

Additional Controller of Examinations – University Departments
Revised Norms

Based on Existing norms and other norms adopted by O/o. Controller of Examinations

SL.NO	TITLE	DETAILS OF CLAIM	REMUNERATION RATE
1	Question Paper Setting and Key (UG/PG/PhD/MS – Theory examinations)	Question Paper Setting	Rs. 2000/- per question paper (10% TDS shall be done)
		Key to the question paper	Rs. 3000/- per question paper key (10% TDS shall be done)
		Chief Superintendent Advance & Expenditure request to be endorsed by C.S	Rs.250/- per session
2	Conduct of Examinations for UG/PG – Theory and Practical Examinations – Except project work	Additional Chief Superintendent (ACS) for UG examination only. One ACS can be appointed for every 2000 students registered. (restricted to a maximum of 2 ACS per campus)	Rs.250/- per session
		Hall Superintendent (For every 25 candidates)	
		*Date wise student list to be enclosed for Hall Supdt. claim (10% of additional hall superintendent may be appointed in total nos. of hall superintendent)	Rs.150/- per session for theory subjects only

<p>Contd... 2</p>	<p>Conduct of Examinations for UG/PG –Theory and Practical Examinations – Except project work</p>	<p>Other expenses: Applicable for CEG,ACT & MIT Campus Towards purchase of stationery including graph sheet, drawing sheet, gum paste, cello tape (Claim eligible for O/o Chief Superintendent – for theory subjects only)</p> <p>Applicable to SAP campus only Theory cum studio and studio based subject expenses This covers remuneration to all other staff engaged, arrangements, stationery items, consumables, contingency etc.,</p> <p>* Stock to be made in consumable stock register. * Necessary bills to be enclosed and signed by Chief Superintendent</p> <p>Miscellaneous Expenses Which includes seating arrangements, Water boy, Clerical Assistance, Typing Charges, packing, refreshments, water charges etc., (Claim eligible for O/o Chief Superintendent – for theory subjects only)</p> <p>* Bills / Hand Receipt to be enclosed.</p> <p>Internal Examiner – Practical examination Applicable for all Practical examinations It does not include seminar, comprehension, industrial visit etc., (In case of common practical exams, only one dept is eligible to claim)</p> <p>Skilled Assistant Applicable for laboratory examination only. It does not include seminar, comprehension, industrial visit etc., (in case of common practical exams, only one dept is eligible to claim)</p>	<p>Flat rate of Rs. 4/- per registered candidate (Or) minimum of Rs.500/- (Except SAP Campus)</p> <p>a) Theory cum studio based subject Rs.20/- per registered candidate (Or) minimum of Rs.100/- b) Studio based subject (Arch Design) Rs.50/- per registered candidate (Or) minimum of Rs.100</p> <p>Flat rate of Rs. 1/- per registered candidate (Or) Rs.250/- per session.</p> <p>Rs.10/- per present candidate of practical exams (Or) minimum of Rs.100/-</p> <p>Rs.6/- per present candidate of practical exams (Or) minimum of Rs.75/-</p>
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		Special Invigilation squad	Rs.200/- per session
3	Project Work	External Examiner (UG) Viva – Voce examination for project work / dissertation / Thesis / Studio as per regulations. Applicable to all UG programmes. Mini project claim not applicable *Copy of external examiner approval & Student attendance list to be enclosed.	Rs.50/- per candidate (Or) minimum of Rs.500/-
		External Examiner (PG) Viva – Voce examination for project work / dissertation / Thesis / Studio as per regulations. Applicable to all PG programmes. Mini project claim not applicable *Copy of external examiner approval & student attendance list to be enclosed.	Rs.150/- per present candidate thesis evaluation and Rs.100/- per present candidate for Viva-Voce examinations (Or) minimum of Rs.500/-
		Internal Examiner B.E. / B. Tech (except B.Arch Programme) *Copy of appointment order & student attendance list to be enclosed.	Rs.40/- per project group (Or) minimum of Rs.100/-
		Internal Examiner B.Arch. Programme *Copy of appointment order & student attendance list to be enclosed.	Rs.40/- per candidate (Or) minimum of Rs.100/-
		Internal Examiner M.E/M. Tech./M.Arch./M.Plan/M.B.A/M.C.A/M.Sc/M.Phil Supervisor For Viva-Voce *Copy of appointment order & student attendance list to be enclosed.	<ul style="list-style-type: none"> - Rs.50/- per candidate - Rs.50/- per candidate

Contd... 3	Project Work	External Examiner (TA/DA) TA/DA – Expenses Applicable to External Examiner only	<ul style="list-style-type: none"> If the distance is less than or equal to 100km (both ways), a lump sum of Rs.500/-. If the distance is more than 100km (both ways), a train fare for of AC Chair car/3 tier AC train fare will be paid on produced of ticket. If the places are not connected by train, to and fro mileage at Rs.8/- per km (maximum 300 km for both ways) will be paid. Toll charges if any, will also be reimbursed on produced of bills. Additionally Rs.500/- will be paid as incidental charges for distance more than 100Km.
4	Valuation and Re-Valuation of answer scripts	First valuation – Examiner Second and Third Valuation Examiner (Revaluation) Review – Examiners	Rs.20/- per answer script (Or) Minimum of Rs.100/- Rs.30/- per answer script (Or) Minimum of Rs.100/- Rs.50/- per answer script (Or) Minimum of Rs.150/-
5	Honorarium	Class Advisor Claim applicable for full time courses only. Faculty Advisor (CBCS) *Copy of appointment order to be enclosed. Claim applicable for full time courses only.	Rs.1000/- per semester

<p>Common Course Coordinator (Course Coordinator in case of CBCS) *Copy of appointment order to be enclosed. Applicable for all courses, subject to condition that the course is handled by two or more different staff members. Applicable for both FT & PT programmes. Not applicable for part time UG programmes . Not applicable for Lab Courses.</p>	<p>Rs.1000/- per course</p>
<p>Class Committee Chairperson UG Full time programmes – Applicable UG Part time programmes – Not applicable PG Full time programmes – Applicable PG Part time programmes – Applicable</p>	<p>Rs.1000/- per semester</p>
<p>Honorarium</p>	<p>Rs.1000/- per semester</p>
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Honorarium

14.12.21

Additional Controller of Examinations (University Departments)

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