

**For University Exams,**

Honorarium or Remuneration is to be paid to the experts/ examiners/ faculty or other officials for exam related work as follows:

**1. Theory Examination**

**A. Pre-Exam Duty**

Duty Type	Remuneration
Manuscript Generation (Setting up question paper for final examination)	Rs. 1000 /- for UG programs
	Rs. 1200 /- for PG programs except Ph.D.
	Rs. 1000 /- for Diploma programs
	Rs. 1500 /- for Ph.D. Course Work

**B. During-Exam Duty**

Duty Type (Diploma / UG / PG / Ph.D.)	Remuneration
Exam in Charge	Rs. 350 /- per session
Senior Supervisor <b>* One Senior Supervisor per 6 blocks</b>	Rs. 300 /- per session
Squad Members *	Rs. 300 /- per session
Junior Supervisor	Rs. 250 /- per session
Exam Support Staff (Stationary & Numbering) <b>* Only One Support Staff for 6 blocks</b> <b>* One Each Support Staff for more than 6 blocks</b>	Rs. 250 /- per session
Peon	Rs. 125 /- per session

**C. Post-Exam Duty**

Duty Type (Diploma / UG / PG / Ph.D.)	Remuneration
Answer Books Assessment	Rs. 25 /- per Answer Book

## 2. Practical / Viva Voce Examination (Only External)

### A. External Examination (Diploma / UG / PG Subjects)

Duty Type	Remuneration
External Examiner	Rs. 500 /- per day + T.A (as per Annexure-EHR1) + D.A (as per Annexure-EHR2)
Internal Examiner	Rs. 350 /- per day
Lab Support Staff	Rs. 250 /- per day
Peon	Rs. 125 /- per day

### B. External Examination (PG Dissertation Exam)

Duty Type	Remuneration
External Examiner (DP1, DP2, Review Exams)	Rs. 2000 /- per day + T.A (as per Annexure-EHR1) + D.A (as per Annexure-EHR2)
Internal Examiner (Supervisor)	Rs. 1000 /- per day
Peon	Rs. 125 /- per day

### C. External Examination (Ph.D. Reviews)

Duty Type	Remuneration
External Thesis Evaluators	Rs. 5000 /- per thesis
External Examiner (Final Exam DPC Member)	Rs. 2000 /- per day + T.A (as per Annexure-EHR1) + D.A (as per Annexure-EHR2)
Internal Supervisor (Supervisor)	Rs. 2000 /- per day
External Examiner (DPC Members, Co-Supervisor)	Rs. 1500 /- per day
Peon	Rs. 125 /- per day

**Note:**

1. Remunerations/Honorarium will be paid to only those staffs who are deputed for exam related duties by Exam in Charge / Dean / COE / Registrar / VC.
2. External Practical Viva for UG programs is to be considered from 3<sup>rd</sup> year and onwards.
3. External Practical Viva for PG programs is to be considered from 1<sup>st</sup> year and onwards.

**Travelling Allowance (T.A) for External Faculty**

**1. If the examiner travels by his/her own car (four-wheel vehicle)**

<b>Fuel Type</b>	<b>Rate / KM</b>
Petrol	Rs. 10 /- + Toll Tax (if any)
Diesel	Rs. 8/- + Toll Tax (if any)
CNG	Rs. 5 /- + Toll Tax (if any)

**Note:**

A. Examiner must present a valid RC book copy of the vehicle clearly mentioning the fuel type stating his/her name.

B. In case, the RC book does not contain examiner's name, then examiner is required to provide undertaking of the car belonging to one of his/her relative with whom he/she serve blood relation. Also, attach the proof for the same.

C. For claiming Toll Tax, examiner must provide valid print outs of Fast Tag / Toll Plaza receipts.

D. For examiners claiming CNG, rates of petrol will be only paid if there is no CNG gas station within 75 kms range of the university. The undertaking for the same is to be given by the examiner.

E. If in case, the fuel type is not clearly visible in the RC book copy, then the travelling allowance will be reimbursed at the rate of Rs. 5 /- per kilometer.

F. If in case, the examiner does not present RC book copy, then the travelling allowance will be reimbursed from the rates of GSRTC Volvo/similar bus or Train AC Chair Car/3-Tier AC (whichever is less).

G. For reimbursement, the google maps will be used to calculate the distance between examiner's institute and university. (A variation of maximum 10 kms both ways will be allowed)

H. When two examiners from the same center come to the same exam center in a single vehicle on the same day, then the travelling allowance for only one car at the applicable rate will be admissible.

I. It is the responsibility of the examiner to claim and verify the reimbursement amount before submitting it to the authority and if in case the reimbursement amount is found incorrect, then the university holds the right to take appropriate actions.

## Annexure-EHR1

### 2. If the examiner travels by his/her scooter (two-wheel vehicle)

- A. The reimbursement at the rate of Rs. 3 /- per kilometer will be made.
- B. For reimbursement, the google maps will be used to calculate the distance between examiner's institute and university. (A variation of maximum 10 kms both ways will be allowed)

### 3. If the examiner travels by taxi / bus / train / flight

- A. If travelled by taxi to the university, the examiner can claim the exact taxi charges or **actual kilometers travelled at Rs. 8 per kilometer (whichever is less)** for reimbursement. A copy of the bill of the taxi is required to be submitted.
- B. If travelled by bus to the university, the to and fro rates of the bus will be reimbursed to the examiner. A bus ticket is required to be submitted.
- C. If travelled by train, the actual charges or maximum 3-tier AC charges (whichever is less) will be reimbursed to the examiner for to and fro journey. A train ticket is required to be submitted.
- D. If travelled by flight, the actual charges or maximum of 2-tier AC charges (whichever is less) will be reimbursed to the examiner for to and fro journey. A flight ticket is required to be submitted. If in case, the flight is the only option to travel and the same is to be claimed for reimbursement, then in such case, the examiner must inform the university well in advance and get the acknowledgement of the same from Vice Chancellor. The examiner must submit the request email as well as acknowledgement email to the university along with flight tickets.
- E. If in case, the examiner does not present taxi bill / bus ticket / train ticket / flight ticket, then the travelling allowance will be reimbursed from the rates of GSRTC Volvo/similar bus or Train AC Chair Car/3-Tier AC (whichever is less).
- F. It is the responsibility of the examiner to claim and verify the reimbursement amount before submitting it to the authority and if in case the reimbursement amount is found incorrect, then the university holds the right to take appropriate actions.

**For Electronic Transfers of Remuneration / Honorarium, kindly provide the following:**

Bank Cancelled Cheque

**OR**

Bank Account Number

Bank Name and Branch

Account Type

IFSC Code

**Dearness Allowance (D.A) for External Faculty**

<b>Particulars</b>	<b>Allowance</b>
Travelling Kilometers are less than 50 kms (One Way)	Rs. 200 /- per day
Travelling Kilometers are more than 50 kms (One Way)	Rs. 400 /- per day
Accommodation	Provided by the Darshan University

**Note:**

A. It is the responsibility of the examiner to claim and verify the reimbursement amount before submitting it to the authority and if in case the reimbursement is found incorrect, then the university holds the right to take appropriate actions.

**For Electronic Transfers of Remuneration / Honorarium, kindly provide the following:**

Bank Cancelled Cheque

**OR**

Bank Account Number

Bank Name and Branch

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