

UNIVERSITY OF KERALA

(Abstract)

Remuneration for the conduct of examinations – Regular/IDE/Pvt. Registration – Anomalies reported on U.O. No. M&C I.2/1749/2016, dated 8.1.2016 – reinstatement of the earlier U.O.'s - Sanctioned – Orders Issued.

EK. I. SECTION

No. EK.I/16008/2016

Thiruvananthapuram, Dated, 14.11.2016

- Read :-
1. U.O. No. M&C.I.2/1749/2016, Dated, 8.1.2016
 2. U.O. No. EKI/1//414/2012, Dated, 17.7.2012
 3. U.O. No. EKI/1/619/2013, Dated, 7.9.2013

ORDER

Orders were issued for implementing a revised system of payment in connection with the conduct of University examinations vide U.O. read (1) above, envisaging avoidance of advance payment and simplifying the procedure for claiming and processing of bills.

But some complaints were received pointing out certain anomalies in the rates contained in this U.O. The matter was taken up and the EC and Finance sections together were entrusted to resolve the issue. After a detailed and earnest study on various aspects of the U.O., the sections reported that it could not be implemented as such, due to the anomalies reported and proposed to keep the U.O. in abeyance [U.O. read (1)] and to settle the claims in accordance with the earliest U.O's [read (2) and (3)].

The matter was placed before the Syndicate held on 21.10.2016 and 27.10.2016 and vide item no. 21.11 and it was resolved that the bills for conduct of examinations be processed as per U.O.'s read (2) and (3).

Sanction has, therefore, been accorded by the Hon'ble Vice-Chancellor for the processing of the remuneration bills for the conduct of University examinations, as per U.O. No. EKI/1/414/2012, dated 17.7.2012 (for regular examinations) and U.O.No. EKI/1/619/2013, dated 7.9.2013 (for IDE/Pvt. Regn. Exams) only, until further orders.

Orders are issued accordingly.

(Sd/-)

Rema. M

Deputy Registrar.IV (Exams.)
for Controller of Examinations.

To

1. P.S to V.C/PVC
2. P.A to C.E/Regr./F.O
3. Principals/Chief Supt.s of all exam centres
4. A.R (EC, Cash and Audit)
5. Ac. L
6. P.R.O./Enquiry Sn.
7. KSA Dept.
8. Stock File/File Copy

Forwarded / By Order


Section Officer

UNIVERSITY OF KERALA
(Abstract)

Enhancement of the rates of remuneration for the conduct of theory examinations (IDE, Private Study and Learners support centre) – Sanctioned – revised Orders Issued.

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EK. I. SECTION

No. EK.I/1/619/2013

Dated, Thiruvananthapuram, 07.09.2013.

- Read:-
1. Minutes of the meeting of the IDE Monitoring Committee held on 05.06.2013 vide item no 3
 2. Minutes of the meeting of the Syndicate on held on 29.6.2013 vide item no. 21.47.
 3. U.O. No. EK.I/1/619/2013 dated 11.07.2013

ORDER

The minutes of the meeting of the IDE Monitoring Committee read as 1st paper above, recommended to incorporate certain changes in the University Order read as 3rd paper above. The Minutes of the meeting of the Syndicate read as 2nd paper above approved the items of the minutes read as 1st paper above.

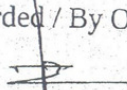
Sanction has been accorded by the Vice – Chancellor to modify the rates of remuneration as detailed in the appendix I and II for the conduct of theory examinations in connection with IDE, Private study and Learners support centre with the concurrence from the Finance vide endorsement No. FOS 3281/Finance I dated 21.08.2013.

The U.O. Read as 3rd paper above stands modified to this extent. The revised rates be implemented from May 2013 examination onwards.

Orders are issued accordingly.

P. Lekshmy
Deputy Registrar (Exams. IV)
For Controller of Examinations.

Forwarded / By Order


Section Officer.

Appendix I

Revised rates of remuneration for the conduct of theory examinations in connection with IDE, Private Study and Learner's Support Centre Examinations

SL. NO.	PARTICULARS	AMOUNT
1	Chief Superintendent	Rs.300/- per session
2	Invigilator / Assistant Superintendent	Rs.300/- per session (1:30 in colleges and 1:20 in schools / University Department where rooms are small)
3	Senior Assistant Superintendent (permissible only if the number of candidates is 500 or more during any session of a day, all examinations being put together.)	Rs.300/- per session
4	Office Superintendent	Rs.100/- per session
5	Accountant	Rs.200/- per day
6	Clerk	Rs.30/- for every 20 candidates subject to a minimum of Rs. 200/- per day
7	Typist	Rs. 200/- per day
8	Sweeper	Rs.150/- per day
9	Peon	Rs.20/- for every 20 candidates subject to a minimum of Rs. 150/- per day
10	Preliminary arrangements	Rs.25/- for every 40 candidates
11	Conduct of Examinations	Rs.25/- for every 40 candidates
12	Scavenger	Rs.150/- per day
13	Room rent	Rs.250/- per day per room to the centres other than affiliated centres.
14	Stationery charges	Rs.3/- per candidates

Appendix II

Remuneration for the distribution of Hall tickets in connection with the IDE, Private Study and Learner's Support Centre Examinations.

SL. NO.	PARTICULARS	AMOUNT
1	Chief Superintendent	Rs.100/- per day (maximum of 3 days)
2	Assistant Superintendent	Rs.75/- per day (for every 200 Hall tickets / part there of)
3	Office Superintendent	Rs.50/- per day (maximum of 3 days)
4	Clerk	Rs.50/- per day (for every 100 hall tickets / part there of)
5	Peon	Rs.25/- per day (for every 200 hall tickets / part there of)

P. Lekshmy
Deputy Registrar (Exam. IV)
For Controller of Examinations.

To,

1. P.S. to VC/PVC
2. PA to (CE, Registrar, JRI/II)
3. DR (Exam IV)
4. AR (Audit, Cash, EB, M&C, Exam Store)
5. PRO Section/Enquiry Section
6. Stock File/File Copy

Forwarded / By Order


Section Officer.

3/2

UNIVERSITY OF KERALA

(Abstract)

Enhancement of the rates of remuneration for the conduct of Theory and Practical Examinations-Sanctioned-revised Orders Issued.

EK I SECTION

No. EK I/1/414/2012

Dated, Thiruvananthapuram, 17.7.2012.

- Read:-
1. U. O. No. M & C 2/1471/2010 dated 6-5-2010
 2. U. O. No. EK I/2/314/2002 dated 18-3-2003
 3. U. O. No. EK I/1/803/2007 dated 24-4-2007
 4. U. O. No. EK I/1/505/2004 dated 5-4-2004
 5. U. O. No. EK I/1/612/2005 dated 9-6-2005
 6. U. O. No. EK I/1/414/2012 dated 24-3-2012
 7. Minutes of the meeting of the Standing Committee of the Syndicate on Examinations held on 2-12-2011 vide Item No. 12.
 8. Minutes of the meeting of the Syndicate held on 13-12-2011 vide Item No. 05.116
 9. Finance Endorsement FOS 5738/Finance I dated 23-2-2012.

ORDER

As per paper read as (7), the Standing Committee of the Syndicate on Examinations held on 2-12-2011 vide item No. 12 recommended to enhance the rate of remuneration for the conduct of Theory & Practical Examinations to examiners, invigilators, and supporting staff deployed for the University Examinations. The Syndicate at its meeting held on 13-12-2011 vide Item No. 05.116 read as (8) resolved to approve the revised remuneration to Chief Superintendents/invigilators and supporting staff of the University Examinations.

In the light of finance endorsement read as (9), sanction has been accorded by the Vice-Chancellor to the implementation of the revised rates of remuneration detailed in Appendix I, II & III.

The U. O. read as (1), (2), (3) (4), (5) & (6) stands modified to this extent. The revised rates be implemented from March/April 2010 Examinations onwards.

Orders are issued accordingly.

Abdul Shukkur. C. A.

Deputy Registrar. (Exams. IV)

For Controller of Examinations.

To

- | | |
|------------------------------|--|
| 1. The Govt. Auditor | 7. Audit IV/Cash/EC/M&C/EB/Exam. Store |
| 2. P S to (VC/PVC) | 8. Ac. L Section |
| 3. PA to (CE/Registrar/F.O.) | 9. Principals of all affiliated Colleges |
| 4. JR I/JR II (Exams.) | 10. PRO Sn./Enquiry Sn. |
| 5. DR IV (Exams.) | 11. Stock File |
| 6. AR (Audit/EC) | 12. File Copy |

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Section Officer

APPENDIX - I

Revised rates for the conduct of Practical Examinations for Engineering and Similar Examinations.

Sl. No.	Examination	Remuneration	
1.	All labs & works shops, surveying and other Practical Examinations.	Rs. 75/- per batch per co-examiner Rs. 3/- per student registered for the examination (as preparation charges) Rs. 10/- per student present for the examination (as valuing the answer book, model, records and conduct of the examination) Rs. 100/- per batch/section for Assistant examiner Rs. 40/- per batch/section per Lab staff /electrician	
2.	Viva-Voce (Not more than 20 candidates / day)	Rs. 25/- per candidate subject to a minimum of Rs. 100/- per examiner per Viva-Voce Examination Rs. 40/- per day for attender.	
3.	Examination	No. of students/batch	Maximum number of Staff
	i. Works shop (first Year)	15 Students / Section / Batch	Two Co-examiner (preferably one from other Engineering College) One Assistant examiner / Section / Batch and 3 Lab staff / batch / section.
	ii. All labs and surveying and other Practical Examinations	6 Students / Section / Batch	Two Co-examiner (preferably one from other Engineering College) One Assistant examiner / Section / Batch and 3 Lab staff / batch / section.
	iii. Viva-Voce Examination	Two Co-examiners preferably one from other Engineering College	
	iv. Viva-Voce Examination	One attender / examination	
4.	Cost of Materials & Labour		
	Labs	Cost of Materials & Labour	
	i. Work shops, Examinations in Machine shops, Production tooling labs	Rs. 25/- per student appeared for the examination as material cost Rs. 7/- per student registered as labour cost.	
	ii. Heat Engineering lab & Thermal Engineering labs	Rs. 25/- per student appeared for the examination as material cost Rs. 4/- per student registered as arrangement cost.	
	iii. Strength of Materials Lab, concrete lab, Soil Mechanics Lab, Environmental lab, Transportation lab	Rs. 18/- per student appeared for the examination as material cost Rs. 7/- per student registered as labour cost.	
	iv. Labs in the Chemical and Chemistry Departments	Rs. 18/- per student appeared for the examination as material cost Rs. 7/- per student registered as labour cost.	
	v. All labs in various departments which are not mentioned above	Rs. 7/- per student appeared for the examination as material cost Rs. 7/- per student registered as labour cost whenever specimen preparation is needed OR Rs. 5/- per student registered as arrangement cost	

5. Clerk - Rs. 40/- per day. One clerk can be engaged for every day of examination irrespective of number of students registered.

6. Store Keeper - A lumpsum of Rs. 150/- can be paid to the store keeper for every main & supplementary examinations.

The remuneration to clerk and store keeper should be paid only after the bills are passed and the accounts settled.

APPENDIX II

Revised rates of remuneration for the conduct of Theory & Practical Examinations at centres. (For all calculations in this respect one unit will be allowed in the case of fractions exceeding 50% unless otherwise specified. So fractions thereof means fraction exceeding 50%)

1. Chief Superintendents - Rs. 100/- per session + Rs. 50/- per session as vacation allowance. (Main centres - distributing hall tickets 3 days prior to the commencement of examinations and two days after the closure of examinations. Sub centres - one day prior to the commencement of examinations and one day after the closure of examinations).
2. Additional Chief Superintendents - Rs. 300/-per day plus eligible T. A. (Appointed by the University in self financing Colleges as and when it is necessary).
3. Administrative Assistant - Rs. 40/-per session (Major Colleges only).
4. Senior Assistant Superintendent - Rs. 100/- +Rs. 50/-as vacation allowance (Senior Assistant Superintendent is permissible only if the number of candidates is 500 or more during any session of a day, all examinations being put together).
5. Invigilator (Assistant Superintendent) - Rs. 100/- +Rs. 50/-per session as vacation allowance. (1:30 in Colleges and 1:20 in Schools/University departments where rooms are small).
6. Office Superintendent/Ministerial-head of the office - Rs. 40/-per session
7. Accountant - Rs. 250/- for April session
Rs. 150/- for September session
8. Typist/Copyist - Rs. 200/- for April session
Rs. 160/- for September session
9. Clerk - Rs. 25/- for every 20 candidates
10. Sweeper - Rs. 10/-for every 100 candidates/part thereof on the basis of the maximum number of candidates registered in any one session (Theory/Practical)
11. Peon - Rs. 15/-for every 20 candidates
12. Preliminary arrangements - Rs. 15/-for every 40 candidates/part thereof calculated on the basis of the total number of candidates registered on a day. All examinations being taken together to be divided equally between Clerks & Peons.
13. Conduct of examinations - Rs. 15/- for every 40 candidates/part thereof calculated on the basis of the total number of candidates registered on a day. All examinations being taken together to be divided equally between Clerks & Peons.
14. Scavenger - Rs. 10/- for every 300 candidate on each day of examination.
15. Room rent - Rs. 100/-per day/per room to the centres other than affiliated centres.
16. Taxi charges - Rs. 7.50/-per K. M. subject to a minimum of
{Collection/delivery of examination materials between the centres of examination and the main college centres/ University Office (Which ever is less)}
17. Head load charges (including packing) - Rs. 5/-for every 200 answer book/part thereof
18. Stationery charges - Rs. 2.50/-per candidate
Rs. 4.00/-per candidate for Engg. Examination

Remuneration for distribution of Hall Tickets

1. Chief Superintendents - Rs. 30/-per day (Maximum of 3 days)
2. Assistant Superintendent - Rs. 24/-for every 200 Hall Tickets / part thereof

3. Office Superintendent - Rs. 12/-per day (Maximum of 3 days)
4. Clerk - Rs. 15/-for every 100 Hall Tickets/part thereof
5. Peons - Rs. 10/-for every 200 Hall Tickets/part thereof

Arrangements for conduct of Practicals

1	Skilled Assistant	Rate per candidate	Minimum Limit
	B. Sc./B.Com.	Rs. 8/-	Rs. 100/-
	M. Sc. Chemistry	Rs. 18/-	Rs. 110/-
	Chemistry (6 hrs. duration)	Rs. 20/-	Rs. 225/-
	M. A. Psychology	Rs. 8/-	Rs. 100/-
2	Laboratory Staff		
	B. Sc./B. Com.	Rs. 4/-	Rs.50/-
	M. Sc.	Rs. 6/-	Rs. 30/-
	M. A. Psychology	Rs. 6/-	Rs. 30/-
	Store Keeper	- Rs. 25/-per day	
	Gasman (Chemistry)	- Rs. 30/-per day	
	Gasmanium Keeper	- Rs. 25/-per day	
	Herbarium Keeper	- Rs. 25/-per day	
	Mechanic (B. Sc.)	- Rs. 25/-per day	
	Mechanic (M. Sc.)	- Rs. 40/-per day	

APPENDIX - III

Revised rates of remuneration for the conduct of BFA/MFA Practical Examinations/ Degree show

1. Lecturer - Rs. 30/-per day
2. Mural experts/ceramic experts - Rs. 25/-per day
3. Studio Assistant Gr. I - Rs. 20/-per day
4. Studio Assistant Grade II - Rs. 15/-per day
5. Clay worker - Rs. 10/-per day
6. Studio attender - Rs. 10/-per day
7. T/I in electrical (for Degree show only) - Rs. 10/-per day

Abdul Shukkur C. A.

Deputy Registrar (Exams. IV)
For Controller of Examinations.

To

1. P S to V C/PVC
2. P A to (CE, Registrar, JR I/II)
3. D R (Exam. IV)
4. A R (Audit, Cash, E B, M & C, Exam. Store)
5. P R O Sn./Enquiry Sn.
6. Stock File
7. File Copy

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