



INDIAN MARITIME UNIVERSITY

Instructions for Conduct of June 2022 End Semester Examinations (Including Arrears) for the Academic Year 2021-22

The Indian Maritime University scheduled to conduct the June 2022 End Semester Examinations (including arrears) through on-campus (i.e. offline/physical mode) for the Academic Year 2021-22. The Time-Table for June 2022 End Semester Examinations are available on the IMU website and as an Annexure to this notification. **Online Application Portal for Examinations will be opened and available from 02.05.2022 to 09.05.2022 (without late fee) in the Student Portal for registration. Provision to apply with late fee will also be available from 10.05.2022 to 12.05.2022. Requests beyond above timelines will not be entertained for whatsoever reasons.**

Instructions to the students for strict adherence:

1. The June 2022 End Semester Examinations (including arrears) for the Academic Year 2021-22 will be conducted through on-campus (offline/physical mode).
2. **The students shall attend and write these examinations in IMU provided Answer Booklets from their campus/institute as followed in pre-Covid era. However, the students need to scan and upload their answer scripts through the smart phone as followed in online exams. The procedure for uploading of answer scripts are as same as followed in December 2021 end semester examinations.**
3. Question Papers will be distributed by hall invigilators to all the appearing students in-person as followed in pre-Covid era.
4. The students can register for this examinations through students portal available on IMU website:

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

Students can use their Registration number as User ID and Date of Birth (DD/MM/YYYY) 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 it 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 Forgot 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.

5. Students are requested to fill the valid email id, mobile number and Whatsapp number carefully without any mistake as the user id and password for examinations will be sent to this e-mail ID only. **REQUESTS FOR CORRECTION WILL NOT BE ENTERTAINED IN THIS REGARD.**
6. 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.
7. Students are requested to read the Instructions on the Payment Gateway carefully to avoid double payment. If any student has paid the required amount more than once due to technical issues, such students should approach the "Chief Superintendent" of their Campus / Affiliated Institute along with proof. Chief Superintendent shall consolidate all such cases with proof and send the details to the Exam Section through Deputy Registrar of the Campuses / Principals of Affiliated Institutes for process of refund **after the completion of End Semester Examinations.** Please indicate to the students that all refund requests have to be forwarded through the Campuses / Institute (Chief Superintendent) and **direct mails from students shall not be attended to.**
8. The students are requested to adhere the following instructions when their amount gets deducted but could not successfully submit the application:



- a. The "Enquiry" button has been enabled in the student portal.
- b. Whenever the amount gets deducted but the application is not submitted, the students are requested to run the "Enquiry" button. On enquiry, the transaction details will be enabled.
- c. If the transaction result is "Success", then IMU has received the amount paid by the student. Their application will be activated within 24 hours.
- d. If the transaction result is "Transaction details not available"/ "Not Captured (failed)"/"Suspect Failure"/"Payment details not available"/"Timed out request" which means IMU has not received the amount. The amount deducted will be credited by the bank. You may proceed with another transaction. **There is no need for sending emails to the campus/ COE's Office.**
- e. Please note that it is mandatory to run the enquiry option as mentioned above and wait for the status as indicated in para c and d before proceeding with another payment.
9. The portal will be closed on 09.05.2022 at 11.59 pm with regular exam fee. The portal for exam application with late fee will be enabled from 10.05.2022 to 12.05.2022. **NO REQUESTS FOR EXTENSION WILL BE ENTERTAINED.**
10. **AFTER SUBMISSION OF EXAM APPLICATION THE STUDENT MUST LOGIN TO THE STUDENT PORTAL AGAIN TO CHECK WHETHER HIS/HER EXAM APPLICATION IS SUBMITTED SUCCESSFULLY OR NOT. NO QUERIES REGARDING EXAM APPLICATION WILL BE ENTERTAINED AFTER THE LAST DATE FOR EXAM FEE PAYMENT.**
11. Students whose class attendance is equal to or above 80% but below 85% have to pay Rs.5,000/- (Five Thousand only) and whose attendance is equal to or above 75% but below 80% have to pay Rs.10,000 (Ten Thousand Only) as condonation fees. A Student who has put in less than 75%



attendance will not be permitted to write the University's End Semester Examinations and will not be permitted to move to the next semester. It will be treated as a case of 'Break in Studies'. For further details, please refer IMU's Circular No.1728 dated 25.04.2017 and Circular No. 1927 dated 19.11.2019.

12. The payment of condonation fees for shortage of attendance has to be paid only through Online Payment Gateway by the students in the "student portal" as per the timeline. No other mode of payment will be acceptable.
13. The examination fees which is applicable is shown below as per Circular No 2008 dated 18.09.2020 and Addendum to Circular No 2008 A dated 21.12.2021:-

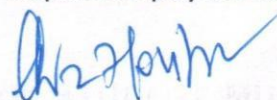
S No	Particulars of Fee	Rs.	
		Exam Fee payable (on or before normal cut-off date without late fee)	Exam Fee payable (after normal cut-off date but on or before cut-off date with late fee)
1.	Each written Paper / Practical / Project / Dissertation / Viva Voce including Arrears and [also Includes Fee for each course work exam of Ph.D / MS (By Research) & arrears]	Rs. 500	Rs.1000 + GST on late fee of Rs.500
2.	Each attempt for 3rd, 4th & 5th Semester for B.Sc (Applied Nautical Science - DLP).	Rs. 4000 per Semester	Rs. 8000 per semester + GST on late fee of Rs.4000 per semester
Other Fees related to Examinations			
1.	For issuing statement of marks for each examination each appearance	Rs.150/-	
2.	Consolidated statement of marks (Appearing for final semester)	Rs.500/-	
3.	Provisional Certificate (Appearing for final semester)	Rs.250/-	
4.	Degree Certificate (Appearing for final semester)	Rs.1000/-	



14. 20 minutes additional time will be given to the students for scanning and uploading of answer papers in the software. During examinations, no clarification on the question paper will be entertained.
15. For the Programmes, where the theory and practical subjects are available in a particular semester, the results will be published only on completion of both theory and practical examinations.
16. All updates on examinations will be published on IMU Website. Hence students are requested to visit IMU website periodically.
17. All the concerned are requested to adhere to the time schedule and co-operate for smooth conduct of Examination.

Instructions for the Campuses/ Affiliated Institutes:

1. Campuses / Affiliated Institutes are requested to check IMU Website and email communication of IMU for periodic updates on Examinations related matters and kindly disseminate the same to all the students.
2. Campuses / Affiliated Institutes are requested to kindly check periodically and intimate the students to register within the dates as mentioned in the timeline.
3. The practical examinations scheduled during the period mentioned in the timetable may be adjusted suitably. Such intimation may be given to all the students and also the external examiners.
4. After completion of Online Registration by the students, Chief Superintendent 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 as per the timeline given in the annexure. **The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.**
5. In case of duplicate payment, the Chief Superintendent of the concerned Campus / Affiliated Institute shall consolidate all such duplicate payment of



examinations fees / condonation fees cases with proof and send the details to the Exam Section through Deputy Registrar of the Campuses/Principals of Affiliated Institutes for process of refund **after the completion of End Semester Examinations and after completion of the payment of condonation fees. Please indicate to the students that all refund requests have to be forwarded through the Campuses/Institute (Chief Superintendent) and direct mails from them will not be attended to. No individual cases shall be attended to.**

6. The Chief Superintendents are requested to inform to the students to follow the following instructions when their amount gets deducted but could not successfully submit the application:

a. The "Enquiry" button has been enabled in the student portal.

b. Whenever the amount gets deducted but the application is not submitted, the students are requested to run the "Enquiry" button. On enquiry, the transaction details will be enabled.

c. If the transaction result is "Success", then IMU has received the amount paid by the student. Their application will be activated within 24 hours.

d. If the transaction result is "Transaction details not available"/ "Not Captured (failed)"/ " Suspect Failure"/"Payment details not available"/"Timed out request" which means IMU has not received the amount. The amount deducted will be credited by the bank. You may proceed with another transaction. There is no need for sending emails to the campus/ COE's Office.

e. Please note that it is mandatory to run the enquiry option as mentioned above and wait for the status as indicated in para c and d before proceeding with another payment.

7. Internal Assessment and Project: The dates for uploading of Internal Marks in the college portal will be intimated in due course and a separate communication will be sent in this regard. All the Campuses and Affiliated



Colleges shall 'Upload' the Internal Assessment (IA) marks on the due date, which will be communicated in due course. Meanwhile, the Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations as per Circular No - 1749 dt. 06.03.2018. Students are requested to check the same and in case 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 dt. 06.03.2018. No queries / corrections after commencement of End Semester Examinations will be entertained.

8. Attendance requirements for students to appear in University exams have already been communicated in IMU's Circular No.1927 dated 19.11.2019. Kindly upload the attendance on the date mentioned in the timeline and no extension for the same will be entertained.
9. Condonation fees for shortage of Attendance: As per IMU's Circular No.1927 dated 19.11.2019, 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% have to pay Rs.5,000/- (Five Thousand only) as condonation fee for shortage of attendance and for students whose attendance is equal to or above 75% but below 80% have to pay Rs.10,000 (Ten Thousand Only) as condonation fees for shortage of attendance. A Student who has put in less than 75% attendance will not be permitted to write the University's End Semester Examinations and will not be permitted to move to the next semester. It will be treated as a case of 'Break in Studies'. For more details, please refer IMU's Circular No.1927 dated 19.11.2019.
10. The payment of condonation fees for shortage of attendance has to be paid only through Online Payment Gateway by the students in the "student portal" as per the timeline mentioned below.
11. During examinations, no clarification on the question paper will be entertained.
12. The detailed duties of Chief Superintendents and Hall Superintendents will be issued separately in due course.

Detailed Timeline for various activities for End Semester Examinations (except first semester):



Timeline for various activities for End Semester Examinations		
S No	Activities	Date
1	Date of commencement of Online Registration for Examinations in the Student Portal	02.05.2022
2	Last Date for completion of Online Registration (without penalty)	09.05.2022
3	Uploading of Attendance by the Institutes in the College Portal	10 days prior to commencement of respective <i>Semester</i> theory exams
4	Verifying & approving of the application in College Portal by Chief Superintendent	Between 03.05.2022 and 12.05.2022
5	Payment of (Online) Condonation Fees by the Students in the Student Portal	Within 2 days from the date of uploading of attendance.

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


Controller of Examinations (i/c)

To:

- 1) All Students/Cadets concerned (Through IMU Website)**
- 2) All Campus Directors/Principals of Affiliated Institutes**

Copy to:

- 1) Registrar**
- 2) Chief Superintendents**
- 3) HoDs of IMU Campuses**
- 4) AR (Exams)**
- 5) IT Section**