

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)**

**RATES OF REMUNERATION
FOR EXAMINATION WORK**

**WITH EFFECT FROM
ACADEMIC YEAR 2021-22**

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Rates of Remuneration for Examination Work

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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:

1. FACULTY OF SCIENCE & TECHNOLOGY

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.Sc.	535	16	535	26*
2	S.Y.B.Sc.	535	16	535	36*
3	T.Y.B.Sc.	535	16	535	36*
4	F.Y.B.Sc. (Comp. Science)	535	16	535	26*
5	S.Y./T.Y.B.Sc. (Comp. Science)	535	16	535	36*
6	B.Sc. Applied / Wine Tech Biotechnology/Applied Petro-Tech./ Geoinformatics	535	16	535	36*
7	B.Sc. (Animation)	535	16	535	26*
8	F. Y.B. C. A.	535	16	535	26*
9	S.Y./T.Y.B. C. A.	535	16	535	36*
10	M.Sc. (All Courses)	715	20	715	50*
11	M.Sc. (Computer Science)/ M.C.S./M.C.A.	715	20	715	50* 260* Dissertation
12	M.Sc. Biotechnology	715	20	715	40
13	Courses instituted from time to time :				
	(a) Certificate	340	16	340	16
	(b) Diploma (U.G.)	475	16	475	16
	(c) Diploma (P.G.)	535	16	535	16
	(d) Degree	535	16	535	26
	(e) Post-Graduate Degree	715	20	715	40

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

Rates of remuneration for Project Work :

Sr. No.	Examination	Examiners		Practical	
		Less than 160 marks (per examiner) Rs.	160 or more marks (per examiner) Rs.	Less than 160 marks (per examiner) Rs.	Less than 160 marks (per examiner) Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	B.Sc. (Physics / Electronic Science Project Work)	36	46	46	80
2	M.Sc. (All Subjects)	36	56	110	130

*The rates are per candidate, per examiner.

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

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

2. FACULTY OF COMMERCE & MANAGEMENT

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.Com.	535	16	---	12*
2	S.Y.B.Com.	535	16	---	12*
3	T.Y.B.Com.	535	16	---	12*
4	B.B.A. (Sem. I to VI)	535	16	---	Dissertation* 70
5	B.C.A. (Sem. I to VI)	535	16	---	70*
6	M.Com.	715	20	---	*100 Project Dissertation
7	Post-Graduate Diploma in Banking / Company Secretaryship / Taxation / Salesmanship & Advertisement / Accountancy & All such Diplomas	535	16	---	---
8	Courses : Instituted from time to time :				
	(a) Certificate	340	12	340	16
	(b) Diploma	535	16	535	16

* The rates are per candidate, per examiner

3. FACULTY OF HUMANITIES

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

* 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., & M.A. (Psychology & Geography)

Sr. No.	Examination	For Paper-Setting per Paper	For Examining per Paper	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	Certificate Course in Modi	340	13	340	16
2	Courses instituted from time to time :				
	(a) Certificate	340	13	340	16
	(b) Diploma (U.G.)	475	16	475	16
	(c) Diploma (P.G.)	535	16	535	16
	(d) Degree (U.G.)	535	16	535	20
	(e) Post-Graduate Degree	675	20	675	30

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

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

1.3 Remuneration to Moderators:

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

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

1.4 Remuneration for Restructuring Courses at Degree Level:

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

(a) *Assessment*

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

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

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

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

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

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

1.5 Minimum remuneration to Paper-Setter & Examiner:

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

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

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

2. CHAIRMAN ALLOWANCE

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

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

The Chairman/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 assessment of Research work of students of all colleges will be paid remuneration of Rs. 650/- lump sum.

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

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

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

3.1 Remuneration for Model Answer, Scheme of Marking:

The Board of Paper-setters, required to submit model answers, along with scheme of marking will be paid Rs.400/- per paper. This remuneration will be distributed equally amongst the paper-setters who are present at the meeting and who actually do the work.

3.2 Remuneration for Translation:

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

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

3.3 Remuneration for Proofreading:

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

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

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

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

4.1 Honorarium for examining Thesis, Dissertation:

		Honorarium for Thesis, Dissertations, Viva-voce for each Internal and External referee	
		Evaluation	Viva-voce
1	M. Phil. Dissertations	Rs.1000/-	Rs. 1000/-
2	Ph.D. Thesis Honorarium to External Referee, Internal Referee (Guide & Co-guide) (i) In India (ii) Outside India	--- Rs. 2600/- \$ 2 0 0	Rs. 2000/- Per candidate per examiner
3.	M. Phil/ Ph. D. Course work (Evaluation at research centre.) 1. Setting up question paper for course work subject. 2. Examining answer sheets for course work paper. 3. Remuneration to guide per candidates to be paid once only during the course.	Rs. 500/- Rs. 40/- per paper. Rs. 1000/-	----- ----- -----

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

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

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

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

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

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

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

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

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

5. Remuneration for Revaluation of Answer-Books:

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

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

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

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

Part A : Remuneration for conduct of Online Examination

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

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

Sr. No.	Particulars	Rates	Minimum Amount to be paid
1.	For addition Online Question Bank, Solution to Questions along with scheme of marking.	Rs. 5/- Per Question	-----
2.	Online Question Bank Validation/Updation.	Rs. 8/- Per Question	Rs. 650/-

CCTV Camera Mandatory for online examination Halls/Laboratory.

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

* Session: 100 students appearing for examination simultaneously. Less than 100 students can be accounted for session if less than 100 students are appearing for examination of the said subject.

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

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

- (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	200	260
b.	Assistant Senior Supervisor, CEO	Per paper / session	155	215
c.	Junior / Relieving Supervisor/Internal Vigilance Squad	Per paper / session	170	200
d.	Dispatch Clerk (It should be equal Junior Supervisor)	Per paper / session	170	200
e.	Stationery Store Clerk	Per Paper/ Session	40	-----
f.	Peon	Per paper / session	70	90
g.	Watchman	For twelve hours attendance	130	130
h.	Sweeper / Hamal / Scavenger	Per paper / session	90	90
i	Water Charges (To be paid to College)	Per Exam season	2000	
j	Electrician or Generator Operator	Per Exam season	1000	
k	Xerox Operator (To be divided among operators if more than one.)	Per session	100	

Dispatch Clerk ; Dispatch Clerk is appointed as follows .

1 to 600 Students	One Dispatch Clerk
601 to 1000 Students	Two Dispatch Clerk
Above 1000	Three Dispatch Clerk

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

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

4. Two Peons for Office of the Senior Supervisor one of whom shall work as Bellman also.
5. One Block Peon for each group of every four blocks.
6. One Watchman for twelve hours.
7. One Hamal / Sweeper for sweeping of each group of ten blocks.
8. One Wet Sweeper for cleaning W.C.
9. If the number of students on any examination centre is more than 800 in a day, then in place of one Internal Senior Supervisor, two Internal Senior Supervisors and two Assistant Senior Supervisors are allowed on that day.
10. 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.
11. It shall be the duty of all persons involved in examination work to conduct the examinations smoothly, discouraging all kinds of unfair practices. All staff will carry the responsibilities assigned by the Principal of the concerned affiliated College/Director of the concerned recognized Institute Head of the University Teaching Department pertaining to the examination work.

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

12. **Internal Squad:** One Internal Squad team of three members per 10 blocks, at least one lady staff member shall be part of Internal squad.

1.2 2 Remuneration to Principal & others:

- (a) The Principal or in his absence his nominee, who will look after smooth conduct of examination work will be paid Rs. 650/- per day for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (b) An amount at the rate of Rs. 260/- per day will be paid to only one Internal Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (c) An amount at the rate of Rs. 200/- per day will be paid to the Assistant Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (d) The work of Pre/ Post Examinations wherever is applicable be entrusted to the person by the Principal/Head of the University Department and be paid Rs. 8/- per candidate for examination work. This amount will be paid to the persons concerned from the share of the University Examination Fee retained by the College for the conduct of University Pre/post Examinations.
- (e) Where the examination paper sessions of two hours and three hours or more than three hours duration are conducted simultaneously, remuneration to the Senior Supervisor, will be granted for three hours session only.

- (f) The Principal of the College will be paid Rs. 3,250/- per examination session for acceptance of Manuscripts of Question Papers, appointment of Jr. Supervisors, other staff for the conduct of University Examinations, overall supervision of examinations and submission of necessary record in time to the University.
Such claims should be paid from the advance placed at the disposal of the College for conduct of the theory examination. Generally, the duration of each examination session shall not be less than 12 working days and not more than 14 working days.

1.3 Charges for Medical Aid:

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

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

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

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

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

2. REMUNERATION FOR VIGILANCE SQUAD, CUSTODIAN

2.1 Remuneration to Vigilance Squad:

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

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

2.2 Remuneration to college Examination Officer:

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

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

PART– III

1. REMUNERATION FOR THE CONDUCT OF PRACTICAL EXAMINATIONS

1.1 Remuneration to Laboratory Supervisors, Expert Assistants, etc:

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

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

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

The Internal Examiners shall invariably work as Laboratory Supervisor.

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

1.2 Remuneration for Printing of Question Papers for Practicals:

- (1) For practical, when more than one paper at each practical of the same course is set, remuneration for one paper be paid as per rate of remuneration in each faculty and for each subsequent papers-setting (not practical slips), Rs. 90/- will be paid. However, for Statistics practical examination rate of remuneration for subsequent paper is same as that for the first Paper.
- (2) The Referees appointed to examine the thesis/dissertation of master's degree (fully or partly by Research) will be paid Rs. 6 5 0 /- per thesis/dissertation.

1.2 Payments for the Conduct of Practical Examinations :

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

Sr. No.	Name of the Examination	Rate per candidate (Actually appearing per Laboratory course (inclusive of preparation and cleaning charges and Remuneration to Asst. etc.)	To be Distributed as	
			Remuneration	Other Charges
1	B.A. /B.Sc. (all subjects) /B.Sc. (Comp. Science), B.Sc. (Biotech), B.Com. B.B. A./B.C.A.	100	65	35
2	M. Sc (Wet Lab.)	130	65	65
3	M.Sc. (Dry Lab.)	110	65	45
4	Experimental Psychology	65	40	25
5.	All other Subjects	100	55	45

- (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

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

Change in Remuneration due to introduction of new Programme and examination work which is not included in the booklet but Remuneration needs to be paid in such situation following procedure to be followed

- Co-ordination section will initiate note/resolution with consultation of relevant faculty BoS & Dean to Board of Examinations & Evaluation.
- After approval of Board of Examinations and Evaluation, it is to be sent to Management Council for approval.

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 Director, B.E.E / Deputy Registrar
(Examinations) is -----

Sr. No.	Subject	Expert Asstt.	Laboratory Asstt.	Store-Keeper	Peons
1.	Physics, Electronics, Computer Science, First, Second & Third Year (A batch is to consist of F.Y. 25 S.Y. 20 & T.Y. 15 Students)	2	2		3
2.	Chemistry First, Second & Third Year (A batch is to consist of F.Y., S.Y., T.Y. 50 Students)	2 2 3	1 2 2	1 ! 1	1 for F.Y. 4 for S.Y. 6 for T.Y.
3.	First, Second & Third Year (Botany, Zoology, Geology, Geography) (A batch is to consist of F.Y. 25, S.Y. 20 and T.Y. 15 Students)	1	1	1 (Field Collector)	2
4.	Statistics (I) F.Y.,B.Sc./B.Sc. (Comp. Sc.) (A batch of 25 Students) (II) S.Y., B.Sc./B.A., T.Y.B.Sc./B.A.} (A batch of 25 Students)	--- ---	1 (In addition 1 Junior 1 (In addition 1 Junior	Supervisor and one Supervisor and one	2 Machine Mechanic 2 Machine Mechanic)
5.	Experimental Psychology First, Second & Third year At B.A. & B.Sc. (A batch is to consist of 10 Students)	1	1	---	
6.	Microbiology and Biotech First, Second & Third Year (A batch is to consist of 20 Students)	2	1	---	
7.	B.Lib. & M.Lib.	---	---	---	

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

II M.Sc. (Science) Examination

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

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

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

Practical Examination in Music, Dance, Drama.

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

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

Schedule of Assistant Days of Preparation/days of Cleaning

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

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

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

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

6. Rates of Remuneration

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

Note : Preparation and cleaning rates as shown for 4 to 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	25
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 SCIENCE & TECHNOLOGY

Claims Regarding Practical Examinations should be submitted in the following format

Statement showing the Staff used for Practical Exam. Held in the College of

For April/October 355 .

(Year)

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

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 (Acquattence Roll) is enclosed herewith.

Principal

Checked the data in this bill
And tabular statement

Dy. Registrar
(Exams.)

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
5.	M.Com.	1. Asstt. For overall examination for each College	1. for Each Division

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar (Autonomous)

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)
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			
2	Advance receivable from the University	0	*	10 Remuneration to Peons, waterman, Hamal,- Sweeper, etc.			
				8 Payment to A/c's Clerk			
				9 Auditor's Fees			
				10 Store Clerk			
			*	11 Dispatch Clerk			
				15 Distribution of marklists (@Rs.2/- Per candidate for..... candidates)			
				16 Remuneration for preparing B.Ed. Time Table			
				14 Printing charges of B.Ed. Time Table			
				20 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	2	Total b/fd		0	
			*	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			
			*10	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.

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar (Autonomous)**

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	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
		M					0			0			0			0	0
		E					0			0			0			0	0
Tot				0	0	0	0	0	0	0	0	0	0	0	0	0	0

Principal

M = Morning, E = Evening

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar (Autonomous)
Statement Showing Details of Payment made towards Supervision Charges

Name of College

Exam April/Oct

Date of Exam Session

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
1		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

M = Morning, E = Evening

Principal/Director

ANNEXURE '2'

CERTIFICATE

Certificate that the Examination Advance of Rs._____ (Rs. _____) sanctioned by Savitribai Phule Pune University 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 Savitribai Phule Pune University.

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

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar (Autonomous)

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

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar (Autonomous)

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

Principal

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar (Autonomous)
 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			

Principal

ANNEXURE '8'

Name of the College :

.....

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

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)