



INDIAN MARITIME UNIVERSITY

Instructions for the Conduct of Arrear Examinations for all the Semesters and all the Regulations for various Programmes of IMU

Instructions to the Students

1. The Guidelines for conduct of Examinations for Arrear Examinations for all the Semesters and all the Regulations for Various Programmes of IMU is given in the Annexure-1. Regular Students of the Intermediate Semesters are not included for this examinations. The methodology for them will be intimated in due course.
2. The weightage for assessment for the Theory Examinations, as per new guidelines, for all the Programmes is given below:

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

3. The distribution like Past Performance and Time Bound Assignments will be treated as University single 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 any student fails to attend the time bound assignment, then he/she shall be treated as absent in that particular subject.

4. 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.
5. 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.
6. 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 be 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.
7. The timetable for the conduct of the "Time Bound Assignment" is published in IMU Website. Please go through the same.
8. The students should be in contact with the respective Campuses/Affiliated Institutes for more details.

Instructions for the IMU Campuses/Affiliated Institutes

1. All the IMU Campuses and Affiliated Institutes are requested to go through the new scheme for the conduct of Arrear Examinations for all the Semesters and all the Regulations as mentioned in the Annexure thoroughly.
2. Please adhere to the Instructions as mentioned in the Scheme without fail.
3. After completion of Online Registration by the students, Nodal Officer of the Concerned Campus/Institute has to verify the application and approve the application in College Portal. The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.
4. Details of the students registered for arrear examinations may be downloaded from the College portal in the examination application page.
5. The students of the disaffiliated Institutes have also registered for the arrear examinations. These students will be allotted to the IMU Campuses. Details of such students will be shared by the COE's Office for conduct of examinations for these students.
6. Please ensure only the student who have registered in the Examination Portal required to attend the Examinations.
7. The Question paper for the Time-Bound Assignment will be shared with the HoDs/HoD(i/c)s of IMU Campuses and the Principals of the Affiliated Institutes on the day of Examinations as given in the Timetable. **Further, no clarification on the question paper will be issued during examinations.**
8. The weightage of the past performance as per the calculation mentioned in the scheme will be prepared by the Examination Portal and the same will be available for each students in the College Portal in due course. A separate mail will be sent to all the concerned in this regard. The HoDs/HoD(i/c)s/Principals are requested to share the same with concerned students to verify the same. In case, if there is any discrepancy in the weightage for past performance, the same has to be compiled by the HoDs//HoD(i/c)s/Principals and forward the consolidated list to the CoE's office for verification and rectification, if any. No

individual queries from the students will be entertained. A clear-cut instructions may be issued to all the students in this regard.

9. For the conduct of "Time Bound Assignment", the Principals of the Affiliated Institutes and the HoDs/HoD i/c of IMU Campuses will be treated as Chief Superintendent. All the instructions/clarifications for the conduct of Examinations will be sent to them. No separate Order will be issued. However, the Principals and the HoDs/HoD(i/c)s of IMU Campuses have to furnish an Undertaking stating that he/she has gone through the Scheme document thoroughly and understood the same. He/She will conduct the Examinations as per the scheme document/ instructions issued by the CoE thereof. The Undertaking should reach the CoE's Office by an email on or before 31.8.2020.
10. Uploading of Time Bound Assignment Marks: All the Campuses and Affiliated Colleges shall upload the Time Bound Assignment marks in the Examination Portal, once the evaluation is completed. Due care should be taken while uploading the marks.
11. Based on the instructions mentioned in the scheme document, the HoDs/HoD(i/c)s of the IMU Campuses and the Principals of the Affiliated Institutes are requested to prepare a detailed guidelines and share the same to all the students through email/WhatsApp group.
12. Campuses / Affiliated Institutes are requested to conduct a mock test for the time bound assignment like sending of question papers to the students through email / WhatsApp and receiving the answer scripts from the students in time through email / WhatsApp to ensure that the students are familiar with the new scheme of examination.
13. Since it is a new scheme and being conducted for the first time, cooperation from the Campuses as well as Affiliated Institutes are solicited for the conduct of examinations and publication of the results on time. Any clarification may be addressed to the undersigned either through email/call.

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Controller of the Examinations (i/c)