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**SAVITRIBAI PHULE PUNE UNIVERSITY  
(Formerly University of Pune )**



**RATES OF REMUNERATION  
FOR EXAMINATION WORK**

**WITH EFFECT FROM  
ACADEMIC YEAR 2019-20**

## PREPARATORY REMARKS

The University authorities appointed a committee of following members for considering and revising the rates of remuneration of examination work which were fixed in the year 2019.

1. Principal Dr. Gaikwad V. B. - Chairman
2. Dr. Sanjeev Sonawane - Member
3. Principal Dr. Bormane D. S. - Member
4. Director, Dr. ( Smt.) Gankar Saylee - Member
5. Dr. Ashok Chavan , Director, Board of Examinations & Evaluation – Ex Officio Member
6. Dr. Rajendra Talware - Invitee
7. Prof. Lalit Pawar - Invitee

The committee gave due consideration to all relevant aspects involved in this matter and recommended a revised rates of remuneration to Teaching and Non-teaching staff appointed for the conduct of University Examinations. The University Authorities have accepted these recommendations and the revised rates of remuneration are prescribed accordingly and included in this booklet.

The booklet of remuneration comprises of six parts as follows

- ( i ) Part I : Paper-setters and Examiners.
- ( ii ) Part II : Conduct of Theory Examinations i.e. Senior Supervisors, Junior Supervisors and the staff engaged for the examination work.
- (iii) Part III : Conduct of Practical Examinations.
- (iv) Part IV : Miscellaneous.
- (v) Part V : Procedure to include remuneration to examination work which is not included in the booklet.
- ( vi ) Part VI : Assistants for Practical Examinations.
- (vii) part VII : Various forms.

Due care is taken while revising the rates of remuneration; however, if there are any discrepancies or corrections in this booklet, same may be brought to the notice of Asst. Registrar, Examination (Co-ordination Unit) Savitribai Phule Pune University.

The revised rates shall come into force from the examinations to be held with effect from academic year 2019-20.

Dr. Ashok Chavan  
Director  
Board of Examinations & Evaluation

**Examination Section**  
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## INDEX

### Rates of Remuneration for Examination Work

Part No.	Description	Page No.
<b>PART-I</b>	<b>1. REMUNERATION TO PAPER-SETTERS AND EXAMINERS</b>	9-31
	1.1 Remuneration to Paper-Setters & Examiners for Theory and Practical Examinations.	9
	<b>1. FACULTY OF SCIENCE &amp; TECHNOLOGY</b>	9-11
	( A ) : SCIENCE	12-14
	( B ) : ENGINEERING	15
	( C ) : PHARMACEUTICAL SCIENCE	
	<b>2. FACULTY OF COMMERCE &amp; MANAGEMENT</b>	16
	( A ) : COMMERCE	17
	( B ) : MANAGEMENT	
	<b>3. FACULTY OF HUMANITIES</b>	18-20
	( A ) : ARTS, MENTAL MORAL & SOCIAL SCIENCES AND LIBERAL ARTS	21
	( B ) : LAW	
	<b>4. FACULTY OF INTER – DISCIPLINARY STUDIES</b>	22
	( A ) : EDUCATION	23
	( B ) : PHYSICAL EDUCATION	24
	( C ) : FINE ARTS & PERFORMING ARTS, JOURNALISM , SOCIAL WORK, LIBRARY & INFORMATION SCIENCE	
	<b>5. VOCATIONAL STUDIES</b>	25
	1.2 Remuneration to Paper-Setters and examiners for less than 3 hours and more than 3 hours duration of paper session	26
	1.3 Remuneration to Moderators	26
	1.4 Remuneration for Restructuring Courses at Degree Level	26
	1.5 Minimum remuneration to Paper-Setter and Examiner	27
	1.6 Joint claim for paper-Setters at Written and Practical examinations	27

	<b>2. Chairman Allowance</b>	27
	<b>3. Remuneration for Model Answers, Scheme of marking, Translation, Cyclostyling, Proof-reading etc.</b>	28
	3.1 Remuneration for Model Answers, Scheme of marking	28
	3.2 Remuneration for Translation	28
	3.3 Rates for Typing/Printing of Question-Papers	28
	<b>4. Remuneration for assessment of Ph.D., M.Phil. Project Report, Dissertation, Field Work, Oral, Viva &amp; Term Work etc.</b>	28
	4.1 Honorarium for examining Thesis, Dissertation	28
	4.2 Remuneration for examining a Dissertation/Field Work/Project Report/Viva etc.	29
	4.3 Remuneration for oral	29
	<b>5. Remuneration for Revaluation of Answer-books</b>	30
	<b>6. Remuneration for courses to be instituted from time to time</b>	30
	Remuneration for online exam Question Paper delivery online	30
	<b>7. Remuneration for Online Examination/Conduct of online examinations</b>	30-31
<b>PART-II</b>	<b>1. REMUNERATION FOR THE CONDUCT OF THEORY EXAMINATIONS</b>	32-34
	1.1 Remuneration to Supervisors, Junior Supervisors, Peons, Waterman	32
	1.2 Remuneration to Principal and others.	34
	1.3 Charges for Medical Aid	34
	1.4 Writer's Charges	34
	<b>2. Remuneration for Vigilance Squad, Custodian</b>	35
	2.1 Remuneration to Vigilance Squad	35
	2.2 Remuneration to Custodian	35
	2.3 Remuneration to college exam officer	35
	<b>3. Remuneration for Conduct of Central Assessment Programme at College/ Institute.</b>	35
<b>PART-III</b>	<b>1. REMUNERATION FOR THE CONDUCT OF PRACTICAL EXAMINATIONS</b>	36-38
	1.1 Remuneration to laboratory Supervisors and expert Assistants etc.	36
	1.2 Remuneration to the Conveners and Co-Ordinators	36
	1.3 Remuneration for Printing of Question papers for Practicals	36
	1.4 Payments for the Conduct of Practical Examinations	37-38
<b>PART-IV</b>	<b>1. MISCELLANEOUS</b>	39-42
	1.1 Definitions	39
	1.2 Payment at the place of Examination Centre	39
	1.3 Reimbursement of expenses incurred for returning the answer-books and Dissertation, Project Report etc. to the University	39
	1.4 Advance for the University Examination works (Factotum Charges etc.)	40
	1.5 Remuneration for Departmental/Internal/Term End Examinations	41

	1.6 Maximum Remuneration to an examiner for one examination season	42
	1.7 Remuneration to Non-Teaching Staff	42
	1.8 Remuneration to Non-Teaching Staff of the University relating to the examination work	42
	1.9 Time limit for claiming Remuneration	42
	1.10 Time limit for settlement of examination advance	42
<b>PART-V</b>	<b>PROCEDURE TO INCLUDE REMUNERATION TO EXAMINATION WORK WHICH IS NOT INCLUDED IN THE BOOKLET.</b>	43
<b>PART-VI</b>	<b>SCHEDULE OF ASSISTANTS FOR PRACTICAL EXAMINATIONS</b>	44-50
<b>PART-VII</b>	<b>VARIOUS FORMS</b>	51-65
	<b>Statement of Receipts and Payments A/c (Theory/Practical)</b>	51-52
	ANNEXURE '1'	53
	ANNEXURE '2'	54
	ANNEXURE '3'	55
	ANNEXURE '4'	56
	ANNEXURE '5'	57
	ANNEXURE '6'	58
	ANNEXURE '7'	59
	ANNEXURE '8'	60
	ANNEXURE '9'	61
	ANNEXURE '10'	62
	ANNEXURE '10A'	63
	ANNEXURE '11'	64
	ANNEXURE '12'	65
	ANNEXURE '13'	66



## PART – I

### 1. REMUNERATION TO PAPER-SETTERS AND EXAMINERS

#### 1.1 Remuneration to Paper - Setters & Examiners for Theory and Practical Examinations :

The faculty wise rates of remuneration to Paper-Setters and Examiners shall be as under :

### 1. FACULTY OF SCIENCE & TECHNOLOGY

#### ( A ) : SCIENCE

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.Sc.	535	16	535	26*
2	S.Y.B.Sc.	535	16	535	36*
3	T.Y.B.Sc.	535	16	535	36*
4	F.Y.B.Sc. (Comp. Science)	535	16	535	26*
5	S.Y./T.Y.B.Sc. (Comp. Science)	535	16	535	36*
6	B.Sc. Applied Scientific Instrumentation	535	16	535	36*
7	B.Sc. Applied Advanced Electronics	535	16	535	36*
8	B.Sc. Applied (B.M. Tech.)	535	16	535	36*
9	B.Sc. Applied / Wine Tech Biotechnology/Applied Petro-Tech./ Geoinformatics	535	16	535	36*
10	B.Sc. (Animation)	535	16	535	26*
11	F. Y.B. C. A.	535	16	535	26*
12	S.Y./T.Y.B. C. A.	535	16	535	36*
13	F. Y. B. Sc. ( Hospitality Studies )	535	16	535	26*
14	S.Y./T.Y. B. Sc. ( Hospitality Studies )	535	16	535	36*
15	M.Sc. (All Courses)	715	20	715	40*

16	M.Sc. Applied Advanced Electronics	715	20	715	40*
17	M.Sc. (Computer Science)/ M.C.S./M.C.A.	715	20	715	40* 260* Dissertation
18	M. Tech. (Dissertation) (per examiner)	-	-	-	425 Term Work 425 Oral
19	M. Tech.	885	36	---	50 Pracatical 25 Term Work
20	M.Sc. Biotechnology	715	20	715	40
21	Diploma in Equipment Management	535	16	---	---
22	Diploma in Communication Technology	535	16	---	---
23	CAD based 3D Modelling	535	16	---	---
24	V.L.S.I. Design Course	535	16	---	---
25	P.G. Diploma in Automotive Technology	535	16	535	36
26	P.G. Diploma in Explosive & Armament Technology	535	16	535	36
27	Advanced Diploma Course in Bioinformatics	535	16	535	36
28	Diploma in Computer Science, Industrial Electronics, Radio & T.V.	535	16	535	36

29	Certificate Course in Computer Hardware Networking	340	16	---	---
30	Certificate Course V.L.S.I	340	16	---	---
31	Courses instituted from time to time :				
	(a) Certificate	340	16	340	16
	(b) Diploma (U.G.)	475	16	475	16
	(c) Diploma (P.G.)	535	16	535	16
	(d) Degree	535	16	535	26
	(e) Post-Graduate Degree	715	20	715	40

The Paper-setters for the examinations under Inter-disciplinary schools will be paid Rs. 440/- for setting of each paper.

### **Rates of remuneration for Project Work :**

Sr. No.	Examination	Examiners		Practical	
		Less than 100 marks (per examiner) Rs.	100 or more marks (per examiner) Rs.	Less than 100 marks (per examiner) Rs.	100 or more marks (per examiner) Rs..
(1)	(2)	(3)	(4)	(5)	(6)
45	B.Sc. (Physics / Electronic Science Project Work)	36	46	46	80
45	M.Sc. (All Subjects)	36	56	110	130

\*The rates are per candidate, per examiner.

- Please also refer Point no. 1.2 on page number 26 regarding duration of paper and corresponding remuneration.
- For the subject ‘ Communication Skill ‘ in B. C. A. Course under Science Course, remuneration for oral shall be applicable as follows.

Sr. No.	Name of the Examinations	Oral	
		Less than 50 Marks ( Rs.)	50 more Marks ( Rs. )
1.	B. C. A.	20/-	36/-

**( B ) : ENGINEERING**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical			
				For Paper-Setting Rs.	Per Candidate Rs.		
					Pra.	Tw.	Oral
1	F.E. & S.E.	610	26	---	26	16	16
2	T.E. & B.E.	610	26	---	30	22	22
3	M.E. (All Branches)	885	36	---	50	26	---
4	M.E. (Seminar) * I/II/III	---	---	---	---	*110	110
5	1.M. E. Project Stage I 2. M.E. (Dissertation) / Project Stage II (per Examiner)	---	---	---	---	216	216
						426	426
6	M.C.A. ( Engg.)	675	20	---	---	---	220 Project & Viva per student per examiner
7	T.E./B. E. ( In – Semester Examination )	230	10	-----	----	-----	-----
8	M. E. ( All Branches ) ( Elective Paper in Semester Examination	455	16	-----	----	-----	-----
9	F. E. ( Engg. Graphics)	-	10	-----	----	-----	-----

Name of Examination	Subject	Rates of Remuneration per Candidate, per examiner	
		Term work Rs.	Oral Rs.
(a) T.E. (All branches of Sandwich Course)	Industrial Inplant Training	36	70
(b) B.E. (All branches of Sandwich Course)	1. Industrial Inplant Training	36	70
	2. Project Term Work and Oral	156	156
	3. Seminar	156	156

Name of Examination	Subject	Rates of Remuneration per Candidate, distributed equally amongst the examiners.	
		Term work Rs.	Oral Rs.
1.T. E. ( All branches except Sandwich Course )	<ul style="list-style-type: none"> <li>• Seminar</li> </ul>	-----	* 70
2. B.E. (All branches except Sandwich Course)	<ol style="list-style-type: none"> <li>1. Project Term work and Oral</li> <li>2. Seminar</li> </ol>	156 156	156 156

**B] Architecture :**

		Paper- Setting per Paper Rs.	For Examining per Paper Rs.	Sessional Work Rs.	Viva -voce only Rs.	Sessional Viva- voce only Rs.	TW 25 Marks Rs.	TW 100 Marks Rs.
1	F.Y.B. Arch.	610	26	16	16	36	14	26
2	S.Y.B. Arch.	610	26	16	16	36	14	26
3	T.Y.B. Arch.	610	26	26	26	46	14	26
4	Fourth B. Arch.	610	26	26	26	46	14	26
5	Fifth B. Arch.	610	26	26	26	46	14	26
6	B. Des.	610	26	26	26	46	14	26
7	M. Arch.	845	40	40	40	66	20	40
8	B. Arch In Sem Exam	175	07	--	--	--	--	--

Please also refer Point No. 1.2 on page number 26 regarding duration of paper and corresponding remuneration

Minimum Remuneration : 1 For Practical, Oral, etc.: S.E. T.E.,B.E., M.E., M .Arch.  
Rs. 280/- per centre, per subject, per examiner.

Assessment of Dissertation Work at the Fifth Year B.Arch. Examination Rs. 170/- per candidate to be equally distributed amongst examiners appointed for the subject.

\*Remuneration for Practical/Oral / Sessional / TW will be equally divided amongst the examiners appointed except for M.E. (Dissertation).

**( C ) : PHARMACEUTICAL SCIENCE**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	B. Pharm. I, II, III & IV	610	26	610	36
2	M. Pharm.	885	36	885	50

1. Remuneration of Rs. 120/- per Candidate for III Year B. Pharmacy for Assessment of Project Work and Viva-Voce, Per candidate per examiner.
2. a) Assessment of M. Pharmacy dissertation Rs. 250/- per candidate.  
  
b) Viva-Voce on dissertation of M. Pharmacy Students Rs. 585/- per candidate.

## 2. FACULTY OF COMMERCE & MANAGEMENT

### ( A ) : COMMERCE

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.Com.	535	16	---	12*
2	S.Y.B.Com.	535	16	---	12*
3	T.Y.B.Com.	535	16	---	12*
4	B.B.A. (Sem. I to VI)	535	16	---	Dissertation* 70
5	B.C.A. (Sem. I to VI)	535	16	---	70*
6	B.F.T./B.B.M. (IB) (Sem. I to VI)	535	16	---	70*
7	M.Com.	715	20	---	*100 Project Dissertation
8	M.C.A.	715	20	---	Project & Via 220* 40* Practical Rs. 36/- Oral Rs. 36/-
9	Post-Graduate Diploma in Banking / Company Secretaryship / Taxation / Salesmanship & Advertisement / Accountancy & All such Diplomas	535	16	---	---
10	Certificate Course in 'E' Commerce	340	12	340	16
11	P.G. Diploma in International Business	535	16	535	16
12	Courses : Instituted from time to time :				
	(a) Certificate	340	12	340	16
	(b) Diploma	535	16	535	16

\* The rates are per candidate, per examiner



**( B ) : MANAGEMENT**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	M.B.A.	675	20	---	120*
2	M.P.M.	675	20	---	120*
3	M.M.S.	675	20	---	---
4	M.C.M.	675	20	---	Project & Viva
5	M.M.M.	675	20	---	---
6	M.C.A.	675	20	---	Project & Viva 220*
7	B.H.M.C.T. /B.Sc. Hospitality Studies	535	20	---	90*
8	P.G.D.B.M.	535	20	---	---
9	Diploma in Office Management	535	20	---	---
10	P.G. Diploma in Hospital Management	535	20	---	36
11	P.G. Diploma in Computer Management	535	20	---	70 for Practical 145 for Oral
12	P.G. Diploma in Computer Application	535	20	---	---
13	P.G. Diploma in Financial Services	535	20	---	---
14	P.G. Diploma in Capital Marketing Management	535	20	---	---
15	Diploma in Co-operative Management	535	20	---	---
16	P.G. Diploma in Marketing Management	535	20	---	---
17	P.G. Diploma in Environmental Management	535	20	---	---
18	P.G. Diploma in Print Administration	535	20	---	36
19	Diploma instituted from time to time	535	20	---	36

\* Per Student Per examiner

### **3. FACULTY OF HUMANITIES**

#### **(A) ARTS, MENTAL MORAL & SOCIAL SCIENCES AND LIBERAL ARTS**

Sr. No.	Examination	For Paper-Setting per Paper	For Examining per Paper	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.A	535	16	535	26
2	S.Y.B.A.	535	16	535	26*
3	S.Y.B.A. (Yoga)	535	16	535	26*
4	T.Y.B.A	535	16	535	26*
5	T.Y.B.A. (Yoga)	535	16	535	26*
6	M.A.	715	20	715	36*
7	B.A. (Project Work)	-	-	-	40*

\* These rates are per candidate, per examiner for S.Y.B.A. (Geography & Statistics), T.Y.B.A. (Geography, Statistics, Psychology & Economics), S.Y.B.A., T.Y.B.A. (Yoga) & M.A. (Psychology & Geography)

Sr. No.	Examination	For Paper-Setting per Paper	For Examining per Paper	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	All Certificate Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Hindi, Prakrit, etc.	340	12	340	16
2	Lower Diploma Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Prakrit, Hindi, etc.	440	12	440	16
3	All Diploma & Higher Diploma Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Prakrit, Hindi, etc.	440	12	440	16

4	Diploma in Hindi (Prayojan mulak and Anuvad padavika)	535	16	--	26
5	Diploma in Development Planning	535	16	535	26
6	Diploma in Rural Dev./ Diploma in Tribal Dev.	535	16	535	26
7	P.G. Diploma in Travel & Tourism	535	16	---	36 including Oral 56 Material etc.
8	Diploma Course in Manuscriptology	535	16	535	16
9	Diploma Course in English	535	16	535	16
10	Adv. Diploma in English Literature	535	16	535	16
11	Diploma in Family & Child Counseling	535	16	535	16
12	P.G. Diploma in School Psychology	535	16	535	16
13	Diploma in Industrial Psychology	535	16	535	16
14	Diploma course in River Bosin Planning & management	535	16	535	16
15	Diploma Course in Urdu	535	16	535	16
16	Diploma in Medieval Indian Studies & Archival Science	535	16	535	16
17	P.G. Diploma in Investment & Financial Management	535	16	---	---
18	P.G. Diploma in Insurance & Financial Services	535	16	---	---
19	P.G. Diploma in Logic & Epistemology	535	16	---	---
20	Diploma Course in Public Administration	535	16	535	16
21	Certificate Course in Manuscriptology	340	13	340	16
22	Certificate Course in Modi	340	13	340	16
23	Certificate Course in English	340	13	340	16
24	Certificate Course in English Literature	340	13	---	---

25	Certificate Course in River Basin Planning and Management	340	13	- --	---
26	Courses instituted from time to time : (a) Certificate	340	13	340	16
	(b) Diploma (U.G.)	475	16	475	16
	(c) Diploma (P.G.)	535	16	535	16
	(d) Degree (U.G.)	535	16	535	20
	(e) Post-Graduate Degree	675	20	675	30

\*The rates are per candidate, per examiner.

**(B) : LAW**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	I, II, III LL.B.	535	16	---	---
2	New Five-Year Law Course (B.S.L.)	535	16	---	---
3	LL.M.	715	26	---	---
4	Master of Labour Laws & Labour Welfare	715	26	---	---
5	Dip in Labour Laws & Labour Welfare	535	16	---	---
6	Diploma in Taxation Laws	535	16	---	---
7	Diploma in Criminology	535	16	---	---
8	Diploma in Co-Operative Laws	535	16	---	---
9	Certificate Course in Forensic and Medical Jurisprudence	535	16	---	---
10	Courses instituted from time to time : Certificate Diploma	505 535	16 16	---	---

Remuneration per examiner, per candidate for viva, viva on project report/field work will be

- ( i ) Rs. 40/- for Five-Year Law Course and Three-Year Law Course.
- ( ii ) Rs. 25/- for D.L.L. & L.W.
- (iii) Rs. 50/- for M.L.L. & L.W.

## 4. FACULTY OF INTER – DISCIPLINARY STUDIES

### ( A ) : EDUCATION

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practica	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	(a) B.Ed. (General) (b) B.Ed. (Hearing Impaired) (c) B.A. / B.Sc. B.Ed. integrated	535	16	535	35*
2	M.Ed. (General) / M.A. (Education)	675	20	675	400*Disser 400* viva
3	Diploma in Deaf Education	420	16	420	25
4	Diploma in Education for Teachers of Mentally Retarded Children. All other Diplomas.	420	16	420	25

\*Each Examiner per Student.

**(Remuneration to moderation committee for Rationalization of B.Ed. and M.Ed. internal Marks):**

The rate of remuneration to members of moderation committee for Rationalization of B.Ed. and M.Ed. internal mark will be Rs. 400/- per member, per division per year in the college concerned.

Chairman of B.Ed. and M.Ed. moderation committee will be paid chairman allowance Rs. 10,000/- lump sum. (For up to 50 colleges), Rs. 20,000/- lump sum (For 1 to 100 Colleges) and Rs. 25,000/- lump sum (For more than 100 Colleges)

Chairman of viva of B. Ed. & M. Ed. will be paid Chairman allowance Rs. 10,000/- lump sum.

**(B): PHYSICAL EDUCATION**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	B.Ed. (Physical Education)	535	16	535	35*
2	M.Ed. (Physical Education)	675	20	675	400*Disser 400*Viva
3	M.A.(Yoga Education)	675	20	675	35

\* Each Examiner per Student.

**Remuneration to moderation committee for rationalization of B.Ed. and M.Ed. internal marks:**

The rate of remuneration to member(s) of moderation committee for rationalization of B.Ed. and M.Ed. (Physical Education) internal marks will be Rs. 400/- per member, per division per year in the college, concerned.

Chairman of moderation committee will be paid chairman allowance Rs. 3000/- lump sum.

Chairman of consolidator of viva marks will be paid Chairman allowance Rs. 3,000/- lump sum.

**(C) FINE ARTS & PERFORMING ARTS  
JOURNALISM & SOCIAL WORK,  
LIBRARY & INFORMATION SCIENCE**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	M.A. Lalit Kala	715	20	715	35
2	M.A. Music (Part I & II)	715	20	715	390
3	B.F.A. I & II	535	16	535	25
4	B.F.A. III & IV	535	16	535	25
5	F.Y./S.Y./T.Y. B.A. (Music, Drama, Dance etc.)	535	25	535	105 *
5	B.Lib. & I.Sc.	535	16	535	25
6	Bachelor of Performing Arts	535	25	535	---
7	B.F.D.	535	25	535	---
8	Bachelor of Communication and Journalism (B.C.J.)	535	16	535	25
9	Master of Communication and Journalism (M.C.J.)	715	20	715	130 Dissertation
10	M.S.W.	715	20	715	35
11	M.Lib. & I.Sc.	715	20	715	35
12	Master of Mass Relation	715	20	---	130 Project 22 Field Work
13	Diploma in Journalism	535	16	535	25
14	Certificate Course in Journalism	340	16	---	---
15	Certificate Course in Library Science	340	16	---	---

\* These rates are per candidate, per examiner for F.Y./S.Y./T.Y. B.A. (Music, Drama, Dance etc.)



## **5. VOCATIONAL STUDIES**

### **FACULTY OF B.Voc.**

#### **Examination Remuneration Rate for Evaluation of B.Voc. Coures**

Sr. No	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical			
				For Paper-Setting Rs.	Per candidate Rs.		
					Pra.	Tw.	Oral
1.	F.Y.	470	20	470	20	12	12
2.	S.Y.	470	20	470	20	12	12
3.	T.Y.	470	20	470	20	12	12

**1.2 Remuneration to Paper-Setters & Examiners for less than 3 hours and more than 3 hours duration of paper session. This is applicable for Theory Examination only.**

- (a) The rates of remuneration for Paper-Setters & Examiners in all faculties mentioned above are prescribed for the examinations of 3 hours duration.
- (b) For the examination with less than 3 hours duration, the remuneration will be 20% less than the rate prescribed for 3 hours duration. The Paper-Setter(s) & Examiner(s) concerned will be paid remuneration accordingly.
- (c) For the examination with more than 3 hours duration, the remuneration will be 20% more than the rate prescribed for 3 hours duration. The paper-Setter(s) & Examiner(s) concerned will be paid remuneration accordingly.

**1.3 Remuneration to Moderators :**

The moderator will be paid Rs. 3.00/- per paper (Re. 1.50/- per section) in addition to the normal rate prescribed for the examiner in the respective examination for the paper/section which he/she moderated.

However, minimum remuneration to the moderator will be paid, 10% more than the remuneration to the examiner for assessing maximum number of answer-books prescribed per day.

**1.4 Remuneration for Restructuring Courses at Degree Level :**

Remuneration for the 'C' Component examinations shall be as under:-

(a) *Assessment*

- (a) Remuneration for assessment, per student and for both the examiners together

Ser No	Faculty	Theory (Rs.)	Practical (Rs.)
(a)	Science	10.00	30.00
(b)	Commerce	10.00	20.00
(c)	Humanities	10.00	20.00

(b) .Remuneration for assessment of Project Work Course (per candidate)

Ser No	Faculty	Remuneration (Rs.)
(a)	Science	30.00
(b)	Commerce	30.00
(c)	Humanities	20.00

(c) *Additional expenses (per student) :*

Ser No	Faculty	Per Students (Rs.)
(a)	Science	40.00
(b)	Commerce	30.00
(c)	Humanities	20.00

### **1.5 Minimum remuneration to Paper-Setter & Examiner:**

- (1) The minimum remuneration payable to the paper-setter attending the meeting of paper-setting will be Rs. 220/- The paper-setter who does not attend the meeting but sends the question-papers by post will get actual remuneration distributed amongst the paper-setters. He will not be entitled for minimum remuneration of Rs. 220/-.  
The Chairman of respective Board of Paper-setters should specify the names of paper-setters attending the meeting. In absence of this the actual amount payable to Paper-Setter/s will be distributed among the Paper-Setters.
- (2) The minimum remuneration payable to the examiner for theory examination will be Rs. 445/- and for Practical / Viva / Oral examination, etc. will be Rs. 445/- for the work of one or more per subject/course at one and the same examination season. This will be exclusive of charges for proof-reading, supervision charges, charges for working as Laboratory Supervisors or Expert Assistant, Chairman's Allowance, supply of copies of question papers, scheme of marking and model answers, etc.
- (3) Minimum remuneration will not be paid if the person fails to perform the entire duty as per his/her appointment.

### **1.6 Joint claim for Paper-Setters at Written and Practical Examinations:**

The Chairman has to see that a joint claim for himself/herself and of his colleagues in the subject indicating therein, the amount of remuneration payable to each Paper-Setter is submitted to the University duly countersigned by him/her and all present members at the Paper-setting Meeting along with A/B forms & Bank Account details. (Refer Annexure)

## **2. CHAIRMAN ALLOWANCE**

The Chairman will be paid Chairman's allowance for each separate appointment as per following norms:

- (1) Rs. 220/- if there are two Paper-Setters for theory examination.
- (2) Rs. 325/- if there are three to five Paper-Setters.
- (3) Rs. 450/- if there are six to ten Paper-Setters.
- (4) Rs. 450/- per block of ten Paper-Setters and or part thereof, if there are more than ten Paper-Setters.

The Chairman/convenor allowance is admissible separately in all faculties where different appointments for Practical/Oral/Term Work/Assessment or Dissertation / Moderation Committee are made. Chairman appointed for the purpose of Practical/Oral/Term Work/Dissertation/Projector will be paid remuneration of Rs. 1500/- lump sum for session of Oct/ March, as the case may be. Duties of Chairman appointed for all non-theory heads include:-

- (1) Appointment/re-appointment of external examiner at all concern exam centers through online/offline mode as available.
- (2) Ensure conduct of exam during given schedule.
- (3) Submission of report to exam section in case any abnormality observed.

Payment shall be made by college, where Chairman is currently serving. University appointment shall be produced by Chairman for claiming such amount. College shall submit the same to university.

One Chairman appointed at M.Ed. Paper-III examination for assessment of Research work of students of per colleges will be paid remuneration of Rs. 650/- .

The Chairman appointed at B.Ed. Part II Examination will be paid minimum remuneration of Rs. 650/- for the work in connection with examination and also Chairman's allowance according to the rates prescribed above.

The Chairman allowance will be paid for paper-setting or assessment.

### 3. Remuneration for Model Answer, Scheme of Marking, Translation & proof reading

#### 3.1 Remuneration for Model Answer, Scheme of Marking:

The Board of Paper-setters, required to submit model answers, along with scheme of marking will be paid Rs.400/- per paper. If model answer for the descriptive paper cannot be submitted, scheme of marking must be submitted for such subject and Rs. 150/- will be paid for the submission. This remuneration will be distributed equally amongst the paper-setters who are present at the meeting and who actually do the work.

#### 3.2 Remuneration for Translation:

The Paper-Setters will be paid Rs. 200/- for supplying:

- (i) Marathi version of the question paper.
- (ii) Devnagari version of the question paper in Sindhi / Arabic Script.

#### 3.3 Remuneration for Proofreading :

Whenever a proof a question paper is read by paper setter in that subject ,qualified person will be paid remuneration as

Rs. 105/- per question paper. If it is one medium

Rs. 125/- per question paper. If it is two or more than two medium It is permissible to claim remuneration for reading proof of question paper in special method and Contents at B.Ed. examination for which he/she will be Paid Rs. 165/-

### 4. Remuneration for assessment of Ph.D., M.Phil., Project Report, Dissertation, Field Work, Oral, Viva & Term Work, etc.

#### 4.1 Honorarium for examining Thesis, Dissertation :

		Honorarium for Thesis, Dissertations, Viva-voce for each Internal and External referee	
		Evaluation	Viva-voce
1	M. Phil. Dissertations	Rs.1000/-	Rs. 1000/-
2	Ph.D. Thesis Honorarium to External Referee, Internal Referee (Guide & Co-guide) (i) In India (ii) Outside India (iii) Honorarium to Internal Referee	---  Rs. 2600/- \$ 200 Rs. 1950/-	Rs. 2000/- Per candidate per examiner
3	D.Litt. & D.Sc. Honorarium to each external referee (i) In India (ii) Outside India	Rs. 2600/- \$ 250	Rs. 2000/-
4.	M. Phil/ Ph. D. Course work (Evaluation at research centre.) 1. Setting up question paper for course work subject. 2. Examining answer sheets for course work paper. 3. Remuneration to guide per candidates to be paid once only during the course.	Rs. 500/-  Rs. 40/- per paper.  Rs. 1000/-	-----  -----  -----

5.	M. Phil/ Ph. D. result preparation and declaration at university office.	Rs. 500/- per candidates for concerned faculty administrative assistant and Rs. 250/- for concerned officers ( to be paid once only during the course.)
6.	M. Phil/ Ph. D. result preparation and declaration at university office.	Rs. 500/- per candidates for concerned administrative assistant at research centre. Rs. 250/- for research centre coordinator. ( to be paid once only during the course.)

The Internal Referee will be paid an allowance of Rs. 600/- (for correspondence) per candidate registered with him, for Ph.D. or M.Phil. or D.Litt. or D.Sc.

- i. The Chairman of viva –Voce for Ph.D. or M.Phil. or D Litt. Or D.Sc. will be held eligible for Rs. 1300/- honorarium.
- ii. The Internal Referee appointed in case of Ph.D. candidate working independently of guides will be held eligible for honorarium as admissible to External Referees.
- iii. The External Referees shall be entitled to the actual postage for dispatching the thesis, subject to production of voucher or postage receipts in original.
- iv. M.Sc. (Partly by Papers and Partly by Research) each Referee appointed for evaluation of dissertation will be paid Rs. 450/-.

#### **4.2 Remuneration for Examining a Dissertation / Field Work / Project /Project Report / Viva, etc. (for Internal and External Examiners) (Unless otherwise specified)**

Examination	Examiners		Examiners & Viva	
	Less than 100 marks Rs.	100 or more marks Rs.	Less than 100 marks Rs.	100 or more marks Rs.
Upto Degree Level	50	60	50	90
P.G. Degree	65	90	120	150
P.G.. Diploma	50	80	120	130

The above rates are applicable where no separate rates of remuneration are prescribed in the respective examination under the faculty.

#### **4.3 Remuneration for Oral (External and Internal Examiners per candidate to be divided equally)**

Examination	Oral	
	Less than 50 Marks	50 or more Marks
Up to Degree Level	20	35
P.G. Degree	35	50
P.G. Diploma	25	20

The above rates are applicable where no separate rates of remuneration are prescribed in the respective examination under the faculty.

**5. Remuneration for Revaluation of Answer-Books :**

(a) The Examiners appointed for revaluation of answer-books for courses of Engineering, Management, Pharmacy, Education, Physical Education and Law will be paid Rs. 80/- per theory answer- books. The minimum remuneration will be Rs. 325/-

(b) The Examiners appointed for revaluation of answer-books in all other faculties will be paid Rs.40/- per theory answer-book. The minimum remuneration will be Rs. 130/-

**6. Remuneration For Courses to be Instituted from Time to Time :**

The rates of remuneration prescribed in this booklet for Undergraduate, Post-graduate Degree, Diploma and Certificate Courses, etc. under various faculties will be applicable to all such Degrees, Diploma and Certificate Courses that will be instituted under respective Faculties from time to time.

7. Remuneration for Online Examinations & online Question paper delivery to examination center for all faculties wherever applicable

**Part A : Remuneration for conduct of Online Examination**

Sr. No.	Particulars	Rates
1	Senior Supervisor per Exam Center	Rs. 65/- per Session* for specified duration of Examination
2	System Administrator per Exam Center Phase wise exams	Rs. 50/- per Session* for specified duration of Examination
3	Expert Teacher* (In a capacity of Junior Supervisor) *One per block of 50 students	Rs. 45/- per batch* for specified duration of Examination
4	Lab Asst* *One per block of 50 students	Rs. 20/- per batch* for specified duration of Examination
5	Peon* *One per block of 50 students	Rs. 15/- per batch* for specified duration of Examination
6	Principal / Director	Rs. 1300/- per examination for specified duration of Examination

**Part- B : Online Question Paper Generation using Question Bank.**

Sr. No.	Particulars	Rates	Minimum Amount to be paid
1.	For addition Online Question Bank, Solution to Questions along with scheme of marking.	Rs. 22/- Per Question	-----
2.	Online Question Bank Validation/ Updation .	Rs. 8/- Per Question	Rs. 650/-
3.	Question Paper & Model answer Generation from question Bank/ paper.	Paper Setting Rs.1550/-	-----

**CCTV Camera Mandatory for online examination Halls/Laboratory.**

**\*Recording of the coverage of the conduct of online examination will be mandatory.**

- \* Session: 100 students appearing for examination simultaneously. Less than 100 students can be accounted for session if less than 100 students are appearing for examination of the said subject.
- \* Batch: 30 students appearing for examination at one laboratory location simultaneously. Less than 30 students can be accounted for Batch if less than 30 students are appearing for examination of the said subject.

**Part C: Facility charges to be paid to Examination Centers for online exam and QPD.**

Rs. 5/- per students per examinations per day against use of Computation facilities, Electricity and allied. (Only Online exam).

**Part D: Printing of Question Papers sent through QPD System.**

Rs. 5/- per question paper of theory examination per student for photocopying charges of the question paper which are sent by electronic media by university. This includes charges for paper, machine usage, electricity and other facilities required for photocopy arrangement. (only theory exam).

## PART – II

### 1. REMUNERATION FOR THE CONDUCT OF THEORY EXAMINATIONS.

#### 1.1 Remuneration to Senior Supervisors, Junior Supervisors, Peons, Waterman etc.

##### Written Examination

Sr. No.	Particulars		For session of 2 or 3 hrs. Rs.	For session more than 3 hrs. Rs.	For session less than 2 hrs. Rs
a.	Senior Supervisor	Per paper / session	200	260	130
b.	Assistant Senior Supervisor, CEO	Per paper / session	155	215	120
c.	Junior / Relieving Supervisor/ Internal Vigilance Squad	Per paper / session	170	200	100
d.	Dispatch Clerk (It should be equal Junior Supervisor)	Per paper / session	170	200	100
e.	Stationery Store Clerk	Per paper / session	40	----	20
f.	Peon	Per paper / session	70	90	20
g.	Watchman	For twelve hours attendance	130	130	---
h.	Sweeper / Hamal / Scavenger	Per paper / session	90	90	---
i.	Water Charges (To be paid to College)	Per Exam season	2000	---	---
j.	Electrician or Generator Operator	Per Exam season	1000	---	---
k.	Xerox Operator ( To be divided among operators if more than one.)	Per session/ Per paper.	100	---	50

#### **Dispatch Clerk : Dispatch Clerk is appointed as follows .**

<b>1 to 600 Students</b>	<b>One Dispatch Clerk</b>
<b>601 to 1000 Students</b>	<b>Two Dispatch Clerk</b>
<b>Above 1000</b>	<b>Three Dispatch Clerk</b>

A schedule of staff, which can be appointed for University Theory Examination at approved centres, shall be as follows :

1. Two assistants out of which One Assistant to the Senior Supervisor and other to the College Exam Officer of the status of Head Clerk or Senior Clerk or Junior Clerk with five years of administrative experience in Senior College, for one examination or group of examinations held simultaneously in a day.
2. One Junior Supervisor for one block of 25 to 40 students.
3. One Relieving Supervisor (i.e. one Relieving Supervisor up to ten blocks and thereafter in multiple of ten blocks).



4. Two Peons for Office of the Senior Supervisor one of whom shall work as Bellman also.
5. One Block Peon for each group of every four blocks.
6. One Watchman for twelve hours.
7. One Hamal / Sweeper for sweeping of each group of ten blocks.
8. If the number of students on any examination centre is more than 800 in a day, then in place of one Internal Senior Supervisor, two Internal Senior Supervisors and two Assistant Senior Supervisors are allowed on that day.
9. Junior Supervisor on the examination block require some time to fill up the particulars of candidates in prescribed formats and during that time additional Junior Supervisor (one against every six blocks of 25 to 40 candidates) will assist the Junior Supervisor on block by undertaking following responsibilities :
  - (a) The junior supervisor will check the seat numbers barcode etc. of the candidates and verify the report.
  - (b) If required, check the Admit Card and Identity Card of the candidates.
  - (c) He/ She will see that no unfair practices shall be adopted by the candidates and for that purpose he/she may take physical verification of the candidates.
  - (d) This provision is applicable for sessions with duration greater than two hrs and conducted by University with application of barcode on answer sheets.
10. It shall be the duty of all persons involved in examination work to conduct the examinations smoothly, discouraging all kinds of unfair practices. All staff will carry the responsibilities assigned by the Principal of the concerned affiliated College/Director of the concerned recognized Institute Head of the University Teaching Department pertaining to the examination work.

No additional staff more than that noted above will be paid for unless the prior approval of the Director, B.E.E/Deputy Registrar (Examinations) is obtained for such additional appointments with full justification.

11. **Internal Squad** : One Internal Squad team of three members per 10 blocks, at least one lady staff member shall be part of Internal squad. Junior supervisors remuneration would be given enclosed orders by college. Internal squad shall be responsible for :-
  - (a) To ensure that, students are not carrying mobile phones, prog. calculators or any electronic gadget in exam hall.
  - (b) To ensure that students are not carrying any written, printed material or any such thing to exam hall, which can be used for malpractice in exam hall.
  - (c) Observe smooth conduction and vigilance during exam including checking/ restricting movement of people on floor where exam is conducted.
  - (d) If Flying squad from university or other officers from college/ university find any malpractice/ mass copy or any act proving negligence of Internal squad, the team shall not be paid remuneration for the day.

Remuneration for Internal squad shall be paid as per rates of Jr. Supervisor.

If no. of blocks for examination are less than ten on the day of exam, only proportionate no. of members shall be appointed for vigilance. i.e. 1 upto 3 blocks, 2 upto 7 blocks and 3 for 10 blocks or more.

## 1.2 Remuneration to Principal & others. :

- (a) The Principal or in his absence his nominee, who will look after smooth conduct of examination work will be paid Rs. 650/- per day for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (b) An amount at the rate of Rs. 260/- per day will be paid to only one Internal Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (c) An amount at the rate of Rs. 200/- per day will be paid to the Assistant Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (d) The work of Pre/Post Examinations wherever is applicable be entrusted to the person by the Principal/Head of the University Department and be paid Rs. 8/- per candidate for examination work. This amount will be paid to the persons concerned from the share of the University Examination Fee retained by the College for the conduct of University Pre/post Examinations.
- (e) Where the examination paper sessions of two hours and three hours or more than three hours duration are conducted simultaneously, remuneration to the Senior Supervisor, will be granted for three hours session only.
- (f) The Principal of the College will be paid Rs. 3,250/- per examination session for acceptance of Manuscripts of Question Papers, appointment of Jr. Supervisors, other staff for the conduct of University Examinations, overall supervision of examinations and submission of necessary record in time to the University.  
Such claims should be paid from the advance placed at the disposal of the College for conduct of the theory examination. Generally the duration of each examination session shall not be less than 12 working days and not more than 14 working days.

## 1.3 Charges for Medical Aid :

A Senior Supervisor or a Laboratory Supervisor can invite R.M.P. for giving medical relief to the candidate at the place of examination in case of emergency during the conduct of the examination.

The R.M.P. called for such a visit will be paid a visit fee of Rs. 325/- and also other reasonable medical expenses as have been actually incurred. This expenditure will be incurred from the factotum charges.

## 1.4 Writer's Charges : (To be paid from the factotum charges)

The Writer appointed to write answer papers of the blind, disabled or such other examinee in case met accident and cannot write answer sheet will be paid Rs. 200/- per paper in respect of examination upto and inclusive of graduation and Rs. 230/- in respect of post-graduate examination.

The Senior Supervisors are authorized to make the appointment of a Writer at an examination for a candidate who, in their opinion, is unable to write the answer-scripts on serious medical grounds, blind or disabled. The Writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The Senior Supervisors will recover the prescribed fee of Rs. 200/- per paper, upto graduation and Rs. 230/- per paper for Post-graduate examination from the candidate asking for the Writer. The Principal or Senior Supervisor is permitted to collect the writer fee at the prescribed rate mentioned above from the candidate concerned and disburse them to Writer appointed by them directly. **No writer fee shall be collected from the blind candidate.**

## 2. REMUNERATION FOR VIGILANCE SQUAD, CUSTODIAN.

### 2.1 Remuneration to Vigilance Squad :

The members appointed on Vigilance squad will be paid Rs. 600/- as honorarium per working day provided the members visit at least two examination centres in a day. The members will be paid T.A./D.A. as per University rules. The condition of visiting at least two examinations centres in a day will not be applicable if the examinations are not conducted at more than one place or in exceptional cases, if distance in two exam centres is so much that it is not possible to visit two exam centres within a day will be allowed with the approval of Director, BEE.

The Vigilance Squad may use a vehicle whenever necessary to visit the Examination Centre in a group of not less than 3 and not more than 4 members at the rate approved by the University from time to time.

### 2.2 Remuneration to Custodian :

The Custodian appointed to receive and to make distribution of question papers of the university examination to the Senior Supervisors of the examination centres, will be paid T.A./D.A. as per University rules and remuneration at the rate of Rs. 200/- per paper session.

### 2.3 Remuneration to college Examination Officer :

The college Examination Officer appointed at the college will be responsible for overall conduct of examination and pre and post examination activities at the college. He/she will be paid Rs 4000/- per examination term /semester and can be entrusted with the responsibility of the custodian too. The same shall be the discretion of the Principal/Director of the college, as per requirements for smooth conduct of examination and responsibility allocation.

Principal/Director/CEO of college/institute will not be paid remuneration for any other duty of examination viz. Senior Supervisor/Asst Sr. Supervisor etc, if they perform any of these duties during the exam period.

## 3. REMUNERATION FOR CONDUCT OF CENTRAL ASSESSMENT PROGRAMME AT COLLEGE/INSTITUTE.

For all such examinations, CAP has to be conducted for In-semester examination, where end-semester assessment is conducted by university designated CAPS.

Total duration for CAP activities be restricted maximum upto 07 days.

Ser No.	Particulars	Rate
1.	Remuneration payable for assessment of answer books.	Rs.10/- per answer book
2.	Masking/ Unmasking	Paise 0.50 per answer book
3.	Director	Rs. 450/- per day.
4.	Officer	Rs. 225/- per day.
5.	Clerk (maximum 02)	Rs. 175/- per day.
6.	Peon (maximum 02)	Rs. 125/- per day.
7.	Incidental Charges	(5% of total expenses)

Data entry of marks obtained by students should be done by concerned examiner immediately after completion of assessment work for the said paper.

**Note :** In case of newly established institutions and also those institutions where approved faculty members for specific subject answer books are not available, eligible and approved faculty members from nearby institutions be invited, TA/DA, Local conveyance as per prevailing norms be paid to examiners, by the concerned institute.

## PART– III

### 1. REMUNERATION FOR THE CONDUCT OF PRACTICAL EXAMINATIONS

#### 1.1 Remuneration to Laboratory Supervisors, Expert Assistants, etc :

In each laboratory or workshop including Workshop Practice of Engineering Examinations and in respect of all Faculties, wherever practical examinations are conducted either in the laboratory, workshop or in the field, etc. the Principal/ Director of the College to which the laboratory or workshop belongs is authorized to appoint a responsible and duly qualified member of the staff where the practical examination is going on, to supervise the Laboratory or Workshop provided none of the examiners appointed for practical examination is a member of the staff at which the examination is actually conducted.

The Remuneration for the Laboratory Supervisors & Expert Assistant Other than Course under Engineering shall be as follows :

	Lab. Supervisors Rs.	Expert Asstt. Rs.
Duration of the Practical Examination, for batch time 4 hours or less	130/ -	105/ -
For batch time more than 4 hours	155/	130/
Two Practicals or two batches in a day	200/-	160/

The Internal Examiners shall invariably work as Laboratory Supervisor.

Such Laboratory Supervisors, Staff and Expert shall also be eligible for payments on the day of preparation and rearrangement of instruments at the rate of Rs. 130/- and Rs. 85/- respectively per day.

#### 1.2 Remuneration to Conveners and Co-ordinators :

(a) **Districtwise Co-ordinator** : The Convener/Co-ordinator/Asstt. Co-ordinator appointed for convening/co-ordinating districtwise practical examinations at B.A., B.Sc., B.Com., B.B.A., B.C.A., B.F.T., M.Com., B.Pharm. examination will be paid remuneration for conducting the practical examination/ Project work/ Viva-Voce as under :

Convener/Co-ordinator	Rs. 2,000/-/-
Asstt. Co-ordinator	Rs. 1,000/-

If the same person performs the duties of Co-ordinator as well as the Convener he/she will be paid remuneration of Rs. 2000/-.

#### Co-ordinator for restructuring courses :

(a) The Chief Co-ordinators of Restructuring courses working at Centres will work as Senior Supervisor for the conduct of Practical Examination under 'C' Component courses, and they will be paid Rs. 130/- per paper session. In addition, they will be paid Rs. 260/- per day for two days i.e. one day for preparation and one day for conclusion of examination work for each examination session.

- (b) The Jt. Co-ordinator of 'C' Component courses will work as Convener for Practical Examinations under 'C' Component courses at different centres for practical examinations. He will be paid Rs. 650/- for each examination season/season.
- (c) The Co-ordinator appointed for co-ordinating Practical Examination in the Faculty of Engineering will be entitled for Rs. 1300/- for Co-ordinating the work. One Co-ordinator will be appointed for every block of five centers in each subject If there are two or more than two Co-ordinators one them will act as Convener and will be entitled for Rs. 1560/- instead of Rs. 1300/-

### **1.3 Remuneration for Printing of Question Papers for Practicals :**

- (1) For practical, when more than one paper at each practical of the same course is set, remuneration for one paper be paid as per rate of remuneration in each faculty and for each subsequent papers-setting (not practical slips), Rs. 90/- will be paid. However for Statistics practical examination rate of remuneration for subsequent paper is same as that for the first Paper.
- (2) The Principal of College of Education who have to frame time table for B.Ed. Practical Examination, in consultation with the Heads of respective practicing schools attached, they will be paid remuneration of Rs. 390/- at the B.Ed. Examination.
- (3) Head Masters of schools in which practice lessons of the B.Ed. are held will be paid Rs. 25/- per session, subject to the minimum of Rs. 260/- provided bills are submitted within one year from the date of the conclusion of the examinations to college/s concerned.
- (4) Each of the senior examiners at B.Ed. (Part-II)/M.Ed. Practicals for different centres will be paid Rs. 260/- for co-ordinating work of individual examiners appointed at the centres.
- (5) The Senior Examiner at different centres at B.Ed. Part II examination will be paid the actual postage for sending the mark-lists to the chairman as per instructions provided postage receipts, in original, are produced.
- (6) The Referees appointed to examine the thesis/dissertation of master's degree (fully or partly by Research) will be paid Rs. 650/- per thesis/dissertation.

### **1.4 Payments for the Conduct of Practical Examinations :**

- (1) The rates of payment mentioned below are admissible per candidate appearing at the practical examination per Laboratory course. The Principals / Heads of the Departments/Director/ Laboratory Supervisors are, however, authorized to determine the actual amount to be spent on each of the three items viz. For the conduct of the examination, chemicals, material and remuneration to Assistants according to the needs,

Sr. No.	Name of the Examination	Rate per candidate (Actually appearing per Laboratory course (inclusive of preparation and cleaning charges and Remuneration to Asst. etc.))	To be Distributed as	
			Remuneration	Other Charges
1	B.A./B.Sc. (all subjects) /B.Sc. (Comp. Science)/ B.Sc. (Biotech)/B.Sc. (Hosp) B.C.A./ B. Com./B.B.A.(C.A.)/B.B.A.(I.B.)/ B.F.T./ B. Pharm.	100	65	35
2	B. Pharm.	125	65	60
3	M.Pharm	130	65	65
4	M. Sc (Wet Lab.)	130	65	65
5	M.Sc. (Dry Lab.)	110	65	45
6	Experimental Psychology	65	40	25
7.	All other Subjects	100	55	45
8.	Engineering	15	15	---
9.	BHMCT.	280	120 Asst 60 Asst 25 Store Keeper	75
10	Pharmacy ( All Exam in one gr. Only)	280	---	---

- (2) The Chairman appointed for the Practical Examination or any other competent person may frame suitable batches of the number of candidates to be examined practically according to the convenience of the Examiners.
- (3) No remuneration is payable to teaching staff out of this advance paid to the college for the conduct of examination.
- (4) The Principal of the College has to communicate the number of candidates appearing at practical examinations and statement of expenditure as per the format shown in Annexure '4' to '7'.

## PART – IV

### 1. MISCELLANEOUS

#### 1.1 Definitions

- (a) **Examination Session** : “Examination Session” means generally up to 12 working days of examinations.
- (b) **Paper Session** : “Paper Session” means duration of time prescribed (given) for particular theory / practical paper.
- (c) **Examination Season** : “Examination Season” means particular half of the year during which various examinations of the University are conducted.
- (d) **Paper Setting** : “Paper setting” means paper set by paper setters appointed by the committee under s. 48(3)(a) of Maharashtra Public Universities Act, 2016.

#### 1.2 Payment at the place of Examination Centre :

- (a) The payment towards T.A./D.A./Auto charges at actual and remuneration to the Examiners appointed for the practical examination shall be made by the Principal of the College concerned from the advance placed at the disposal of the college for the conduct of University examination, as per the University Rules.
- (b) The Principal of the College shall make payment towards T.A./D.A. to the Senior Supervisor and his remuneration and remuneration to the staff concerned with the examination work, from the advance placed at the disposal of the college for the conduct of University Examination. (Annexure 1 and 4)
- (c) The remuneration to the Principal per examination session for acceptance of manuscripts of the question papers, appointments of Junior Supervisors and other staff for the conduct of the examination, overall supervision of examinations and submission of necessary record in time to the University etc. will be paid at the end of examination season from the advance received from the University.

#### 1.3 Reimbursement of expenses incurred for returning the Answer-Books and Dissertation, project Report, etc. to the University :

- (a) The expenditure incurred for returning the answer-books, dissertation(s), project report, etc. will be reimbursed on production of official receipts or vouchers. Answer papers should be returned by insured post or by parcel only, and not in any case by V.P.P. or by railway parcel. The Director, B.E.E /Deputy Registrars (Examinations) are empowered to sanction such expenditure.
- (b) The examiners residing in the jurisdiction of the Savitribai Phule Pune University and who have received the answer-books, more -than 100, are expected to hand over the marklists as well as the assessed answer-books to the University Office personally at one and the same time. Such examiners will be paid T.A./D.A. as per University Rules.
- (c) The assessed answer-books and the mark lists should be sent through Registered A.D. by :
  - ( i ) The examiners who are residing outside the jurisdiction of the Savitribai Phule Pune University Area, and
  - ( ii) The Examiners mentioned above who are unable to come to the Savitribai Phule Pune University Office personally for handing over the mark lists and the answer-books, and

- (iii) The Examiners who have received the answer-books for assessment less than 100.
- (d) The local examiners who will hand over the mark lists along with the assessed answer-books to the University Office personally at one and the same time will be paid the Local Conveyance Allowance as per University Rules even though the answer-books are less than 100.

#### **1.4 Advance for the University Examination work : (Factotum and other charges )**

The college where examination centres are located will be paid advance for incurring expenditure on various items for conducting theory and practical examinations on behalf of the University. The College should incur expenditure on such items as per the rates prescribed in this booklet by obtaining vouchers, receipts, and other documents in support of the payments. The Colleges should not send these vouchers and other records to the University Office. They should prepare a statement of accounts of expenditure for all examinations conducted during each examination season and send it, in duplicate, duly audited and certified by the Chartered Accountant to the University. The Receipt and Payment Account of the examination expenditure is to be prepared in the form of Annexure '1' and the certificate is to be issued by the Chartered Accountant in the form of Annexure '2'.

Initially the advance will be paid before commencement of the examination. The amount of advance, for conducting the examinations to be held in the First Half of the year and Second Half of the year would be equal to the amount of approved expenditure incurred during the examinations held in the First Half and Second Half of the previous year, respectively.

Examination Centres will receive the advance on the basis of students registered for each examination at their centres.

The college will refund the balance amount or will get the reimbursement as the case may be due to them on submission of receipt and payment account in the form of Annexure '1' and the certificate is to be issued by the Chartered Accountant in the form of Annexure '2'.

- (a) The auditor's fee will be Rs. 2,600/- for expenditure upto Rs. 1,00,000/-  
The auditor's fee will be Rs. 4,550/- for expenditure upto Rs. 1,00,000/- to Rs. 5,00,000/-  
The auditor's fee will be Rs. 6,500/- for expenditure more than Rs. 5,00,000/- . All charges are inclusive of all taxes.
- (b) For proper maintenance of accounts of the examinations expenditure the person concerned will be paid honorarium of Rs. 2,600/- for expenditure upto Rs. 1,00,000/- , Rs. 4,550/- for expenditure upto Rs. 1,00,000/- to Rs. 5,00,000/- and Rs. 6,500/- for expenditure more than Rs. 5,00,000/- . All charges are inclusive of all taxes.

The person concerned should see that accounts are audited and settled within one and half month from the date of conclusion of examinations held in each examination season.

The College where examination centre is located will meet the following items of miscellaneous examination charges, out of the examination advance, placed at their disposal :

Factotum Charges : The charges will be paid at the rate of Rs. 20/- per candidate registered for all examinations held during every examination season by giving number of students for each written examination at the centre and will include following miscellaneous charges. The minimum factotum charges will be of Rs. 3250/- only.

- ( i ) The remuneration at the rate of Rs. 60/- for 100 candidates once for whole examination for labour involved in arranging and re-arranging furniture.
- ( ii ) Sanitary arrangement.
- (iii) Seating and block arrangement and pasting writing numbers.



- (iv) Electricity Charges/Generator charges including fuel.
  - (v) Expenditure on the purchase of glasses, earthen pots, punching, pinning machines, etc.
  - (vi) Expenditure on stationery used for theory or practical examinations or stationery used for dispatch of answer-books.
  - (vii) Hospitality.
  - (viii) Charges for medical attendance by Registered Medical Practitioner.
  - (ix) Bank commission/D.D. commission.
  - (x) Such other miscellaneous expenditure which is connected directly or indirectly with the conduct of theory examination.
- (b) Local conveyance charges : The conveyance charges for sending parcels from the place of examination to Railway Station or S.T. stand should be incurred under this head by obtaining actual receipts for audit. No expenditure on engaging special vehicle for bringing manuscripts of question-papers or printed copies of question papers should be incurred unless it is possible to accommodate it within the factotum charges of Rs. 20/- per candidate.
- (c) Railway and S.T. Freight : These charges should be incurred by obtaining actual receipts.
- (d) Postal and registration charges be incurred by obtaining requisite vouchers duly classified into the following sub-heads :
- (1) Post-Parcels. (2) Registered letters. (3) Phone calls etc. (4) Ordinary postage.
- (e) For distribution of statement of marks, clerk concerned will be paid at the rate of Rs.. 3.00/- per candidate.
- (f) T.A./D.A./Auto charges/cab charges on KMs basis with transport receipt to the College employee for carrying answer-books from examination centre to CAP Centre/University Regional Centre/ University Office.
- (g) Payment to writer at the prescribed rate for blind candidates.

### **1.5 Remuneration for Departmental / Internal / Term End Examinations :**

#### **(a) Departmental Examination :**

The examination fee for the Departmental examination is Rs. 105/- per course/paper/ subject out of which Rs. 80/- per course/paper/subject will be retained by the College/ Institute for conduct of departmental examination's including payment of remuneration to Paper-Setters and examiners. The remuneration to the persons including Paper-Setters/Examiners of the Departmental courses shall be made by College/ Institute concerned as per the rates mentioned in this booklet for respective examination.

#### **(b) Internal Examination :**

The examination fee for the internal examination is Rs. 20/- per course/paper/subject out of which Rs. 15/- has to be retained by the College/ Institute/ School/Centre. Out of Rs. 15/- Rs. 5.00/- has to be paid to Examiner, Rs. 4.00/- to the staff concerned with the examination work and Rs. 6.00/- be spent on stationary and Photocopying). The expenditure for conducting internal examination shall be met from the amount retained by the College/University Department/Institute/School/ Centre.

#### **(c) Term End Examination : ( UG & PG )**

The examination fee for the term end examination (UG & PG) is Rs. 400/- for under Graduate and Post-Graduate out of which Rs. 250/- will be retained by the College/Institute/ School/ Centre for conduct of the Post-Graduate term-end examination. In case of backlog students appearing for less than half of examination heads, term end examination (UG & PG) is 200, out of which Rs. 125/- will be retained by College/ Institute/ School/ Centre and Rs. 75/- shall be remitted to the University. The expenditure for conducting Post-Graduate term-end examination including stationery, assessment and all other related items except the expenditure on question paper shall be met by the College/University Department/Institute/ School/ Centre concerned from the amount retained by them. The University will only provide question papers to the College/ University Department/Institute/School/Centre. The remaining amount of Rs.140/- shall be remitted to the University along with the term end examination mark. The remuneration to the person concerned shall be made by the College/University Department/Institute/School/Centre concerned as per the rates mentioned in this booklet for respective examination.

conduct of course and Rs.40/- shall be remitted to the University along with the grade sheet.

The repeater students who have failed in the course of Environmental Awareness, having passed in all other subjects, will have to pay Rs. 170/- in the college, out of which Rs.150/- will be retained by the college and the remaining amount of Rs. 20/- shall be remitted to the University along with the grade sheet. In addition to this students will have to pay prescribed charges for statement of marks.

**(e) M.A. (Part II) English Long Term Paper :**

The Examination fee for M.A. (Part II) English Long Term Paper is Rs. 13/- per paper, out of which Rs.9/- shall be retained by the college for conduct of said examination including payment of remuneration to Paper-Setters and Examiners and Rs. 4/- shall be remitted to the University along with the Mark List.

**1.6 Maximum Remuneration to an Examiner for one examination season :**

The total remuneration payable to any single person for all examination work done during the examination season shall be up to a limit of Rs. 78,000/- only. The Chairman's allowance, remuneration for supplying copies of question papers, model answer, proof- reading charges, supervision charges (including Laboratory or Workshop Supervision) and charges for working as Laboratory Supervisor of Expert Assistant and other assistant in Practical Examination shall not be included for calculating the limit of Rs.78,000/-. In case the actual bill payable excluding the above charges exceeds Rs.78,000/-, only half of the excess over Rs.78,000/- will be paid to him in addition to the maximum remuneration of Rs. 78,000/-. In case actual bill payable to the Paper-Setter and Examiner excluding above charges exceeds Rs. 78,000/-, the Vice-Chancellor may decide whether the excess amount above Rs. 78,000/- be paid to him in full.

**1.7 Remuneration to Non-Teaching Staff involved in Examination Work :**

The remuneration at the rate of Rs. 15/- per candidate for Regular including Repeater and Rs. 5/- per candidate for Externally registered, will be paid to the Non-Teaching Staff working in the affiliated College/Recognized Institute/ /Centre/School for carrying out various examination work. The Principal/Director/Head of the Department shall distribute this amount of remuneration amongst the Non-Teaching Staff according to the work carried out by the staff concerned. This remuneration is payable to the College/ Institute/University Department/Centre/School for each Half of the year. The Principal/ Director/Head of the Department concerned shall submit the requisition letter to the University in the format shown in Annexure '8' within one and half month from the conclusion of the Examination/s.

**1.8 Remuneration to Non-Teaching Staff of the University relating to the examination work:**

University employee deputed for examination work or deputed for handing over the confidential documents/material to the College/Institutes, outside the Pune City will get following remuneration besides the admissible D.A.

Sr. No.	Particulars	Remuneration per Day Rs.
1.	Class – I and Class – II employee	650/-
2.	Class – III employee	520/-
3.	Class – IV employee	390/-

**1.9 Time Limit for Claiming Remuneration :**

Claims for the payment of bills for remuneration will not be entertained beyond six months from the date of declaration of the result of the examination concerned. Such bills, if otherwise admissible will, however, be paid after the period of six months with a deduction of 5% upto one year only. No claim shall be entertained after the period of one year.

**1.10 Time Limit for settlement of examination advance :**

As per decision of university authorities, advance amount for conduct of examination has to be settled within time limit. Time limits and penalisation as follows:-

- Upto 6 months after end of the examination - Nil
- 6 to 12 months after end of the examination - 10 % of total expenditure of sanctioned.
- 12 to 18 months after end of the examination - 20 % of total expenditure of sanctioned.
- For settlements after 18 months after end of examination session, Circular No : Exam Finance/ 2017-18/ 329 dated 16 Jan, 2018 shall be followed.

**Procedure to include Remuneration to examination work which is not included in the booklet.**

Also change in Remuneration due to introduction of new programme and examination work which is not included in the booklet but Remuneration needs to pay in such situation following procedure to be followed

-Co-ordination section will initiate note/resolution with consultation of relevant faculty BoS & Dean to Board of Examinations & Evaluation.

-After approval of Board of Examinations and Evaluation, it is to be send to Management Council for approval.

**PART-VI**

**Schedule of assistants, etc. for the various practical examinations in science subjects at the F.Y.,S.Y. and T.Y.B.Sc. and B.Sc. (Comp. Sc.) Courses**

**Note :** (a) Wherever the number in a batch exceeds the maximum laid down for dif-----  
----- to half the specified provision is permitted: (For the purpose of this cla-  
-----Whenever a practical / oral examination is conducted consisting  
(b) of batch ----- sanction of the Director, B.E.E / Deputy Registrar  
(Examinations) is -----

Sr. No.	Subject	Expert Asstt.	Laboratory Asstt.	Store-Keeper	Peons
1.	Physics, Electronics, Computer Science, First, Second & Third Year (A batch is to consist of F.Y. 25 S.Y. 20 & T.Y. 15 Students)	2	2		3
2.	Chemistry First, Second & Third Year (A batch is to consist of F.Y., S.Y., T.Y. 15 Students)	2 2 3	1 2 2	1 ! 1	1 for F.Y. 4 for S.Y. 6 for T.Y.
3.	First, Second & Third Year (Botany, Zoology, Geology, Geography) (A batch is to consist of F.Y. 25, S.Y. 20 and T.Y. 15 Students)	1	1	1 (Field Collector)	2
4.	Statistics (I) F.Y.,B.Sc./B.Sc. (Comp. Sc.) (A batch of 25 Students) (II) S.Y., B.Sc./B.A., T.Y.B.Sc./B.A.} (A batch of 25 Students)	--- ---	1 (In addition 1 Junior) 1 (In addition 1 Junior)	Supervisor and one Supervisor and one	2 Machine Mechanic 2 Machine Mechanic)
5.	Experimental Psychology First, Second & Thiard year At B.A. & B.Sc. (A batch is to consist of 10 Students)	1	1	---	
6.	Micriobiology and Biotech First, Second & Third Year (A batch is to consist of 20 Students)	2	1	---	
7.	B.Lib. & M.Lib.	---	---	---	

**NOTE :** (I) 25% student in a batch may be taken in excess of requirement.  
(II) The number of preparation days admissible for laboratory staff is two.  
(III) Only one cleaning day is admissible to the laboratory staff.

## II M.Sc. (Science) Examination

Sr. No.	Subject	Days for Preparation	Days for Cleaning up	Expert Assistants	Laboratory Assistants	Storekeeper	Peons
1.	Physics (Batch for M.Sc. practicals of 9 Students)	4 Days 2 Expert Assistants, 2 Laboratory Assistants 3 Peons	6. Day 1 Expert Assistant 2 Laboratory Assistants 3 Peons	1	2	---	3
2.	Chemistry in all Branches (Batch for M.Sc. Practicals is To consist of 6 Students)	3 Days 2 Expert Assistants, 1 Laboratory Assistant 1 Store keeper 2 Peons	6. Day 1 Laboratory Assistant 1 Store Keeper 2 Peons	2	1	1 for the Whole exam. At one Inst.	2
3.	Botany (Batch of 15 Students)	6. Day 1 Expert Assistant, 1 Laboratory Assistant 2 Field Collector 1 Peon	6. Day 1 Expert Assistant 1 Laboratory Assistant 2 Peons	1	1	1 Field Collector	2
4.	Geology (Batch of 15 Students)	6. Day 2 Expert Assistants 1 Pron	6. Day 2 Expert Assistants 2 Peons	2	---	--	2
5.	Zoology (Batch of 15 Students)	6. Day 1 Expert Assistant, 1 Laboratory Assistant 1 Store Keeper 2 Peons	6. Day 1 Expert Assistant, 1 Laboratory Assistant 1 Store Keeper 2 Peons	1	1	1 Field Collector	2
6.	Exp. Psychology at M.A. (Batch of 10 Students)	1 day 1 Expert Assistant 1 Laboratory Assistant 1 Peon	1 day 1 Laboratory Assistant 1 Peon	1	1	---	1

Sr. No.	Subject	Days for Preparation	Days for Cleaning up	Expert Assistants	Laboratory Assistants	Storekeeper	Peons
7.	Statistics (M.A. Also)	6. Day 1 Exper Assistant, 1 Peon	6. Day 1 Expert Assistant 1 Poen	2	---	1 Expert Macnine Mechanic)	1
8.	Geography (M.A. also) (Batch of 15 Students)	6. Day 1 Expert Assistant 1 Laboratory Assistant 1 peon	6. Day 1 Laboratory Assistant	1	1	---	1
9.	Microbiology (Batch of 15 Students) and Biotechnology	3 Days 2 Exapert Assistants 1 Laboratory Assistant 1 Laboratory Attendant	6. Day 1 Expert Assistant 2 laboratory Atendants 1 Laboratory Assistant 1 Laboratory Attendant	2	1	---	2
10.	Electronics (A Batch of 6 Students)	4 Days 2 Expert Assistants 2 Laboratory Assistants 3 Peons	6. Day 1 Expert Assistant 2 Laboratory Assistants 3 Peons	2	2	---	3

- NOTE :** (1) If the number of students is 10 or less only half of the staff is permissible; fraction should be ignored.  
(2) The Examination in each Special Subject should be treated as a Separate Practical irrespective of the number of students examined.

**Practical Examination in Music, Dance, Drama.**

F.Y., S.Y., T.Y. Diploma/Certificate examination in Music, Drama and Dance for Practical examination, musical instrument player and other staff :

- Tabalji : One, Rs. 155/- per day for Music and Dance.
- Harmonium or Violin or Sarangi : One, Rs. 355/- per day.
- Play Back Singer (Dance) : Rs. 155/- per day.
- Expert Assistant : One, Rs. 110/- per day.
- Stage Assistant : One, Rs. 110/- per day.

**Schedule of Assistant Days of Preparation/days of Cleaning**

Sr. No.	Group of Examination	Number of days for		Category for Assistants authorized for Day of Preparation	Category of Assistants authorized for Day of Cleaning
		Preparation	Cleaning		
1.	Pharmacy All Examinations	1	1	Expert Assistant-1, Lab. Assistant-1, Peons-2	Lab. Assistant-1, Peon-2

**Schedule of Assistant per batch per day on Days of Clinical/Practical and Oral Examination**

Sr. No.	Group of Examination	Category of Assistants Authorized						Remarks
		Expert Asstt.	Qualified Nurse	Lab. Asstt. Museum Asstt. Or Operation Room Asstt.	Ayah/Peon Sweeper Museum Attendant	Plant Operator	Public Health Nurse, Case Worker, Medical Social Worker	
1.	Pharmacy All Examinations	1	---	1	1	---	---	---

**Statement showing the schedule for appointment of the Laboratory Staff for conducting the Practical Examination and Rates of Remuneration in the Faculty of Engineering**

**6. Rates of Remuneration**

Sr. No.	Category	Per Batch 4 hrs or less. Rs.	Per Batch 4 to 10 hrs. Rs.
1.	Expert Assistant	110/-	110/-
2.	Laboratory Assistant or Store Keeper	50/-	60/-
3.	Foreman	50/-	60/-
4.	Peons	35/-	50/-

**Note :** Preparation and cleaning rates as shown for 4 to 10 hours.

**(B) Norms of Appointment**

Examination/ Subject	Days of Preparation	Days of Cleaning	Expert Asstt.	Lab. Asstt. Store Keeper	Tech. Asstt./ Foreman	Peon/ Hamal	No. of Students Per Batch
1	2	3	4	5	6	7	8
<b>S.E.</b>							
1. Oral	1	---	---	1	---	1	20
2. Practical (Surveying)	2	1	2	1	1	2	20
3. Practical Workshop	2	1	1	1	3	2	12
4. Practicals all other subjects	1	1	3	1	1	2	12
<b>T.E.</b>							
1. Oral	1	--	---	1	--	1	20
2. Practical (Surveying)	2	1	2	1	1	2	20
3. Practical Workshop	2	1	1	1	4	2	12
4. Practicals all other subjects	1	1	3	1	1	2	12
<b>B.E.</b>							
1. Oral	1	---	---	1	---	1	25
2. practical Workshop	2	1	1	1	3	2	10
3. Practicals all other subjects	1	1	3	1	1	2	8 to 12
4. Term Woark	1	---	---	1	---	1	20
5. Project Oral	1	1	---	1	1	1	8 to 12
6. Seminar	---	---	---	1	1	1	8 to 12
<b>M.E.</b>							
1. Dissertation (TW/OR)	1	---	---	1	1	1	1
2. Practical	1	1	2	1	1	1	5 to 8



**FACULTY OF SCIENCE & TECHNOOGY  
COURS UNDER ENGINEERING**

Claims Regarding Practical Examinations should be submitted in the following format

Statement showing the Staff used for Practical Exam. Held in the College of .....  
For April/October ..... 355 .  
(Year)

					Total No. of Supporting Staff used						Payment to Supporting Staff as per rate per batch + preparation and Cleaning. N.B. : Total Payment for the Subject of exam. Be intered herewith on annex.				
Year & Course	Subj. of Exam.	No. of Student	Date's of Conduct of exam.	Days of Preparation & Cleaning	No. of Batches	Expt. Asstt.	Lab. Asstt.	Lab. Sup.	Peon Hamal	Rates	Expt. Asstt.	Lab. Asstt.	Lab. Super.	Peon Hamal	Any other
1	2	3	4	5	6	7	8	9	10	11	15	16	14	20	16
											Rs.	Rs.	Rs.	Rs.	Rs.
Total															
<b>Grand Total</b>															

**CERTIFICATE**

Certificate that the practical and oral examination of the subject mentioned above has been conducted on the date and as per schedule of examination.

Advanced stamped Receipt of the staff (Acquatence Roll) is enclosed herewith.

**Principal/ Director**

Checked the data in this bill  
And tabular statement

**Dy. Registrar**  
(Exams.)

**Schedule of assistant etc. for the various practical examinations in the courses of Management Faculty**

<b>Sr. No.</b>	<b>Subject</b>	<b>Expert Asstt.</b>	<b>Lab. Asstt.</b>	<b>Storekeeper</b>	<b>Peon</b>
1	D.C.M. Batch of 10 Students	1 In addition 1 Junior	1 In addition 1 Junior	-- Super. & 1 Machine	2 Mechani
2	M.C.M. Part I Batch of 10 Students	2 In addition 1 Junior	2 In addition 1 Junior	1 Super. & 1 Machine	2 Mechani
3	M.P.M.				
4	M.B.A.				
5	P.G.D.M.M.			--	--
6	P.G.D.B.M.			1	1
7	P.G. Diploma in Hospital Mgt.				
8	P.G. Diploma in Financial Service				
9	P.G. Diploma in Capital Marketing Management				
10	M.C.A./B.H.M.C.T/B.Sc. Hosp.				

**Schedule of assistant etc. for the practical examinations at B.Com., B.B.A., B.C.A., B.F.T. & M.Com Examinations**

<b>Sr. No.</b>	<b>Subject</b>	<b>Asstt.</b>	<b>Peon</b>
1	F.Y./S.Y./T.Y. B. Com. Examination	1. Asst. For overall examination for each College.	1. for Each Division.
2	B.B.A (C.A.)/B.B.A.(I.B.) /B.C.A./ B.F.T.	1. Asst. For overall examination for each College.	1. for Each Division.
3	M. Com	1. Asst. For overall examination for each College.	1. for Each Division.

# SAVITRIBAI PHULE PUNE UNIVERSITY

Statement of Receipts and Payments A/c ( Theory / Practical )

**University Examinations April/Oct.**

Name of the Examination Centre :

Sr. No.	Receipt	Amount Rs.	Sr. No.	Payment	Annexure	Amount Rs.	Amount Rs.	Remarks (for Office use)
1	Advance received from University		1	Misc. Exam. Charges for Exam. Centres :				
				1. Factotum Charges				
				(No of students @ Rs. 20/- per student )				
				2. Expenditure for sending parcels	2			
				3. Photocopying of Question Paper	3			
				4. Cloth Bags & stiching charges	4			
				5. Remuneration to Ministerial Staff	5			
				6. Payment of Accounts Clerk				
				7. Auditor Fees				
				8. Store Clerk				
				9. Distribution of Marklists				
				(@ Rs. 3 /- per candidate for 3 students				
				10. Remuneration of preparing B.Ed time table				
				11. Printing charges of B.Ed time table				
				12. Remuneration to Non-Teaching Staff Rs.15/-	6			
			2	<b>Supervision Charges :-</b>				
				A. Remuneration To Principal (Examination Session Dates)				
				From to				
				From to				
				From to				
				From to				
				B. Remuneration to Senior & Junior Supervisor, Assistant To Sr. Supervisor & Custodian	7			

Sr.No.	Receipt	Amount Rs.	Sr. No.	Payment	Annexure	Amount Rs.	Amount Rs.	Remarks (for Office use)
			3	Expenditure on T.A. / D.A. to Sr. Supervisor	8			
			4	Expenditure on T.A /D.A. to Examiners	9			
			5	Assistant & Servants:	10 OR 10A			
				Remuneration to Lab Sup. & Expert Asst.				
			6	Chemical & Breakages	11			
			7	Remuneration to Examiners/Paper-Setters	12			
				(Faculty Wise)				
				1				
				2				
				3				
				4				
			8	Online Examination	13			
			9	Remuneration to College Examination Officer	14			
			10	Unspent Balance to be sent to University				
2	Amount receivable from			DD/Cheque No.				
	University			Date :				
	<b>TOTAL RS.</b>			<b>TOTAL RS.</b>				

Place:

Date:

**Chartered Accountant**  
(Membership No.:-----)

**Principal**

Note:- 1. This Statement is to be Submitted to the University within forty-five days from the date of conclusion of the Examination.

2. Please submit separate statements by giving the necessary details in the formats provided by the University.

**Certificate:-** I hereby certify that all the details furnished in the statement of Receipts & Payments including annexures thereto are true and correct.

**UTILIZATION CERTIFICATE**

Certified that the Examination Advance of Rs.-----/- (Rs.-----) sanctioned by Savitribai Phule Pune University for the conduct of ----- Examinations April/Oct. ----- has been utilized by scrupulously observing all the Rules and Rates prescribed in the rates of Remuneration booklet & prevailing rules of T.A./ D. A. of Savitribai Phule Pune University.

Certified that the total expenditure is Rs.-----/- and an amount of Rs.----- is receivable from /payable to the Savitribai Phule Pune University.

**Place :**

**Date :**

**Chartered Accountant**

**Principal**

**(Membership No. -----)**

---

Certified that the original vouchers and stamped receipts for the above mentioned statement of Accounts are retained in this office and will be made available as and when required.

**Place :**

**Date :**

**Principal**

**Savitribai Phule Pune University**  
**Statement showing Expenditure for Sending parcels**

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr. No.	Date	Name of the Person	Designation	To CAP/Sub centre	Mode of Journey	T.A (Rs.)	D.A. (Rs.)	Total (Rs.)
	<b>TOTAL</b>							

Principal



(Annexure '4')

**Savitribai Phule Pune University**  
**Statement showing Expenditure of Cloth Bags**

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr. No.	Bill No.	Amount Rs.
	<b>Total</b>	

Note:- Please Attached Original Bill.

**Principal**



**Savitribai Phule Pune University**

**Statement Showing details of Payments to Ministerial Staff  
(Office Peon, Sweeper, Waterman, Watchman, Dispatch Clerk)**

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr.No.	Date of Exam	session	No. of students	No.of Blocks	Office Peon			Sweeper			Xerox operator			Watchman			Dispatch Clerk			Grand Total Rs.	
					No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.		
1		M																			
		E																			
2		M																			
		E																			
3		M																			
		E																			
4		M																			
		E																			
5		M																			
		E																			
6		M																			
		E																			
<b>Total</b>																					

M= Morning,

E= Eening

Principal

(Annexure 6')

**Savitribai Phule Pune University**

Statement showing Remuneration Payable to Non-Teaching Staff involed in Examination work  
Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

<b>Sr.No.</b>	<b>Name of Exam</b>	<b>No. of Students Registerd for Exam</b>	<b>Rate per Candidate Rs.</b>	<b>Amount Rs.</b>
	<b>TOTAL</b>			

I, hereby certify that informaion given above is correct.

**Principal**

**Deputy Registrar  
(Examination)**

**Director  
Board of Examination and Evaluation**

## Savitribai Phule Pune University

### Statement Showing Details of Payments made towards Supervision Charges

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Date of Exam Session \_\_\_\_\_

Sr. No.	Date of Exam	Session	No. Students	No of Blocks	Senior Supervisor (Internal & External)			Asst. to Sr Supervisor			Junior Supervisor			Custodian			Grand Total Rs	
					No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.		
1		M																
		E																
2		M																
		E																
3		M																
		E																
4		M																
		E																
5		M																
		E																
6		M																
		E																
<b>Total</b>																		

M=Morning

E=Evening

Principal

(Annexure '8')

**Savitribai Phule Pune University**

**Statement showing of T.A./D.A. to External Senior supervisor for Theory Exam**

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr. No.	Name of the Ext. Senior Supervisor	Basic Pay Rs.	From Station	Mode of Journey	Period from to (Dates)	TA Rs.	DA Rs.	(TA & DA) Total Rs.
	<b>Total</b>							

**Note:- Please Attached Appointment order.**

**Principal**

**Savitribai Phule Pune University**  
**Statement showing of TA/DA for Practical/Oral External Examiner**

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr.No.	Name of the External Examiner	Subject	Class	PR/OR	No. of Students	From Place (Coll. Name)	Period From - To (Date)	Total No. of Days	TA Rs.	DA Rs.	(TA/DA) Total Rs.
	<b>TOTAL</b>										

Note:- Please Attached Apointment Order.

Principal

**Savitribai Phule Pune University**

Statement showing remuneration paid to Expert Asstt./Lab.Supervisors, (Other than Engineering) for Practical Examinations

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr. No.	Category (Expert/Lab Supervisor)	No.of Staff	Subject	Class	No.of Students	No.of Batches	Preparation Days	Rate Rs.	Exam Batch	Rate Rs.	Cleaning Days	Rate Rs.	Total Rs.
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
	<b>TOTAL</b>												

Principal

### Savitribai Phule Pune University

Statement showing the Staff used for Practical/Oral/Term work Exam. Held in the College of \_\_\_\_\_ ( Faculty of Engineering)

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

											Payment to Supporting Staff as per rate per batch + preparation & cleaning.				
											N.B.:- Total Payment for the subject of exam. Be entered herewith on annex.				
Year & Course	Subject of Exam.	Practical/ Oral/TW	No of Students	Date's of Conduct of Exam	Days of Preparation & Cleaning	No. of Batches	Expert Asstt.	Lab. Asstt.	Lab. Sup.	Peon/ Hamal	Expert Asstt.	Lab. Asstt.	Lab. Sup.	Peon/Hamal	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
											Rs.	Rs.	Rs.	Rs.	Rs.
<b>Grand Total</b>															

Principal

### Savitribai Phule Pune University

Statement showing of Remuneration to Lab. Staff & Chemical Breakages (Other than Engineering)

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

<b>Sr.No.</b>	<b>Subject</b>	<b>Class</b>	<b>No. of Student</b>	<b>Lab Staff Rs.</b>	<b>Rate Rs.</b>	<b>Chemical &amp; Breakages Rs.</b>	<b>Rate Rs.</b>	<b>Total Rs.</b>
	<b>TOTAL</b>							

Principal





### Savitribai Phule Pune University

Statement showing details of payment towards Online exam charges

Name of College \_\_\_\_\_

Exam \_\_\_\_\_ April/Oct \_\_\_\_\_

Sr. No	Date of Exam	Course Name	No of Students	No of Session	No of Blocks	Senior Supervisor			System Administrator			Expert Teacher			Lab Assistant			Peon/Waterman			Grand Total Rs
						No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	
1																					
2																					
3																					
4																					
5																					
6																					
		<b>Total</b>																			

Principal