



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

IMU-HQ/C/12/02/27/2020/ATR (Exams)

15.09.2020
18

Circular No 2007

Sub: Ordinance prescribing Evaluation Process, procedure for Re-evaluation, Re-Totalling, Issue of Photocopy of Answer Scripts, Examination Committee and Review of Answer Scripts for IMU's Programmes – reg.

Ref: AC Agenda No AC 2020-27-12 dated 01.07.2020.

EC Agenda No EC 2020-54-10 dated 09.07.2020.

The Executive Council in its 54th Meeting vide Agenda No EC 2020-54-10 dated 09.07.2020 resolved to approve the following ordinance as follows:

"Ordinance prescribing Evaluation Process, procedure for Re-evaluation, Re-Totalling, Issue of Photocopy of Answer Scripts, Examination Committee and Review of Answer Scripts for IMU's Programmes

1. Evaluation Process (in the case of Manual Evaluation)

- 1.1. Single evaluation will be done for UG & PG Programmes.
- 1.2. Evaluation of Answer Scripts will be done in the respective zone / center assigned by the Examinations Section (HQ).
- 1.3. The Answer Scripts will be handed over by the appointed Zonal Coordinator to the examiners along with the OMR sheets for capturing the marks.
- 1.4. The Examiner will give marks for each question only on the first Sheet provided in the Answer Scripts.
- 1.5. The Examiner should not make any markings in the Answer Scripts as these Answer Scripts may be required to be reevaluated in future. This is done to avoid

the Second and Third Examiners (where required) from becoming biased by the earlier evaluations.

- 1.6. Any Examiner found making of markings in the Answer Script will be debarred from becoming Examiner for 1 year. The names of such debarred Examiner is to be maintained at the Examination Section (HQ).
- 1.7. Each Examiner should evaluate maximum 50 in a day and maximum of 1000 Answer Scripts in an Exam session. In case of more Answer Scripts are to be evaluated by particular Examiner either due to shortage of Faculty or for any other reason, the Zonal Coordinator shall seek special approval from the CoE.
- 1.8. The Answer Scripts of all programmes have to be evaluated and marks for the same have to be captured on the OMR sheets. These OMR sheets have to be sent to the Examinations Section (HQ) through the Zonal Coordinator for Result processing.
- 1.9. In case, an Examiner fails to award marks for an answer written by a student, remuneration for the answer scripts will not be paid to the Examiner.
- 1.10. In case, mistakes of more than 1% as mentioned in 1.9 above are attributable to one Faculty from among the Answer Scripts evaluated by Faculty, he/she will not be paid any remuneration at all for all the other papers also. Further such Faculty will not be allowed to evaluate any Answer Scripts for next two End Semester Examinations.
- 1.11. The results for the examination will be published with the approval of the Vice Chancellor.

2. Evaluation Process (in the case of Online Evaluation)

- 2.1 Single evaluation will be done for UG & PG Programmes.
- 2.2 Evaluation of Answer Scripts will be done in the respective zone assigned by IMU HQ.
- 2.3 The Answer Scripts of the concerned IMU Campus and Affiliated Institutes assigned to the concerned Zone Valuation will be handed over by the appointed Zonal Coordinator to the Service Provider for scanning and to be made available for valuation in the computer using the specialized software by the Service Provider.

- 2.4 The Examiner will award marks for each answers in the places indicated by the Service provider in the Computer, assigned for online valuation.
- 2.5 Each Examiner can evaluate maximum 50 Answer Scripts per day and maximum 1000 Answer Scripts in a semester. In case of more Answer Scripts are to be evaluated by particular Evaluator either due to shortage of Faculty or for any other reason, the Zonal Coordinator shall seek special approval from the Controller of Examinations.
- 2.6 In case mistakes of more than 1% as mentioned in 2.5 above are attributable to one Faculty from among the Answer Scripts evaluated by him / her, he/she will not be paid any remuneration at all for all the other papers also. Further, he / she will not be allowed to evaluate any Answer Scripts for next two End Semester Examinations.
- 2.7 A random check of 1/100th of the answer scripts of each subject shall be undertaken for independent evaluation and any significant deviations will be addressed by a suitable mechanism devised from time to time and reported to School Boards.
- 2.8 The results for the examination will be published with the approval of the Vice Chancellor.

3. Issue of Photocopies (in the case of Manual Evaluation)

- 3.1. Photocopies of answer scripts will be issued to failed candidates only, on payment of fee prescribed in relevant Ordinance through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University
- 3.2. The application must be made within 3 days from the date of publication of Examination results.
- 3.3. Photocopies (Hardcopy) of answer scripts will be obtained from the concerned zone where the evaluation were carried out and sent to the respective Directors/Principals in order to distribute the answer scripts to the concerned students.

4. Issue of Photocopies (in the case of Online Evaluation)

- 4.1. The procedure mentioned at para 3.1 to 3.2 are same.

- 4.2. Soft (Digital) copy of the answer scripts requested by the students will be enabled in the Student Portal, who can view the answer script. In this case, hard copy of answer scripts will not be distributed.

5. Re-evaluation Application Procedure

- 5.1. Application for Re-evaluation of answer scripts of failed subjects will be considered only for the current exam season (i.e., after conduct of exam and before declaration of results). Application for re-evaluation of Answer Scripts will not be considered for Practical Examinations, Field work, internal assessments, thesis submitted in lieu of a papers etc.
- 5.2. Application for Re-evaluation shall be made in the prescribed form.
- 5.3. Application for Re-evaluation should be submitted within 10 days from the date of publication of the results unless otherwise specified by the University.
- 5.4. Applications received after the last date prescribed will not be considered under any circumstances.
- 5.5. Fee as per ordinance once remitted for Re-evaluation of answer scripts will not be refunded.

6. Re-evaluation Guidelines

- 6.1. The paper for Re-evaluation should not be valued by the same examiner who has done the first valuation.
- 6.2. The paper for Re-evaluation should not be revalued by any Examiner who belongs to the same campus/college where the candidate studied before appearing for that paper except where a Programme is conducted at only One Campus/College.
- 6.3. Not more than 25 papers per session should be given to an Examiner for Re-evaluation.
- 6.4. After the re-evaluation (either second or third), the marks obtained in the re-evaluation will be uploaded in the result sheet irrespective of the final result either pass or fail and the latest mark will be indicated in the marks sheet.

- 6.5. The mark sheets of the Candidates who had applied either for re-evaluation or retotalling will be issued only after the completion of the re-evaluation/retotalling process.
- 6.6. If the work of an Examiner leads to an increase or decrease of marks in Re-evaluation in more than 20% of the scripts, explanation shall be called for from the concerned Examiner through proper channel and the reply will be placed before the Vice-Chancellor for further action.
- 6.7. Where there is variation of more than **15% between** the first and second valuation, the paper shall be sent for third valuation. **The final marks shall be the average of best two among the three valuations.**
- 6.8. All works relating to Re-evaluation will be treated as confidential and therefore interim enquiries will not be entertained.
- 6.9. Remuneration for Re-evaluation will be paid at the approved rates of Indian Maritime University.
- 6.10. The Directors of the Campuses /Principals of the Affiliated Institutes should make available the Examiners required for Evaluation (including Re-evaluation/Retotalling) on top priority basis on the day and date allotted by the Controller of Examinations.
- 6.11. Faculties of IMU Campuses and Affiliated Institutes who have taught a subject in the previous semester must attend to the Evaluation work (including Re-evaluation/Re-totalling) as assigned by the IMU Headquarters without fail. If any Faculty fails to attend the work of Evaluation (including Re-evaluation/Retotalling), then the concerned Faculty would be debarred for three years. This would also have an adverse effect on the continuation of the Affiliation of the institute in case the institute fails to provide sufficient number of faculty.

7. Retotalling:

- 7.1. There is no retotalling in the case of Online Evaluation
- 7.2. Application for Re-totalling of answer scripts will be considered for Under Graduate Examinations, Post Graduate Examinations, other than Practical Examinations, field work, internal assessment, thesis submitted in lieu of a paper.

- 7.3. Application for Re-totalling shall be made in the prescribed form.
- 7.4. Fee once remitted for Re-totalling of answer scripts will not be refunded.
- 7.5. All works relating to Re-totalling will be treated, as confidential and therefore interim enquiries will not be entertained.
- 7.6. Application for Re-totalling should reach the Office of the Controller of Examinations within 5 days from the date of publication of the results unless otherwise specified by the University.
- 7.7. The Re-totalling will be done by the Faculty to be nominated by the Controller of Examinations.
- 7.8. After the retotalling, the marks obtained in the retotalling will be uploaded in the result sheet irrespective of the final result either pass or fail and the latest mark will be indicated in the marks sheet.

8. Examination Committee

8.1 The University will have a School wise Examination Committee. The composition of the Committee will be as per the following two Categories:

A] Schools where Programmes are also conducted in Affiliated Institutes besides IMU

Campuses:

1.	The Vice Chancellor		Chairman
2.	One Director of the IMU Campuses where the programme is being taught to be nominated by the Vice Chancellor	1	Member
3.	One Faculty/HoD from each Department in each School from one of the IMU Campuses to be nominated by the Vice Chancellor	2	Members
4.	The HOD of each Department in each School from any 5 Affiliated Institutes Nominated by the Vice Chancellor in rotation	5	Members
5.	Controller of Examinations		Member Secretary

B] Schools where Programmes are conducted only in IMU

1.	The Vice Chancellor		Chairman
2.	One Director of the IMU Campuses where the programme is being taught to be nominated by the Vice Chancellor	1	Member

3.	The HOD/ HOD i/c of each Department in each School from IMU to be nominated by the Vice Chancellor	1	Member
4.	At least 2 Faculty nominated by the Vice Chancellor from the same School	2	Members
5.	Controller of Examinations		Member Secretary

8.2 This Committee is valid for two years and the members may be eligible for reappointment.

8.3 One-third of the members shall form quorum for a meeting of the Committee

8.4 Functions of this Committee will include the following:

(a) The Committee shall consider & approve the consolidated results and arrange for the declaration of the examination results of their respective School.

(b) Such other duties and functions as may be assigned to it by the Academic Council, provided that the Examination Committee may delegate any or all of its powers mentioned above to any officer of the University.”

9. Review of answer scripts:

9.1 The students (both passed and failed) can register for review of answer scripts only in the student Portal.

9.2 Application for Review shall be submitted within 5 days from the date of publication of the re-evaluation results unless otherwise specified by the University. Applications received after the last date prescribed will not be considered under any circumstances.

9.3 The prescribed fee (as per relevant Ordinance) for review shall be paid through online mode or in such other manners as may be prescribed by the University.

9.4 the **Academic Council** will constitute a three-member Committee (subject wise) comprising three subject experts from Campus/Affiliated Institute/any Institute outside the IMU based on the recommendation of the **Vice Chancellor** , to review the answer scripts.

9.5 The COE may ensure that the Committee should not know the marks secured by the students and wherever possible the Faculty from the same Campus/Institute

of the student, should not be made as a part of Committee for transparent and independent evaluation.

- 9.6 The Committee will review the answer script of the student and submit the report on Change in Marks to the CoE:
- (a) If the student who has failed originally and obtain the pass mark after review, his/her final scores shall be the marks awarded by the review Committee.
 - (b) If the student who has passed already and obtained an increase in marks after review, his/ her final scores shall be the marks awarded by the review Committee.
 - (c) For the cases other than (a) and (b) as mentioned above, the final marks shall be the marks awarded by the Review Committee, even if he gets less marks in the Review.

9.7 All works relating to Review will be treated as confidential and therefore interim enquiries will not be entertained.

10. This Ordinance will supersede all the earlier Ordinances on this subject regarding Evaluation process and procedure for Re-evaluation, Re-totalling, Issue of Photocopy of Answer Scripts, Grace marks & Review of Answer Scripts. This will come into force with effect from December 2020 End Semester Examinations."



CONTROLLER OF EXAMINATIONS [i/c]