



## INDIAN MARITIME UNIVERSITY

### Instructions to IMU Campuses and Affiliated Institutes

For

### End Semester Examinations – December 2018/January 2019

(Instructions applicable for programmes of all Schools other than School of Naval Architecture and Ocean Engineering)

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The Indian Maritime University will conduct the End Semester Theory Examinations for all programmes 26.12.2018 to 09.01.2019. The Time-Table of End Semester Examinations have been hosted in the IMU website. **Online Examination Application will be live from 19.11.2018 to 04.12.2018 in the Student Portal for Registration for December 2018/ January 2019 End Semester Examinations.**

The following instructions are to be strictly adhered to:

1. For conducting the above Examination, Registration will be required to be made **by the respective students Online** through the Online Registration Link given on IMU's Website:

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

Students can use their Registration Number as User ID and Date of Birth (DD/MM/YYYY format) as password. After first login, student has to change the password and the same has to be used for future transactions. Students are requested to keep the password confidentially without disclosing to others. In case of misuse of the login and password, the concerned student is responsible for the same. In case, students forgot their password, they can retrieve the same by using Forget Password link available in Students Portal. Please note that no correspondence regarding retrieval of the password will be entertained at IMU Hqrs. IMU will not be responsible for

any misuse of login and password, students are advised to maintain absolute confidentiality.

2. Students have 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.
3. Students are requested to read the Instructions on the Payment Gateway carefully to avoid double payment.
4. After completion of Online Registration by the students, Nodal Officer 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. The Scanned copy of Proforma A1 to A5 should reach **examcell@imu.ac.in** positively by 07.12.2018. The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.
5. The portal will be closed at 5.00 pm on the last date 04.12.2018. No requests for extension will be entertained.
6. The Student can download the Hall Ticket through the Student Portal, on the date which will be notified by IMU before the commencement of examination (positively by two days prior to the Examinations).
7. The examination fees which is applicable is shown below :-

<b><u>S.No</u></b>	<b><u>Particulars of Fee</u></b>	<b><u>Rs.</u></b>
<b>(i) Under Graduate Courses</b>		
1.	Each Written paper <b>(Regular)</b>	<b>Rs.300/-</b>
2.	Each Written paper <b>(Arrear)</b>	<b>Rs. 500/-</b>
3.	Each practical – 3 hours <b>(Regular)</b>	<b>Rs.200/-</b>
4.	Each practical – 3 hours <b>(Arrear)</b>	<b>Rs. 300/-</b>
5.	Project Work	<b>Rs. 500/-</b>

<b>(ii) Post Graduate Courses</b>		
1.	Each Written paper <b>(Regular)</b>	<b>Rs.400/-</b>
2.	Each Written paper <b>(Arrear)</b>	<b>Rs. 500/-</b>
3.	Each practical <b>(Regular)</b>	<b>Rs.200/-</b>
4.	Each practical <b>(Arrear)</b>	<b>Rs. 300/-</b>
5.	Dissertation/Project	<b>Rs. 500/-</b>
6.	Viva voce	<b>Rs. 250/-</b>
<b>Other Fees related to Examinations</b>		
1.	For issuing statement of marks for each examination each appearance	<b>Rs.150/-</b>
2.	Consolidated statement of marks <b>(Appearing for final semester)</b>	<b>Rs.500/-</b>
3.	Provisional Certificate <b>(Appearing for final semester)</b>	<b>Rs.250/-</b>
4.	Degree Certificate <b>(Appearing for final semester)</b>	<b>For Post Graduate – Rs.1000/- For Under Graduate – Rs.500/-</b>

6. Fees for Statement of Marks/ Grade Reports shall be collected along with the Examination Fees.
7. Consolidated Statement of Marks, Provisional Certificates and Degree Certificate will be issued to the Final Year students who have passed all the subjects and who have paid the applicable fee as indicated above. The Degree Certificate will be issued only on or after the Convocation Day.
8. **Internal Assessment and Project:** All the Campuses and Affiliated Colleges shall (i) 'Upload' the Internal Assessment (IA) marks and (ii) send the Hard Copies before the commencement of Examinations on or before 24.12.2018. **The Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations as per Circular No - 1749 dtd. 06.03.2018. Students are requested to check the same and incase 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 dtd. 06.03.2018. No queries/**

**corrections after commencement of End Semester Examinations will be entertained.**

9. **Practical Examinations(Internal):** Practical Examinations will be conducted by the respective institutions as per the schedule which was sent to you earlier and the Practical Marks should be forwarded to the IMU Chennai on or before 24.12.2018 in hard copy. **The Practical Marks (Internal) shall be displayed in the Notice Board before the commencement of University Examinations.**
10. Attendance particulars to be uploaded in College Portal on or before 06.12.2018 and the hardcopy of the same has to be sent by E-mail to [examcell@imu.ac.in](mailto:examcell@imu.ac.in) without fail. Hall tickets cannot be downloaded by the student, if the attendance particulars are not received in time. Attendance requirements for students to appear in University exams have already been communicated in IMU's Circular No.1701 dated 06.01.2017.
11. **Condonation fees for shortage of Attendance:**

As per IMU's Circular No.1701 dated 06.01.2017, a student must put in a **minimum of 85% of attendance in order to appear in the End Semester Examinations (Theory and Practical)**. Students whose attendance is equal to or above 80% but below 85% has to **pay Rs.5000/- (Five Thousand only)** as condonation fee for shortage of attendance and for students whose attendance is equal to or above 75% below 80% has to pay **Rs.10000 (Ten Thousand Only)** as condonation fees for shortage of attendance. A Student who has but in less than 75% attendance will not permitted to write the University's End – Semester Examinations and will not be permitted to move the next semester. It will be treated as a case of 'Break in Studies'. For more details, please refer IMU's Circular No.1701 dated 06.01.2017.

12. Detailed Timeline for December 2018/ January 2019 End Semester Examinations are given below for strict compliance.

Date of commencement of Online Registration in Student Portal	19.11.2018
Last Date for completion of Online Registration	04.12.2018
Uploading of Attendance Sheets in College Portal	06.12.2018
Payment of (Online) Condonation Fees by the Students in the Student Portal	07.12.2018
Verifying & approving of the application in College Portal by Nodal Officer	08.12.2018
Downloading of Hall Ticket by the Students in the Student Portal	2 days prior to the Start of Examinations

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

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**Controller of Examinations.**