

दूरध्वनी क्रमांक.
०२०-२५६०१२१८
०२०-२५६०१२०६८

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



परीक्षा समन्वय विभाग
गणेशखिंड,
पुणे-४११००७
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प्रकटन

(NOTIFICATION)

विषय : मानधन पुस्तिकेत सुधारणा करणेबाबत..

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार महाविद्यालयीन शिक्षक व शिक्षकेतर सेवकांना परीक्षेच्या विविध कामासाठी देण्यात येणा-या मानधनामध्ये खालीलप्रमाणे सुधारणा करण्यात आलेली आहे:-

१. परीक्षा मानधन पुस्तिकेतील भाग-१ पान क्र. २७ मधील २. CHAIRMAN ALLOWANCE खालीलप्रमाणे वाचण्यात यावा.

2. CHAIRMAN ALLOWANCE.

2.1 Paper Setting for Theory Examination :-

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

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

2.2 Panel Examination :-

Examination where no. of externals and internals examiners are more than two or where examination is conducted by group of examiners and chairperson/coordinator/convener is exclusively is appointed by university to conduct and monitor a local session of examination.

Panel examination do have Chairman, external(s), internal(s) for conduct of examination where such provision is mentioned in syllabus. Chairman appointed for such examination shall be paid as follows:-

- Rs. 220/- if there are two examiners in panel.
- Rs. 325/- if there are three to five examiners in panel.
- Rs. 450/- if there are six to ten examiners in panel.
- Rs. 450/- per block of ten examiners or more.

Duties of Chairman include :-

- To chair the examination at concern College/Institutes/Department etc.
- Ensure smooth conduction of examination and submission of mark sheet/ report.

2.3 Practical/ Oral/ Term Work/ Assessment /Dissertation/Project:-

- (a) University appoints subject Chairmen/convener for Practical/Oral/Term Work/Assessment/Dissertation/Project examinations to be conducted. These chairmen are supposed to appoint external examiners for concern subject across university colleges/ concern district.
- (b) Examination where chairmen is appointed in addition to external examiner. Duties of Chairman appointed for all non-theory heads include:-
- (i) Appointment/re-appointment of external examiner at all concern exam centers through online/offline mode as available.
 - (ii) Ensure conduct of exam during given schedule.
 - (iii) 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.
- (c) The Chairman/convener allowance is admissible separately in all faculties where different appointments for Practical/Oral/Term Work/Assessment or Dissertation / Moderation Committee are made. These Chairmen who appoints external examiners/coordinators or other required appointments will be paid remuneration of Rs. 1500/- lump sum for session of Oct/March, as the case may be.

Education.

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.

२. परीक्षा मानधन पुस्तिकेतील भाग-१ पान क्र. २७ वरती १.५ मध्ये ४ नंबरचा परीच्छेद खालीलप्रमाणे समाविष्ट करण्यात येत आहे.

४. प्रात्यक्षिक परीक्षेत शिक्षकेतर कर्मचा-यांच्या मानधनातून इतर खर्च (Other charges) म्हणून कपात न करता मानधनी रक्कम शिक्षकेतर सेवकांना देण्यात यावी. १२ विद्यार्थ्यांच्या बंचल्या कमीतकमी ५ शिक्षकेतर सेवक नेमण्यात यावेत. प्रात्यक्षिक परीक्षेकरिता शिक्षकेतर सेवकांसाठी किमान मानधन रु. ७८०/- व पाचपेक्षा कमी सेवक नियुक्त केले असल्यास किमान मानधन रु. ४४५/- अदा करण्यात येईल.

३. परीक्षा मानधन पुस्तिकेतील भाग-२ पान क्र. ३२ मधील १.१ Remuneration to Senior Supervisors, Junior Supervisors, Peons, Waterman etc. मध्ये खालीलप्रमाणे सुधारणा करण्यात आलेली आहे.

Written Examination

Sr. No.	Particulars		For session upto 90 minutes	For session from 91 minutes to 120 minutes.	For session of 121 minutes & above.
a.	Senior Supervisor	Per paper / session	130	200	260
b.	Assistant Senior Supervisor, CEO	Per paper / session	120	180	215
c.	Junior / Relieving Supervisor/ Internal Vigilance Squad	Per paper / session	100	170	200
d.	Dispatch Clerk (It should be equal Junior Supervisor)	Per paper / session	100	170	200
e.	Stationery Store Clerk	Per paper / session	20	40	40
f.	Peon	Per paper / session	20	70	90

g.	Watchman	For twelve hours attendance	130	130	130
h.	Sweeper / Hamal / Scavenger	Per paper / session	90	90	90
i	Water Charges (To be paid to College)	Per Exam season	2000	2000	2000
j	Electrician or Generator Operator	Per Exam season	1000	1000	1000
k	Xerox Operator (To be divided among operators if more than one.)	Per session/ Per paper.	50	100	100

४. परीक्षा मानधन पुस्तिकेतील भाग-२ पान क्र. ३५ मधील २.२ **Remuneration to Custodia** मध्ये खालीलप्रमाणे सुधारणा करण्यात आलेली आहे.

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. 260/-** per paper session.

५. परीक्षा मानधन पुस्तिकेतील भाग-३ पान क्र. ३७-३८ मधील १.४ **Payments for the Conduct of Practical Examinations** मध्ये खालीलप्रमाणे सुधारणा करण्यात आलेली आहे.

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.	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.	Engineering	15	15	---
8.	BHMCT.	280	120 Asst 60 Asst 25 Store Keeper	75

(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'.

६. परीक्षा मानधन पुस्तिकेतील भाग-४ पान क्र. ४० वरती १.४ Advance for the University Examination work : (Factotum and other charges) मध्ये खालीलप्रमाणे सुधारणा करण्यात आलेली आहे.

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.

Accounts are audited and settled prior to next examination session or upto six months. Settlement of accounts shall be checked before issuing advance for next examination.

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.

(c) 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.

- (d) Railway and S.T. Freight : These charges should be incurred by obtaining actual receipts.
- (e) Postal and registration charges be incurred by obtaining requisite vouchers duly classified into the following sub-heads :
 - (i) Post-Parcels. (ii) Registered letters. (iii) Phone calls etc. (iv) Ordinary postage.
- (f) For distribution of statement of marks, clerk concerned will be paid at the rate of Rs.. 3.00/- per candidate.
- (g) 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.
- (h) Payment to writer at the prescribed rate for blind candidates.

७. परीक्षा मानधन पुस्तिकेतील भाग-४ पान क्र. ४२ वरती १.११ हा परीच्छेद समाविष्ट करण्यात येत आहे.

1.11 Local Traveling Allowance (Only Govt. holiday/ Vocational period):

ज्या कर्मचा-यांना सुट्टीच्या कालावधीत महाविद्यालयात येणे बंधनकारक नसेल व अशा कर्मचा-यांना सुट्टीच्या कालावधीत परीक्षेच्या कामासाठी नियुक्त केले असेल तर संबंधित शिक्षकेतर सेवकांना शिक्षकांना देण्यात येणा-या स्थानिक प्रवास भत्त्याच्या दरानेच स्थानिक प्रवास भत्ता देण्यात यावा.

८. परीक्षा मानधन पुस्तिकेतील भाग-६ पान क्र. ५० वरती **Schedule of assistant etc. for the practical examinations at B.Com., B.B.A., B.C.A., B.F.T. & M.Com Examinations** मध्ये खालीलप्रमाणे सुधारणा करण्यात आलेली आहे.

Schedule of assistant etc. for the practical examinations at B.Com. & M.Com Examinations.

Sr. No.	Subject	Asstt.	Peon
1	F.Y./S.Y./T.Y. B. Com. Examination	Per student Rs. 5/-	Per student Rs. 2/-
2	M. Com	Per student Rs. 5/-	Per student Rs. 2/-

गणेशखिंड,
पुणे - ४११००७
परीक्षा/समन्वय/१६७६
दिनांक : ३०/११/२०१९


(डॉ. अरविंद शाळिग्राम)
संचालक
परीक्षा व मूल्यमापन मंडळ

प्रत माहिती व आवश्यक त्या कार्यवाहीसाठी :

- १. मा. प्राचार्य/संचालक, सर्व संलग्न महाविद्यालये/मान्यताप्राप्त संस्था
- २. मा. वित्त व लेखा अधिकारी
- ३. परीक्षा विभागातील सर्व उपकुलसचिव/सहायक कुलसचिव
- ४. कक्षाधिकारी, परीक्षा वित्त कक्ष, वित्त व लेखा विभाग