



UNIVERSITY OF CALICUT

Abstract

Conduct of entrance examinations for UG/PG programmes with entrance examinations-Admissible rates for the conduct of UG/PG Entrance Examinations/Counselling/Group Discussion/Personal Interview/physical Fitness Test in the cases wherein notification for admission is issued by DOA approved-Orders issued.

DOA

U.O.No. 4286/2016/Admn

Dated, Calicut University.P.O, 08.04.2016

*Read:-*1.U.O Note No.26752/FIN-C1/2015/Fin dated:17.07.2015.

2.Orders of the Vice-Chancellor in File No.179315/DOA-ASST-3/2015/Admn on 13-12-2015

3.Item No.1 of the minutes of the meeting of Co-ordinators of UG/PG entrance examination held on 18-01-2016

4.Orders of the Vice-Chancellor in File No.179315/DOA-ASST-3/2015/Admn on 25-03-2016

ORDER

As per paper read as first above, the Finance Branch requested the Directorate Of Admission to countersign the contingent bills and to make appropriations under the Budget head Part IIC-85-5022-02 in the cases of expenditure towards conduct of Entrance Examinations which are notified by the DOA.

2. Vide paper read as second above, the Vice-Chancellor approved the following suggestions derived out after discussion between the Directorate Of Admission and the Finance Officer.

a) An appropriation register for utilization of fund in the Head (Part IIC-85-5022-02) may be maintained in DOA.

b) The bills for the expenditure related to the conduct of various entrance exams may be routed through DOA.

c) DOA after endorsing the bills may send the same to Finance for admissibility.

d) The sanctioned amount would be appropriated in the appropriation register maintained in DOA.

e) A common order may be issued from DOA stating the admissible expenditure for the conduct of entrance exam after due discussions with the Co-ordinators of the entrance exam and approval of the concerned statutory bodies.

f) Finance Branch would forward to DOA the existing orders regarding the permissible expenditure for the conduct of various entrance examinations to facilitate the derivation of item no.(e).

3. As per paper read as third above, the meeting of the Co-ordinators of UG/PG entrance examinations proposed and recommended the following rates for the conduct of UG/PG Entrance Examinations /Counselling/Group Discussion/Personal interview/Physical Fitness Test wherein notification for admission is issued by DOA.

1	Chief Superintendent	Rs.600/-per session
2	Invigilator	Rs.400/- per session (one for 20 candidates)
3	Office Superintendent	Rs.450/-per session
4	Clerk	Rs.300/- per day
5	Peon	Rs.250/- per day
6	Sweeper/scavanger	Rs.150/- per day
7	Driver	Rs.350/- per day
8	Question paper setting	Rs.1000/- per paper
9	Valuation charge	Rs.10/-per paper (limited to a minimum of Rs.250/-)
10	Arrangements	Rs.25/- per every 25 candidates
11	Stationary charges	Rs 70/- per every 20 candidates
12	Refreshment	Rs.70/-per staff engaged for duty
13	Printing charges other than question paper printing	as per bill
14	Rent for exam centre	as per bill
15	Room rent(for halting examiners engaged in entrance examinations /counselling)	as per KSR
16	TA/DA	as per rules
17	Remuneration to examiners for Group Discussion /Counselling /Personal Interview /Physical Fitness Test	Rs.1,000/-per examiner per day.

4.The Vice-Chancellor has approved the rates detailed above subject to the following modifications.

a.The Department will do the printing ,packing etc of the Question papers through the confidential section of the PB

b.The rate of rent to be fixed (even if after negotiation) and got approved by the competent authority prior to the exams and orders issued for the same by the Co-ordinators.

c.The purpose and beneficiary of the rent to be stated as rent for examiners of entrance examinations.

d.The Co-ordinators of entrance examinations will issue necessary orders regarding the allotment of members of staff/officials for the conduct of entrance examinations/Counselling ,Group Discussion etc soon after the completion of the registration process.

5.Sanction is, therefore, accorded to adopt the rates detailed at para (3) above subject to the following modifications towards the expenditure for the conduct of UG/PG Entrance examinations/Counselling/Group Discussion/Personal interview /physical Fitness Test wherein notification for admission is issued by DOA

a)The Departments will do the printing ,Packing etc of the Question papers through the confidential section of the PB

b)The rate of rent will be fixed (even if after negotiation) and got approved by the competent authority prior to the exams and orders issued for the same by the Co-ordinators.

c)The purpose and beneficiary of the rent shall be stated as rent for examiners of entrance examinations.

d)The Co-ordinators of entrance examinations will issue necessary orders regarding the allotment of members of staff/officials for the conduct of entrance examinations /Counselling,Group Discussion etc soon after the completion of the registration process. Sanction is also accorded (i) to maintain an appropriation register in DOA for utilization of fund in the head Head (Part IIC-85-5022-02).

ii)to route the bills for the expenditure related to the conduct of various Entrance Examinations/Couselling /Group Discussion /Personal Interview/Physical Fitness Test by the Co-ordinators through DOA and the DOA will endorse the bills and forward the same to the Finance Branch for admissibility.

iii)to appropriate the sanctioned amount in the appropriation register maintained in DOA.

6.Orders are issued accordingly.

Viswanath K
Deputy Registrar

To

The Co-ordinators of various UG/PG programmes with entrance examinations/Finance Officer/Finance Branch/DSFC/PS to VC/PA to Registrar/PA to CE.

Forwarded / By Order

Section Officer