



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

IMU-HQ/C/50/03/01/2022

12.04.2023

## Circular No. 2303

### **INSTRUCTIONS FOR BOOK REVIEW SYSTEM**

**Sub** : 'Book Review System' for all programmes to enhance the communication skills of IMU students from the Academic Year 2022-23 onwards – Reg.

**Ref** : CoE's e-mail dated 27.05.2021

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1. Refer to this office email cited in the reference above.

2. A 'book review' is a snapshot of a newly published book to prospective readers, and it succinctly introduces the book content and expresses the reviewer's opinion about it. It's an exercise to enhance a student's language and communication skills. **The book review is part of internal assessment.**

3. The salient features of the Book Review System are reiterated in succeeding paragraphs.

4. There are two approaches to book reviewing viz. Descriptive and Critical reviews. Through descriptive review, reviewer gives an objective account of the information presented within the book. The reviewer is expected to give a brief description of the book by stating the purpose of the book. Critical reviews, on the other hand, include a descriptive note, but it also appraises the book according to the recognized "Academic, scholastic and literary" norms.

5. Guidelines to students:

- a) The students are to write a 'Book Review' on any book of their choice (literature, fiction or non-fiction).

- b) The review should have the following:
- i. **An introductory paragraph:** It describes the main theme and contribution of the book in the field. It also describes the pertinent information about the author and what's his/her standing in the field.
  - ii. **The body of the review:** It describes the key points of the book. It is the responsibility of a student to discuss few core points, and provide concrete evidence for assertions. In this section, few quotes or phrases can be used from the book to elucidate the reviewer's points.
  - iii. **Conclusion:** In this section, student critiques the book and point out the weakness and strengths based on the evidence/s, and the inferences drawn. For concluding the write-up, student is required to sum up the ideas to provide the reader an outcome regarding the book.
- c) The Review should be written by the students on their own and no plagiarism is allowed. Students are to submit 'No-Plagiarism Declaration' along with the report. If the similarity is more than 25%, the assessment of particular exam will not be considered and it will be treated as an Arrear Subject.
- d) The text should be typed in 'Verdana' font and font size '12' and in double line spacing.
- e) Name, Registration Number, Programme Name and Name of the Campus/Institute should be mentioned at right corner.
- f) The Report should be neatly typed and shall be of minimum of 500 words for UG Programmes and 800 words for PG Programmes.

#### 6. Guidelines for Evaluation of Book Review:

- (a) The HoD / HoD (i/c), with the approval of the Director / Principal, can assign the evaluation of the review submitted by the students to their departmental faculty and also appoint examiner from other department for the viva-voce.
- (b) Before evaluation, plagiarism check should be done. The breakup score for evaluation [common to UG and PG] of the report is given in the following table:

S No	Category	Marks
(i)	Originality	20
(ii)	Logical presentation – thoughts and ideas flow in a logical manner	20
(iii)	Knowledge of Material-exhibits knowledge of subject matter	20
(iv)	Writing skill	20
(v)	Viva Voce	20
Total		100

- (c) The marks awarded to the Book Review will be added to the internal marks of one of the theory subjects of this Semester. The HoD / HoD (i/c) in consultation with the Director/Principal, may decide the subject in which internal marks can be considered.
- (d) The final score card may be prepared with the components mentioned in the above table and submitted to the CoE's Office as per the Academic Calendar.
- (e) In this regard, it is clarified that the marks (out of 100) obtained in the book review to be assigned as internal marks (10 marks for UG Programmes / 15 marks for PG Programmes) for the particular subject as decided by the HoD with the approval of the Director/ Principal in place of the second class test, as per IMU Circular No 1749. Therefore, the internal marks for the subject, where Book Review System has been applied, will be calculated as follows:

S No	Component	UG Programme ( Marks)	PG Programme ( Marks)
1	Teacher's assessment	10	10
2	First ClassTest	10	15
3	Book Review System	10	15
<b>Total</b>		<b>30</b>	<b>40</b>

7. The Vice Chancellor may randomly call for presentation from students with reference to the book review done by them.

8. This will be applicable for the students of the theory subjects of all the semesters of all the programmes of IMU commencing this semester onwards.

  
**CONTROLLER OF EXAMINATIONS**

To:

The Directors of all IMU Campuses.

The Principals of all Affiliated Institutes.