



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

IMU-HQ/C/18/12/1/2022-REF [ExamCom]

19.08.2022

Circular No 2211

Sub: Formation of Examination Review Committee & its scope and repealing of Examination Committee – reg.

The Executive Council vide its resolution no EC 2022-66-09 dated 10.08.2022, based on the recommendation of Academic Council vide its resolution no AC 2022-32-12 dated 29.07.2022, has approved the Amendment of the Ordinance 02 of 2020 (Clause No.8) prescribing the revised functions / scope of the Examination Committee and restructuring. Accordingly the structure of the Examination Review Committee and the scope is as follows:

A) Constitution of Examination Review Committee (for all programmes of each school): -

(i)	One Campus Director to be nominated by the Vice Chancellor	Chairman
(ii)	One Director of the IMU Campuses/Principal of Affiliated Institute where the programme is being taught, to be nominated by the Vice Chancellor	Co-Chairman
(iii)	One Faculty/HoD from each Department / School from one of the IMU Campuses, to be nominated by the Vice Chancellor	2 - Members
(iv)	The HoD of each Department of each School from Affiliated Institutes, Nominated by the Vice Chancellor in rotation	5 - Members
(v)	Controller of Examinations	Member Secretary

B) The functions and scope of this committee will be as follows: -

- (i) *The Examination Committee will be the Sub-Committee of School Board for giving inputs in respect of Question Paper, template, etc. and for continual improvement of related activities.*
- (ii) *Subject-wise or School-wise panel of Moderators from Assistant Professor / Associate Professor / Professor level or equivalent shall be recommended by the Examination Committee to CoE for inclusion in the panel maintained by CoE. The CoE may consider the recommendations on case to case basis.*
- (iii) *As part of pre-exam activities, the revised and approved QP templates, if any, shall be shared by the Examination committee with all faculty who are qualified & likely to be qualified for QP setter and Moderator panels (School wise).*
- (iv) *Exam Committee is entrusted upon to recheck the used QPs & Answer keys post declaration of results in respect of approved QP templates & standard of questions and suggest for system improvement, if any. The Committee shall check randomly selected QPs (school wise). At least 10% of QPs from each school are to be selected and analysed for this purpose.*
- (v) *The end semester result statistics shared by the Examination Cell post declaration of results shall be analysed in detail by the respective Examination Committee and suggest necessary steps to improve the pedagogy, QP standards and template compliances.*
- (vi) *The whole exercise stated at point no.(iv) & (v) above shall be completed within 1 month post declaration of results of each semester.*
- (vii) *Chairman and Co-Chairman may co-opt internal and external subject experts to the Examination Committee under intimation to CoE.*
- (viii) *Other duties and functions as may be assigned to it by the Competent Authority of IMU.*
- (ix) *This Committee will be for the period of two years from the date of constitution and the members may be eligible for re-nomination based on the assessment of the Vice-Chancellor.*
- (x) *One third of the members shall form quorum for a meeting of the Committee.*

This comes into effect from 10.08.2022.

Note: The Notification published vide Gazette of India No. 254, dated 21 June 2021 Ordinance 02 of 2020 at Clause No. 8 "Examination Committee" is hereby repealed.


CONTROLLER OF EXAMINATIONS

To:

- (i) Campus Directors & Principals of Affiliated Institutes**
- (ii) HoDs/Professors/Associate Professors/Assistant Professors
of IMU Campuses**

Copy To:

- (i) Vice Chancellor**
- (ii) Registrar**
- (iii) AR (Exams)**