



INDIAN MARITIME UNIVERSITY

Methodology for Conduct of Examinations for Intermediate Semesters

1. The weightage for the assessment of the Theory Examinations for the Intermediate Semesters of all the Programmes of IMU is given below:

Table-I

Components	UG	PG
Internal Assessment	30 %	40 %
Past Performance	50 %	20 %
Report on Webinar or Panel Discussion attended during September 2020	20 %	40 %

The procedure for assigning marks/weightages in each components is given below.

2. A Internal Assessment:

- (a) Internal Assessment has already been conducted as per the Extant Rules of IMU. Please refer IMU Circular No. 1749 in this regard.
- (b) Online Assignment will be equated with the class test as mentioned in the Circular.

B Past Performance:

- (a) The weightage for 'Past Performance' for UG and PG Programmes will be 50% and 20% respectively.
- (b) The Past Performance will be calculated as weightage (50/20) * Multiplication Factor 'M'.

$$M = \frac{\text{Total marks scored by the student till previous Semesters (excluding arrears)}}{\text{Total Maximum Marks till previous semesters (excluding arrears)}}$$

Example 1: A Second Semester UG student had secured 620 marks out of 1000 marks with no arrear in First Semester.

$$\text{Weightage for Past Performance} = (620/1000) * 50$$

$$\text{Weightage for Past Performance} = 31$$

Example 2: A 6th Semester student of UG has secured 3600 marks (excluding one arrear) out of 4900 marks (excluding arrear) till 5th Semester.

$$M = \frac{\text{Total Marks scored by the student till 5th Semester (excluding arrears)}}{\text{Totals Maximum Marks till 5th Semester (excluding arrears)}}$$

$$M = 3600/4900 = 0.73$$

$$\begin{aligned} \text{Weightage for Past Performance} &= M * 50 \\ &= 0.73 * 50 \\ &= 36.5 \\ &= 37 \end{aligned}$$

- i. This calculation will be done by the Examination section.
- ii. The marks of the Past Performance, which is calculated as per above methodology, will be displayed in the Student's Portal for three working days before publication of the results. In case, there is a discrepancy in the marks of the Past Performance, the same has to be brought to the notice of the COE, IMU through email to coe@imu.ac.in for rectification. A separate notification will be published in IMU website regarding publishing of this marks in the Student Portal in due course.

C. Report on Webinar or Panel Discussion attended during September 2020:

In order to widen the perspective of the student beyond classroom lessons and tests; assessment of the students may be devised in the following manner. In this regard, students are encouraged to attend webinar / panel discussion / seminar through online mode.

- (i) to provide opportunity to hear the experts in the field and leaders in other domains;
- (ii) to enhance the abilities to comprehend;
- (iii) to improve the clarity of thought and expression
- (iv) to strengthen the communication and writing skills,
- (v) to boost motivation, improve meta-cognition and promote self-directed learning.

The students of the Intermediate Semesters are requested to attend one Webinar or Panel Discussion on any topic of their choice and to submit a report on the same. Please note that this exercise has been introduced to enhance the student's skills rather than a task for either the students or the Faculty.

Detailed guidelines for the same is given below:

- a. Faculty has been asked to share details of webinars to students that have been marked to them on e-mail. Further, Students are also requested to do a web search on a webinar or panel discussion, on a topic which he/she is interested.
- b. Student shall attend the Webinar or panel discussion on scheduled date and take notes on the same and submit the report on the following lines: (Those Students who had attended the Webinar in the last few weeks are also submit the report on the following lines).

Format and style of document (Common to UG and PG):

- The Report should be written by the students on their own and no plagiarism will be allowed. Students are requested to submit

“No-Plagiarism Declaration” along with the report. If the similarity is more than 25%, the assessment of particular exam will not be considered and it will be treated as an Arrear subject.

- The text should be typed in 'Verdana' font and font size '12' and in 2 line spacing.
- Name, Registration Number, Programme Name and Name of the Campus/Institute should be mentioned at right corner.

UG Students:

- The Report should be neatly typed and shall be of 400-500 words.
- The report should be divided into three portions.
- First Portion should consists details title of the Webinar/Panel Discussion, date, key speakers etc.,
- Second Portion should consist details regarding key points discussed in the Webinar/ Panel Discussion.
- Third Portion should consist details regarding professional learning and personal learning by the students and concluding remarks.

PG Students:

- The Report should be neatly typed and shall contain 800–1000 words.
- The report should be divided into five portions.
- First Portion should consists details like, title of the Webinar/ Panel Discussion, date, key speakers etc.,
- Second Portion should consist details regarding key points discussed in the Webinar/ Panel Discussion.
- Third Portion should consist of Literature on the topic of the Webinar/ Panel Discussion.
- Fourth Portion should consist the details regarding professional learning and personal learning by the students from the Webinar/ Panel Discussion.

- Fifth Portion should consist the details regarding future research/ development/design on the topic of the Webinar/Panel Discussion and concluding remarks.

Guideline for Evaluation of the Report:

- The HoD, with the approval of the Director/Principal, can assign the evaluation of the report submitted by the students to the Departmental Faculty.
- Before evaluation, plagiarism check should be done. It shall be the primary responsibility of the evaluator, to detect the plagiarism, if any, committed by the student. Evaluator who fails to put in due diligence to detect plagiarism shall be liable for action. The software for checking the plagiarism is available in each campus.
- The breakup score for evaluation (common to UG and PG) of the report is given in the following table:

Table-II

S.No	Category	Marks
1	Originality	25
2	Logical Presentation- Thoughts and ideas flow in a logical manner	25
3	Knowledge of Material- exhibits knowledge of subject matter	25
4	Writing Skill	25
Total		100

- The mark template will be activated in the Examination-College Portal in due course.
- These 100 marks will be converted to the Weightage of Report submitted on Webinar/Panel Discussion as mentioned in the Table-I and the same will be applied for all the Theory

Subjects. This activity will be done by the Examination Software.

- Those who are not able to attend the Webinar or Panel Discussion for any reasons, they have to write a case study or to submit an independent paper related to his/her field of study. All other conditions as mentioned at above will be applicable to these students.

3. **General Instructions:**

- (a) Above scheme will be applicable for the regular students of the Intermediate Semesters of various Programmes of IMU.
- (b) The submission of a report on Webinar (or) Panel Discussion (or) Case Study (or) Independent Paper will be treated as University External Examinations. The general guidelines i.e., minimum 50% pass in the University External Examinations and overall 50% marks is required in order to pass in the particular subjects. If a student fails to submit the report within due date, then he/she will be treated as absent in this Examinations.
- (c) The HoD/HoD(i/c) will assign the duties to the Faculty, with the approval of the Directors/Principals, for approving the Topic, Evaluation of the Reports etc.,
- (d) On receipt of this notification, HoD/HoD(i/c) shall devise a procedure for sending communication to the students and receipt of the reports and other related activities.
- (e) The Practical Sessions for the Even Semesters for the Academic Year 2019-20 will be conducted in the respective Campuses/Institutes in due course and followed by the Practical Examinations. Instructions for the same will be issued in due course.
- (f) Results for the Intermediate Semesters will be declared once the Practical Examinations are over.
- (g) The students who have failed in this Examinations or registered but not appeared or not registered will not be counted as an attempt

for calculation of maximum duration, as per IMU Rules.

(h) The timeline for various activities is given in the following table:

Table-III

Sl.No.	Events	Period	
		From	To
1	Identification of topic for Webinar/Panel Discussion/Case Study/Independent Paper	12.09.2020	
2	Attending Webinar / Panel Discussion; preparation of reports	on or before 04.10.2020	
3	Opening of Examinations Portal for registration and payment of fees by the students	21.09.2020	30.09.2020
4	Approval of applications by Campuses/ Affiliated Institutes	01.10.2020	05.10.2020
5	Last Date to Submit the Report by the student	11.10.2020	
6	Evaluation of the Report at the respective Campuses/ Institutes	12.10.2020	26.10.2020
7	Opening of portal for uploading of marks in the Examination Portal	27.10.2020	29.10.2020

-/sd/-

Controller of Examinations (i/c)
