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UNIVERSITY OF PUNE



RATES OF REMUNERATION FOR EXAMINATION WORK

Effective from Second Half of the Year 2013

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 2013.

1. Prof. (Dr.) Sonawane S. A., Dean, Faculty of Education, Chairman
2. Prin. (Dr.) Jadhvar S. U. , Dean, Faculty of Commerce
3. Prof. (Dr.) Khedkar E. B. , Dean, Faculty of Management
4. Prin. (Dr.) Kharate G. K. , Dean, Faculty of Engineering
5. Prof. (Dr.) Bhong G. L. , Dean, Faculty of Mental Moral & Social Science
6. Prof. (Dr.) Chaskar Ashok, Dean, Faculty of Arts, Fine Arts & Performing Arts.
(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 : Assistants for Practical Examinations.
- (vi) part VI : 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 Deputy Registrar, Examination (Co-ordination Unit), University of Pune.

The revised rates shall come into force from the examinations to be held in the Second Half of the year 2013 and onwards.

Ganeshkhind,
Pune-411007
3 December, 2013

Dr.Sampada Joshi
Controller of Examinations
University of Pune

Examination Section
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| | Law-cert | | | law-cert@pun.unipune.ac.in |
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| 6 | Godown | 020-25601233 | | godown@pun.unipune.ac.in |
| 7 | Exam Finance | 020-25601247 | 020-25601247 | examfinance@unipune.ac.in |

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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 :

(I & II) FACULTY OF ARTS, FINE ARTS & PERFORMING ARTS AND MENTAL, MORAL & SOCIAL SCIENCES

| Sr. No. | Examination | For Paper-Setting per Paper | For Examining per Paper | Practical | |
|---------|---|-----------------------------|-------------------------|-----------------------------|-------------------------------------|
| | | | | For Paper-Setting Per Paper | Per Candidate, per Practical Course |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 01 | F.Y.B.A | 410 | 12 | 410 | 20 |
| 02 | S.Y.B.A. | 410 | 12 | 410 | 20* |
| 03 | S.Y.B.A. (Yoga) | 410 | 12 | 410 | 20* |
| 04 | T.Y.B.A | 410 | 12 | 410 | 20* |
| 05 | T.Y.B.A. (Yoga) | 410 | 12 | 410 | 20* |
| 06 | M.A. | 550 | 15 | 550 | 25* |
| 07 | M.A. Lalit Kala | 550 | 15 | 550 | 25 |
| 08 | M.A. Music (Part I & II) | 550 | 15 | 550 | 300 |
| 09 | B.F.A. I & II | 410 | 12 | 410 | 20 |
| 10 | B.F.A. III & IV | 410 | 12 | 410 | 20 |
| 11 | F.Y./S.Y./T.Y. B.A. (Music, Drama, Dance etc.) | 410 | 20 | 410 | 80 |
| 12 | B.Lib. & I.Sc. | 410 | 12 | 410 | 20 |
| 13 | Bachelor of Performing Arts | 410 | 20 | 410 | --- |
| 14 | B.F.D. | 410 | 20 | 410 | --- |
| 15 | Bachelor of Communication and Journalism (B.C.J.) | 410 | 12 | 410 | 20 |
| 16 | Master of Communication and Journalism (M.C.J.) | 550 | 15 | 550 | 100 Dissertation |
| 17 | M.S.W. | 550 | 15 | 550 | 25 |
| 18 | M.Lib. & I.Sc. | 550 | 15 | 550 | 25 |
| 19 | Master of Mass Relation | 550 | 15 | --- | 100 Project 18 Field Work |

*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)

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|--|-----|-----|-----|------------------------------------|
| 20 | All Certificate Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Hindi, Prakrit, etc. | 260 | 10 | 260 | 12 |
| 21 | Lower Diploma Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Prakrit, Hindi, etc. | 340 | 10 | 340 | 12 |
| 22 | All Diploma & Higher Diploma Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Prakrit, Hindi, etc. | 340 | 10 | 340 | 12 |
| 23 | Diploma in Journalism | 410 | 12 | 410 | 20 |
| 24 | Diploma in Hindi (Prayojan - mulak and Anuvad padavika) | 410 | 12 | -- | 20 |
| 25 | Diploma in Development Planning | 410 | 12 | 410 | 20 |
| 26 | Diploma in Rural Dev./ Diploma in Tribal Dev. | 410 | 12 | 410 | 20 |
| 27 | P.G. Diploma in Travel & Tourism | 410 | 12 | --- | 27 including Oral 43 Material etc. |
| 28 | Diploma Course in Manuscriptology | 410 | 12 | 410 | 12 |
| 29 | Diploma Course in English | 410 | 12 | 410 | 12 |
| 30 | Adv. Diploma in English Literature | 410 | 12 | 410 | 12 |
| 31 | Diploma in Family & Child Counselling | 410 | 12 | 410 | 12 |
| 32 | P.G. Diploma in School Psychology | 410 | 12 | 410 | 12 |
| 33 | Diploma in Industrial Psychology | 410 | 12 | 410 | 12 |
| 34 | Diploma course in River Bosin Planning & mangment | 410 | 12 | 410 | 12 |

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|---|-----|-----|-----|-----|
| 35 | Diploma Course in Urdu | 410 | 12 | 410 | 12 |
| 36 | Diploma in Medieval Indian Studies & Archival Science | 410 | 12 | 410 | 12 |
| 37 | P.G. Diploma in Investment & Financial Management | 410 | 12 | --- | --- |
| 38 | P.G. Diploma in Insurance & Financial Services | 410 | 12 | --- | --- |
| 39 | P.G. Diploma in Logic & Epistemology | 410 | 12 | --- | --- |
| 40 | Diploma Course in Public Administration | 410 | 12 | 410 | 12 |
| 41 | Certificate Course in Journalism | 260 | 10 | --- | --- |
| 42 | Certificate Course in Manuscriptology | 260 | 10 | 260 | 12 |
| 43 | Certificate Course in Modi | 260 | 10 | 260 | 12 |
| 44 | Certificate Course in English | 260 | 10 | 260 | 12 |
| 45 | Certificate Course in English Literature | 260 | 10 | --- | --- |
| 46 | Certificate Course in River Basin Planning and Management | 260 | 10 | --- | --- |
| 47 | Certificate Course in Library Science | 260 | 10 | --- | --- |
| 48 | Courses instituted from time to time : | 260 | 10 | | |
| | (a) Certificate | | | 260 | 12 |
| | (b) Diploma (U.G.) | 365 | 12 | 365 | 12 |
| | (c) Diploma (P.G.) | 410 | 12 | 410 | 12 |
| | (d) Degree (U.G.) | 410 | 12 | 410 | 17 |
| | (e) Post-Graduate Degree | 520 | 15 | 520 | 20 |

(III) FACULTY OF 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) |
| 01 | F.Y.B.Sc. | 410 | 12 | 410 | 20* |
| 02 | S.Y.B.Sc. | 410 | 12 | 410 | 25* |
| 03 | T.Y.B.Sc. | 410 | 12 | 410 | 25* |
| 04 | F.Y.B.Sc. (Comp. Science) | 410 | 12 | 410 | 20* |
| 05 | S.Y./T.Y.B.Sc. (Comp. Science) | 410 | 12 | 410 | 25* |
| 06 | B.Sc. Applied Scientific Instrumentation | 410 | 12 | 410 | 25* |
| 07 | B.Sc. Applied Toxicology | 410 | 12 | 410 | 25* |
| 08 | B.Sc. Applied Advanced Electronics | 410 | 12 | 410 | 25* |
| 09 | B.Sc. Applied (B.M. Tech.) | 410 | 12 | 410 | 25* |
| 10 | B.Sc. Applied / Wine Tech Biotechnology/Applied Petro-Tech./Geoinformatics | 410 | 12 | 410 | 25* |
| 11 | B.Sc. (Animation) | 410 | 12 | 410 | 20* |
| 12 | M.Sc. (All Courses) | 550 | 15 | 550 | 30* |
| 13 | M.Sc. Applied Advanced Electronics | 550 | 15 | 550 | 30* |
| 14 | M.Sc. (Computer Science)/ M.C.S./M.C.A. | 550 | 15 | 550 | 30* 200* Dissertation |

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|---|-----|-----|-----|-------------------------------|
| 15 | M. Tech. (Dissertation) (per examiner) | - | - | - | 325 Term Work 325 Oral |
| 16 | M.Tech. | 680 | 26 | --- | 38 Pracatical 20 Term Work |
| 17 | M.Sc. Biotechnology | 550 | 15 | 550 | 30 |
| 18 | Diploma in Equipment Management | 410 | 12 | --- | --- |
| 19 | Diploma in Communication Technology | 410 | 12 | --- | --- |
| 20 | CAD based 3D Modelling | 410 | 12 | --- | --- |
| 21 | V.L.S.I. Design Course | 410 | 12 | --- | --- |
| 22 | P.G. Diploma in Automotive Technology | 410 | 12 | 410 | 25 |
| 23 | P.G. Diploma in Explosive & Armament Technology | 410 | 12 | 410 | 25 |
| 24 | Advanced Diploma Course in Bioinformatics | 410 | 12 | 410 | 25 |
| 25 | Diploma in Computer Science, Industrial Electronics, Radio & T.V. | 410 | 12 | 410 | 25 |
| 26 | Certificate Course in Computer Hardware Networking | 260 | 10 | --- | --- |
| 27 | Certificate Course V.L.S.I | 260 | 10 | --- | --- |
| 28 | Certificate Course in Radio & T.V. Servicing | 260 | 10 | 260 | 12 |
| 29 | Courses instituted from time to time : | | | | |
| | (a) Certificate | 260 | 10 | 260 | 12 |
| | (b) Diploma (U.G.) | 365 | 12 | 365 | 12 |
| | (c) Diploma (P.G.) | 410 | 12 | 410 | 12 |
| | (d) Degree | 410 | 12 | 410 | 20 |
| | (e) Post-Graduate Degree | 550 | 15 | 550 | 30 |

The Paper-setters for the examinations under Inter-disciplinary schools will be paid Rs. 340/- 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. | Less than 100 marks (per examiner) Rs. |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 30 | B.Sc. (Physics / Electronic Science Project Work) | 25 | 33 | 33 | 60 |
| 31 | M.Sc. (All Subjects) | 25 | 42 | 85 | 100 |

*The rates are per candidate, per examiner.

1. Please also refer Point no. 1.2 on page number 17 regarding duration of paper and corresponding remuneration.

(IV) FACULTY OF 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) |
| 01 | I, II, III LL.B. | 410 | 13 | --- | --- |
| 02 | New Five-Year Law Course (B.S.L.) | 410 | 13 | --- | --- |
| 03 | LL.M. | 550 | 20 | --- | --- |
| 04 | Master of Labour Laws & Labour Welfare | 550 | 20 | --- | --- |
| 05 | Dip in Labour Laws & Labour Welfare | 410 | 12 | --- | --- |
| 06 | Diploma in Taxation Laws | 410 | 12 | --- | --- |
| 07 | Diploma in Criminology | 410 | 12 | --- | --- |
| 08 | Diploma in Co-Operative Laws | 410 | 12 | --- | --- |
| 09 | Certificate Course in Forensic and Medical Jurisprudence | 410 | 12 | --- | --- |
| 10 | Courses instituted from time to time : Certificate Diploma | 390 410 | 12 12 | --- | --- |

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

- (i) Rs. 30/- for Five-Year Law Course and Three-Year Law Course.
- (ii) Rs. 20/- for D.L.L. & L.W.
- (iii) Rs. 40/- for M.L.L. & L.W.

(VI) FACULTY OF ENGINEERING

(A) 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 |
| 01 | F.E. & S.E. | 470 | 20 | --- | 20 | 12 | 12 |
| 02 | T.E. & B.E. | 470 | 20 | --- | 23 | 19 | 19 |
| 03 | M.E. (All Branches) | 680 | 26 | --- | 40 | 20 | --- |
| 04 | M.E. (Seminar) | --- | --- | --- | --- | --- | 85 |
| 05 | M.E. (Dissertation) (per Examiner) | --- | --- | --- | --- | 325 | 325 |
| 06 | M.C.A. (Engg.) | 520 | 15 | --- | --- | --- | 170 Project & Viva per student per examiner |

| 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 | 26 | 52 |
| (b) B.E. (All branches of Sandwich Course) | 1. Industrial Inplant Training | 26 | 52 |
| | 2. Project Term Work and Oral | 120 | 120 |
| | 3. Seminar | 120 | 120 |

| Name of Examination | Subject | Rates of Remuneration per Candidate, distributed equally amongst the examiners. | |
|--|---|---|----------|
| | | Term work Rs. | Oral Rs. |
| 1. B.E. (All branches except Sandwich Course) | 1. Project Term work and Oral 2. Seminar | 120 | 120 |
| | | 120 | 120 |

B] Architecture :

| | | Paper-Setting per Paper Rs. | For Examining per Paper Rs. | Sessi- onal Work Rs. | Viva -voce only Rs. | Sessional Viva- voce only Rs. | TW 25 Marks Rs. | TW 100 Marks Rs. |
|----|-----------------|-----------------------------------|--------------------------------------|-------------------------------|------------------------------|---|--------------------------|---------------------------|
| 01 | F.Y.B. Arch. | 470 | 20 | 12 | 12 | 25 | 10 | 20 |
| 02 | S.Y.B. Arch. | 470 | 20 | 12 | 12 | 25 | 10 | 20 |
| 03 | T.Y.B. Arch. | 470 | 20 | 20 | 20 | 34 | 10 | 20 |
| 04 | Fourth B. Arch. | 470 | 20 | 20 | 20 | 34 | 10 | 20 |
| 05 | Fifth B. Arch. | 470 | 20 | 20 | 20 | 34 | 10 | 20 |
| 06 | B.Des. | 470 | 20 | 20 | 20 | 34 | 10 | 20 |
| 07 | M. Arch | 650 | 30 | --- | --- | --- | --- | --- |

Please also refer Point No. 1.2 on page number 17 regarding duration of paper and corresponding remuneration

Minimum Remuneration :

1. For Theory Examination : Upto B.E. Examination Rs. 215/- per paper, per examiner.
2. For Theory examination : M.E. Rs. 325/- per paper, per examiner.
3. For Practical, Oral, etc.: S.E., T.E., B.E., M.E., M.Arch. Rs. 215/- per centre, per subject, per examiner.

Assessment of Dissertation Work at the Fifth Year B.Arch. Examination Rs. 130/- 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).

(IX) FACULTY OF 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) |
| 01 | F.Y.B.Com. | 410 | 12 | --- | 10* |
| 02 | S.Y.B.Com. | 410 | 12 | --- | 10* |
| 03 | T.Y.B.Com. | 410 | 12 | --- | 10* |
| 04 | B.B.A. (Sem. I to VI) | 410 | 13 | --- | Dissertation* 52 |
| 05 | B.C.A. (Sem. I to VI) | 410 | 13 | --- | 52* |
| 06 | B.F.T./B.B.M. (IB) (Sem. I to VI) | 410 | 13 | --- | 52* |
| 07 | M.Com. | 550 | 15 | --- | *75 Project Dissertation |
| 08 | M.C.A. | 550 | 15 | --- | Project & Via 170* 30* |
| 09 | Post-Graduate Diploma in Banking / Company Secretaryship / Taxation / Salesmanship & Advertisement / Accountancy & All such Diplomas | 410 | 12 | --- | --- |
| 10 | Certificate Course in 'E' Commerce | 260 | 10 | 260 | 12 |
| 11 | P.G. Diploma in International Business | 410 | 12 | 410 | 12 |
| 12 | Courses : Instituted from time to time : | | | | |
| | (a) Certificate | 260 | 10 | 260 | 12 |
| | (b) Diploma | 410 | 12 | 410 | 12 |

* The rates are per candidate, per examiner.

(X) FACULTY OF 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) |
| 01 | (a) B.Ed. (General) (b) B.Ed. (Hearing Impaired) (c) B.A. / B.Sc. B.Ed. integrated | 410 | 12 | 410 | 25* |
| 02 | M.Ed. (General) / M.A. (Education) | 520 | 15 | 520 | 25* 25* viva |
| 03 | Diploma in Deaf Education | 325 | 10 | 325 | 20 |
| 04 | Diploma in Education for Teachers of Mentally Retarded Children. All other Diplomas. | 325 | 10 | 325 | 20 |

*Each Examiner per Lesson.

(Remuneration to moderation committee for Rationalisation of B.Ed. and M.Ed. internal Marks) The rate of remuneration to members of moderation committee for Rationalisation of B.Ed. and M.Ed. internal mark will be Rs. 200/- per member, per division in the college concerned.

(XI) FACULTY OF 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) |
| 01 | B.Ed. (Physical Education) | 410 | 12 | 410 | 25* |
| 02 | M.Ed. (Physical Education) | 520 | 15 | 520 | 25* |

* Each Examiner per Lesson.

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. 200/- per member, per division in the college, concerned.

(XII) FACULTY OF 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) |
| 01 | M.B.A. | 520 | 15 | --- | 90* |
| 02 | M.P.M. | 520 | 15 | --- | 90* |
| 03 | M.M.S. | 520 | 15 | --- | --- |
| 04 | M.C.M. | 520 | 15 | --- | Project & Viva |
| 05 | M.M.M. | 520 | 15 | --- | --- |
| 06 | M.C.A. | 520 | 15 | --- | Project & Viva 170* |
| 07 | B.H.M.C.T. /B.Sc. Hospitality Studies | 410 | 15 | --- | 70* |
| 08 | P.G.D.B.M. | 410 | 15 | --- | --- |
| 09 | Diploma in Office Management | 410 | 15 | --- | --- |
| 10 | P.G. Diploma in Hospital Management | 410 | 15 | --- | 25 |
| 11 | P.G. Diploma in Computer Management | 410 | 15 | --- | 52 for Practical 110 for Oral |
| 12 | P.G. Diploma in Computer Application | 410 | 15 | --- | --- |
| 13 | P.G. Diploma in Financial Services | 410 | 15 | --- | --- |
| 14 | P.G. Diploma in Capital Marketing Management | 410 | 15 | --- | --- |
| 15 | Diploma in Co-operative Management | 410 | 15 | --- | --- |
| 16 | P.G. Diploma in Marketing Management | 410 | 15 | --- | --- |
| 17 | P.G. Diploma in Environmental Management | 410 | 15 | --- | --- |
| 18 | P.G. Diploma in Print Administration | 410 | 15 | --- | 25 |
| 19 | Diploma instituted from time to time | 410 | 15 | --- | 25 |

* Per Student Per examiner

(XIII) FACULTY OF 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) |
| 01 | B. Pharm. I, II, III & IV | 470 | 20 | 470 | 25 |
| 02 | M. Pharm. | 680 | 26 | 680 | 40 |

1. Remuneration of Rs. 90/- 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. 190/- per candidate.
b) Viva-Voce on dissertation of M. Pharmacy Students Rs. 450/- per candidate.

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. 2.00/- per paper (Re. 1.00/- 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*

1. Remuneration for assessment, per student and for both the examiners together

| Faculty | Theory (Rs.) | Practical (Rs.) |
|---|--------------|-----------------|
| Mental, Moral and Social Science and Commerce | 7.00 | 15.00 |
| Science | 7.00 | 25.00 |

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

| Faculty | Remuneration (Rs.) |
|--------------------------------|--------------------|
| Mental, Moral & Social Science | 18.00 |
| Commerce | 25.00 |
| Science | 26.00 |

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

| Faculty | Per Student (Rs.) |
|----------------------------------|-------------------|
| Mental, Moral and Social Science | 18.00 |
| Commerce | 25.00 |
| Science | 30.00 |

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. 170/- 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. 170/-. 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. 340/- and for Practical / Viva / Oral examination, etc. will be Rs. 340/- 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 Anexture)

2. CHAIRMAN ALLOWANCE

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

- (1) Rs. 170/- if there are two Paper-Setters and/or Examiners.
- (2) Rs. 250/- if there are three to five Paper-Setters and/or Examiners.
- (3) Rs. 340/- if there are six to ten Paper-Setters and/or Examiners.
- (4) Rs. 340/- per block of ten Paper-Setters and/or Examiners or part thereof, if there are more than ten Paper-Setters and/or Examiners.

The Chairmans/convener allowance is admissible separately in all faculties where different appointments for Practical/Oral/Term Work/Assessment of Dissertation / Moderation Committee are made. One Chairman appointed at M.Ed. Paper-III examination for assesment of Research work of students of all colleges will be paid remuneration of Rs. 500/-lumpsum

The Chairman appointed at B.Ed. Part II Examination will be paid minimum remuneration of Rs. 500/- for the work in connection with examination and also Chairman's allowance according to the rates prescribed above.

The Chairman allowance will be paid only at one time i.e. either at paper-setting or assessment only.

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, will be paid Rs.300/- per paper and Rs.100/- for submitting the Scheme of Marking per paper. 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. 150/- 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. 80/- per question paper. If it is one medium

Rs. 95/- 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. 125/-

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.750/- | Rs. 750/- |
| 2 | Ph.D. Thesis Honorarium to External Referee (i) In India (ii) Outside India Honorarium to Internal Referee | --- Rs. 2000/- \$ 130 Rs. 1500/- | Rs. 1500/- |
| 3 | D.Litt. & D.Sc. Honorarium to each external referee (i) In India (ii) Outside India | Rs. 2000/- \$ 180 | Rs. 1,500/- |

The Internal Referee will be paid an allowance of Rs. 450/- (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. 1000/- 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. 325/-.

4.2 Remuneration for Examining a Dissertation / Field Work / /Project /Project Report / Viva, etc. (for Internal and External Examiners) (For all Faculties other than Pharmacy)

| 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 | 25 | 30 | 30 | 55 |
| P.G. Degree | 30 | 45 | 90 | 100 |
| P.G.. Diploma | 30 | 45 | 80 | 90 |

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 |
| Upto Degree Level | 15 | 25 |
| P.G. Degree | 25 | 35 |
| P.G. Diploma | 20 | 15 |

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 in Faculties of Engineering, Management, Pharmacy, Education, Physical Education and Law will be paid Rs. 60/- per theory answer- books. The minimum remuneration will be Rs. 250/-
- (b) The Examiners appointed for revaluation of answer-books in all other faculties will be paid Rs.30/- per theory answer-book. The minimum remuneration will be Rs. 100/-

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

A: Paper Setting

| Sr. No. | Particulars | Rates | Minimum Amount to be paid |
|---------|---|-------------------------------------|---------------------------|
| 1. | Setting up Question Paper Set 20/25 Marks | Rs. 300/- per Examiner | Rs. 200/- |
| 2. | For examining answer sheets | Rs. 5/- for 20/25 marks per paper | Rs. 200/- |
| 3. | For examining answer sheets | Rs. 10/- for 50 marks for per paper | Rs. 200/- |
| 4. | Setting up Question Paper Set for 50 Marks | Rs. 500/- per Examiner | Rs. 200/-- |
| 5. | Providing Solution for the Question Paper | Rs. 200/- per paper | ---- |
| 6. | Providing Marking Scheme for the Question Paper set | Rs. 50/- per paper | ----- |
| 7. | Chairman allowance | Rs. 200/- per paper | ---- |
| 8. | For moderation of answer sheets where applicable | Rs. 12/- for 50 marks per paper | Rs. 200/- |

Part B: Remuneration for conduct of Online Examination

| Sr. No. | Particulars | Rates |
|---------|--|--|
| 1 | Senior Supervisor per Exam Center | Rs. 50/- per Session* for specified duration of Examination |
| 2 | System Administrator per Exam Center Phase wise exams | Rs. 40/- per Session* for specified duration of Examination |
| 3 | Expert Teacher* (In a capacity of Junior Supervisor) *One per block of 30 students | Rs. 35/- per batch* for specified duration of Examination |
| 4 | Lab Asst* *One per block of 30 students | Rs. 15/- per batch* for specified duration of Examination |
| 5 | Peon* /Waterman *One per block of 30 students | Rs. 10/- per batch* for specified duration of Examination |
| 6 | Principal / Director | Rs. 1000/- per examination for specified duration of Examination |

***CCTV Camera Mandatory for online examination rooms/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: Conduction of Examination at University

| Sr. No. | Particulars | Rates |
|---------|--|---|
| 1 | Conduction of Examination from University Data Center | Rs. 1200/- per coordinator per day of examination |
| 2 | Electronic Distribution of Question Papers from University Data Center | Rs. 1200/- per coordinator per day of examination |

Part D: Facility charges to be paid to Examination Centers

- (i) Rs. 5/- per students per examinations per day against use of Computation facilities, Electricity and allied.
- (ii) Rs. 2/- per Question Paper per student for Photocopying charges of the Question Paper which are sent by electronic media.

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 less than 3 hrs. Rs. | For session of 3 hrs. & more Rs. | |
|---------|-------------------------------------|-------------------------------------|----------------------------------|-----|
| a. | Senior Supervisor | Per paper / session | 150 | 200 |
| b. | Assistant to Senior Supervisor, CEO | Per paper / session | 125 | 150 |
| c. | Junior / Relieving Supervisor | Per paper / session | 130 | 150 |
| d. | Dispatch Clerk | Per paper / session | 90 | 110 |
| e. | Stationery Store Clerk | Per examination season | 500 | 500 |
| f. | Peon | Per paper / session | 55 | 65 |
| g. | Waterman | Per paper / session | 40 | 40 |
| h. | Watchman | For twelve hours attendance | 100 | 100 |
| i. | Sweeper / Hamal / Scavenger | Per paper / session | 50 | 50 |

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 30 to 40 students.
3. One Relieving Supervisor (i.e. one Relieving Supervisor up to ten blocks and thereafter in multiple of ten blocks).
4. One Dispatch Clerk upto 800 students and two such Clerks if the number is more than 800 students.
5. Two Peons for Office of the Senior Supervisor one of whom shall work as Bellman also.
6. One Block Peon for each group of every four blocks.
7. One Watchman for twelve hours.
8. One Waterman for each block.
9. One Hamal / Sweeper for sweeping of each group of ten blocks.
10. One Wet Sweeper for cleaning W.C.
11. 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 to Senior Supervisors are allowed on that day.

12. 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 30 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.
13. 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 recognised 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 Controller of Examinations/Deputy Registrar (Examinations) is obtained for such additional appointments with full justification.

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. 500/- 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. 200/- 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. 150/- per day will be paid to the Assistant to 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. 2,500/- 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 8 working days and not more than 10 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. 250/- 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 :

The Writer appointed to write answer papers of the blind, disabled or such other examinee will be paid Rs. 150/- per paper in respect of examination upto and inclusive of graduation and Rs. 175/- 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. 150/- per paper, upto graduation and Rs. 175/- 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. 400/- 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.

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 3000/- 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.

When assigned responsibility of the custodian, he/she is liable for the remuneration of custodian for the duration for which he/she has shouldered custodian's responsibility. This remuneration will be in addition to CEO's compensation per session/semester.

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 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 & Exper Assistant (Other than Faculty of Engineering shall be as follows :

| | Lab. Supervisors Rs. | Expert Asstt. Rs. |
|--|----------------------|-------------------|
| Duration of the Practical Examination, 4 hours or less | 100/ - | 80/- |
| More than 4 hours | 120/ | 100/ |
| Two Practicals or two batches in a day | 150/- | 125/ |

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. 100/- and Rs. 65/- 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 :

- (i) Convener/Co-ordinator Rs. 1,500/-
- (ii) Asstt. Co-ordinator Rs. 800/-

If the same person performs the duties of Co-ordinator as well as the Convener he/she will be paid remuneration of Rs. 1500/-.

The actual expenditure on postage, stationery, photo copying (xeroxing) cyclostyling etc., incurred by the Convener/Co-ordinator for conducting the practical examination will be paid to him/her provided it is supported by the vouchers or postage receipts in original.

The actual expenditure on phone/mobile phone charges incurred by the Convenor/ Co-ordinator for conducting the practical examination will be paid, on the certification of the expenses of the Controller of Examinations.

College wise Co-ordinator : The Co-ordinators appointed for Practical Examination at college level Maximum two(2) Co-ordinators will be permitted for per college.

- (i) Chief Co-ordinator /Co-ordinator Rs. 1,000/-
- (ii) Asstt. Co-ordinator/ Jt. Co-ordinator Rs 500/-

The Co-ordinator shall not undertake journey involving payment of T.A. and D.A. except for attending the meeting called by the Convener. The Convener may, however, in special circumstances perform the journey with prior permission of the Controller of Examinations/Deputy Registrar (Examinations) in order to ensure the smooth conduct of the examinations.

The T.A. / D.A. / Conveyance Allowance bills of Co-ordinator for attending meeting called by the Convener shall be countersigned by the Convener.

- (b) 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. 100/- per paper session. In addition, they will be paid Rs. 200/- per day for two days i.e. one day for preparation and one day for conclusion of examination work for each examination session.
- (c) 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. 500/- for each examination season/season.
- (d) The Co-ordinator appointed for co-ordinating Practical Examination in the Faculty of Engineering will be entitled for Rs. 1000/- 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. 1200/- instead of Rs. 1000/-

1.3 Remuneration for Printing of Maps, Sketches and Question Papers for Practicals :

One of the Local Paper-Setters or the person authorized by the Chairman of the Board of Paper-Setters or the person authorized by the Controller of Examinations, who is required to attend the Press for correcting the proofs of the map, sketch and supervise over the printing of the maps in the Press and to prepare the bundles of map-supplements according to the requirements of the centre and bring them to the University Office will be paid as follows :

- (1) Rs. 45/- for attending the press to correct the proofs of the Contour Map Sketch.
- (2) The conveyance allowance will be paid as per University rules for attending the press to supervise over the printing of the question papers and for bringing bundles to the University office.
- (3) In case of the Practical Question Papers which are required to be printed in the Press and where no Senior Supervisor is available for handing over the manuscript to the Press during that period, the Chairman or one of the local Paper-Setters will hand over the manuscripts of the practical question-papers to the press and correct the proofs. and will be paid for attending press, charges for proof-reading, as prescribed.

- (4) Whenever the Senior Supervisor or the paper-Setter or the Proof-Reader is required to go to the Press for correcting the proofs of blocks of the sketch that are to accompany the question papers at the Engineering Examination, and shall be held eligible for the conveyance allowance as per university rules.
- (5) 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. 70/- will be paid. However for Statistics practical examination rate of remuneration for subsequent paper is same as that for the first Paper.
- (6) 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. 300/- at the B.Ed. Examination.
- (7) Head Masters of schools in which practice lessons of the B.Ed. are held will be paid Rs. 20/- per session, subject to the minimum of Rs. 200/- provided bills are submitted within one year from the date of the conclusion of the examinations to college/s concerned.
- (8) Each of the senior examiners at B.Ed. (Part-II)/M.Ed. Practicals for different centres will be paid Rs. 200/- for co-ordinating work of individual examiners appointed at the centres.
- (9) 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.
- (10) The Referees appointed to examine the thesis/dissertation of master's degree (fully or partly by Research) will be paid Rs. 500/- 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 / 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.Com. B.B.A./B.C.A./B.F.T./ B.Pharm/B.Com. | 60 | 35 | 25 |
| 2 | B. Pharm. | 75 | 30 | 45 |
| 3 | M..Pharm | 90 | 40 | 50 |
| 4 | M. Sc (Wet Lab.) | 90 | 40 | 50 |
| 5 | M.Sc. (Dry Lab.) | 75 | 40 | 35 |

| | | | | |
|------------|---|-----|--|-----|
| 6 | Experimental Psychology | 50 | 30 | 20 |
| 7. | All other Subjects | 75 | 40 | 35 |
| 8. | Engineering | 12 | 12 | --- |
| 9. | BHMCT/B.Sc. Hosp. | 215 | 90 Asst 45 Asst 20 Store Keeper | 60 |
| 10. | Pharmacy (All Exam in one gr. Only) | 215 | --- | --- |

- (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 10 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. 32(5)(a) of Maharashtra Universities Act, 1994.

1.2.1 Honorarium to Deans :

The honorarium to the Dean of the Faculty shall be paid as under : as per resolution of Management Council Resolution, M : 342/201112(Dt. 20.11.2012 & 04.12.2012)

- (I) For the examination in the first half of the year :Rs. 15,000/- (to be paid in the month of June)
- (ii) For the examination in the second half of the year :Rs. 15,000/- (to be paid in the month of December)

i. Honorarium to College Examination Officer :

The honorarium to the College Examination Officer : Rs. 3,000/- per term.

1.3 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.

1.4 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 Controller of Examinations/Deputy Registrars (Examinations) are empowered to sanction such expenditure.
- (b) The examiners residing in the jurisdiction of the 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 marklists should be sent through Registered A.D. by :
 - (I) The examiners who are residing outside the jurisdiction of the Pune University Area, and

- (ii) The Examiners mentioned above who are unable to come to the 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.

1.5 Advance for the University Examination work : (Factotum charges etc.)

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 if any, 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. 2,000/- for expenditure upto Rs. 1,00,000/-
The auditor's fee will be Rs. 3,500/- for expenditure upto Rs. 1,00,000/- to Rs. 5,00,000/-
The auditor's fee will be Rs. 5,000/- for expenditure more than Rs. 5,00,000/- .
- (b) For proper maintenance of accounts of the examinations expenditure the person concerned will be paid honorarium of Rs. 1000/- for expenditure upto Rs. 1,00,000/- & Rs. 2000/- if the expenditure is more than Rs. 1,00,000/-.

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 :

- 6. Factotum Charges : The charges will be paid at the rate of Rs. 15/- 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. 2500/- only.
 - (I) The remuneration at the rate of Rs. 45/- for 100 candidates once for whole examination for labour involved in arranging and re-arranging furniture.
 - (ii) Sanitary arrangement.

6. Seating and block arrangement and pasting writing numbers. (iv) Electricity Charges/Generator charges including fuel.
 - (v) Water charges including the labour involved.
 - (vi) Expenditure on the purchase of glasses, earthen pots, punching, pinning machines, etc.
 - (vii) Expenditure on stationery used for theory or practical examinations or stationery used for dispatch of answer-books.
 - (viii) Hospitality.
 - (ix) Charges for medical attendance by Registered Medical Practitioner.
 - (x) Bank commission/D.D. commission.
 - (xi) Such other miscellaneous expenditure which is connected directly or indirectly with the conduct of theory examination.
- (b) Local conveyance charges : The conveyance charges in 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. 15/- per candidate.
- I 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) Telegrams, Phone calls etc. | (4) Ordinary postage. |
- (e) For distribution of statement of marks, clerk concerned will be paid at the rate of Re. 2.00/- per candidate.
- (f) T.A./D.A./Auto charges on actual basis 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.

1.6 Remuneration for Departmental / Internal / Term End Examinations :

(a) Departmental Examination :

The examination fee for the Departmental examination is Rs. 80/- per course/paper/subject out of which Rs. 60/- 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. 15/- per course/paper/subject out of which Rs. 12/- has to be retained by the College/ /Institute/ School/Centre. Out of Rs. 12/- Rs. 3.50/- has to be paid to Examiner, Rs.3.00/- to the staff concerned with the examination work and Rs. 5.50/- 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. 300/- for Post-Graduate out of which Rs. 190/- will be retained by the College/ /Institute/ School/Centre for conduct of the Post-Graduate term-end examination. 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.110/- shall be remitted to the University alongwith 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.

(d) A Course in Environmental Awareness (Compulsory at the B.A., B.Com. and B.Sc. Degree Level) :

A fee of Rs. 220/- per student be charged, out of which Rs. 190/- shall be retained by the College for the conduct of course and Rs.30/- 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.130/- in the college, out of which Rs.115/- will be retained by the college and the remaining amount of Rs. 15/- 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. 10/- per paper, out of which Rs.7/- shall be retained by the college for conduct of said examination including payment of remuneration to Paper-Setters and Examiners and Rs.3/- shall be remitted to the University alongwith the Mark List.

1.7 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 upto a limit of Rs. 60,000/- 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.60,000/-. In case the actual bill payable excluding the above charges exceeds Rs.60,000/-, only half of the excess over Rs.60,000/- will be paid to him in addition to the maximum remuneration of Rs. 60,000/-.

In case actual bill payable to the Paper-Setter and Examiner excluding above charges exceeds Rs. 60,000/-, the Vice-Chancellor may decide whether the excess amount above Rs. 60,000/- be paid to him in full.

1.8 Remuneration to Non-Teaching Staff involved in Examination Work :

The remuneration at the rate of Rs. 8/- per candidate for Regular including Repeater and Rs. 4/- 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.

1.9 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 | 500/- |
| 2. | Class – III employee | 400/- |
| 3. | Class – IV employee | 300/- |

1.10 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.

PART – V

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 Controller of Examinations / 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. 20 S.Y. 15 & T.Y. 12 Students) | 2 | 2 | | 3 |
| 2. | Chemistry First, Second & Third Year (A batch is to consist of F.Y., S.Y., T.Y. 30 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. 20, S.Y. 15 and T.Y. 12 Students) | 1 | 1 | 1 (Field Collector) | 2 |
| 4. | Statistics (I) F.Y.,B.Sc./B.Sc. (Comp. Sc.) (A batch of 20 Students) (II) S.Y., B.Sc./B.A., T.Y.B.Sc./B.A.) (A batch of 20 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 15 Students) | 2 | 1 | --- | |
| 7. | B.Lib. & M.Lib. | --- | --- | --- | |

- NOTE :** (I) 20% 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 12 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 12 Students) | 6. Day 2 Expert Assistants 1 Pron | 6. Day 2 Expert Assistants 2 Peons | 2 | --- | -- | 2 |
| 5. | Zoology (Batch of 12 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 12 Students) | 6. Day 1 Expert Assistant 1 Laboratory Assistant 1 peon | 6. Day 1 Laboratory Assistant | 1 | 1 | --- | 1 |
| 9. | Microbiology (Batch of 12 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. 200/- 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 | --- | --- | --- |

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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 7 hrs. Rs. |
|---------|--------------------------------------|------------------------------|---------------------------|
| 1. | Expert Assistant | 85/- | 85/- |
| 2. | Laboratory Assistant or Store Keeper | 40/- | 45/- |
| 3. | Foreman | 40/- | 45/- |
| 4. | Peons | 25/- | 40/- |

Note : Preparation and cleaning rates as shown for 4 to 7 hours.

(B) Norms of Appointment

| Examination/ Subject | Days of Preparation | Days of Cleaning | Expert Asstt. | Lab. Asstt. Store Deeper | Tech. Asstt./ Foreman | Peon/ Hamal | No. of Students Per Batch |
|----------------------------------|------------------------|---------------------|------------------|-----------------------------|--------------------------|----------------|------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| S.E. | | | | | | | |
| 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 | 2 | 1 | 4 | 1 | 1 | 2 | 12 |
| T.E. | | | | | | | |
| 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 | 2 | 1 | 4 | 1 | 1 | 2 | 12 |
| B.E. | | | | | | | |
| 1. Oral | 1 | --- | --- | 1 | --- | 1 | 15 |
| 2. practical Workshop | 2 | 1 | 1 | 1 | 4 | 2 | 10 |
| 3. Practicals all other subjects | 2 | 1 | 4 | 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 |
| M.E. | | | | | | | |
| 1. Dissertation (TW/OR) | 1 | --- | --- | 1 | 1 | 1 | 1 |
| 2. Practical | 2 | 1 | 2 | 1 | 1 | 2 | 5 to 8 |

FACULTY OF 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 200 .
 (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 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | | | | | Rs. | Rs. | Rs. | Rs. | Rs. |
| Total | | | | | | | | | | | | | | | |
| Grand Total | | | | | | | | | | | | | | | |

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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 (Acquatenace Roll) is enclosed herewith.

Principal

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

| Sr. No. | Subject | Expert Asstt. | Lab. Asstt. | Storekeeper | Peon |
|----------------|--|---------------------------|---------------------------|--------------------------|--------------|
| 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. | | | | |

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

| Sr. No. | Subject | Asstt. | Peon |
|----------------|-----------------------------------|--|----------------------|
| 1. | F.Y.,S.Y./T.Y. B.Com. Examination | 1. Asstt. For overall examination for each College | 1. for Each Division |
| 2. | B.B.A. | 1. Asstt. For overall examination for each College | 1. for Each Division |
| 3. | B.C.A. | 1. Asstt. For overall examination for each College | 1. for Each Division |
| 4. | B.F.T. | 1. Asstt. For overall examination for each College | 1. for Each Division |
| 5. | M.Com. | 1. Asstt. For overall examination for each College | 1. for Each Division |

UNIVERSITY OF PUNE

Statement of Receipts and Payments A/c (Theory / Practical)
University Examinations _____, March/October_____

Name of the Examination Centre:

| Sr. No. | Receipt | Amount Rs. | Sr. No. | Payment | Amount Rs. | Amount Rs. | Remarks (for office use) |
|---------|---|------------|---------|--|------------|------------|--------------------------|
| 39 | 1 Advance received Cheque No. and Date | | 1 | Misc. Exam. Charges for Exam. Centres: | | | |
| | | 0 | * | 1 Factotum Charges (..... Students @ Rs.10/- per students) | | | |
| | | | | 2 Local Conveyance charges for sending parcels | | | |
| | | | | 3 Railway, S.T. Freight | | | |
| | | | | 4 Postage and Registration charges | | | |
| | | | | 5 Cyclostyling of Question paper charges | | | |
| | | | | 6 Cloth Bags & stitching charges | | | |
| | | | * | 7 Remuneration to Peons, waterman, Hamal,- Sweeper, etc. | | | |
| | 2 Advance receivable from the University | 0 | | 8 Payment to A/c's Clerk | | | |
| | | | | 9 Auditor's Fees | | | |
| | | | | 10 Store Clerk | | | |
| | | | * | 11 Dispatch Clerk | | | |
| | | | | 12 Distribution of marklists (@Rs.2/- Per candidate for candidates) | | | |
| | | | | 13 Remuneration for preparing B.Ed. Time Table | | | |
| | | | | 14 Printing charges of B.Ed. Time Table | | | |
| | | | | 15 Others to be specified | | | 0 |
| | Sub Total Rs. | 0 | | Sub Total Rs. | | 0 | |

| Sr. No. | Receipt | Amount Rs. | Sr. No. | Payment | Amount Rs. | Amount Rs. | Remarks (for office use) |
|---------|-----------------|------------|---------|--|------------|------------|--------------------------|
| | Total b/fd | 0 | | Total b/fd | | 0 | |
| | | | 2 | Supervision Charges: | | | |
| | | | * | 1 Hon. To Principal (Examination Session Dates) | | | |
| | | | | From: to | | | |
| | | | | From: to | | | |
| | | | | From: to | | | |
| | | | | From: to | | | |
| | | | * | 2 Remu. To Sr. Supervisor | | | |
| | | | * | 3 Remu. To Asstt. To Sr. Supervisor | | | |
| | | | * | 4 Remu. To Jr. supervisor | | 0 | |
| | | | *3 | T.A. / D.A. to Sr. Supervisor | | | |
| | | | *4 | T.A. / D.A. to External Examiner | | | |
| | | | *5 | Assistant & Servants: | | | |
| | | | | Remu. To Lab Sup. & Expert Asstt. | | 0 | |
| | | | *6 | Chemical & Breakage | | | |
| | | | *7 | Remuneration to Examiners / Paper-Setters (Facultywise) | | | |
| | | | 1 | | | | |
| | | | 2 | | | | |
| | | | 3 | | | | |
| | | | 4 | | | | |
| | | | 5 | | | | |
| | | | 8 | Unspent Balance to be sent to University (D.D. No.) (Date) | | | |
| | Grand Total Rs. | 0 | | Grand Total Rs. | | 0 | |

Place:

Date :

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.

University of Pune

Statement Showing Details of Payment towards Peon, Bellman, Block Peon, Sweeper, Waterman, Watchman Charges

Name of College

Exam April/Oct.

| Sr. No. | Date of Exam | | No. of Student | No. of Block | Office Peon | | | Sweeper | | | Waterman | | | Watchman | | | Grand Total Rs. |
|---------|--------------|---|----------------|--------------|--------------|----------|-----------|---------|----------|-----------|----------|----------|-----------|----------|----------|-----------|-----------------|
| | | | | | No. of Peons | Rate Rs. | Total Rs. | No. | Rate Rs. | Total Rs. | No. | Rate Rs. | Total Rs. | No. | Rate Rs. | Total Rs. | |
| | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| Tot | | | | 0 | 0 | | 0 | | | 0 | 0 | | 0 | | | 0 | 0 |

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M = Morning, E = Evening

Principal

University of Pune

Statement Showing Details of Payment made towards Supervision Charges

Name of College

Exam April/Oct.

Date of Exam Session

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| Sr. No. | Date of Exam | | No. of Student | No. of Blocks | Senior Supervisor | | | Asst. to Sr. Supervisor | | | Junior Supervisor | | | Dispatch Clerk | | | Grand Total Rs. |
|---------|--------------|---|----------------|---------------|-------------------|----------|-----------|-----------------------------|----------|-----------|-------------------|----------|-----------|-----------------------------|----------|-----------|-----------------|
| | | | | | No. of Sr. Sup. | Rate Rs. | Total Rs. | No. of Paper session worked | Rate Rs. | Total Rs. | No. of Supervisor | Rate Rs. | Total Rs. | No. of Paper session worked | Rate Rs. | Total Rs. | |
| 1 | | M | | | | | 0 | | | 0 | | | 0 | | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| 2 | | M | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| 3 | | M | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| 4 | | M | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| 5 | | M | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| 6 | | M | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| 7 | | M | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| | | E | | | | | 0 | | 0 | | | 0 | | 0 | | 0 | 0 |
| Total | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Principal

M = Morning, E = Evening

CERTIFICATE

Certificate that the Examination Advance of Rs. _____ (Rs. _____) sanctioned by University of Pune for the conduct of _____ Examinations, April / October has been utilized by observing scrupulously all the rules and rates prescribed in the rate of remuneration booklet & T.A./D.A. prevailing rules of University of Pune, a copy of which has been scrutinized by us.

Certified that the total expenditure is Rs. _____ (Rs. _____) and an amount of Rs. _____ (Rs. _____) is receivable from the University of Pune.

Place:

Date :

Principal

Chartered Accountant
(Membership No. _____)

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

Place:

Date :

Principal

UNIVERSITY OF PUNE

Statement showing Local Conveyance charges for sending parcels

Name of College

Exam April/Oct.

| Sr. No. | Date | From Station (College) | To: (CAP/Sub-centre, etc.) | Mode of Journey | T.A. + Other Incidentals (if any) | D.A. (Ordi. + Spl) | Total Rs. |
|---------|------|------------------------|----------------------------|-----------------|-----------------------------------|--------------------|-----------|
| | | | | | | | |
| | | | | | | | |

Principal

UNIVERSITY OF PUNE

Statement of T.A./D.A. to Sr. Supervisors/Ext. Examiners for Theory/
Practical Examination, April / October

Name of College

| Sr. No. | Name of the Senior Supervisor/ External Examiner | Basic Pay Rs. | From Station | Mode of Journey | Halt from to (Dates) | T.A. + Other Incidentals (if any) | D.A. (Ordi. + Spl) | Total Rs. |
|---------|---|------------------|-----------------|--------------------|-------------------------|--|--------------------------|--------------|
| | Senior Supervisors: | | | | | | | |
| | Sub Total Rs. | | | | | | | 0 |
| | External Examiners: | | | | | | | |
| | Sub Total Rs. | | | | | | | 0 |

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Principal

UNIVERSITY OF PUNE

Statement showing remuneration paid to Lab. Staff / Supervisors/ Expert Asstt., for Practical Examinations,
March-April / Oct.-Nov. _____ Examination.

Name of College

| Sr. No. | Category (Staff/Supervisor/Expert Asstt.) | No. of staff | Subject | Course / Class | No. of Students | No. of Batches | Days of | | Chemical/ Mat. Cost | Rate Rs. | Total Amount Rs. |
|---------|---|--------------|---------|----------------|-----------------|----------------|-------------|----------|---------------------|----------|------------------|
| | | | | | | | Preparation | Cleaning | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

UNIVERSITY OF PUNE

Statement showing remuneration paid to Practical / Oral Examiners
 for March-April / Oct.-Nov. _____ Examination.

Name of College

| Sr. No. | Name of Examiner | Subject | Class | No. of Students | Rate Rs. | Total Amount Rs. |
|------------|------------------|---------|-------|--------------------|-------------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total: | | | | | | 0 |

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Principal

FACULTY OF ENGINEERING

Claims Regarding Practical Examinations should be submitted in the following format

Statement showing the Staff employed for Practical Exam. held in the College of _____

For April / October 200__

| Particulars | | | | | Total No. of Supporting Staff used | | | | | | 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. | No. of Students | Date's of Conduct of Exam. | Days of Preparation & Cleaning | No. of Batches | Expert Asst. | Lab. Asst. | Lab. Sup. | Peon Hamal | Rates | Expert Asst. | Lab. Asst. | Lab. Sup. | Peon Hamal | Any other |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | | | | | Rs. | Rs. | Rs. | Rs. | Rs. |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Grand | | | | | | | | | | | | | | | |

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CERTIFICATE

Certified 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 (Acquittance Roll) is enclosed herewith.

Principal

Checked the data in this bill
and tabular statementDy. Registrar
(Examination)

ANNEXURE '8'

Name of the College :

.....

March-April-May/October-November-December, 200

| Sr. No. | Name of the Examination | No. of Candidates Registered for Exam. | Rate per Candidate | Amount |
|---------|-------------------------|--|--------------------|--------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total | | | |

I, hereby certify that information given above is correct.

Place :

Date :

Principal / Director / Head of the Dept.
(Seal)

for Office use only :

Ref. No.

Date :

To,
Section Officer (Exam. Finance)

Above information is verified and found correct, and make payment @ of Rs. 8/- per candidate (regular including repeater) and Rs. 4/- for externally registered candidates.

Deputy Registrar
(Examinations)