

DU/RO/Notification/2024/

Date: 30.04.2024

Reference: The Resolution passed in the meeting of Board of Management held on 27.04.2024

### Notification

It is hereby notified for the information of all concerned that, in exercise of the power conferred by section 30 of the Gujarat Private University Act 2009 and Draft Sub sequent Statute 18(7), The Board of Management hereby approves **Policy (Exam Remuneration), 2024** Proposed by Board of Exam/ Controller of Examination in its meeting held on 27.04.2024.



Registrar  
Darshan University



To,

1. Dean of institutes
2. Heads of Institutes
3. Administrative Officer
4. Examination Department
5. Account Section
6. ERP Section

c.f.w.c. to: Provost

# Policy (Exam Remuneration), 2024

## 1. Short Title, Application, and Commencement

- (1) This policy shall be called the "Exam Remuneration Policy, 2024."
- (2) It shall apply to all examination-related activities under Darshan University and its constituent institutions.
- (3) They shall come into force from the date of their publication of the notification, with the approval of the Board of Management of Darshan University and supersede all previous orders or circulars on examination remuneration.

## 2. Preamble

Examinations are a core academic function requiring the dedicated involvement of faculty, staff, and external experts. The University recognizes their contribution and ensures fair, transparent, and uniform compensation for examination-related duties. This policy establishes the framework for determining, disbursing, and governing remuneration in alignment with University and regulatory norms.

## 3. Scope

This policy applies to all examination-related activities conducted under the authority of the University, including but not limited to:

- End-semester/annual examinations,
- Continuous internal assessments,
- Practical examinations, viva-voce, and project evaluations,
- Central evaluation and moderation processes,
- Confidential section duties, and
- Any other examination activity as assigned by the competent authority.

## 4. Applicability

- (1) The provisions of this policy shall extend to all constituent institutions and examination centers under the University's jurisdiction.
- (2) The policy shall be applicable to the following categories of personnel:
  - Internal and external faculty members engaged in examination duties,
  - Invigilators, supervisors, and observers,
  - Paper setters, moderators, and evaluators,
  - Practical/viva examiners (internal and external),
  - Administrative and clerical staff supporting examination work,
  - Members of the flying squad, observers, and other designated officials.



## 5. Remuneration Structure

- The University shall provide remuneration for examination-related duties strictly as per the categories and rates approved by the Competent Authority from time to time.
- Remuneration shall be classified under two broad heads: **Theory Examinations** and **Practical Examinations**.

### (1) Theory Examinations

#### Pre-Exam Duty

Duty Type	Remuneration
Manuscript Generation	INR 1000/- for Diploma & UG
(Setting up question paper for final examination)	INR 1200/- for PG & Ph.D.

#### During-Exam Duty

Duty Type (Diploma / UG / PG / Ph.D.)	Remuneration
Exam in Charge	INR 350 /- per session
Senior Supervisor(One Senior Supervisor per 6 blocks)	INR 300 /- per session
Squad Members	INR 300 /- per session
Junior Supervisor	INR 250 /- per session
Exam Support Staff (Stationery & Numbering) (One Support Staff members up to 6 blocks) (Two Support Staff members after 6 blocks)	INR 250 /- per session
Administrative Charges (Student Section and Account section)	INR 4/- per student per exam
Peon	INR 125 /- per session

#### Post-Exam Duty

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

### (2) Practical Examinations

Remuneration for external experts engaged in practical and viva-voce examinations shall be payable as per the following categories. Only external examiners formally deputed for examination-related duties by the Controller of Examinations shall be eligible for payment.

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

Duty Type	Remuneration
External Examiner	INR 500 /- per day + T.A + D.A.
Internal Examiner	INR 350 /- per day
Lab Support Staff	INR 250 /- per day





**External Examination (PG Dissertation Exam)**

Duty Type	Remuneration
External Examiner (Dissertation Reviewer)	INR 2000 /- per day + T.A. + D.A.
Internal Examiner (Supervisor)	INR 1000 /- per day

**External Examination (Ph.D. Reviews)**

Duty Type	Remuneration
External Thesis Evaluators	INR 5000 for Indian External Experts per thesis
	USD 100 for International External Experts per thesis
External Examiner & Co-Supervisor (RAC Meetings, Pre-Submission Seminar, Viva Voce)	INR 2000 /- per student + T.A + D.A
Internal Supervisor	INR 1500 /- per day
Departmental Subject Expert	INR 1500 /- per day

- Travel Allowance (T.A.) and Daily Allowance (D.A.) shall be as per **Section-6 & Section-7**
- Remuneration/honorarium shall be payable only to **external examiners** formally authorized and deputed for examination duties.
- External practical viva-voce examinations shall be applicable for **Undergraduate programs from 3rd year onwards** and for **Postgraduate programs from 1st year onwards**.

**6. Travelling Allowance (T.A.)**

External examiners shall be eligible for reimbursement of travelling expenses as per the norms prescribed below. The applicable mode of reimbursement shall be determined strictly on the basis of documentary proof submitted by the examiner.

**(1) Travel by Own Car (Four-Wheel Vehicle)**

CAR	
Fuel Type	Rate / KM
Petrol	INR 12 /- + Toll Tax (if any)
Diesel	INR 10/- + Toll Tax (if any)
CNG/EV	INR 6 /- + Toll Tax (if any)

- Examiner must submit a copy of the **RC Book** showing fuel type and ownership.
- If not in examiner's name, an undertaking and proof of blood relation must be provided.
- Toll Tax claims require valid FASTag / Toll receipts.
- CNG vehicles will be reimbursed at Petrol rates only if no CNG station is available within 75 km of the University (self-undertaking required).
- If **fuel type is unclear** in RC Book, reimbursement will be limited to INR 6/- per km.



- If RC Book is not submitted, reimbursement will be as per **GSRTC Volvo/similar bus or Train AC Chair Car / 3-Tier AC** (whichever is less).
- Distance will be calculated through **Google Maps** with a maximum variation of **10 km** (both ways combined).
- If two examiners share one car, reimbursement will be admissible for **only one car**.

(2) **Travel by Scooter (Two-Wheel Vehicle)**

- Reimbursement shall be made at **INR 3/- per km**.
- Distance will be calculated through **Google Maps** with a maximum variation of 10 km (both ways combined).

(3) **Travel by Taxi, Bus, Train, or Flight**

- **Taxi:** Reimbursement at actual taxi fare or INR 10/- per km for distance travelled, whichever is less, upon submission of taxi bill.
- **Bus:** Actual to-and-fro bus fare reimbursed upon submission of bus tickets.
- **Train:** Reimbursement of actual fare or maximum 3-Tier AC charges (whichever is less) upon submission of train tickets.
- **Flight:**
  - Reimbursement of actual fare or maximum 2-Tier AC train fare (whichever is less) upon submission of flight tickets.
  - If air travel is the only feasible option, prior approval must be obtained from the Vice-Chancellor, with proof of email request and acknowledgement submitted along with flight tickets.
- **No Ticket Submitted:** If no valid taxi bill, bus, train, or flight ticket is provided, reimbursement will be restricted to GSRTC Volvo/similar bus fare or Train AC Chair Car / 3-Tier AC (whichever is less).

(4) **Local Conveyance for travel - Maximum up to INR 200 per day**

(5)

- All T.A. claims must be submitted with valid supporting documents and verified before submission.
- Examiners are solely responsible for the correctness of their claim. If discrepancies are found, the University reserves the right to withhold, recover, or take appropriate action.

**7. Dearness Allowance (D.A)**

- (1) External examiners shall be entitled to Dearness Allowance (D.A.) in addition to Travelling Allowance (T.A.), as per the following norms:

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

(2)

- Accommodation shall be arranged by the University; therefore, no separate lodging charges shall be reimbursed.



- Dearness Allowance shall be admissible only for the days on which the examiner is actually engaged in examination duty.
- The distance for determining D.A. shall be calculated using Google Maps between the examiner's institution and the University, subject to the same variation limit as applicable under Travelling Allowance.

## 8. Payment Process

### (1) Eligibility for Payment

Remuneration, Travelling Allowance (T.A.), and Dearness Allowance (D.A.) shall be payable only to examiners and staff officially deputed for examination duties by the Controller of Examinations.

### (2) Submission of Claims

All claims shall be submitted in the prescribed Examination Claim Form along with required supporting documents (RC copy, tickets, toll receipts, bills, cancelled cheque/passbook copy, etc.).

Claims must be submitted within 7 days from the date of completion of examination duty. Delayed claims may not be entertained.

### (3) Mode of Payment

All payments shall be made through Electronic Fund Transfer (EFT) directly into the bank account of the claimant.

Examiners/staff must provide either a Cancelled Cheque or the front page of their bank passbook for verification of account details.

### (4) Verification and Approval

The claim shall be scrutinized and verified by the Examination Section.

The final approval of payment shall rest with the Controller of Examinations or any competent authority designated by the University.

### (5) Right of Withholding/Recovery

The University reserves the right to withhold, recover, or adjust any payment if:

- The claim is found to be incorrect, incomplete, or fraudulent.
- The examiner/staff has not performed the duty satisfactorily.

## 9. Miscellaneous

### (1) Powers to Remove Difficulties

Any questions as to the interpretation of this policy shall be decided by the University, whose decision shall be final. The University shall have the powers to issue clarifications to remove any doubt, difficulty or anomaly which may arise during the implementation of the provisions of this policy.

### (2) Powers to Amend Regulations

The Board of Management of Darshan University may revise, amend or change the policy from time to time on changes proposed by Board of Exam/ Controller of Examination.

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