

## APPENDIX IX

**SCHEDULE- I**  
**PREPARATION OF QUESTION PAPERS: UNDERGRADUATES**

(1)	(2)	(3)	(4)	(5)	(6)
Type and duration of Paper	Setting/ Moderating Rs.	Translating Rs.	Scrutiny of Translation Rs.	Typing	Scanning/ Duplicating/ Packeting & Sealing
Essay type paper of one hour duration	400/=	200/=		Rs. 100/= per page up to maximum of Rs. 500/= per question paper for the teacher	Rs. 50/= per page up to maximum of Rs. 2500/- per paper
Essay type paper of two hour duration	800/=	300/=			For duplicating machine operator Rs.100/= per paper packet
Essay type paper three hour duration	1200/=	500/=			Teacher for supervision: Rs. 100/= per paper packet
Essay type paper Medical Faculty	200/= per question up to maximum of Rs.1500/=				
Paper over three hours rate per hour	400/=	200/=			
M.C.Q Paper	150/= per question	30/= per question	25/= per question		

**Note :**

- (1) When Essay Type and MCQ question papers are combined, payment shall be made at a proportionate rate depending on the number of questions and/or duration of the paper as determined by the Head of the Department.
- (2) Whether a paper should be typed, written or scanned should be decided by the officer conducting examinations as given in the relevant by -laws.
- (3) Where two or more examiners are jointly responsible for setting and moderating, the rate shall be divided proportionately among them.
- (4) The paper for a practical examination shall be deemed to be one paper in respect of a group of five or lesser number of candidates in a given medium.
- (5) Responsibility of Typing, Translating etc. lies with the person setting papers.

**Basis of calculating the rates of payment for practical examinations**

The definition of a practical group:

**1. First and qualifying examinations**

A group is defined to have less than or equal to 20 candidates in a given medium, irrespective of the number of hours for a group.

**Staff**

01. Supervisor
02. Invigilator
03. Technical Officer (1 for 10 candidates or less)
04. Lab Attendant (2 for 10 candidate or less)

**2. Degree Examinations (10 candidates or less)**

A group is defined to have less than or equal to 10 candidates in a given medium, irrespective of the number of hours for a group.

**Staff**

01. Supervisor
02. Invigilator
03. Technical Officer (1 for 10 candidates or less)
04. Lab Attendant (2 for 10 candidate or less)

**SCHEDULE- II**  
**EVALUATION – (UNDERGRADUATE)**

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Type of Exam/Script	Marking or Assessing Scripts Internal Examiner	Medical/Dental/ Vet. External Examiner	Medical/Dental/ Vet. 2 <sup>nd</sup> Examiner Internal	Other Faculties Clinical Examinations	Oral Examinations	Oral Examinations
Essay type Scripts First & Qualifying Examination	80/= per script					
Degree Examination	100/= per script	150/= per script	100/= per script	Degree (Final) per Candidate Short Cases 100/= Long Cases 150/=	Degree (Final) 150/= per candidate Per Exam.	100/= per candidate per exam (including Teaching practice for B.Ed. Degree)
1.MCQ Script/Essay	40/= per script	-	-	Other exams per Candidate Short Cases 80/= Long Cases 150/=	Other Exams 100/= per Candidate per exam.  (Irrespective of the Number of candidates)	
2.Medical, Dental & Vet. Science	100/= per script	-	-			
3.All practical Exams	100/= per script					

**SCHEDULE-III**  
**CONDUCT OF EXAMINATIONS – (UNDERGRADUATE)**

(1) Duration of Paper	(2) Supervisor	(3) Invigilator	(4) Technical Officer (Staff/Lab.) Lab. Att.	(5) Hall Attendant	(6) Lab Attendant/ Works Aide
For single 3 hour session or less	1000/=	600/=	300/=	250/=	200/=
Over 3 hours rate additional hour(s)	300/=	200/=	100/=	55/=	70/=

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One Works Aide attached to the Examinations Division shall be paid at the rate of Rs. 120/- per day, during the examination for assisting.

**NOTE:**

- (a) When the services of Lab. Attendant / Technical Officer are obtained to conduct Clinical/ Oral/ Viva-Voce Examinations, the rates specified in Column 4 of Schedule III, should be applicable.
- (b) When Hall Attendants are engaged in work connected to examinations outside normal hours, they shall be entitled to overtime in addition to the rates specified in Column 5.

The rates specified in Column 4 & 6 shall be a composite fee: i.e. preparatory work, work during the examination and after.

- (c) When Hall Attendant /Lab. Attendant/ Technical Officer is required to work on a Saturday, Sunday or a Public Holiday, he may be paid overtime or the rates specified in relevant column whichever is higher,

**Dissertations submitted for undergraduate examinations**

Where a dissertation is required and it is treated as a paper in the Scheme of Examinations approved by the Senate, the rate of payment for reading, assessment and grading the dissertation shall be as follows;

General Degree:

Internal & External Special Degree: Rs. 400/= per Dissertation

Special Degree

Rs.600/= per Dissertation

Internal & External Examiners attached to the same university or other local university

**Special Rates of Payment**

(a) Payment to Deputy Registrar/ Senior Assistant Registrar/ Assistant Registrar in charge of Examination work  
(for Examinations Division only)

General Supervision and handling of Question Papers	Rs. 50/= per paper
Supervision of typing of question papers	Rs. 75/= per paper
Supervision of Scanning/ Duplicating/ Packeting and Sealing	Rs. 125/=per paper

(b) Payment to examinations conducted for blind students (for Examinations Division only)

Reading scripts in Braille	Rs. 100/= per page
To transcribe Braille into ordinary writing	Rs. 100/= per page
Maximum payment for reading or writing Braille	Rs. 1000/= per page

(c) Payment to examiners in the Law Faculty

First Examination in Law	Rs. 100/= per script where the examiner is not a full-time employee of the University
First Examination in Law	Rs. 150/= per script where the examiner is not a full-time employee of the University

**(d) Payment for patients taken for Clinicals at the Final M. B. B. S. Examination**

Short & Long cases Rs. 150/= per patient

**(e) Minimum fee for examination work (Medical, Dental & Vet. Science) and others -**

01. The minimum payment for an external examiner (i.e. external to the Campus or the University for Oral or Clinical Examinations Fee):

Rs. 500/= per student minimum fee shall be Rs.1000/=

02. B.Sc. (Built Environment) Comprehensive Design Project (CDP) Oral Examination: per candidate per examiner

Rs. 250/= Internal

Rs. 250/= External

US\$ 15 Foreign

**(f) Foreign Examiners**

Setting or moderating a paper

USD 80

Marking scripts

USD 5 per script minimum pay of US \$ 125

Ph.D Oral/ Viva

USD 200 per candidate

**Reading of Dissertation and Thesis**

	Local Examiner (University or Non- University)	Foreign Examiner
For degrees of one year's duration	Rs. 2000/=	US \$200
For degrees of two year's duration	Rs. 2000/=	US \$350
For degrees of three year's duration	Rs. 5000	US \$440

An Additional fee equivalent to half the amount mentioned above can be paid to an examiner when evaluating a thesis for the second or subsequent time.