



INDIAN MARITIME UNIVERSITY

Instructions for conduct of First Semester Examinations (including arrears) for the Academic Year 2020-21

The Indian Maritime University decides to conduct the First Semester Examinations (including arrears) through Online Proctored method for the Academic Year 2020-21. The Time-Table of End Semester Examinations has been hosted on the IMU website. **Online Examination Application will be enabled from 02.03.2021 to 08.03.2021 in the Student Portal for Registration for Examinations.**

Instructions to the students for strict adherence:

1. The First Semester Examinations (including arrears) for the Academic Year 2020-21 will be conducted through Online Proctored Method. The Laptop/desktop with audio and video equipment are mandatory in order to write this examination. In addition, Smart Phone is required to scan and upload the written answer scripts only, student should not use the Smart Mobile for any other purpose.
2. The students may write these examinations from their residence. Those students who are already available in the Institute / Campus for practical examinations have to write examinations by using Laptop / desktop and use the Smart Phone for scanning. No other mode will be entertained.
3. The students can register for this examinations (including arrears) 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 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.

4. 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 online proctored examinations will be sent to this e-mail ID only. **NO CORRECTION WILL BE ENTERTAINED IN THIS REGARD.**
5. 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.
6. 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 "Nodal Officer" for examinations portal of their Campus / Affiliated Institute along with proof. Nodal Officer 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 (Nodal Officer) and direct mails from them shall not be attended to.
7. The portal will be closed on 08.03.2021 (last date) at 5.00 pm. **NO REQUESTS FOR EXTENSION WILL BE ENTERTAINED.**
8. Students whose class attendance is equal to or above 80% but below 85% have to pay Rs.5,000/- (Five Thousand only) + applicable GST and whose attendance is equal to or above 75% but below 80% have to pay Rs.10,000

(Ten Thousand Only) + applicable GST 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 more details, please refer IMU's Circular No.2008 dated 18.09.2020 and Circular No. 1927 dated 19.11.2019.

9. 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.

10. The examination fees which is applicable is shown below :-

| <u>S.No</u> | <u>Particulars of Fee</u> | <u>Rs.</u> |
|---|---|-------------------|
| (i) Under Graduate Courses | | |
| 1. | Each Written paper (Regular) | Rs. 300/- |
| 2. | Each Written paper (Arrear) | Rs. 500/- |
| 3. | Each practical – 3 hours (Regular) | Rs. 200/- |
| 4. | Each practical – 3 hours (Arrear) | Rs. 300/- |
| 5. | Project Work | Rs. 500/- |
| Other Fees related to Examinations | | |
| 1. | For issuing statement of marks for each examination each appearance | Rs. 150/- |

11. The question paper templates for Online Proctored Examinations (MCQs+ Descriptive) is as follows:

| S.No | Programme | Total Marks [Theory] | MCQs | Short Answer | Descriptive |
|-------------|------------------|-----------------------------|---------------------|---------------------|---|
| 1. | UG | 70 | 10 Q x1 m =10 marks | 5 Q x 2m =10 marks | 7 questions, 5 questions to be answered 5Q x 10 m = 50 marks |

Note: The MCQs are to be typed in the system (laptop/desktop) short answers and the descriptive answers to be written in the A-4 sheets and to be uploaded using Smart Phone in the software.

12. 15 minutes additional time will be given to the students for scanning and uploading of descriptive answers in the software. During examinations, no clarification on the question paper will be entertained.
13. The first semester regular examinations Time Table has been published on IMU's website. Please go through the same. PG Programmes Timetable the will be issued in due course.
14. 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.
15. IMU is planning to conduct a mandatory Mock Test (as will be done for regular examinations). Date and Time will be intimated separately. Students should attend the Mock test without fail.
16. All updates on online examinations will be published in IMU Website. Hence students are requested to visit IMU website periodically.
17. In case, students are unable to attend this online examinations, examinations will be conducted in pen-paper mode during the next exam session.
18. All the concerned are requested to adhere to the time schedule and co-operate for smooth conduct of Examination.
19. The detailed instructions do's and don'ts for Proctored examinations will be published on IMU in due course.

Instructions for the Campuses/ Affiliated Institutes:

1. Campuses / Affiliated Institutes are requested to check IMU Website for periodic updates on Examinations related matters and kindly disseminate the same to all the students.
2. The Timetable for First Semester Examinations (UG Programmes) has been published on IMU website.
3. There will be no extension for registration for examinations. Hence, Campuses / Affiliated Institutes are requested to kindly check periodically

and intimate the students to register within the dates as mentioned in the timeline. No further extension for registration will be given for whatsoever the reasons.

4. The practical examinations scheduled during the period mentioned in the timetable may be advanced or postponed. Such intimation may be given to all the students and also external examiner.
5. 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 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.
6. In case of duplicate payment, the Nodal Officer 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 after completion of the payment of condonation fees i.e., after 10.03.2021. Please indicate to the students that all refund requests have to be forwarded through the Campuses/Institute (Nodal Officer) and direct mails from them will not be attended to. No individual cases shall be attended to.
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. There will be training for Chief Superintendents and Hall Superintendents (Proctors) by the Service Provider. The date and time will be issued in due course.
12. During examinations, no clarification on the question paper will be entertained.
13. The detailed duties of Chief Superintendents and Hall Superintendents will be issued separately in due course.

Detailed Timeline for various activities for First Semester Examinations:

| 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 | 02.03.2021 |
| 2 | Last Date for completion of Online Registration | 08.03.2021 |
| 3 | Uploading of Attendance by the Institutes in the College Portal | 09.03.2021 |
| 4 | Payment of (Online) Condonation Fees by the Students in the Student Portal | 10.03.2021 |
| 5 | Verifying & approving of the application in College Portal by Nodal Officer | 10.03.2021 onwards |
| 6 | Downloading of Hall Ticket by the Students in the Student Portal | 2 days prior to the Start of Examinations |

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.

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Controller of Examinations (i/c)