



UNIVERSITY OF CALICUT

Abstract

Pareeksha Bhavan - Conduct of Examinations - Modalities for the disbursement and settlement of payment to Examination Centres - Revised rate of remuneration for the Conduct of Examinations - Modifications - Sanctioned - Orders issued.

EXAM-ACCOUNTS

U.O.No. 179/2014/PB

Dated, Calicut University.P.O, 10.09.2014

*Read:-*1. U.O. No. 127/2013/P.B dated, 12/12/2013.

2. U.O. NO. ECQ/2/Fix of Remn/10-11 dated 02/08/2010

3. U.O. Note No. EAC-C3/Exam Conduct/Gen/2014 dated 21/07/2014.

ORDER

1. On implementing the Syndicate resolution vide item No. 2013.452 dated 27/05/2013, the modalities for the disbursement and settlement of payments to the Examination Centres and rate of remuneration for the Conduct of Examinations were standardised vide U.O read as 1st above.

2. Vide paper read as 2nd above, Finance Branch suggested some modifications in the U.O within the remuneration limits and accordingly, the U.O is modified as follows:

3. The committee constituted to study the matter and propose the modalities for the disbursement and settlement of payments to Examination Centres suggested standardization of the existing rate for the Conduct of Examination and computerization and procedural simplification.

a. Since with the introduction of semester pattern, the annual March / September examination has become redundant, the payment to clerks / sweepers / peons may be made for each session.

b. Since separate remuneration package has been implemented for the Conduct of Exam for SDE students, Special allowance now being paid for attending to exam duties on holidays / vacations may be done away with.

c. Miscellaneous expenditure viz: charges in respect of preliminary arrangements / head load / telephone / stationary may be brought under a single head - Contingent Expenditure.

4. The receipt / expenditure for the conduct of the exams come under two major heads:

a. Expenditure on Human Resources.

b. Contingent expenditure.

5. The Expenditure on human resources is the amount calculated for the persons for undertaking the exam duties under various categories. Their acquittance may be considered as the voucher.

6. The contingent expenditure may be fixed as a lump sum and calculated on the basis of total number of candidates registered for the Examination. The exam centres have to submit a single receipt for this expenditure. The practice of submitting sub vouchers for claiming the amount may be dispensed with. The Joint Director, Local Fund Audit has agreed with this proposal.

7. The Examination Centres shall submit the vouchers (consolidated statement, acquittance, receipt for the contingent expenditure etc.) within 10 days after the completion of the exams and claim the balance amount from the University, which will be credited to the Bank Account of the Centre.

8. Principals / Chief Superintendents are requested to forward the accounts of Conduct of Examinations as per consolidated statement, Proforma I to IV and Annexures I to IV appended herewith.

9. Any payment relating to conduct of examinations of regular students not included in this order will be made as per the U.O. read as 2nd above and other previous orders in this regard.

10. The work regarding the conduct of examinations, from the initial stage where the centres claim the amount to the final disbursement shall be computerized.

11. The revised rates for the conduct of examinations are detailed in the Appendix of the U.O

12. Sanction has therefore been accorded to implement the above suggestions.

13. U.O read as 1st above, stands modified to this extent.

14. Orders are issued accordingly.

C.P. John
Deputy Registrar

To

DR - Finance / EAC Sections

Copy to :

PS to VC / PA to PVC, Registrar / FO / CE / AR-V (EAC) / Budget Sn. /
All JCEs / System Administrator (with a request to mail to all Principals and
to publish in the official website / JDLFA / SF / DF / FC

Forwarded / By Order

Section Officer

Consolidated statement for the conduct of Examinations at

Sl.No.	Particulars	Amount in Rs.
1.	Theory Examinations – Remuneration Human Resource (Proforma.I)
2.	Theory Examinations – Contingent Charges (Proforma II)
3.	Practical Examinations – Remuneration Human Resources (Proforma.III)	
	SL.No.1 – Subject (Name of Practical Exam)
	SI.No.2 – Subject.....
	SI.No.3 - Subject

4.	Practical Examinations – Contingent Charges (Proforma IV)	
	SI.No.1 – Subject (Name of Practical Exam)
	SI.No.2- Subject.....
	SI.No.3- subject

	Total	

Rs..... (Rupees))

Total Expenditure = Rs.....

Advance received = Rs.....vide Cheque No..... dated.....

Balance Amount = Rs.....

(Office Seal)

Name & Signature
Principal/Chief Superintendent

PART C

Designation	Total No.of candidates registered	Rate	Total amount
Data Entry Operator			

(Rs.....(Rupees))

PART D

Designation	No.of Blind candidates	Rate	Total No. of Duties performed	Total amount
Amanuensis				

Rs.....(Rupees.....)

Office Seal

Name & Signature
Principal/Chief Superintendent

PART E

PROFORMA I – GRAND TOTAL	
Part A	= Rs.....
Part B	= Rs.....
Part C	= Rs.....
Part D	= <u>Rs.....</u>
Total	= =====

(Office Seal)

Name & Signature
Principal/Chief Superintendent

Annexure – I

Theory Examinations – Remuneration – Human Resource - Acquittance for conduct ofexaminations
at.....

Sl.No.	Name	Designation	Amount	Signature
Total				

Rs..... (Rupees.....)

Office Seal

Name & Signature
Principal/Chief Superintendent

PROFORMA - II

Theory Examinations – Contingent Charges

Statement for conduct of Examinations
at

Total No.of candidates registered for the Examination	Rate per Candidate	Total amount

Rs..... (Rupees.....)

(Office Seal)

Name & Signature
Principal/Chief Superintendent

ANNEXURE – II

RECEIPT

Received from the Finance Officer, University of Calicut an amount of Rs..... (Rupees)
being the contingent charges @ Rs..... per student for the conduct of theory examinations during the period from to

(Office Seal)

Name & Signature
Principal/Chief Superintendent.

PROFORMA – IV SI.NO.....

Practical Examination – Contingent Charges:Statement for conduct of
..... Examinations at

Name of Subject.....

No.of Candidates	Rate per Candidate	Total Amount

Rs..... (Rupees

Office Seal

Name & Signature of
Examinations 1.....
2.....
3.....

Counter signed

Name & Signature
Principal/Chief Superintendent

Note:- Separate proforma may be
used for each practical Exam.

ANNEXURE – IV SI.No.....

RECEIPT

Received from the Finance Officer, University of Calicut an amount of Rs.....
(Rupees) being the Contingent
Charges @Rs..... per student for the conduct of
Practical Examination during the period from to

Office Seal

Name & Signature
Of Examinations 1.....
2.....
3.....

Counter Signed
Principal/Chief Superintendent.

Note: Separate receipt may be used
For each practical Exam

Revised rate of remuneration for the conduct of examinations

(Applicable only for the exams of regular college students.)

I. THEORY EXAMINATIONS

A. HUMAN RESOURCE

Sl. No.	Designation	Rate of Remuneration (in Rs.)
1.	Chief Supdt.	75/- per session
2.	Addl. Chief Supdt.	75/- per session (If appointed by the University only)
3.	Senior Asst. Supdt.	70/- per session
4.	Office Supdt.	60/- per session
5.	Invigilator	60/- (for every 25 candidates per session and for fractions more than 5)
6.	Clerk Peon	75/- per every 100 candidates per session. For fractions upto 30 candidates is Rs. 25/-, for fractions upto 60 candidates is Rs. 50/- and for fractions more than 60 candidates is Rs. 75/-)
7.	Sweeper	10/- for every 100 candidates or part thereof per session. Minimum 15/-
8.	Data Entry Operator	250/- For every 200 candidates registered for the whole examination with proportionate amount (ie. Rs. 25/-) for the multiples of 20 candidates, subject to Minimum of 250/- and Maximum of 500/-)

NOTE: No remuneration to the office staff engaged in regular examination duty in University Departments and Centres.

CONTINGENT CHARGES

1.	Contingent Charges	2/- per candidate registered for the exam
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NOTE: No sub vouchers are required

II. PRACTICAL EXAMINATIONS

a. Human Resources

Sl. No.	Designation	B.Sc (Rate in Rs.) for 3 hours	M.Sc (Rate in Rs.) for 3 hours
1.	Skilled Assistant	100 per day	100 per day
2.	Lab Assistant	100 per day	100 per day
3.	Store Keeper	40 per day	40 per day
4.	Gasman (only for Physics and Chemistry and one for both subjects on a day)	40 per day	40 per day
5.	Mechanic	40 per day	40 per day
6.	Herbarium Keeper	40 per day	40 per day

NOTE: 1. Chemistry – Two Skilled Assistants.

2. More than 3 hours proportionate rate applicable.

b. **Contingent Expenditure:**

Sl. No.	Subject	B.Sc Contingent Charges (3 hours) (per candidate)	M.Sc Contingent Charges (3 hours) (per candidate)
1.	Physics	15/-	60/-
2.	Chemistry	40/-	50/-
3.	Botany	25/-	40/-
4	Zoology	25/-	100/-
5..	Geology	25/-	40/-
6.	Home Science	25/-	60/-
7.	Computer Science / IT	25/-	40/-
8.	Aquaculture	15/-	30/-
9.	Microbiology	15/-	30/-
10	Biochemistry	15/-	30/-
11.	Food Technology	15/-	30/-
12.	Environmental Science	15/-	30/-
13.	Bio – Technology	15/-	30/-
14.	Fishery Micro Biology	15/-	30/-
15.	Electronics	15/-	30/-
16.	Genetics	15/-	30/-
17.	Physiotherapy	15/-	30/-

18.	Catering Science Hotel Management	15/-	30/-
19.	Costume and Fashion Designing	15/-	30/-
20.	B.Tech	30/-	30/-

NOTE: 1. No Sub Vouchers required.

2. Similar Course- minimum rate applicable.

3. More than 3 hours proportionate rate applicable.

Deputy Registrar – I (Exams)

For Controller of Examinations