees for shortage of attendance has to be paid only through Online Payment Gateway by the students in the "student portal" as per the timeline. No other mode of payment will be acceptable.

(h) A Student who has put in less than 75% attendance will not be permitted to write the University's End Semester Examinations and will not be permitted to move to the next semester. It will be treated as a case of 'Break in Studies'. For further details, please refer IMU's Circular No.1728 dated 25.04.2017 and Circular No. 1927 dated 19.11.2019.

9. Students are requested to fill the valid email id, mobile number and carefully without any mistake as the user id and password for examinations will be sent to this e-mail ID only. **REQUESTS FOR CORRECTION WILL NOT BE ENTERTAINED IN THIS REGARD.**

10. **AFTER SUBMISSION OF EXAM APPLICATION, STUDENTS MUST LOGIN TO THE STUDENT PORTAL AGAIN TO CHECK WHETHER HIS/HER EXAM APPLICATION IS SUBMITTED SUCCESSFULLY OR NOT. NO QUERIES REGARDING EXAM APPLICATION WILL BE ENTERTAINED AFTER THE LAST DATE FOR EXAM FEE PAYMENT.**

11. Question Papers will be distributed by hall invigilators to all the appearing students in-person as followed in pre-Covid era.

12. For the Programmes, where the theory and practical subjects are available in a particular semester, the results will be published only on completion of both theory and practical examinations.

13. All updates on examinations will be published on IMU Website. Hence students are requested to visit IMU website periodically.

14. All the concerned are requested to adhere to the time schedule and co-operate for smooth conduct of Examination.

Instructions for the Campuses/ Affiliated Institutes

15. Campuses / Affiliated Institutes are requested to check IMU Website and email communication of IMU for periodic updates on Examinations related matters and kindly disseminate the same to all the students.

16. **Campuses / Affiliated Institutes are requested to kindly check periodically and intimate the students to register within the dates as mentioned in the timeline.**

17. After completion of Online Registration by the students, Chief Superintendent of the Concerned Campus / Institute has to verify the application with reference to attendance, fees payment to the University / Institutes, if any and approve the application in College Portal as per the timeline given in the annexure. **The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.**

18. In case of duplicate payment, the concerned officer of the concerned Campus / Affiliated Institute shall consolidate all such duplicate payment of examinations fees / condonation fees cases with proof and send the details to the Exam Section through Deputy Registrar of the Campuses/Principals of Affiliated Institutes for process of refund **after the completion of End Semester Examinations and after completion of the payment of condonation fees. Please indicate to the students that all refund requests have to be forwarded through the Campuses/Institute (Chief Superintendent) and direct mails from them will not be attended to. No individual cases shall be attended to.**

19. In case of a successful fee payment but unsuccessful application submission, the Chief Superintendents are requested to re-emphasize the procedure already indicated at Para 8(d) above.

20. **Internal Assessment and Project:** The dates for uploading of Internal Marks in the college portal will be intimated in due course and a separate communication will be sent in this regard. All the Campuses and Affiliated Colleges shall 'Upload' the Internal Assessment (IA) marks on the due date, which will be communicated in due course. Meanwhile, the Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations as per Circular No - 1749 dt. 06.03.2018. Students are requested to check the same and in case of any difference the same should be brought to the notice of the HoD and action for the same will be initiated as per Circular No - 1749 dt. 06.03.2018. No queries / corrections after commencement of End Semester Examinations will be entertained.

21. Attendance requirements for students to appear in University exams have already been communicated in IMU's Circular No.1927 dated 19.11.2019. Kindly

upload the attendance on the date mentioned in the timeline and no extension for the same will be entertained.

22. **Condonation fees for shortage of Attendance.**

(a) As per IMU's Circular No.1927 dated 19.11.2019, a student must put in a minimum of 85% of attendance in order to appear in the End Semester Examinations (Theory and Practical).

(b) Students whose attendance is equal to or above 80% but below 85% are to pay Rs.5,000/- (Five Thousand only) as condonation fee for shortage of attendance.

(c) The students whose attendance is equal to or above 75% but below 80% have to pay Rs.10,000 (Ten Thousand Only) as condonation fees for shortage of attendance.

(d) A Student who has put in less than 75% attendance will not permitted to write the University's End Semester Examinations and will not be permitted to move to the next semester. It will be treated as a case of 'Break in Studies'. For more details, please refer IMU's Circular No.1927 dated 19.11.2019.

23. The payment of condonation fees for shortage of attendance is only through Online Payment Gateway by the students in the "student portal" as per the timeline mentioned below.

24. During examinations, no clarification on the question paper will be entertained.

Annexure to HQ, IMU Instruction
dated 14 Nov 22

Detailed Timeline for various activities for End Semester Examinations are as follows:

<u>Timelines for various activities –ESE-Dec22</u>		
<u>S. No.</u>	<u>Activities</u>	<u>Date</u>
1	Date of commencement of Online Registration for Examinations in the Student Portal	15.11.2022
2	Last Date for completion of Online Registration (without late fee)	21.11.2022
3	Date of commencement of Online Registration for Examinations in the Student Portal (with Late Fee)	22.11.2022
4	Last Date for completion of Online Registration (with late fee)	23.11.2022
5	Uploading of Attendance by the Institutes in the College Portal	10 days prior to commencement of respective regular theory exams
6	Verifying & approving of the application in College Portal by Chief Superintendent	Upto 24.11.2022
7	Payment of (Online) Condonation Fees by the Students in the Student Portal	Within 2 days from the date of uploading of attendance.
8	Downloading of Hall Tickets	Two days prior to the exam
9	Commencement of Arrear Examinations	25.11.2022 (tentatively)
10	Commencement of Regular Examinations (except First Year)	12.12.2022 (tentatively)
11	Commencement of First Year Examinations	24.12.2022 (tentatively)

All are requested to adhere to the time schedule and co-operate for smooth conduct of Examination. The receipt of this Instruction may please be acknowledged.

-/Sd/-

Controller of Examinations

To:

- 1) All Students/Cadets concerned (Through IMU Website)**
- 2) All Campus Directors/Principals of Affiliated Institutes**

Copy to:

- 1) Registrar**
- 2) Chief Superintendents**
- 3) HoDs of IMU Campuses**
- 4) AR (Exams)**
- 5) IT Section**