



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

IMU/AS/RO/13 AC/31 EC/2015

Dated: 27.07.2015

Circular No:1525

Sub: Ordinance for the Revaluation, Retotalling, Award of Grace Marks and Issue of Photocopies of Answer Scripts for IMU Programmes – Reg.

Ref: 1. AC resolution in Agenda Item No: AC:2015-13-06

2. EC resolution in Agenda Item No: EC 2015-31-26

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The revised "Ordinance for the Revaluation, Retotalling, Award of Grace Marks and Issue of Photocopies of Answer Scripts for IMU Programmes" as approved by the Executive Council based on the recommendation of the Academic Council is as follows:

"Ordinance for the Revaluation, Retotalling, Award of Grace Marks and Issue of Photocopies of Answer Scripts for IMU Programmes.

1. REVALUATION

1.1 Application for Revaluation of answer scripts will be considered only for Examinations other than 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.

- 1.2 Application for Revaluation shall be made in the prescribed form and to be sent through respective campuses/colleges.
- 1.3 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.
- 1.4 A fee of Rs.500/- will be charged per paper for Revaluation in a failed paper. If different sections of questions in a Question Paper are answered in different answer books all such answer books shall be treated together as a single unit/paper. The fee shall be remitted by way of SBI – Core Banking Challan or in such other manner prescribed by the Indian Maritime University.
- 1.5 Application for Revaluation should reach the Office of the Controller of Examinations within *15 days* from the date of publication of the results unless otherwise specified by the University.
- 1.6 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.
- 1.7 Fee once remitted for Revaluation of answer scripts will not be refunded.
- 1.8 If a candidate gets less marks in the Revaluation than in the first, the original mark may be retained. However, even in case a candidate gets higher marks in the Revaluation but the status of the candidates' result has not changed, only the original marks will be retained and the result declared as "No change".
- 1.9 A panel of subject experts having more than five years of teaching/industry experience has to be prepared for each subject by the Controller of Examinations and the same has to be approved by the Vice Chancellor. This panel has to be reviewed every three years.

- 1.10 The paper for Revaluation should not be valued by the same examiner who has done the first valuation.
- 1.11 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.
- 1.12 Not more than 25 papers per session should be given to an Examiner for Revaluation.
- 1.13 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.
- 1.14 The Deputy Registrar shall maintain a list of examiners against whom action has been taken under these guidelines. Such debarred examiners shall not be considered for appointments in connection with any examination for a period of 3 years.
- 1.15 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 third valuation and the nearest among the first and second valuation".
- 1.16 The Revaluation results are to be published within one month from the date of receipt of the applications.
- 1.17 All works relating to Revaluation will be treated as extremely confidential and therefore interim enquiries will not be entertained.
- 1.18 Remuneration for Revaluation will be paid at the approved rates of Indian Maritime University.

- 1.19 The Directors/Principals of the campuses/colleges should make available the Examiners required for Evaluation (including Revaluation/Re-totalling) on top priority basis on the day and date allotted by the Controller of Examinations.
- 1.20 Teachers of the affiliated colleges are required to attend the Evaluation (including Revaluation/Re-totalling) work on top priority basis. If the Principal of an affiliated college fails to relieve the teacher for Evaluation (including Revaluation/Re-totalling) or the teacher fails to attend the work of Evaluation (including Revaluation/Re-totalling), then the concerned teachers would be debarred for three years. This would also have an adverse effect on the continuation of the affiliation of the college.

2. RE-TOTALLING

- 2.1 Application for Re-totalling 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.
- 2.2 Application for Re-totalling shall be made in the prescribed form and to be sent through respective head of Institutions.
- 2.3 A fee of Rs.250/- will be charged per paper for Re-totalling. The fee shall be remitted by way of *SBI-Core Banking Challan* of Indian Maritime University.
- 2.4 Fee once remitted for Re-totalling of answer scripts will not be refunded.
- 2.5 All works relating to Re-totalling will be treated as extremely confidential and therefore interim enquiries will not be entertained.
- 2.6 Application for Re-totalling should reach the Office of the Controller of Exams within *15 days* from the date of publication of the results unless otherwise specified by the University.
- 2.7 *The Re-totalling will be done by the Faculty to be nominated by the Controller of Examinations.*

- 2.8 Re-totalled marks will be taken as the final marks and the marks secured by the candidate in the original valuation will be changed and results published accordingly.
- 2.9 If the Re-totalled marks are the same or less than the marks secured in the original valuation, the status of the results declared will remain unchanged.
- 2.10 The Re-totalling results to be published within 15 days from the date of receipt of the applications.

3. GRACE MARKS

- 3.1 Grace marks up to 5 marks may be awarded in one or more papers in all semesters. This decision will be taken by the Examination Committee.

4. ISSUE OF PHOTOCOPIES

- 4.1 Photocopies of answer scripts will be issued to failed candidates only at a flat fee of Rs.150/- per subject irrespective of the number of pages and inclusive of postal charges.
- 4.2 The application is made within 15 days from the date of publication of Examination results.
- 4.3 The fee shall be remitted by way of SBI-Core Banking Challan of Indian Maritime University."


REGISTRAR

To:

All Campus Directors

All Affiliated Institutes