

**Indian Maritime University**  
**Exams and Academics**

**Frequently Asked Questions (FAQs)**

<b>Q1.</b>	<b>How to apply for the 3, 4, 5 Semester Examinations of the DNS leading to B.Sc (Applied Nautical Science) programme?</b>
<b>Ans.</b>	<p>The 3, 4, 5 Semester Examinations of the DNS leading to B.Sc (Applied Nautical Science) programme will be conducted twice a year i.e. June and December on every year. The student can pay the relevant fees as detailed below through SBI i-Collect (or any other mode as specified by the University) when the examination instruction and time table are published on IMU's website:-</p> <p>Each Written paper                      - Rs.300/- per regular paper</p> <p>Fees for mark statement                - Rs.150/-</p> <p>Provisional Certificate                  - Rs.250/-</p> <p>Consolidate Mark Statement - Rs.500/-</p> <p>Degree Certificate                        - Rs.500/-</p> <p>Total Fee payable                        - Rs.2,300/-</p> <p>For arrear paper – Fee                    - Rs.500/- for each paper</p> <p>Mark Statement                            - Rs.150/-</p> <p>The link for online payment is <a href="https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=271158">https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=271158</a>.</p> <p>The <b>Centre for the examination may be indicated</b> in the requisition letter.</p> <p>The online fee payment receipt along with the requisition letter and a passport size photograph should be sent to the institution in which the student has studied. In the case of disaffiliated Institutes, students have</p>

	<p>to send aforesaid documents to <a href="mailto:examcell@imu.ac.in">examcell@imu.ac.in</a> with subject title "Application for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Semester Examination".</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p>
<b>Q2.</b>	<p><b>How do I get my Provisional Certificate &amp; Consolidate mark sheet of the DNS leading to B.Sc (Applied Nautical Science) programme?</b></p>
	<p>Students of Diploma in Nautical Science leading to B.Sc. (Applied Nautical Science) who have completed the programme in all respect i.e. updation of Second Mate marks issued by DG, Shipping (student has to provide the same), updation of practical and internal marks from the respective Institutes/Campuses will be eligible for issue of Provisional Degree Certificate and the consolidated mark sheets.</p> <p>For students of IMU Campuses, the Provisional Degree Certificate and the Consolidated Mark Sheets will be sent to the concerned IMU Campuses within one month from the date of publication of revaluation results.</p> <p>For student of Affiliated Institutes, the Provisional Degree Certificate and the Consolidated Mark Sheet will be sent to the concerned student's home address through "Speed Post" within one month from the date of publication of revaluation results.</p> <p>For knowing the present status, students may write an email to <a href="mailto:examcell@imu.ac.in">examcell@imu.ac.in</a> with subject title "<u>Status of Provisional Certificate for DLP Programme- (Student Name, IMU Registration Number)-reg</u>"</p> <p><u>Time Period for response:</u> IMU ordinarily will take minimum 10 working days to respond to the students query after going through the records.</p>
<b>Q3.</b>	<p><b>How do I get my Provisional Certificate &amp; Consolidate mark sheet for <u>other than</u> DNS leading to B.Sc (Applied Nautical Science) programme?</b></p>
	<p>The Provisional Certificate and the consolidated mark sheet is issued after successful completion of the two (only for PGDME</p>

	<p>Programme+)/four/six/eight semesters (as applicable) by the students of UG/ PG courses.</p> <p>For students of IMU Campuses, the Provisional Degree Certificate and the Consolidated Mark Sheets will be sent to the concerned IMU Campuses within one month from the date of publication of revaluation results.</p> <p>For student of Affiliated Institutes, the Provisional Degree Certificate and the Consolidated Mark Sheet will be sent to the concerned student's home address through "Speed Post" within one month from the date of publication of revaluation results.</p> <p>IMU will not send the certificate, if a student gives Foreign country address.</p>
<b>Q4.</b>	<b>Who is eligible for Degree Certificate?</b>
	<p>All student who have successfully cleared all semesters of the programme for which they had enrolled will become eligible for Convocation [<u>for the DNS leading to B.Sc (Applied Nautical Science) programme it will also depend on whether their DLP Practical/ SSTP marks have been received from their concerned IMU Campuses/ Affiliated Institutes and the Second Mate Marks which the student will have to forward to us</u>].</p> <p>However, the Degree Certificate will be issued only if the Degree Certificate Fees of Rs. 500/-for UG programmes or Rs. 1,000/- for PG programmes has been paid to IMU. If you have paid and have still not received the Degree Certificate, please write to <a href="mailto:examcell@imu.ac.in">examcell@imu.ac.in</a> with subject title "Request for Degree certificate- (Name, Registration Number)".</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p>
<b>Q5.</b>	<b>How do I get my Degree Certificate?</b>
	<p>Degree Certificate is awarded on the day of the Convocation. For each Convocation a period is taken within which all students who have cleared all their Semesters successfully will automatically <u>become eligible</u> for the Degree Certificate. The Degree Certificate is awarded either in-person to</p>

	<p>the respective student on the day of the Convocation or if in-Absentia the Degree Certificate is sent by Speed Post to the registered postal address of the student. IMU will not send the certificate, if a student gives Foreign country address.</p> <p>If the student is eligible for getting Degree and has made the payment of Rs. 500/- for Degree Certificate and wishes to receive the Degree Certificate in-person on the Convocation day, then the student has to apply for the same. The application will be made available in the website of IMU <a href="http://www.imu.ac.in">www.imu.ac.in</a> after the Convocation is announced.</p> <p>For payment of convocation fee, the form will be available in the IMU website <a href="http://www.imu.ac.in">www.imu.ac.in</a> under the heading <u>examinations</u> click <u>online payment of convocation fee</u>.</p> <p>If the candidate had already filled-in the form, the online payment receipt along with the application (which is available on the IMU's website under link Convocation) may be sent to the Controller of Examinations, IMU for issuance of Degree Certificate.</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p>
<p><b>Q6.</b></p>	<p><b>How to apply for Correction of Name and/or Date of Birth in case of correction such as spelling mistake or month and year mismatch, etc.?</b></p>
	<p>IMU will correct the Name or Date of Birth of the student as per the Name or Date of Birth mentioned in SSLC/XII Std Certificate. Student has to send his/her letter addressed to the Controller of Examinations, IMU along with a Copy of SSLC or XII Standard Certificates and receipt for payment of requisite Fees through the concerned IMU Director (in case of the student studying in IMU Campuses)/ through Concerned Principal of the Affiliated Institute (in case of the student studying in Affiliated Institutes).</p> <p>The necessary fee of Rs.500/- (for each correction) may be paid online and the receipt may be sent along with the certificates.</p>

	<p>The online payment can be made through IMU website <a href="http://www.imu.ac.in">www.imu.ac.in</a> under the heading <u>Academics</u> click <u>online payment of academic fees</u> click <u>Name/Date of birth correction fee</u>.</p> <p><u>Time Period for issue of Certificate</u>: IMU ordinarily will take minimum 15 working days to issue certificate.</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p> <p>IMU will not send the certificate, if a student gives Foreign country address.</p>
<b>Q7.</b>	<b>Name Change in the IMU Database/ Certificates?</b>
	<p>In case, a student wish to change his name for any reasons and needs for name updation in IMU database/certificates, then he has publish the new name in the Gazette and correct his new name in SSLC, H.Sc Certificates etc., then he has to send his/her letter addressed to the Controller of Examinations, IMU along with a Copy of the Gazette publication for new name, SSLC or XII Standard Certificates with new name and receipt for payment of requisite Fees through the concerned IMU Director (in case of the student studying in IMU Campuses)/ through Concerned Principal of the Affiliated Institute (in case of the student studying in Affiliated Institutes).</p> <p>The necessary fee of Rs.500/- (for each correction) may be paid online and the receipt may be sent along with the certificates.</p> <p>The online payment can be made through IMU website <a href="http://www.imu.ac.in">www.imu.ac.in</a> under the heading <u>Academics</u> click <u>online payment of academic fees</u> click <u>Name/Date of birth correction fee</u>.</p> <p><u>Time Period for issue</u>: IMU ordinarily will take minimum 15 working days for issue of certificate.</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p>

	IMU will not send the certificate, if a student gives Foreign country address.
<b>Q8.</b>	<b>How to apply for Duplicate Certificate/ Statement of Marks?</b>
<b>Ans.</b>	<p>In case of Cadets still studying in IMU Campus/ Affiliated Institutes, the application along with the receipt for the relevant fee paid may be forwarded to the Controller of Examinations through the Director, IMU campus/ Principal of Affiliated Institute.</p> <p><b>Fees:</b></p> <p>Degree Certificate : Rs.500/- for UG Programmes (Rs. 1000/- for PG programmes)</p> <p>Provisional Degree Certificate : Rs.500/-</p> <p>Consolidated Statement of Mark Sheet : Rs.500/-</p> <p>Duplicate Statement of Marks : Rs.200/- (+)</p> <p>Search Fee : Rs.100/-per year</p> <p>In case, of student who have passed out, they will have to send their application directly to the Controller of Examination along with the copy of the First Information Report (FIR) and copy of the fee payment receipt.</p> <p>The online payment can be made through IMU website <a href="http://www.imu.ac.in">www.imu.ac.in</a> under the heading <u>academics</u> click <u>online payment of academic fees</u> click (1) if apply for Duplicate Provisional Certificate fee and click (2) if apply for Duplicate Statement of Marks Fee.</p> <p><u>Time Period for issue:</u> IMU ordinarily will take minimum 15 working days for issue of the certificate.</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p>
<b>Q9.</b>	<b>What is a Migration Certificate and how do I apply for the same?</b>
<b>Ans.</b>	Migration Certificate is a document issued to students when they wish to pursue higher studies in other Universities. An application should be sent

	<p>to the Controller of Examinations, IMU along with the online payment fee receipt of Rs.200/- with the Registration Number of Cadet.</p> <p>The online payment can be made through IMU website <a href="http://www.imu.ac.in">www.imu.ac.in</a> under the heading <u>academics</u> click <u>online payment of academic fees</u> click <u>Migration Certificate Fee</u>.</p> <p><u>Time Period for issue</u>: IMU ordinarily will take minimum 15 working days for issue of the certificate.</p> <p>Above mentioned fees is as per IMU Circular No.1728 dated 25.04.2017 which may be amended in future.</p>
<b>Q10.</b>	<b>What is Transcript and how to apply for Transcript Certificate?</b>
<b>Ans.</b>	<p>A transcript is documentation of a student's permanent academic record, which usually means all courses taken, all grades received and degrees conferred to a student.</p> <p>An application along with the online payment fee of Rs.1,000/- (Every extra copy Rs.500/-) may be sent to the Controller of Examinations, IMU.</p> <p><u>Time Period for issue</u>: IMU ordinarily will take minimum 15 working days for issue of the certificate.</p> <p>The online payment for Transcript Certificate can be made through IMU's website <a href="http://www.imu.ac.in">www.imu.ac.in</a> under the heading <u>Academics – "Online payment of Academic Fee"</u> click <u>Transcript Fee</u>.</p>
<b>Q11.</b>	<b>I am a Foreign student, how can I take admission in IMU programmes?</b>
<b>Ans.</b>	<p>Admission to IMU's Under Graduate Programmes is through Direct Admission to Student's from Abroad (DASA) Scheme of Ministry of Human Resource and Development (MHRD), Government of India. Admissions for the PG programmes have still not been opened.</p> <p>Each year the MHRD nominates a Central University/ Institute to become the nodal agency to coordinate all admission related matters. For further details please visit: <a href="https://www.dasanit.org/">https://www.dasanit.org/</a>.</p>

<b>Q12.</b>	<b>What is Genuineness/ Verification of Certificate, and what is the process to obtain the same?</b>
<b>Ans.</b>	<p>When students are applying for further studies or for jobs, the prospective Educational Institutions/ Companies wish to verify the genuineness of the Certificate issued by Indian Maritime University for which the agency who wants the verification to be done should pay an amount of Rs. 1,000/- through SBI i-collect available on IMU's website. After making payment an application/mail can be sent to the Controller of Examinations, IMU Hqs, through <a href="mailto:coe@imu.ac.in">coe@imu.ac.in</a> along with a proof of the payment.</p>