



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

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

Dated: 15.09.2020

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Circular No 2008

Sub: Amendments to Ordinance No.19 of 2015 prescribing the fees and Remunerations for Examinations, Convocation and for various other purposes – Regarding.

Ref: 1 AC Agenda No. AC 2020-27-11, dated 01.07.2020
2. EC Agenda No. EC 2020-54-21, dated 09.7.2020

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The Executive Council in its 54th meeting vide Agenda No EC 2020-51-21, dated 09.07.2020 resolved to approve the following Ordinance as follows:-

"Fees and Remunerations for Examinations, Convocation and various other purposes

Sl. No.	Particulars	Fees. Rs.
A) CET/CRT related fees		
(i)	Online Application Fee (CET/Non-CET) UG/PG/Ph.D Programmes - for General Students:	Rs. 1,000
(ii)	Online Application Fee (CET/Non-CET) UG/PG, Ph.D Programmes - for SC/ST Students:	Rs. 700
(iii)	Online Application/Registration Fee (BBA) – General Students	Rs. 200
(iv)	Online Application/Registration Fee (BBA) – SC/ST Students	Rs. 140
(v)	Online Application Fee- (CRT/Non CRT) for recruitments of all posts - General candidates	Rs. 1,000
(vi)	Online Application Fee – (CRT/Non-CRT) for recruitments of all posts for SC/ST candidates	Rs. 700

B) Examination and other related fees		
Under Graduate / Post Graduate / Diploma / Certificate Courses (Semester and Non-Semester system)		
(i)	Each written paper/Practical/Project/ Dissertation/ Viva voce including arrears w.e.f Academic Year 2021-22	Rs. 500
(ii)	Each attempt for 3 rd , 4 th & 5 th semester for B.Sc (Applied Nautical Science-DLP) -w.e.f September 2020.	Rs.4000 per semester
2) Ph.D Courses		
(i)	Annual fee for Full-time Ph.D Scholars	
	For the first 3 years	Rs. 30,000
	For extension to 4 th and 5 th years by Doctoral Committee	Rs. 40,000
	For extension to 6 th year by the Vice Chancellor	Rs. 50,000
(ii)	Annual fee for Part-time Ph.D Scholars	
	For the first 4 years	Rs. 60,000
	For extension to 5 th and 6 th years by Doctoral Committee	Rs. 75,000
	For extension to 7 th year by the Vice Chancellor	Rs. 1,00,000
(iii)	Pre-Synopsis Seminar presentation fee	Rs. 10,000
(iv)	Synopsis submission fee	Rs. 10,000.
(v)	Thesis submission fee	Rs. 30,000.
(vi)	Viva Voce fee	Rs. 20,000.
A Ph.D candidate who fails to submit his thesis within the maximum allowable period and who is required to re- register afresh will have to pay all the fees from (i) onwards all over again.		
C) Other fees related to Examinations		
(i)	For obtaining Photo copy of Answer Script	Rs. 80
(ii)	For checking the addition of the marks in each paper of a candidate for any University exam (for each paper) - Re-totaling	Rs. 250
(iii)	Revaluation fee per paper	Rs. 500
(iv)	Fee for Review Per Paper	Rs.5000
(v)	For issuing statement of marks for each examination each appearance	Rs. 150
(vi)	For issue of duplicate statement of marks for each examination each appearance	[Rs. 200 + Rs.100 search fee for each previous year]
(vii)	Consolidated statement of marks	Rs. 500
(viii)	Provisional Certificate	Rs. 250
(ix)	Duplicate Provisional certificate	Rs. 500
(x)	Transcript fee	
	- One copy	Rs. 1000
	- Every additional copy	Rs. 500

D) Convocation and other related fees		
(i)	Under Graduate/Post Graduate degrees - In person / In absentia	Rs. 1000
(ii)	Ph.D.- In person/ In absentia	Rs. 2,000
(iii)	Any other degree/diploma/certificate - In person / In absentia	Rs. 500
(iv)	Duplicate Degree	[Rs.1000 + Rs.100 search fee for each previous year]
E) Admission Registration/Counselling Fee and Programme Fee/One time Registration Fee		
(i)	One-time Admission Registration / Counselling fee, payable at the time of Admission by all new students of IMU Campuses as well as Affiliated Institutes including management / sponsored candidates, those who get admission into 2nd year by Lateral Entry, and Ph.D candidates. <i>Any candidate, who is allotted a seat in any of the Programmes in any IMU campuses through IMU's counselling, is not eligible for refund of the Counselling / Admission Registration Fee</i>	Rs. 10,000
	<i>For candidate who is not allotted a seat in any of the Programmes in any of the IMU Campuses, an amount of Rs. 1000/- will be retained for meeting the administrative expenditure and the remaining balance of Rs. 9000/- only will be refunded.</i>	
(ii)	Programme Fee, payable every year by all Diploma, U.G and P.G students of IMU Campuses as well as Affiliated Institutes including management / sponsored candidates and those who get admission into 2nd year by Lateral Entry.	Rs. 25,000.
(iii)	<i>One time Re-Registration Fee for B.Sc (Applied Nautical Science – DLP)-w.e.f. September 2020.</i>	<i>Rs.30000</i>
F) Other fees		
i)	Condonation Fee for Shortage of Attendance	Rs. 5,000 for students maintaining attendance equal to or above 80% but below 85% and Rs. 10,000 for students maintaining attendance equal to or above 75% but below 80%.
(ii)	<i>Re-admission Fee for Break-in-Studies</i>	Rs. 2000 for break of 1 year; Rs. 5000 for break of 2 years and Rs. 9000 for break of 3 years.
(iii)	Fees for effecting change of names or date of birth of Candidates in the Records of the University and in Certificate/Diplomas	Rs. 500

(iv)	For obtaining a Migration Certificate	Rs. 500
(v)	For obtaining duplicate Migration certificate	Rs. 1000
(vi)	Request for verification of genuineness of certificate	Rs. 1000
G) Remuneration for Question Paper setters and related activities		
(i)	Question Paper Setting	
	Common Recruitment Test (CRT)	Rs. 5,000
	Common Entrance Test (CET)	Rs. 2,500
	University examinations	Rs. 1,500
(ii)	Preparation of Answer Key	
	Common Recruitment Test (CRT)	Rs. 5,000
	Common Entrance Test (CET)	Rs. 2,500
	University examinations	Rs. 1,500
H) Remuneration for examination duties		
(i)	Flying Squad	Rs. 1,500 per day.
(ii)	Chief Superintendent	Rs. 1500*
(iii)	Observer [Group A]	Rs. 1500* per day.
(iv)	Observer [Group B & C]	Rs. 1250* per day.
(v)	Invigilation / Hall Superintendent (per session) - for every 25 students.	Rs. 500 per session.
(vi)	Supporting Clerical – for every 100 students.	Rs. 200 per day.
(vii)	Attender – for every 100 students.	Rs. 100 per day.
(viii)	Remuneration for evaluation of Practical Exams (incl. Record & Viva).	Rs. 15 per student - each for internal and external Examiners.
(ix)	Remuneration to Examiners for Thesis/Dissertation and Viva Voce for UG and PG Courses.	Rs. 150 per student for Dissertation and Rs. 50 per student for Viva Voce - Each for internal and external Examiners.
I) Remuneration for Evaluation and Related duties		
(i)	Coordinators / Chairman	Rs. 1000 per day (subject to maximum of Rs.5000 per semester).
(ii)	Evaluation Remuneration	Rs. 50 per answer script (subject to a ceiling of 25 answer scripts per session or 50 answer scripts per day).
(iii)	Supporting Clerical staff	Rs. 200 per day.
(iv)	Attender	Rs. 100 per day.

J) Remuneration to be paid to Guides, Co-Guides, IMU Faculty Members, Experts and Examiners engaged for the Ph.D programmes		
(1)	Doctoral Committee	
(i)	Guide (Indian)	Rs. 5,000 to be paid after submission of Synopsis; another Rs. 5,000 after completion of Viva Voce.
(ii)	Co-Guide (Indian)	Rs. 4,000 to be paid after submission of Synopsis; another Rs. 4,000 after completion of Viva Voce.
(iii)	Guide or Co-Guide (Foreign)	As mutually agreed.
(iv)	IMU Faculty member (other than Guide or Co-Guide) on the Doctoral Committee	Rs. 3,000 after submission of Synopsis; another Rs. 3,000 after completion of Viva Voce.
(v)	Experts outside IMU on the Doctoral Committee	Rs. 2,500 per Day
(2)	Thesis Adjudication	
(i)	External Examiner (Indian)	Rs. 5,000.
(ii)	External Examiner (Foreign)	US \$750.
(3)	Viva Voce Examiner (Indian)	Rs. 2,500

(*) If the number of students appearing in a particular Examination Centre is less than 10, then the Remuneration payable will stand reduced by 50%.

Fees mentioned in this ordinance are exclusive of GST, hence applicable GST will be added wherever applicable as per GST Act, as amended from time to time.

Fees mentioned in this ordinance will come into force with immediate effect, unless otherwise mentioned individually

2. This Ordinance will supersede all the earlier Ordinance on this subject regarding Fees and Remunerations for Examinations, Convocation and various other purposes.


Controller of Examinations [i/c]

To:

- 1. All Directors of IMU Campuses.**
- 2. The Principals of all Affiliated Institutes.**