



# भारतीय समुद्री विश्वविद्यालय

## INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)

### HEADQUARTERS

IMU-HQ/CA/16/04/2023-ATR-EC

24-10-2024

### **CIRCULAR -2418**

**Sub:** Revised Ordinance prescribing the Semester Fees, Penalty payable by students of IMU Campuses and refund policy – reg.

**Ref:** 1. EC Agenda No. EC 2024-80-11 dated 23.09.2024.  
2. FC Agenda No. FC 2024-51-05 dated 10.09.2024.  
3. AC Agenda No. AC 2024-43-06 dated 02.09.2024.

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The Executive Council in its 80th meeting held on 23.09.2024 resolved to approve the following amended Ordinance prescribing Semester/Annual Fees and Penalty payable by the students of IMU Campuses.

### **Ordinance prescribing Semester/Annual Fees and Penalty payable by the students of IMU Campuses**

1. The Semester Fees/Annual Fees payable by the students of the Indian Maritime University shall be as prescribed by the Executive Council from time to time. The Semester/Annual Fees that will be applicable to students of IMU Campuses **admitted from the Academic Year 2024-25** onwards are as follows:

<b><u>Fees Payable by Students for various Programmes in IMU</u></b>						
Sl. No.	Programme	Residential / Non Residential	Total Fees For an Academic Year (Rs.)	Fee Payable per Semester		
				Odd Semester		Even Semester
				Program Fee (Rs.)	Semester Fee (Rs.)	Semester Fee (Rs.)
1	B.Tech. (Marine Engineering)	Residential	2,75,000/-	30,000/-	1,22,500/-	1,22,500/-
2	B.Tech. (Naval Architecture and Ocean Engineering)	Residential	2,75,000/-	30,000/-	1,22,500/-	1,22,500/-
3	B.Tech. (Naval Architecture and Ship Building)	Residential	2,75,000/-	30,000/-	1,22,500/-	1,22,500/-
4	B.Sc. (Nautical Science)	Residential	2,75,000/-	30,000/-	1,22,500/-	1,22,500/-



5	BBA (Logistics, Retailing and E-Commerce)	Non-Residential	1,05,000	30,000/-	25,000/-	50,000/-
6	BBA Apprenticeship embedded Maritime Logistics	Non-Residential	1,05,000	30,000/-	25,000/-	50,000/-
7	DNS leading to B.Sc. (Applied Nautical Science)	Residential	2,75,000/-	30,000/-	1,22,500/-	1,22,500/-
8	M.Tech. (Naval Architecture and Ocean Engineering)	Non-Residential	2,05,000/-	30,000/-	87,500/-	87,500/-
9	M.Tech. (Dredging & Harbour Engineering)	Non-Residential	2,05,000/-	30,000/-	87,500/-	87,500/-
10	M.Tech. (Marine Technology)	Non-Residential	2,05,000/-	30,000/-	87,500/-	87,500/-
11	<b>M.Tech. (Environmental Engineering)</b>	<b>Non-Residential</b>	<b>2,05,000/-</b>	<b>30,000/-</b>	<b>87,500/-</b>	<b>87,500/-</b>
12	MBA (International Transportation & Logistics Management)	Non-Residential	2,05,000/-	30,000/-	87,500/-	87,500/-
13	MBA (Port & Shipping Management)	Non-Residential	2,05,000/-	30,000/-	87,500/-	87,500/-
14	<b>Online MBA (Maritime Management) for CoC holders</b>	<b>Non-Residential (Online programme)</b>	<b>2,05,000/-</b>	<b>30,000/-</b>	<b>87,500/-</b>	<b>87,500/-</b>
15	PGDME	Residential	3,55,000/-	30,000/-	1,62,500/-	1,62,500/-
16	M.S. (By Research)	Non-Residential	1,80,000/-	30,000/-	1,50,000 per year	

Note: If an outstation student of a 'Non-Residential programme' wishes to reside in an IMU Campus (subject to availability and at IMU's discretion), he/she will be required to pay an additional amount of Rs. 70,000/- p.a. in one instalment at the beginning of the academic year.



2. The fee structure for MBA Port and Shipping Logistics (MBA PSL) programme jointly offered by IMU and Gati Sakthi Viswavidyalaya (GSV)

The student of this programme will study at GSV during the First year (Semester 1 & 2). Hence, the fees for the First year to be paid directly to GSV as per GSV fee structure.

The student of this programme will study at IMU Campus during the Second year (Semester 3 & 4). Hence, the fees for the Second year to be paid directly to IMU as per the fees structure given below:

Amount in INR				
Sl	Particulars	3rd Semester	4th Semester	Total II Year fees at IMU
1	Semester Fee	87500	87500	175000
2	Programme fee	30000	-	30000
3	Registration fee	10000	-	10000
4	Industrial Visit and Project fee	20000	-	20000
	Total fees	147500	87500	235000
5	Caution Deposit (Refundable)	15000	-	15000
6	Accommodation & Messing p.a., if availed ONLY	70000	-	70000

3. **The Fees Payable by Scholars / Students for various Research Programmes (Ph.D and Integrated Ph.D) in IMU are furnished in the tables below:**

**3.1 Ph.D. Programme - Full Time:**

Sl. No.	Year	Fees (in Rs)
1	First 3 years	30,000 per year
2	4 <sup>th</sup> Year & 5 <sup>th</sup> Year	40,000 per year
3	6 <sup>th</sup> Year	50,000
4	Extension to 7 <sup>th</sup> & 8 <sup>th</sup> Year	75,000 per year
5	Extension to 9 <sup>th</sup> & 10 <sup>th</sup> year (Only for Female/Persons with Disabilities)	1,00,000 per year

**3.2. Ph.D. Programme - Part Time:**

Sl. No.	Year	Fee (in Rs)
1	First 4 years	60,000 per year
2	5 <sup>th</sup> Year & 6 <sup>th</sup> Year	75,000 per year



3	Extension to 7 <sup>th</sup> & 8 <sup>th</sup> Year	1,00,000 per year
4	Extension to 9 <sup>th</sup> & 10 <sup>th</sup> year (Only for Female/Persons with Disabilities)	1,50,000 per year

### 3.3 Integrated Ph.D. Programme - Full time:

Sl. No.	Year	Fees (in Rs)
1	First 4 years	30,000 per year
2	5 <sup>th</sup> Year & 6 <sup>th</sup> Year	40,000 per year
3	Extension to 7 <sup>th</sup> Year	50,000
4	Extension to 8 <sup>th</sup> Year	75,000
5	Extension to 9 <sup>th</sup> & 10 <sup>th</sup> year (Only for Female/Persons with Disabilities)	1,50,000 per year

### 3.4 Integrated Ph.D. Programme - Part Time:

Sl. No.	Year	Fees (in Rs)
1	First 5 years	60,000 per year
2	6 <sup>th</sup> Year & 7 <sup>th</sup> Year	75,000 per year
3	Extension to 8 <sup>th</sup> Year	1,00,000
4	Extension to 9 <sup>th</sup> & 10 <sup>th</sup> year (Only for Female/Persons with Disabilities)	1,50,000 per year

### 3.5 Ph.D. programme for Foreign students:

Fees Payable - US\$ 2000 per year plus Other Fees and Charges as detailed in the table below.

Sl. No.	Particulars	Periodicity	Amount in US \$
1.	Caution Deposit (refundable)	One time	200
2.	Application for Ph.D. Registration and Processing Fee	One time	50
3.	Examination fee for Ph.D. thesis Evaluation / re-evaluation	One time	1000/200
4.	Examination fees for course work	One time	50 per paper
5.	Hostel and Mess Fee (per semester)	Every Semester	500
6.	Medical Fee	P.A (Per Annum)	50



7.	General Mediciam Insurance Policy	To be arranged by the student for the full duration of stay at the University.
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Note: In special cases, payment of fees in the equivalent Indian Rupees may be considered

The course fee and the other fees for foreign student's Ph.D admission should be paid immediately after receiving the conditional letter of selection. The provisional admission letter will be sent only after the payment of fees is verified and confirmed.

4. All the students are required to pay a one-time Caution Deposit of Rs. 30,000/- due at the time of admission which is refundable after completion of the programme / upon discontinuing the programme, subject to submission of NOC. The refund of caution deposit will be subject to recovery, if any. In case, Caution deposit is given separately for any programme in this ordinance, then the caution deposit as per this clause will not be applicable.

5. The Semester Fees (For UG and PG programmes) is towards tuition fee and normally include other fees essential to attain the purpose of the programme and does not include the interest free one-time caution deposit and other fees charged separately like examination fees.

6. The University reserves the right to prescribe higher Semester/Annual Fees for students admitted under the Non-Resident Indians/Persons of Indian Origin/Foreign Nationals categories.

7. The Semester/Annual fees shall be payable through State Bank of India's I-Collect or through any Electronic/Online mode of transfer of funds or in such other manner as may be prescribed by the University.

8. For the first semester of any Programme, the full Semester Fees relating to the semester shall be collected before admitting the student. *No student shall be admitted to any Programme in any Campus unless the Semester Fees relating to the first semester have been paid in full.*

9. From the second semester onwards, the Semester Fees shall be due on the opening day of the semester.

10. If the Semester Fees/Annual Fees are paid in full within 15 days of the opening day of the semester/year, there shall be no penalty.

11. The penalty for late payment of the Semester Fees/Annual Fees between the 16th day & the 45th day from the opening day of the semester/year shall be @Rs.200/- per day even if the Semester Fees/Annual fees had been paid in part within 15 days.



12. It shall be the responsibility of the Campus Director to ensure the full and timely collection of the Semester Fees from the students of UG and PG programmes offered in the respective Campuses. He shall display on the Notice Board of the Department as well as the Hostel, the list of defaulters who did not pay their Semester fees in full within 15 days. He shall further give individual notices, in writing, not only to the defaulters but also their parents warning them that the defaulters' names are liable to be removed from the University rolls and that they are liable to be expelled from the hostel, if they do not pay the Semester Fees together with the Penalty payable in full before 45 days of the opening day of the semester.

13. If any part of the Semester Fees together with the Penalty payable remains unpaid by UG/ PG students even after 45 days from the opening day of the semester, the names of the defaulters shall be removed from the rolls of the University and they shall be expelled from the hostel/university with effect from the 46<sup>th</sup> day. It shall be the responsibility of the Campus Director to ensure the same. For Ph.D/M.S scholars, there is no extension of time beyond 45 days for payment of annual fees. If they fail to pay the fees even after 45 days from the opening day of the year, their registration will be cancelled as per the relevant ordinance for Ph.D/M.S by Research.

14. The defaulting student (UG/PG) may be permitted to re-join the semester if, between the 46<sup>th</sup> and the 75<sup>th</sup> day from the opening day of the semester/year, he pays the Semester Fees/Annual Fees together with the Penalty payable in full and further pays a re-Admission Registration Fee of Rs.10,000/-. The student shall be solely responsible for any shortfall of attendance due to this break.

15. If the defaulting student fails to avail of even this window of opportunity and does not pay the Semester Fees together with the Penalty payable in full along with the re-Admission Registration Fee of Rs.10,000/- within 75 days from the opening day of the semester, then the student will have to suffer a break in study and re-join the same semester/year in the following academic year provided he clears all the pending dues in full and after obtaining the prior permission in writing from the University.

16. The University reserves the right to initiate legal action for recovery of the pending dues from the student as well as his parents

17. **The norms for the refund of fees for the students admitted from the Academic Year 2024-25 are as detailed below:**

**17.1** Opening day of the First Semester for the respective programmes is referred as '**D**'. Opening day of the first semester is normally 1<sup>st</sup> August.





**17.1.1** One-time Admission Registration / Counselling fee of Rs 10,000/-, payable at the time of Admission by all new students of IMU Campuses including management / sponsored candidates and those who get admission into 2nd year by Lateral Entry. 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. For candidate who is not allotted a seat in any of the Programmes in any of the IMU Campuses, an amount of Rs. 9000/- only will be refunded.

**17.1.2** Programme Fee - Rs.30,000/- Programme fee once paid is not refundable under any circumstances. To make it clear, it is stated that No refund is applicable under the following circumstances or any other circumstances;

*If a student after paying the Programme fee;*

- a) Does not report to the allotted IMU campus to join the programme in the first semester within the time prescribed.
- b) Does not pay the semester fee within the stipulated time
- c) Withdrawal or Request for withdrawal of admission in to IMU's programmes for any reason, whatsoever.
- d) Fails to submit the necessary certificates during the certificate verification.
- e) If certificate of medical fitness certifying the fulfilment of the requirements issued by DGS approved Doctor is not provided during the certificate verification. (applicable for DGS approved programmes only, such as B. Tech (ME), DNS, B.Sc. (NS), PGDME)

**17.1.3** Refund of First Semester Fee / First Year Annual Fee paid by the students admitted from the academic year 2024-25

There shall be no refund of Semester fee paid by a candidate, admitted in to IMU Campus, except under the circumstances given in the table below:

Particulars	Eligible Refund % of First Semester Fee paid* / First year Annual fee* (in case of PhD) paid
<p>If after paying semester fee, admission is withdrawn by the candidate upon submission of the prescribed forms with necessary documents to the IMU, before the opening day of the first semester for the respective programme ['D' Day]i.e. up to [D day-1.]</p> <p>Note: To be eligible for refund, the withdrawal documents should have been reached IMU on or before 'D' day -1.</p>	<b>100%</b>



E.g. If 1 <sup>st</sup> August is the date of opening day of the first semester for a programme, then withdrawal documents should have been submitted by candidate of the programme on or before 31 <sup>st</sup> July.	
<p>If after paying semester fee, admission is withdrawn by the candidate upon submission of the prescribed forms with necessary documents to the IMU, from the opening day of the first semester of the respective programme ['D' Day] and up to D+5 Days.</p> <p>Note: To be eligible for refund, the withdrawal documents should have been reached IMU on or before D+5.</p> <p>E.g. If 1<sup>st</sup> August is the opening day of the first semester for a programme, then withdrawal documents should have been submitted by candidate of the programme from 1<sup>st</sup> Aug and up to 6<sup>th</sup> Aug.</p>	<b>90%</b>

**\* This does not include any fees other than semester/Annual fee as the case may be.**

The relative reference of days i.e. D-1 or D+5 include holidays, if any. In other words, no additional days will be added for the above timelines, in case the last day or intervening days fall on holidays.

**Note:** There shall be No Refund, in case of belated submission of Request for withdrawal with documents to IMU i.e after D+5 days (where D is the opening day of the first semester for the respective programmes)

**Fee refund policy is not applicable to Online programmes offered by IMU.**

**17.1.4      Refund of Hostel Fee for Non-residential candidates opting for hostel facilities.**

Refund of hostel fee will be applicable only to non-residential students who are allotted hostel and paid separate hostel fee.

In case of interim vacation of hostel after payment of hostel fee, the hostel fee so paid will be refunded after deducting the proportionate fees for the period of occupancy. Part of the month will be considered as a full month of occupancy for computing the proportionate fee.

18. If a student withdraws from the University in the middle of any semester other than the first semester, then he shall not be entitled to the refund of the Programme Fee and Semester Fees paid by him under any circumstances. However, the Caution deposit is refundable, on an application from the student, after deducting all the dues from him.



19. Notwithstanding what is stated above, no student shall be allowed to appear in the end-semester examination unless he has cleared all his dues, paid the prescribed Examination Fee, and produced a 'No dues' certificate."

20. Fee refund policy is applicable to Ph.D./Integrated Ph.D./M.S (By Research) students also.

21. Fee refund policy is applicable only at the time of admission of students in first semester of the programme and not applicable for any other semesters.

**Note:**

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

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

**3. The Ordinance 18 of 2015 published in the Official Gazette No 273 dated 19.07.2018 shall be in force till the passing out of the students admitted up to Academic Year 2022-23.**

**4. This amended version of ordinance will supersede its pre-amended version (i.e. Ordinance 01/2024).**

**5. The relevant clause to ordinance 02/2024 will also be amended suitably regarding Admission Registration/Counselling Fee and Programme Fee/ One-time Registration fee refund.**

  
**Controller of Examinations**

To:

All Campus Directors of IMU

Copy to:

- |  |   |                             |
|--|---|-----------------------------|
| 1. Vice Chancellor                       | } | For kind information please |
| 2. Pro Vice Chancellor                   |   |                             |
| 3. Registrar                             |   |                             |
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