

**SARDAR PATEL UNIVERSITY****Notification No : 1953 Dated : 04/04/2019****SCALE OF REMUNERATION**

Approved by the Hon. Vice Chancellor dated 28/03/2019 with effect from March-2019 Examinations and onwards.

I. Travelling and Halting Allowance to Examiners

NOTE: Paper-setters and Examiners are requested to submit all their claims duly countersigned by the Convener or Competent authority to obviate delay in payment. Whenever concessional fares are available, T. A. will be paid only at concessional rates. Examiners who are required to travel for conducting examinations of practical, oral, clinical, term work and viva-voce, respective provisions will be as under:

A. Travelling Allowance for any examination work :

- (i) First Class/ IInd AC fare to and fro will be paid on declaration thereof by producing atleast one -way ticket/ticket number. For continuous examination work at different or same levels TA will be paid only once.
- (ii) If a person travels by Car, he will be paid road mileage as per State Government rules. (Car No is required to be mentioned for claiming the bill).
- (iii) If due to unavoidable circumstances, a person is required to travel by air, with the permission of the Vice-Chancellor, he will be paid actual air fare each way;
- (iv) If a person performs different parts of the journey by rail, steamer, air etc. fares will be calculated for each part in accordance with the provisions contained in (i) to (iii) above;
- (v) If the journey is performed by road, it should be admissible and this road journey expenses will be paid as per Government / University rules.
- (vi) Whenever a person travels by rail, the travelling allowance will always be calculated by the shortest route. Whenever concessional fares are available, travelling Allowance will be paid only at concessional rates;
- (vii) Whenever a person has claimed Travelling Allowance for any part of the journey from any other source, this part shall be excluded from the total distance;



- (viii) In all cases, Travelling Allowance will be calculated from the registered address of the person to the actual place of duty. The registered address for the purpose of this rule shall mean the usual place of one's own residence or the place of duty, as the case may be.
- (ix) Reservation charges, cancellation charges etc in connection with the booking of tickets will be paid in addition.

B. Halting and Incidental Charges :

In addition to the T. A. as above. Paper-setters and examiners will be entitled to receive following during completed journey both ways and halting :-

- (i) Incidental expenses @ 15 paise per km. or ₹60/- for every 12 hours' of journey or part thereof whichever is less, and However Min. ₹ 25/- will be paid for journey each way.
- (ii) Halting Allowance of ₹150/- per day or part thereof. (This clause is not applicable to Junior & Senior & Supervisor)

To minimise the expenditure, examiners are requested to hand over the mark-sheet along with the Answer Books.

Notwithstanding anything contained above, a member of the teaching staff of any constituent college of this University who is appointed as Paper-setter and/or Examiner and who is required to go to the campus other than the campus at which his institution is situated, for the purpose of examination, for submitting MSS of Question papers or Mark-sheets and/or Answer Books, for proof reading in University Press etc. will be paid ₹5/-per km. as conveyance allowance with maximum allowance of ₹ 80/- only.

The meeting at which the attendance of the examiners is compulsory shall be as under:

(1) For Examiners :

A meeting for settling the mark lists at which attendance shall be restricted to half the number of Examiners, and they shall be Examiners, residing in Vallabh Vidyanagar in the first instance and then those who would have to travel as short a distance as possible. No deviation from this order shall be made save with the previous permission of the Vice-Chancellor. When there are only two Examiners appointed in a subject, the marks-lists shall be settled by correspondence only and no meeting shall be held. Examiners are permitted to hold meeting at college affiliated to University at centers outside Vallabh Vidyanagar; if that is more economical to the University. Where there is difference of opinion between the Convener and his colleagues as to the venue to be fixed for a meeting, the Vice-Chancellor's decision shall be final.

(2) Special meeting as laid down in pamphlet entitled "Instructions to Paper-setters and Examiners etc."

(3) Paper-setting

- I. The question paper shall be settled at a meeting where there are all Internal members on the Board of Paper-setters and Examiner.



- II. The question paper shall be settled by correspondence only with the External members on the Board where there are both Internal and External members on the Board of Paper-setters and Examiners. The Convener will however convene the meeting of Internal members only (where there are more than one Internal on the Board) to finalise the question papers after receiving question papers from the External members.

In view of the above change in the system of setting the question papers, the external paper-setters (residing outside Vallabh Vidyanagar and Anand) on the Board are not to be called at a meeting for the purpose of settling question papers, but the question papers shall be settled with them by correspondence only.

The Conveners concerned are requested to please take note of this decision and act accordingly.

II. Remuneration at Written Examination

- (A) The Convener is requested to see that a joint claim on behalf of all his colleagues in the subject indicating there in the amount of remuneration payable to each is submitted to the University duly countersigned by him along with the certificate about verification of marks. Each individual remuneration bill should show therein all the details of the claim and amount payable to each individual Examiner. The P.S./ Examiner is to claim actual remuneration payable and not minimum.
- (B) Examiners in a subject shall share the remuneration (except that for press attendance) equally among themselves.
- (C) (I) The Convener, Board of Paper-setters and Examiners, or the Paper-setter Xerox or ready copy of the question Paper which he has set, will be eligible for remuneration of ₹110/- per Question Paper as ready copy of for question paper (to be zeroxed).
- (II) Remuneration for attendance at a printing press to correct a proof or proofs of a paper/s shall be ₹110/-
(For any proof reader)
- (III) Detention for proof reader : ₹110/- (per session over and above).

(D) Rates for drawing Question Papers, and examining Answer Books :

(I) Undergraduate & Degree / Diploma Examinations :

(i)	First Year to Degree Examination in all the Faculties	₹600 /- ₹90/- for translation @ each printed university question paper drawn (for two languages only)
(ii)	B.Ed. Special Methods Special Fields	₹600/-
(iii)	For any University Entrance Test (Except Ph.D./M.Phil.)	₹600/-per Question Paper.
(iv)	For Solution (Wherever required)	₹ 600/- (For full solution) ₹ 300/- (For less than 50% solution) Nil- (For MCQ & Short Questions & Filling the blanks)

(II) Question Papers at Post-graduate Level Examinations:

(i)	All P.G. Courses including M.Phil and Post Graduates Diploma Courses. (for all Faculties)	₹670/- ₹90/- for translation @ each printed university question paper drawn (for two languages only)
(ii)	Any other Certificate Courses	₹400/-
(iii)	For Solution (Wherever required)	₹ 670/- (For full solution) ₹ 335/- (For less than 50% solution) Nil- (For MCQ & Short Questions & Filling the blanks)

(E) Rates of Examining an Answer-book :**(I) Undergraduate & Degree / Diploma / Certificate Level Examinations:**

(i)	For all faculties	₹12/- per answer book, equally distributed to all the examiners.
(ii)	For all Medical' Physiotherapy / Homoeopathy Examination	₹40/- per answer book, equally distributed to all the examiners.
(iii)	Assessment of Practical Training Reports (including viva) FY/SY/TYBBA	₹40/- per answer book, equally distributed to all the examiners.
(iv)	Assessment of English Practical answer book at FYBBA & SYBBA	₹8/- per answer book, equally distributed to all the examiners.
(v)	M. Phil. Entrance Test - Paper Setting along with solution - External paper setter (seating allowance) - Evaluation (Assessment)	₹2000/- ₹2000/- ₹65/- per answer book, equally distributed to all the examiners.
(vi)	M.Phil. (including Viva)	<ul style="list-style-type: none"> • External referee ₹ 400/-for dissertation assessment and ₹ 400/- for viva. • Internal referee (guide) ₹ 400/- for dissertation and ₹ 400/- for viva. • Other examiners (for viva purpose, maximum two examiners ₹ 400/- for each examiner)

(II) Examining an Answer Book at Post-graduate Level:

(i)	All P.G. Courses including M.Phil and Post Graduates Diploma Courses. (for all Faculties)	₹16/- per answer book, equally distributed to all the examiners.
(ii)	All P.G. Medical / Homoeopathy / Physiotherapy Courses	₹40/- per answer book, equally distributed to all the examiners.

(III) Other Examinations :

(i)	Examining Dissertation including viva except M.Phil, course.	₹200/-per candidate equally distributed amongst all examiner.
(ii)	Project Report including Viva	
	(a) For all P. G. Courses.	₹200/-per candidate equally distributed amongst all examiner.
	(b) For all U. G. Courses	₹90/-per candidate equally distributed amongst all examiners.
(iii)	Remuneration for Moderator	The Average remuneration paid to the examiner + ₹470/- will be the moderator's remuneration.

(F) For Ph. D. Examinations

(i)	To Internal Guide	₹ 2000/-
(ii)	To External Referee	₹ 2000/- for assessment +(Postage Extra, on production of postage receipt)
(iii)	Guide and External Referee who conducts Viva.	₹670/- to each
(iv)	Ph.D. Entrance Test (Paper Setting) along with Solution	₹2000/-
(v)	External paper setter (seating allowance)	₹2000/-
(vi)	Evaluation (Assessment)	₹65/- per answer book, equally distributed to all the examiners.

(G) For M.D./M.S./PG Diploma Medical/M.Sc. Medical/MPT/MD Homoeopathic

(i)	Paper Setting	₹540/- per paper setter
(ii)	Assessment of Answer Books	₹270/- per candidate/examiner
(iii)	Practical/Viva	₹540/- per candidate/examiner
(iv)	Thesis Evaluation	₹670/- per thesis per examiner 3 examiners (1 internal & 2 external)
(v)	Postage of Thesis	₹470/- per thesis (for external only)
(vi)	Convener	₹1000/-

(H) Remuneration for Reassessment:

The Examiner appointed for reassessment under O.71-A will be paid remuneration at the rate ₹30/- per answer-book subject to a minimum of ₹200/- (upto maximum 5 answer books)



III. Practical and Oral Examinations

N. B:-

1. The Fees specified below are payable for each practical or oral examination to the Board of Examiners to be equally divided among all the Examiners.
It is directed by the Syndicate that two examiners should remain present at the practical or oral examination of each candidate. Hence the fees are equally divided between them. But when only one examiner is appointed on the Board, held the rate is payable.
2. ₹ 270/- to each paper setter when the board of paper setters and examiners in theory and practical are separate, maximum two paper setters for all faculties.
3. ₹600/- per practical paper. For more than two paper setters, equal distribution among all the examiners.
4. In practical Examination Printing of Question Paper Remuneration to the Typist ₹ 13/- per paper & per batch.

Practical or Oral Examination	Per Candidate examined to be equally divided between all the Examiners.
A. For First year courses Each subject where a practical or oral Examination is prescribed.	₹15/-
B. For Second year courses Each subject where a practical or oral Examination is prescribed.	₹20/-
C. For Third year and Final Examinations. For each practical examination or for each day where it is laid down that practical examination shall occupy a certain number of days.	₹25/-
D. B. A. Psychology Practical	₹20/-
E. M. A. Psychology Practical	₹40/-
Note :- (For B. A. Psychology ₹13/- and for M. A. Psychology ₹25/- respectively, are payable to a person who acts as a subject for psychological experiments.)	
F. All B. Ed, B. Ed. (English), B. Ed. (Advance), Examinations Lesson)	

₹20/- Per candidate per lesson per examiner examined to be equally distributed among all the Examinations.

* Head Masters of schools in which practical lessons are held will be paid ₹20/- per lesson subject to a minimum of ₹100/-

Conveners who have to frame time table for the B. Ed. & B. Ed. (English), B. Ed. (Advance) practical examination will be paid remuneration of ₹200/- including Convener's allowance for April Examination & ₹100/- for October Examinations.

Practical for each subject per candidate to be equally divided among all the examiners.

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| (i) For MBBS, Physiotherapy & Homoeopathy Examinations | ₹ 100/- |
| (ii) P. G. Medical/Homeopathy/Physiotherapy Courses | ₹ 120/- |



G.	All Certificate Course/s (Practicals)	(₹ 10/- per student to be distributed among all the examiners
H.	All Nursing (Practical)	₹ 30/-per student to be equality distributed among all the examiners.
I.	All Diploma in Pharmacy and D.M.L.T.	₹ 25/- per student, to be equally distributed among all the examiners
J.	Diploma in Music & Dance and First Year to Final Year B.Music and Dance	.₹40/- per candidate examined to be equally distributed among the Examiners in a subject.

For Medical and Nursing Courses

To a Patient examined by student Nurse	₹ 5/- per student to be paid to the Principal Tutor of Nursing School.
To a Patient examined by student Nurse	Rs 5/- per student to be paid to a patient.
For Homoeopathy / Physiotherapy and MBBS Examination	₹ 15/- to a patient examined by a student (per patient)
L. All P.G. Courses and Post Graduates Diploma Courses per candidate to be equally distributed among all the Examiners in the practical.	
For each Practical (Including practical viva)	₹50/-
For over all separate viva-voce examination (Excluding practical examination) : ₹20/-per candidate to be distributed equally among all the Internal Examiners conducting the Viva-Voce. One external examiner will be appointed and will be paid at ₹20/- per student or minimum ₹400/- to be paid to each examiner.	
M. For Architecture/Interior Design Courses Studio based Subjects/Workshop/Practical	
(a) Design Jury (Studio 1 to IX Sem.)	₹25/- to be distributed equally among all the examiners.
(b) Design Dissertation (X Semester) (To be examined by Jury. Consisting of minimum four jury members)	₹25/- to be distributed equally among all the Internal examiners.
(c) Practical Training Reports Term Work including Viva.	₹13/- to be distributed equally among All the Internal examiners.
(d) Practical Training Reports Term work excluding Viva.	₹10/- per candidate per examiner.



IV. Rates of Payment for Examination Centre etc.

Rules for Rates of Payment for Examination Centre etc.

(i)	Centre Co-ordinator	₹250/- per Session
(ii)	Senior Supervisor at the Centre of Examination	₹225/- per Session
(iii)	Junior Supervisor	₹125/- for 1 Session
(iv)	Reliever (One Reliever per Six Block)	₹125 /- per Session
(v)	Stationery Clerk	₹150/- per Session
(vi)	Factotum	₹1.25 per student (Minimum ₹200/-)
(vii)	Peon/Waterbarer/Swiper	₹100/-per session
(viii)	Observer	₹200/- per Session
(ix)	Flying Squad Member	₹200/- per person per Session.
(x)	Senior Supervisor at the University Press	₹225 /- for 1 Session (Half Day)

Note: (v) Observer and (vi) Flying Squad Member ₹80/-per Session
Refreshment allowance will be given.

V General Instructions regarding Oral and Practical Examinations

1. At no oral or practical examination shall a large number of candidates be examined than can be thoroughly tested in the time available.
2. The maximum number of candidates that can be examined per batch at Science, Home Science and Engineering Examinations is laid down in tabular statements of practical examinations.
3. Where it is necessary to hold two practical Examinations on one day not more than 10 candidates with an additional 5 per every Examiner over two shall be examined at each examination.



VI Incidental charges for Convener of a Board of Paper-setters & Postage to External Examiners.

- (a) In addition to the remuneration which the convener may receive as a paper-setter, and/or examiner, he shall be paid ₹202/- as admissible incidental expenditure such as postage, telegram etc.
- (b) The External Examiners shall be paid actual expense they incur for returning the answer books after evaluation. The amount be supported by postal receipts or railway money receipts etc.
- (c) For all Medicine / Homoeopathy / Physiotherapy :
- | | |
|-------------|-------------------------|
| U. G. Level | Convener charges ₹270/- |
| P. G. Level | Convener charges ₹400/- |

VII Regarding Appointment of Factotum and Stationery Clerk

1. Appointments of Factotums shall be made by the Vice-Chancellor after considering recommendations of Senior Supervisors/Co-ordinators.
2. There shall be appointed only one Factotum at a center for all examinations starting on the same date. Vice-Chancellor may however, permit to appoint more than one Factotums at any center.
3. A Factotum shall be paid at the rate of ₹1.25 p. per paper per candidate registered to appear, or ₹200/- per session whichever is more.

Moreover, for arranging and re-arranging the benches and other work prior to and after the Examinations he shall be eligible for remuneration for 1 day before the commencement and 1 day after the conclusion of Examinations @ ₹200/- per day. However, this amount shall be divided between Factotums, if at any Centre of Examinations there is more than one Factotum is appointed as in (2) above.

No minimum shall be paid for part Examination.

4. A stationery clerk for each centre of Examination be appointed, and he shall be eligible for remuneration @ ₹150/- per session.

One Additional Clerk to be appointed above 250 students maximum two clerk will be appointed

5. Where the candidates appearing at the examination or examinations starting on the same date are not more than twenty five in number, only one additional Junior Supervisor in place of a Factotum shall be appointed to do the job of the Factotum and he shall be paid at the rates admissible to Junior Supervisors.
6. Person appointed as Factotum shall not be appointed to work in any other capacity during the conduct of the examinations at which he is appointed. He shall also not be eligible to work as Factotum at other examinations during the same examination season.



7. The Factotum is generally required to assist the Senior Supervisors in their work of making preliminary arrangements for the examinations (e.g. arrangement of desks and chairs, pasting seat numbers etc.). Dispatching answer-books and for performing all such duties as might be necessary for the smooth conduct of the examination. He shall not leave the place of examination during the examination hours without the permission of the Senior Supervisor in charge. He shall not be appointed as a Junior Supervisor.

VIII Schedule of Reduction in Remunerations

The Syndicate reserves the right to withhold or reduce remuneration earned by Paper-setter* or Examiners, in case of any neglect or remissness on their part in carrying out the work entrusted to them in accordance with the instructions given to them, such as ambiguity in question set, failure to mark questions, discrepancies between the marks entered in the answer books and in the mark-list or mistakes in the totals of the marks or such other mistakes.

The acceptance of an appointment as an examiner implies an agreement on the part of the acceptor to verify* the marks. Refusal to undertake the verification of marks will nullify the appointment.

The syndicate has resolved to make the deduction from the remunerations of the Paper-setters of Examiners as under for the mistakes mentioned against each:

Schedule of Reduction :

In assessment and/or paper-setting and/or preparing mark sheets or any other proforma as the case may be, if it is found that mistakes have been committed such person be penalized as shown below :

1. ₹70/- be deducted from his remuneration if one mistake is found.
2. ₹140/- be deducted from his remuneration if two mistakes are found.
3. ₹ 200/- be deducted from his remuneration if three mistakes are found.
4. If four or more than four mistakes are found, such person be discontinued as examiner and/or paper-setter for two successive years for his gross carelessness, after deducting ₹70 /- from his remuneration for each such mistake found.
5. When such a person after discontinuing for two successive years for gross carelessness commits four or more than four mistakes again, such person shall stand disqualified for appointment as examiner and/or paper-setter in any examination at any level.
6. In event the Convener/Examiner who fails to submit the mark sheets/assessed Answer-Books in time, shall be liable to Pay ₹110/- per day from the last day fixed, unless he satisfies the Vice-Chancellor of a genuine reason for the delay.



IX. Minimum Remuneration

The Minimum remuneration of ₹200/- will be payable to Examiner for each order of university appointment.

No Maximum limit for remuneration to any examiner for all.

However, this will not applicable to emergency substitute appointments made during the examination. "The benefit of this clause shall not be available under the following circumstances:

- (i) Where a person is appointed only as a paper-setter or
- (ii) Where a person fails to perform the entire duties as per his appointment: or
- (iii) Though appointed, no candidate is registered in the subject, or if registered fails to appear therein".

The paper setters/ examiners are required to submit their bills of remuneration for all the work done by them in respect of examinations during a session in one lot in a separate cover preferably along with the marks-sheet and in NO case later than 30 days from the date of submission of mark-sheets.

* The Convener of the Board of Examiners shall arrange for the verification of the marks by the examiners among themselves and to issue the necessary instructions to the examiners in that behalf.

* 1st January to 30 June & 1st July to 31st December are treated as separate sessions.

X. Rules for Miscellaneous Expenses

1. The Electrician appointed at the Centre of Practical Examination only in Science & Home Science College shall be paid at the rate of ₹80/- for one session.
2. The number of water bearers and Hamals taken together to be appointed at any examination centre shall be at the rate of **one per Six blocks of students**. They shall be paid at the rate of Rs100/- per session. Peons engaged for Senior Supervisor's Office and as packing-cum dispatch peon shall be paid at the rate of ₹100 /- for one session (Maximum 2 peons per centre for more than 250 students with one additional day are permissible).

This Rates are for those Employee who are permanent Employees of the University/College / Institute. If Additional Daily Wages are appointed temporary, with prior approval of university then will be paid Daily Wage as per University Rules. In force in time to time.

3. For arranging and re-arranging benches for Examination purpose, the rate admissible shall be ₹40/- for First hundred students and for each additional student @50 paise be paid to Class IV employees doing the work. This rate is for both the works.
4. The sweeper appointed at the Centre of Examination shall be paid ₹100/- per session (only one sweeper shall be appointed for whole examination, if more than one sweeper appointed amount distributed among them.)



5. The peons engaged for delivery of Answer-Books to the local Examiners be paid as under :-

- (a) To Local Examiners at Vallabh Vidyanagar or Anand ₹ 20/- per bundle
- (b) From Anand to Examiners at Vallabh Vidyanagar and nearby places or from Vallabh Vidyanagar to Examiners at Anand or nearby places. V.V.N., Karamsad. Bakrol & Mogri. ₹25/- per bundle
- (c) Transportation charges where a peon is required to go from V.V.Nagar to Karamsad. Anand. Bakrol, Mogri and from Anand to V.V.N.. Karamsad. Bakrol & Mogri. ₹25/- per day of Examination

6. The vouchers for miscellaneous expenses including Typing work. Labour charges etc. incurred by the colleges duly certified by the Senior Supervisors shall be sent to the University with a statement. The Senior Supervisor is authorised to pay remuneration to Class IV employees and other persons engaged on daily wages from the amount of advance paid to the centre, and bills/vouchers duly certified by him shall be sent to the University Office, with detailed statement of expenses.

Typing charge ₹500/- for theory and Practical Examination OR Actual cost. (Lowest amount among them.) Whichever is less.

<p>XI Remuneration for Central assessment/ Re-assessment work/ Observer work/Grade Review Committee at the Centre :</p>

1. Remuneration for Central assessment :

- (i) Co-ordinator ₹500/- per day.
(ii) Clerk ₹300/- per day.
(iii) Peon/Water Man ₹200/-per day

2. Remuneration for Reassessment work : (For maximum 3 days in each faculty)

- (i) Co-ordinator ₹500/- per day.
(ii) Clerk ₹300/- per day.
(iii) Peon ₹200/-per day.

3. Remuneration for Observation of answer book work :

- (i) Dean / Co-ordinator ₹500/- per day.
(ii) Adm. Officer ₹500/- per day.
(iii) Subject Expert/Convener. ₹500/- per day.
(As per Requerment)
(iv) Clerk ₹300/- per day
(v) Peon ₹200/-per day

When reassessment work is carried out in other Universities / Institutions, following remuneration will be paid.

(i)	Co-ordinator	₹ 950/-per faculty
(ii)	Clerk	₹ 300/-per faculty
(iii)	Peon	₹ 200/- per faculty

4. Sitting allowance (including refreshment allowance) to examiners / Co-ordinator/ Assistants to Co-ordinators will be paid ₹ 80/- per day.
5. Tabulator/s/Data Entry :
By hiring services as per requirements.
6. For Flapping / Deflapping :
Daily Wagers to be appointed.
7. External examiners required to stay at University Guest House will be given free accommodation.

XII Staff engaged for printing work at University press, Computer Centre etc

1. For Press proof reader ₹ 60/- per paper.
2. Session allowance ₹ 80/- + ₹ 40/- as special allowance per session to each person.
3. For copy of question paper ₹ 8/- (Xerox/Copier)
4. For data entry/Typing of question paper ₹ 40/-
5. For preparing Blockwise bundle of question paper ₹ 13/- per paper.
6. Preparation of Hall tickets.
(A) For College/P.G. Department/Institutes ₹1.75=00 NP per Hall Ticket
(B) University Examination Section ₹1.75=00 NP per Hall Ticket
(C) G.H.Patel Computer Centre ₹1.75=00 NP per Hall Ticket.
7. A teacher / Officers attending the press in connection to the selection of manuscript for the question paper will be paid remuneration of ₹100/- per day.
8. Paper Distributor at University press ₹ 100/- Per Session.

Under special circumstances, the Vice Chancellor will take appropriate decisions.

No.:E-3/1953

Date : 04/04/2019

Vallabh Vidyanagar

I/c Registrar