



**INDIAN MARITIME UNIVERSITY
EXAM & ACADEMIC**

**Instructions to IMU Campuses and Affiliated Institutes
For
End Semester Examinations – May/June 2018**

The Indian Maritime University will conduct the End Semester Theory Examinations for all programmes 03.05.2018 to 09.08.2018. The Time-Table of End Semester Examinations have been hosted in the IMU website.

The following instructions are to be strictly adhered to:

1. For conducting the above Examination, Registration will be required to be made by the respective Nodal Officers Online through the Online Registration Link given on IMU's Website
Examination ->Online Regn for Sem Exams -> College
2. After Online Registration for Exam, the Hard Copy of the Examination Registration Application along with the Online Transaction Receipt for payment of exam fees and Proforma (Form A1, A2, A3) must be forwarded by Speed Post directly to **The Controller of Examinations, Indian Maritime University, Uthandi, and Chennai-600 119**. The Scanned copy of Proforma A1 to A5 should reach **examcell@imu.ac.in** positively by 16.05.2018. The fees once paid, will neither be refunded nor carried over for the subsequent examination, under any circumstances.
3. Applications received after the last date (16.05.2018) will not be entertained.
4. The Hall Ticket can be downloaded from the IMU's website, on the date which will be notified by IMU before the commencement of examination (positively by two days prior to the Examinations).

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

S.No	Particulars of Fee	Rs.
(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/-
(ii) Post Graduate Courses		
1.	Each Written paper (Regular)	Rs.400/-
2.	Each Written paper (Arrear)	Rs. 500/-
3.	Each practical (Regular)	Rs.200/-
4.	Each practical (Arrear)	Rs. 300/-
5.	Dissertation/Project	Rs. 500/-
6.	Viva voce	Rs. 250/-
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)	For Post Graduate – Rs.1000/- For Under Graduate – Rs.500/-

6. Fees for Statement of Marks/ Grade Reports shall be collected along with the Examination Fees.
7. Consolidated Statement of Marks, Provisional Certificates and Degree Certificate will be issued to the Final Year students who have passed all the subjects and who have paid the applicable fee as indicated above. The Degree Certificate will be issued only on or after the Convocation Day.

8. **Internal Assessment and Project:** All the Campuses and Affiliated Colleges shall (i) 'Upload' the Internal Assessment (IA) marks and (ii) send the Hard Copies before the commencement of Examinations on or before 04.06.2018. The Internal Assessment Marks shall be displayed in the Notice Board before the commencement of University Examinations.
9. **Practical Examinations:** Practical Examinations will be conducted by the respective institutions as per the schedule which was sent to you earlier and the Practical Marks should be forwarded to the IMU Chennai on or before 04.06.2018 in hard copy. The Practical Marks shall be displayed in the Notice Board before the commencement of University Examinations.
10. Attendance particulars to be sent as per the Proforma (Form A4) enclosed on or before 16.05.2018 by **E-mail to examcell@imu.ac.in** without fail. Hall tickets cannot be downloaded if the attendance particulars are not received in time. Attendance requirements for students to appear in University exams have already been communicated in IMU's Circular No.1701 dated 06.01.2017.
11. Condonation fees for shortage of Attendance:
As per IMU's Circular No.1701 dated 06.01.2017, 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% has to **pay Rs.5000/- (Five Thousand only)** as condonation fee for shortage of attendance and for students whose attendance is equal to or above 75% below 80% has to pay **Rs.10000 (Ten Thousand Only)** as condonation fees for shortage of attendance. A Student who has but in less than 75% attendance will not permitted to write the University's End - Semester Examinations and will not be permitted to move the next semester. It will be treated as a case of 'Break in Studies'. For more details, please refer IMU's Circular No.1701 dated 06.01.2017.

12. Fees shall be remitted to IMU's **A/C No. 31700113394** through Online Mode (SBI I-Collect) only, no other mode like challan, DD, etc will be accepted. Please refer Annexure-1 for detailed information for payment of Exam Fees through Online mode.
13. The filled in application along with examination fees for programme wise, semester wise should be sent to the Controller of Examinations, IMU.
- 14. Online Portal will be opened from 02.05.2018 to 16.05.2018 for Registration of Examination Application.**

You are requested to adhere to the time schedule and co-operate for smooth conduct of Examination. The receipt of this Instructions may please be acknowledged.

Controller of Examinations.

ONLINE MODE OF EXAM FEE PAYMENT

Students are hereby informed to read the instructions carefully to make the online payment of Exam Fees and to ensure that payment is made for the correct student details. If any mismatch exists in the student details furnished, please contact the following number:
Exam Cell: 044-24539020.

Instructions:

Click the following URL in the IMU WEBSITE www.imu.edu.in.

IMU Website → Examination → Online Exam Fee Payment

(OR)

Click on the following URL

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=271158>

- a. Accept the terms and conditions and click "**PROCEED**".
- b. In the next page, Select Exam Fees for May/June 2018 End Semester category, fill details correctly & click "**SUBMIT**".
- c. If all details entered are correctly populated, click "**CONFIRM**" to proceed.
- d. Make payment as per your convenience through any bank.
- e. **SAVE & Keep copy of receipt for future reference and hand over one copy to concerned Nodal Officer.**

(OR)

1. Login to <https://www.onlinesbi.com>
2. Select [State Bank Collect](#) available on the top (pre login page)
3. Accept the terms and conditions and click **"PROCEED"**
4. Select State **"TAMILNADU"** and Institution type **"EDUCATIONAL INSTITUTIONS"**.
5. Select **"INDIAN MARITIME UNIVERSITY-HEAD QUARTERS"** under **Educational Institutions**.
6. In the next page, Select APPROPRIATE category – **Exam Fees** then ENTER REGISTRATION NUMBER, now the web page will be displayed with the student details check for the correctness before making payment, if any mismatch in the student details kindly contact Exam section– 044-24539020 to correct the student details in the data base.
7. If all the details are correct then fill all other details correctly & click **"SUBMIT"**.
8. If all details entered are correctly populated, click **"CONFIRM"** to proceed.
9. Make payment as per your convenience.
10. SAVE & Keep the copy of receipt for future reference and hand over one copy to concerned HOD's office.

General Important Instructions:

1. Please ensure that the money transfer limit should be available while making the payment through any bank Debit Card/Credit Card.
2. Exam fees/other exam related fees (miscellaneous) must be paid strictly through the exclusive link made available in the IMU web site under the online examination fees link.

URL:

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=27115>

8

**HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A
LATER DATE:**

**(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT
SECOND TIME)**

1. Login to www.onlinesbi.com
2. Select [State Bank Collect](#) available on the top (pre login page)
3. Accept the terms and conditions and click "[PROCEED](#)"
4. Select "PAYMENT [HISTORY](#) "option available on the left side of screen.
5. Using [two options](#) as mentioned below , you can get the receipt :
 - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.
 - b. It you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile number, which you have entered at the time of making payment). Select the date range and submit.
6. In the next page, [take print out of receipt](#).

State Bank of India - Windows Internet Explorer
https://www.onlinesbi.com/br/elogin/suvidhappaymenthistory.htm

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State Bank Collect | Confirm NEFT Txn | Reprint Remittance Form | **Payment History**

State Bank Collect 05-Feb-2015 [02:31 PM IST]

Select a date range to view details of previous payments (OR)

Date of Birth * (Date provided at the time of making payment)

Mobile Number * (Mobile Number provided at the time of making payment)

Start Date *

End Date *

Enter the INB Reference Number (Starting with 'DU') & DOB/Mobile Number to view a specific payment


DU Reference Number * (As appearing in your pass book/statement in the narration pertaining to the transaction)

Date of Birth * (Date provided at the time of making payment)

(OR)

Mobile Number * (Mobile Number provided at the time of making payment)

Enter the text as shown in the image *

 > Mandatory fields are marked with an asterisk (*)
> Date range cannot exceed one year