

Annexure-I

The Guidelines for conducting of Theory Examinations (including Arrear Examinations) for all the Programmes (Marine + Non-Marine) of IMU and Project/Viva Voce for Non-Marine Programmes is given below:

Note: Marine Programme means Programmes where DG Shipping is a party like issuing of INDOS Number, CoC and CDC. Rest of the programmes of IMU are treated as Non- Marine Programme.

1. The weightage for assessment for the Theory Examinations for all the Programmes is given below:

Components	UG	PG
Internal Assessment	30 %	40 %
Past Performance	30 %	20 %
Time Bound Assignment	20 %	20 %
Viva Voce	20%	20%

The procedure for assigning marks/weightages in each components is presented in **Annexure-I-A**.

2. General Instructions:

- (a) Above scheme will be used for the conduct of Examinations for present regulation - Final Semester- The passed out students who have arrear papers in final semester (present regulation) may also register only for the concerned subjects. The Arrear Examinations for all the Semesters and for all the Regulations will be conducted separately as per the timeline.
- (b) The distribution like Past Performance, Time Bound Assignments and Viva Voce will be treated as University External Examinations.

The general guidelines i.e., minimum 50% pass in the University External Examinations and overall 50% marks is required in order to pass in the particular subjects. If a student missed any one of the time bound assignment and Viva Voce, then he/she will be treated as absent in this End Semester Examinations.

- (c) The students will have to upload the Hall Ticket along with the answer sheets while submitting every "time bound assignments". Without Hall ticket, the time bound assignment will not be considered for evaluation.
- (d) The students who have failed in this Examinations or registered but not appeared or not registered will not be counted as an attempt for calculation of maximum duration, as per IMU Rules.
- (e) In case, if a passed student feels that (s)he secured less marks in this methodology, he/she can re-appear to enhance the marks in the regular examinations as and when conducted by the IMU. The same will applicable to the students who have failed in this Examinations/ registered but not appeared/ not registered for this examination. As a special situation that prevails now, this enhancement (second attempt) will not be treated as arrears as in normal practice.

3. Time line for conducting examinations for final semester exams for UG and PG programmes:

SI.No.	Events	Period	
		From	To
1.	Opening of Portal for registration by the students	1.7.2020	13.7.2020
2.	Approval of applications by Campuses/ Affiliated Institutes	14.7.2020	16.7.2020
3.	Issue of Hall Ticket	20.7.2020	

4.	Forwarding of Question Papers for Time Bound Examination by COE to the HoDs/ Principals of IMU Campuses and Affiliated Institutes respectively	On the day of Examination	
5.	Period for conduct of time bound assessment by the Campuses/Affiliated Institutes	As per Time Table given in the Annexure-II	
6.	Viva-voce*	04.8.2020	14.8.2020
7.	Preparation of Scores by Campuses/Affiliated Institutes	17.8.2020	18.8.2020
8.	Opening of portal for uploading of marks by HoD/Principal	19.8.2020	22.8.2020
9.	Result Processing	24.8.2020	27.8.2020
10.	Publication of results	28.8.2020	

* Inclusive of Seminar/Viva Voce mentioned in the syllabus for non-Marine Programmes.

5. Practical Subjects of Marine Programmes:

- (a) DG Shipping had issued number of Circulars and the guidelines like conduct of virtual classes etc., issued thereof will be applicable for theory Programme. Further, vide DGS Circular No. 19 of 2020 dated 18.05.2020, they have categorically informed that the Practical classes for pre sea programmes have to be conducted once the situation becomes normal in order to maintain the standards of Indian Seafarer and the same is accepted by the Indian Maritime University.
- (b) Therefore, at present, IMU is not in a position to conduct practical Examinations for Marine related Programmes and when the situation become normal, detailed guidelines will be issued in line with Circulars of DG Shipping.

Annexure-I-A**1. THE DETAILS ON ASSIGNING MARKS/WEIGHTAGES IN EACH COMPONENTS:****A. Internal Assessment:**

- (a) Internal Assessment will be conducted as per the Extant Ordinance of IMU. Please refer IMU Circular No. 1749 in this regard.
- (b) Online Assignment will be equated with the class test as mentioned in the Circular.

B. Past Performance:

- (a) The weightage for 'Past Performance' for UG and PG Programmes will be 30% and 20% respectively.
- (b) The Past Performance will be calculated as weightage (30/20) * Multiplication Factor 'M'.

In case of percentage system,

$$M = \frac{\text{Total of marks scored by the student up to pre-final Semester}}{\text{Total of Maximum marks upto pre-final Semester}}$$

Example: A student in UG Programme secured 3280 marks out of maximum of 4000 marks upto pre final year.

$$\text{Then Multiplication Factor} = 3280/4000 = 0.82$$

$$\text{Past Performance} = \text{Weightage} * \text{Multiplication Factor}$$

$$= 30 * 0.82$$

$$= 24.6$$

$$= 25$$

In case of CGPA system, multiplication factor 'M' is

$$M = \frac{\text{CGPA up to last semester}}{10}$$

If CGPA up to last semester is 8.2, then $M = 8.2/10$

$$= 0.82$$

$$\text{Past Performance} = \text{Weightage} * \text{Multiplication Factor}$$

$$= 30 * 0.82$$

$$= 24.6$$

$$= 25$$

- i. If a student has arrears in the past Semester, the same will be included for the calculation.
- ii. This calculation will be done by the Examination Software.

C. Time Bound Assignment:

- (a) Time Bound Assignment will be carried out in the same pattern of End Semester Examinations and questions will be covered entire syllabus for all the subjects of the Final Year.
- (b) The weightage for time bound assignment will be 20% for both UG and PG Programmes.
- (c) Question Papers for all the subjects for Time Bound Assignment will be shared with the HoDs of IMU Campuses and the Principals of the Affiliated Institutes by the CoE. HoDs/Principals have to conduct the "Time Bound Assignment" as per the Timetable.
- (d) Time Bound Assignment will be conducted for 4 hours. First Half an Hour will be utilized by the students for downloading the Question Paper. Then they can write the Assignment for three Hours and last half an hour will be utilized for scanning of answer sheets through "Adobe scanner or equivalent app" and send the answer sheets as a single pdf along with the hall ticket through mail/WhatsApp as one pdf. In case where the End Semester Examinations are conducted for two hours, then Time Bound Assignment will be conducted for three hours.
- (e) Question Papers will be sent by the concerned Campus/Affiliated Institutes to the students through dedicated email/ WhatsApp group.
- (f) For conducting the Time Bound Assignment, the HoD/HoD(i/c) of IMU Campuses and the Principals of the Affiliated Institutes will be treated as 'Chief Superintendent'. HoD/HoD(i/c) of IMU Campus can utilize the service of the other Faculty/ Academic Support Staff and Admin. Staff with the approval of the Director as Hall Supdt./ Clerical staff.
- (g) A dedicated email/ WhatsApp Group have to be formed by the HoD/ Principal with the support of IT Department of the Concerned Campuses/Affiliated Institutes for sending question papers and receiving the answer sheets.
- (h) "Time Bound Assignment" will be conducted one per day. The students may complete the assignment within 4 / 3 hours, wherever applicable.

- (i) Students have to write the Assignment within the prescribed time limit in an A-4 Sheet (white colour). The students should write Registration Number, Subject Code and Subject Name at the top Right Corner in all the pages and all pages must be properly numbered.
- (j) HoDs/ Principals should ensure that the students have sent the answer sheets within the time period. In extreme cases like network failure, power cut, decision may be taken by the HoDs/Principals to allot additional time as situation warrants with awarding of penalty as marks as deemed fit. HoDs of IMU Campuses have to submit a daily report to the Campus Directors on every day detailing the number of students attended and Additional time given to the students and the reasons thereof. The HoDs / Principals have to submit a daily report to CoE before end of the day of examination.
- (k) On completion of time bound assignment, HoDs with the approval of the Campus Directors and the Principals can assign the assignments to the concerned Faculty for evaluation.
- (l) Once evaluation is over, the marks are to be uploaded in the IMU Examination Portal by the HoD / Principals with the help of support staff. Guidelines for uploading of the marks in the Portal will be issued in due course.
- (m) The answer sheets have to be maintained in the soft copy for one year.

D. Viva Voce:

- (a) The weightage for viva voce will be 20% for both UG and PG Programmes.
- (b) One Viva Voce will be conducted through Google Meet, WebEx or any other approved Video Conferencing Platform for one session of 30-60 minutes per student covering all the subjects of the Final Semester.
- (c) The Slot for viva voce has to be prepared by the HoDs of IMU Campuses /Principals of the Affiliated Institutes within the time frame allotted by IMU. The same should be intimated to the students well in advance through Whatsapp/email group/ Institute Website which must be acknowledged by the student.
- (d) For any valid reasons, if any student could not participate for viva voce in a particular slot, he/she may intimate to the HoD/ Principal and they can re-allot the student to a different slot within the time frame allotted

by IMU. Any request for re-scheduling the viva must be received by HoD atleast one week before the original allocated time.

- (e) For the Programmes conducted both in IMU and Affiliated Institutes, viva voce will be conducted by a team of one Internal Examiner and one External Examiner. The slot for conduct of viva voce will be for 8 -10 students per day by a particular team. Hence, the slot should be prepared in such manner and appoint sufficient number of Internal Examiner and identify the number of External Examiner required. Further, in a same day, there may be more than one team (Internal+ External Expert) can conduct viva voce.

Example. If a strength of X programme is 40. Then the viva voce for first ten students can be scheduled with a particular team (Internal+ External Expert) and the viva voce for another ten students can be conducted by another team (Internal+ External Expert). So the Viva voce for all the students can be conducted in two days with two Internal Faculty and two External Faculty.

- (f) The CoE will identify the Campus/Affiliated Institutes from where the external examiner to be called for the conduct of viva voce. The same will be intimated to all the Campuses/ Affiliated Institutes with the contact details of the particular Institute. The HoD/ Principals of the concerned campuses/ Affiliated Institutes can contact the Institute and intimate the requirements of the number of faculty for conduct of viva voce and that particular Institute/Campus have to nominate and provide the details of the External Examiner along with the contact details. On receipt of the nomination of the External Examiners, the concerned Institute has to send the schedule and other details for smooth conduct of viva.
- (g) The Conduct of viva voce have to be recorded and the copy of the same to be maintained at the respective Campus/ Affiliated Institute for one year.
- (h) The marks for viva voce will be awarded by both (Internal and External examiner). An email concurrence may be obtained from the External Examiner for the same by the Internal Examiner.

2. PROJECT WORK/ SEMINAR AND VIVA VOCE FOR NON-MARINE PROGRAMME:

Student must be allowed to submit projects with available data and results so that the assessment of the project can be done. If the project is highly dependent on software availability etc., wherein there is no proper data or results are available, then a small review based interim project with data collection, literature survey and methodology can be added in consultation with the project guide to conclude the project work. The student should submit a soft copy of the project report to the Guide at least 5 days before the viva voce. If any of the students do not have their own computer, they may be allowed to submit scanned copy of hand written project report. Based on the above, the evaluation of the project can be carried out through Google meet.

Internal marks for the project work should be given by respective project guides. In giving the internal marks of project work, the guides shall consider the performance of the student during the period of project work along with any other criteria which is relevant to respective projects. Panel members for External Examiner of project work shall be decided by HoD/HoD(i/c) of respective Department/Principal of Affiliated Institutes and the same shall be communicated to the office of CoE. The panel shall be from both internal and external members.

Mark distribution for various components like, internal assessment, project report and Project viva voce shall be as prescribed in the syllabus/regulations of respective programs.

Seminar papers for UG and PG programs also shall be assessed through online mode. The pass mark for project and seminar shall be 50% overall.

Marks of internal assessment as well as University examination (Assessment of Project Report + viva voce) shall be uploaded in the exam portal by respective campuses and affiliated colleges within the stipulated time.