



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

IMU-HQ/C/12/02/21/2018-ATR

Dated:15-10-2018

CIRCULAR 1807

Sub: Amendment to Ordinance 15 of 2015 on Valuation, Revaluation, Retotalling ,Award of Grace Marks and Issue of Photocopies of Answer Scripts for IMU's Programmes.

Ref: 1.Resolution of 21st AC dated 15-06-18 vide Agenda Item No:
AC 2018-21-26 .

2.Approval of 46th EC dated 29-06-2018 vide Agenda Item No:
EC 2018-46-20.

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The Academic Council in its 21st Meeting held on 15-06-2018 vide reference (1) cited has recommended the Executive Council for the amendment to Ordinance 15 of 2015 on Valuation, Revaluation, Retotalling, Award of Grace Marks and Issue of Photocopies of Answer Scripts for IMU's Programmes. The Executive Council in its 46th Meeting held on 29-06-2018 vide reference (2) cited has approved the same which reads as follows:

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

1. Evaluation Process

- 1.1. Evaluation of Answer Scripts will be done in the respective zone assigned by the Examinations Section (HQ).
- 1.2. The Answer Scripts will be handed over by the appointed Zonal Coordinator to the examiners along with the OMR sheets for capturing the marks.
- 1.3. The examiner will give marks for each question only on the first Sheet provided in the Answer Scripts.
- 1.4. The examiner should not make any markings in the Answer Scripts as these Answer Scripts may be required to be revaluated in future. This is done to avoid the Second and Third Examiners (where required) from becoming biased by the earlier evaluations.

- 1.5. Any examiner found making markings in the Answer Script will be debarred from becoming Examiner for 1 year. The names of such debarred examiners is to be maintained at the Examination Section (HQ).
- 1.6. 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.
- 1.7. The Answer Scripts of UG 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.
- 1.8. The PG programmes will have two simultaneous evaluation of Answer Scripts. The average of these two evaluations will be the mark obtained by the student. *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.*
- 1.9. *Exemption for double valuation for specialized subjects in PG Programmes may be given as recommended by the School Board.*

2. **Issue of Photocopies**

- 2.1. Photocopies of answer scripts will be issued to failed candidates only, at a flat fee of Rs.80/- per subject irrespective of the number of pages and inclusive of postal charges.
- 2.2. The application is made within 3 days from the date of publication of Examination results.
- 2.3. The Semester fees shall be payable through State Bank of India's i-Collect or through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University.
- 2.4. The procedure for issue Photocopy may be discontinued in future if the University decides to introduce modern technology for scanning the Answer Scripts.

3. **Revaluation Application Procedure**

- 3.1 Application for Revaluation of answer scripts will be considered only for End Semester Examinations conducted by the University for the Under Graduate programmes. Application for revaluation of Answer Scripts will not be considered for Post Graduate Examinations, Practical Examinations, Field work, internal assessment, thesis submitted in lieu of a paper and Examinations for which there is provision for two independent (double) valuations.
- 3.2 Application for Revaluation shall be made in the prescribed form and to be sent through respective campuses/colleges.

- 3.3 Revaluation can be admitted only if the candidate had failed in not more than five papers out of the total number of papers written by the candidate during that examination session.
- 3.4 Application for Revaluation should be submitted within 10 days from the date of publication of the results unless otherwise specified by the University.
- 3.5 Applications received after the last date prescribed will not be considered under any circumstances. Incomplete forms and forms not accompanied by relevant documents may be rejected without assigning any reason whatsoever.
- 3.6 Fee once remitted for Revaluation of answer scripts will not be refunded.

4. **Revaluation Guidelines**

- 4.1 The paper for Revaluation should not be valued by the same examiner who has done the first valuation.
- 4.2 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.
- 4.3 Not more than 25 papers per session should be given to an Examiner for Revaluation.
- 4.4 *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.*
- 4.5 The mark sheets of the Candidates who had applied either for revaluation or retotaling will be issued only after the completion of the revaluation/retotaling process.
- 4.6 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.
- 4.7 *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.*
- 4.8 All works relating to Revaluation will be treated as confidential and therefore interim enquiries will not be entertained.
- 4.9 Remuneration for Revaluation will be paid at the approved rates of Indian Maritime University.
- 4.10 The Directors/Principals of the campuses/colleges should make available the Examiners required for Evaluation (including Revaluation/Re-totaling) on top priority basis on the day and date allotted by the Controller of Examinations.

- 4.11 Faculties of the Affiliated Colleges are required to attend the Evaluation (including Revaluation/Re-totaling) work on top priority basis. If the Principal of an Affiliated College fails to relieve the Faculty for Evaluation (including Revaluation/Re-totaling) or the Faculty fails to attend the work of Evaluation (including Revaluation/Re-totaling), 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 College.

5. **Retotaling**

- 5.1. Application for Re-totaling 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.
- 5.2. Application for Re-totaling shall be made in the prescribed form and to be sent through respective head of Institutions.
- 5.4. Fee once remitted for Re-totalling of answer scripts will not be refunded.
- 5.5. All works relating to Re-totalling will be treated, as confidential and therefore interim enquiries will not be entertained.
- 5.6. Application for Re-totalling should reach the Office of the Controller of Examinations within 10 days from the date of publication of the results unless otherwise specified by the University.
- 5.7. The Re-totalling will be done by the Faculty to be nominated by the Controller of Examinations.
- 5.8. After the retotaling, 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.

6. **GRACE MARKS**

- 6.1 Grace Marks up to 5 may be awarded in one or more papers in all semesters, *provided that no student shall be awarded more than a maximum of 5 grace marks in a semester for all subjects put together.* This decision will be taken by the Examination Committee.

This Ordinance will supersede all the earlier Ordinances in this regard."

This comes with immediate effect.



REGISTRAR

To:

The Directors of all IMU Campuses

The Principals of all Affiliated Institutes