



INDIAN MARITIME UNIVERSITY

Instructions for Conduct of December 2021 End Semester Examinations (Including Arrears) for the Academic Year 2021-22

The Indian Maritime University scheduled to conduct the December 2021 End Semester Examinations (including arrears) through Online Proctored mode for the Academic Year 2021-22. The Time-Table for December 2021 End Semester Examinations are published on the IMU website. **Portal for Online Examination Applications are opened and available from 13.12.2021 to 17.12.2021 (without late fee) in the Student Portal for Registration for Examinations.**

Instructions to the students for strict adherence:

1. The December 2021 End Semester Examinations (including arrears) for the Academic Year 2021-22 will be conducted through Online Proctored Mode. The Laptop/Desktop with audio and video equipment are mandatory in order to attend and write this examination. No other mode or devices will be entertained. Other technical requirements will be intimated in due course.
2. The students may attend and write these examinations from their residence/campus/institute.
3. The students can register for this examinations 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. **REQUESTS FOR CORRECTION WILL NOT 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 students shall not be attended to.**
7. The students are requested to adhere the following instructions when their amount gets deducted but could not successfully submit the application:
 - a. The "Enquiry" button has been enabled in the student portal.
 - b. Whenever the amount gets deducted but the application is not submitted, the students are requested to run the "Enquiry" button. On enquiry, the transaction details will be enabled.

c. If the transaction result is "Success", then IMU has received the amount paid by the student. Their application will be activated within 24 hours.

d. If the transaction result is "Transaction details not available"/ "Not Captured (failed)"/ " Suspect Failure"/"Payment details not available"/"Timed out request" which means IMU has not received the amount. The amount deducted will be credited by the bank. You may proceed with another transaction. **There is no need for sending emails to the campus/ COE's Office.**

e. Please note that it is mandatory to run the enquiry option as mentioned above and wait for the status as indicated in para c and d before proceeding with another payment.

8. The portal will be closed on 17.12.2021 (last date) at 11.59 pm with regular exam fee. **NO REQUESTS FOR EXTENSION WILL BE ENTERTAINED.**
9. Students whose class attendance is equal to or above 80% but below 85% have to pay Rs.5,000/- (Five Thousand only) and whose attendance is equal to or above 75% but below 80% have to pay Rs.10,000 (Ten Thousand Only) 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 further details, please refer IMU's Circular No.1728 dated 25.04.2017 and 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. No other mode of payment will be acceptable.
11. The examination fees which is applicable is shown below as per Circular No 2008 dated 18.09.2020:-

<u>S No</u>	<u>Particulars of Fee</u>	<u>Rs.</u>
1.	Each written paper/Practical/Project/Dissertation /Viva voce including arrears for UG and PG Programmes	Rs.500/-
Other Fees related to Examinations		
1.	For issuing statement of marks for each examination each appearance	Rs.150/-
2.	Consolidated statement of marks (Appearing for final semester)	Rs.500/-
3.	Provisional Certificate (Appearing for final semester)	Rs.250/-
4.	Degree Certificate (Appearing for final semester)	Rs.1000/-

12. The pattern and method for December 2021 Online Proctored Examinations (except DLP) is as follows:

UG Programmes - Duration 03 Hours		
Part (a)	MCQ – 10 x 1 marks	10
Part (b)	Short Answers – 5 x 2 marks	10
Part (c)	Long Answers – 5 out of 7 x 10 marks	50
Total		70

PG Programmes -Duration 03 Hours		
Part (a)	MCQ – 10 x 1 marks	10
Part (b)	Short Answers – 5 x 2 marks	10
Part (c)	Long Answers – 5 out of 7 x 8 marks	40
Total		60

13. 15 minutes additional time will be given to the students for scanning and uploading of answer papers in the software. During examinations, no clarification on the question paper will be entertained.

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. Mandatory mock tests will be in place for facilitation of the students. Date and Time will be intimated separately. Hence, Students should attend the Mock test without fail.
16. All updates on online examinations will be published on IMU Website. Hence students are requested to visit IMU website periodically.
17. All the concerned are requested to adhere to the time schedule and co-operate for smooth conduct of Examination.
18. 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 and email communication of IMU for periodic updates on Examinations related matters and kindly disseminate the same to all the students.
2. Campuses / Affiliated Institutes are requested to kindly check periodically and intimate the students to register within the dates as mentioned in the timeline.
3. 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 the external examiners.
4. 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.**

5. 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 and after completion of the payment of condonation fees. 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.**
6. The nodal officers are requested to inform to the students to follow the following instructions when their amount gets deducted but could not successfully submit the application:
- a. The "Enquiry" button has been enabled in the student portal.
 - b. Whenever the amount gets deducted but the application is not submitted, the students are requested to run the "Enquiry" button. On enquiry, the transaction details will be enabled.
 - c. If the transaction result is "Success", then IMU has received the amount paid by the student. Their application will be activated within 24 hours.
 - d. If the transaction result is "Transaction details not available"/ "Not Captured (failed)"/ " Suspect Failure"/"Payment details not available"/"Timed out request" which means IMU has not received the amount. The amount deducted will be credited by the bank. You may proceed with another transaction. There is no need for sending emails to the campus/ COE's Office.
 - e. Please note that it is mandatory to run the enquiry option as mentioned above and wait for the status as indicated in para c and d before proceeding with another payment.

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 demo session for Chief Superintendents (Super Proctors) 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	13.12.2021
2	Last Date for completion of Online Registration (without penalty)	17.12.2021
3	Uploading of Attendance by the Institutes in the College Portal	21.12.2021
4	Verifying & approving of the application in College Portal by Nodal Officer	22.12.2021
5	Payment of (Online) Condonation Fees by the Students in the Student Portal	23.12.2021

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.

Controller of Examinations (i/c)