



THE NEW COLLEGE (AUTONOMOUS)

(Affiliated to the University of Madras and Accredited by NAAC with “A” Grade)
“Association Gardens”, 147, Peters Road, Royapettah, Chennai – 600 014.India Ph:28351888

Examination Rules and Regulations

(Draft copy for suggestions and improvement)

Objectives of Autonomy

The National Policy on Education (1986 - 1992) formulated the following objectives for autonomous colleges. An autonomous college will have the freedom to

- Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs;
- Prescribe rules for admission in consonance with the reservation policy of the state government;
- Evolve methods of assessment of students performance, the conduct of examinations and notification of results;
- Use modern tools of educational technology to achieve higher standards and greater creativity;
- Promote healthy practices such as community service, extension activities
- Undertake projects and programmes for the benefit of the neighborhood area and to the society at large.

Common programmes to be adopted are:

- Semester pattern of study
- Continuous internal assessment
- Credit / Grading system
- Student feedback
- Self – appraisal of teachers

As the Autonomous Colleges have freedom to have their own evaluation methods without violating university regulations, the following Guidelines are proposed

➤ **Examination Committee**

The Examination Committee shall have the final authority in matters concerning examinations.

➤ **Composition of the Examination Committee**

The Examination committee shall have the following members.

1. Principal
2. Vice – Principal (Admin)
3. Vice – Principal (Academic)
4. Controller of Examination
5. IQAC Director
6. Assistant C.O.E
7. Bursar
8. Secretary of the College Academic council
9. Deputy Warden
10. Dean of Arts
11. Dean of Science
12. Dean of Commerce
13. Dean of Research
14. Dean of Student Affairs
15. One representative from staff association
16. Two Senior staff members

➤ **Functions of the Examination Committee**

- The examination committee shall formulate policy guidelines for the conduct of all college examinations (CIA / Model / End Semester).
- The committee shall review pass percentage of the results of the college examinations and forward it to the management.
- It shall review periodically the examination system and submit a report to the Academic Council of the college.

- It shall take decision regarding complaints of unfair means in examinations and other related matters, including constitution of the enquiry committee, if necessary.
- The committee may propose amendments in the examination system of the college for the improvement of quality and credibility of the system.
- The committee may appoint observer / observers for the conduct of the end – semester examinations including both theory and practical examinations. The observer(s) shall submit a report to the Principal in a given format certifying that the conduct of the examination.

➤ **Examination cell**

- The examination cell shall be constituted exclusively for the purpose of conduct of C.I.A, Model and End semester examinations.
- The principal shall be the chief superintendent
- Additional chief superintendent / Assistant superintendents will be appointed based on the number of students enrolled. [For every 500 students one additional chief superintendent]
- The chief superintendent shall be responsible for the smooth conduct of examination by making seating arrangement for students and appointing at least one invigilator for 30 students. The necessary support staff (non – teaching) shall be appointed.
- All part-time / full time members of the examination cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honorarium shall be proposed by the finance committee and shall be approved by Governing body of the college.

➤ **OFFICE OF THE CONTROLLER OF EXAMINATION**

- The Principal shall be the Chief Controller of the Examinations.
- The office of the controller of examinations shall consist of a full time Controller of Examination and Additional / Deputy / Assistant Controllers of Examinations to be appointed by the Management. The appointment / nomination will be for a term of three years.

- No Deputy / Additional / Assistant controller of examination shall serve the Examinations Department for more than two consecutive terms and not for more than three terms in his service period.
- There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the office of the controller of the examination to assist the Controller.
- Office of the controller of examination should have all the appropriate and required infrastructure to seamlessly undertake all the examination related pursuits like printing of question papers, maintenance of records and dissemination of results.

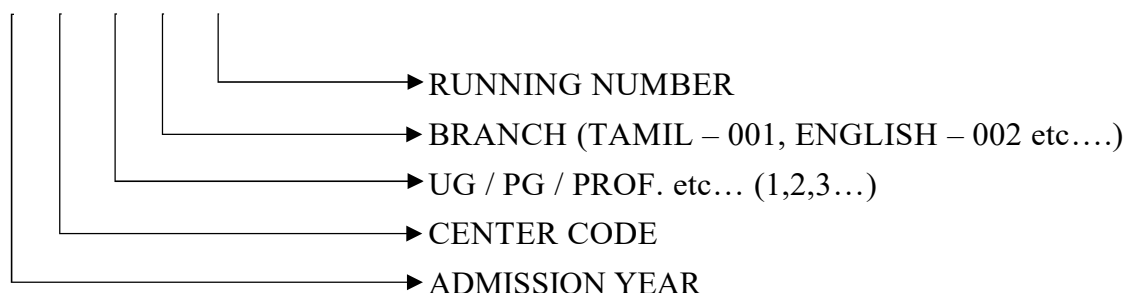
FUNCTIONS OF THE OFFICE OF THE CONTROLLER OF EXAMINATION

➤ **Allotting register number to the newly admitted students**

The allotment of Register number to the new admission students (U.G / P.G / M.Phil) should be done by office of the controller of examination, in accordance to the Guidelines of the University of Madras and in the following prescribed format.

- a. First two digits – Year of Admission 2017 – 2018 (17),
- b. 3rd to 6th digits – Center code
- c. 7th digit – UG, PG, M.Phil., Diploma, PG diploma etc., (1,2,3,4....)
- d. 8th to 10th digits – Branch
- e. 11th to 13th digits – Running Number

Eq 17 0131 1 001 001



➤ **Question Paper Setting**

- The Question paper setting will be done by the External examiners for Part I, II and III as suggested by respective Board of studies and the internal examiners are refrained from question paper setting except part –IV.
- For all Major courses except Language Majors, the question paper shall be only in English.

- The office of COE shall get minimum 2 sets of question papers for each paper from external examiners.
- The selection of Question paper setter and Question paper is the prerogative of the controller of Examination.

➤ **Question pattern for End Semester Exam**

Total Marks: 75

Section A: 10 X 2 = 20 marks (No Choice) (Not more than two questions form each unit)

Section B: 5X5 = 25 marks (5/8 Questions) (At least one and not more than two question from each unit)

Section C: 3 X 10 = 30 marks (3/5 Questions) (At least one question from each unit)

Or

Any other patterns suggested by Board of Studies

➤ **Question Paper Review**

- Review of question papers will be done by a senior external examiner and H.O.D or and one senior member.
- The reviewer(s) has to ensure that the question paper is in accordance to the syllabus and in the prescribed format with proper unit wise weightage.
- They may suggest any corrections, replacement of questions or reject the question paper.
- The maximum number of question papers that can be reviewed is 50 per day.

➤ **Packing of Question Paper**

- The Question Papers are packed in a sealed cover for the dispatch to examination halls according to the seating plan.
- Room-wise packing with different subject codes shall be done in the office of the controller of examination itself.
- The packed question papers are sent to the chief superintendent / Principal one hour before the commencement of the examination.
- This should be opened in the examination hall by the invigilators.
- The COE shall prepare the required number of question papers under the direct supervision of DCOE / Additional COE/ Assistant COE

➤ **Seating Plan**

- Room-wise seating plan will be made available through college website every day in the morning and evening prior to the examination.
- SMS alert will be sent to the student mobile.
- The seating plan will be prominently be displayed on the noticeboards.
- The list of students appearing for examination both date-wise and session-wise will be provided in accordance with the seating plan to the examination cell.

➤ **The office of COE shall be responsible for issue of application & hall ticket to the students**

- Students shall apply through online and they have to generate fee challan.
- The students should pay their prescribed examination fee in the bank using the downloaded challan or through online.
- Options are given to students to appear for arrear papers except first and final semesters.
- Registration and payment of exam fee for current papers of every semester and **Part IV** subjects (**Current or Arrear**) are compulsory.

➤ **Pattern of Examination**

- The odd Semester (I / III / V) Examination shall be held in the month of November / December and the Even Semester (II / IV / VI) Examinations in the month of April / May.
- The End- Semester Examinations shall be held as per schedule and the same should be displayed on the college notice board at least 15 days before the commencement of the Examination by the Office of the Controller of Examination. Office of the Controller of Examination shall get the examination scheduled approved by the Examination Committee before displaying it.
- After the publication of the result of each End – Semester Examinations, the examinees will be provided with a transcript reflecting their marks / grade obtained in each paper.

➤ **Evaluation System:**

✓ **Continuous Internal Assessment:**

Continuous Internal Assessment pattern was modified from the academic year 2019 – 2020.

Three cycles of tests will be conducted during 25th to 30th day, 50th to 55th day and 70th to 75th day.

The average of the best of two cycles will be considered for the award of 20 marks. 5 marks will be awarded for regularity.

Total C.I.A marks 25.

Departments are given autonomy to choose any or all of the following Assessment method to assess the Students from the academic year 2019 – 2020.

- i) Class Test
- ii) Surprise test
- iii) Seminars
- iv) Group discussion
- v) Home Project
- vi) Group Project
- vii) Preparing notes
- viii) Preparing question from the syllabus
- ix) Model Examination

- ✓ In the case UG Soft Skill (Part IV) Viva voce Examination will be conducted from 2014 batch onwards to award 25 marks instead of Assignments, CIA Test and Model Exam.
- ✓ If a student misses CIA / Model due to valid reasons (to be ascertained by the Head of the Department on the basis of documental proof provided by the student), the concerned HOD may arrange a special examination for such student. However, only one such special examination shall be held for all such cases and it should be conducted at least two weeks ahead of the End – Semester examinations. The HODs shall be required to inform the Examination Department before conducting such tests.

➤ **End Semester Examination: (Total Marks 75)**

- UG Passing Minimum: 40% (40% S.E + C.I.A),
- PG Passing Minimum: 50% (50% S.E + C.I.A)
- M.Phil Passing Minimum: 55% (50% S.E + C.I.A)
- Re – valuation of the answer scripts shall not be allowed.

➤ **Disciplinary Action on Malpractice in examination**

- Student shall not indulge in any form of malpractice during C.I.A. Tests, Model and Semester Examinations.
- The student will be disqualified from the examination if he uses Mobile Phone and keeps the same with or without knowledge of the invigilator.
- The following punishments will be given to the students, when they indulge in malpractices in C.I.A. test, Model and Semester Examinations.

Issue	Action
a) Possession of notes, books, bits or any incriminating material but not attempted to copy.	The Particular examination paper will be cancelled.
b) Attempting to copy from the material in possession and accepting the malpractice.	The Particular paper and the subsequent papers will be cancelled.
c) If a candidate repeats the malpractice.	The punishments will be decided by Examinations Disciplinary Committee.
d) Possession of Electronic gadgets for communication etc.,	

➤ **Central valuation**

There shall be a central valuation of answer scripts and one camp officer (senior member of the teaching staff) and two Assistant Camp Officers shall be appointed by the Principal / COE in consultation with the exam committee and necessary support staff to be provided.

- Office of the Controller of Examination shall arrange for a centralized evaluation.
- The valuation work will be held from 9.30 a.m. to 12.30 p.m. for the forenoon session and from 01.30 p.m. to 04.30 p.m. for the afternoon session on all the days except Public Holidays and Sundays. However, the camp staff should be present at the Camp an hour before the commencement of valuation i.e. by 08.30 a.m. for the preliminary arrangements.
- Evaluators shall be appointed by the office of the controller of examinations from the panel of examiners suggested by the respective BOS and approved by Academic Council as the need may be, following the same procedure as outlined in paper setting.
- Office of the controller of examination shall issue appointment letters to the examiners/ paper – setters / evaluators.
- HOD shall be the chairman of Board of examiners and if needed chief examiner(s) shall be appointed.
- The Internal Examiners are the Full Time Teaching Staff of the subject and the Hod's shall suggest / nominate their names.
- The central valuation camp will ensure utmost secrecy during valuation
- The Maximum number of answer scripts that can be valued per day shall be 70 scripts.
- Consolidation of marks will be done by taking the average of Internal and External marks by the software.
- The camp officer shall submit the marks to the office of COE as and when the valuations are completed.
- In case the difference in marks exceed 15 a third valuation shall be done by the internal examiner.
- The Camp Officer of the Central valuation camp should verify the appointment order of each Examiner.
- The Scheme of Valuation with the solution sent by the office will be discussed with Chairman of the board one day before the commencement of valuation
- Valuation should be done as per the scheme of valuation supplied at the valuation Centre.
- Before the commencement of valuation, the examiners are requested to verify whether they have handled the subjects of the answerscripts

- The Camp Officer should distribute the answer scripts as per the distribution statement received from the Controller of Examinations to the respective chairman who will distribute the same to the examiners.
- If any Examiner appointed for particular subject is not reported for valuation, the answer papers may be distributed among the available examiners in the subject after consultation with the Chairman. In case of non – availability of Examiners for valuing certain answer scripts, these answer scripts may be sent to the Controller of Examinations immediately.
- The Examiners have to award marks against the answer for each question and record them only on the front page and not inside the answerscripts.
- The Chief Examiners are required to attest corrections, if any, made by them and sign on the first page for having checked the valuation [whether all the answers are valued] and also the total.
- Wherever the valuation by an examiner is considered to be unsatisfactory, the Chief Examiner shall give further instructions to him / her as he / she may find necessary. In case of continued unsatisfactory valuation by an examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp Officer. In such cases severe action will be taken against such Examiners.
- Examiners who have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate to the Controller of Examinations immediately through the respective Chairman and Camp Officer along with the details for suspecting malpractice and all material evidence available.
- Camp Officer / Chief Examiner should not entertain outsiders to enter into the valuation hall.
- The examiners for Practical Papers / Project shall be appointed. The number of hall superintendents / Skilled Assistants shall be based on the number of students enrolled and on the structure of course.
- Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should not be less than the remuneration paid by the parent university.

➤ **Moderation**

Moderation Board consists of

- Principal (chairman)
- Controller of Examinations (Convener)
- The moderation marks are permitted to a maximum of 10% of 75 marks (i.e. 8 marks) the moderation is done by software for students of all regulation. Chairman of the Board has to eventually approve the results.

➤ **Applicability of the Grading System**

These guidelines shall apply to all undergraduate and postgraduate level degree, diploma and certificate programmes under the credit system awarded by the University.

➤ **Definitions of Key Words:**

1. **Academic Year:** Two Consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System(CBCS) :** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses)
3. **Course:** Usually referred to, as ‘papers’ is a component of programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures / tutorials / laboratory work / field work / outreach activities / Project work / vocational training / viva / seminars / term papers / assignments / presentations / self – study. or a combination of some of these.
4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of the number of credits to be obtained by the students.
5. **Credit Point:** It is the product of grade point and number of credits for a course
6. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per work. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work / field work per week.
7. **Grade Point Average:** It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

C_i = Credits earned for course i in a semester.

G_i = Grade Points earned for course i in a semester.

For a Semester:

$$\text{Grade Point Average [GPA]} = \frac{\sum}{\sum}$$

= $\frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester}}$

RANGE OF MARKS		GRADE POINTS		LETTER GRADE		DESCRIPTION	
PG & UG		PG & UG		PG & UG		PG & UG	
90 - 100		9.0 - 10.0		O		Outstanding	
80 - 89		8.0 - 8.9		D+		Excellent	
75 - 79		7.5 - 7.9		D		Distinction	
70 - 74		7.0 - 7.4		A+		Very Good	
60 - 69		6.0 - 6.9		A		Good	
50 - 59		5.0 - 5.9		B		Average	
PG	UG	PG	UG	PG	UG	PG	UG
00 - 49	40 - 49	0	4.0-4.9	U		Re-appear	Satisfactory
	00 - 39		0				Re-appear
ABSENT		0		AAA		ABSENT	

8. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student overall semesters. The CGPA is the ratio of credit points secured by a student in various courses in all semesters and sum of total credits of all courses in all the semesters. It is expressed up to two decimal places.

FOR THE ENTIRE PROGRAMME:

$$\text{Cumulative Grade Point Average [CGPA]} = \frac{\sum \sum}{\sum \sum}$$

= $\frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$

CGPA		LETTER GRADE		CLASSIFICATION OF FINAL RESULT	
PG & UG		PG & UG		PG & UG	
9.5 – 10.0		O+		First Class - Exemplary“	
		O			
8.5 and above but below 9.0		D++		First Class with Distinction’	
8.0 and above but below 8.5		D+			
7.5 and above but below 8.0		D			
7.0 and above but below 7.5		A++		First Class	
6.5 and above but below 7.0		A+			
6.0 and above but below 6.5		A			
5.5 and above but below 6.0		B+		Second Class	
5.0 and above but below 5.5		B			
UG	PG	UG	PG	UG	PG
4.5 and above but below 5.0	0.0 and above but below 5.0	C+	U	Third Class	Re-appear
4.0 and above but below 4.5		C			
0.0 and above but below 4.0		U		Re-appear	

9. **Programme** : An educational programme leading to award of a Degree, Diploma or Certificate.

10. **Semester**: Each Semester will consist of 450 clock hour's equivalent to 90 actual teaching days. The odd semester may be scheduled from June to November and even semester December to May.

➤ **Declaration of Results :**

- The office of COE shall declare the results approved by Board of Examiners represented by the respective Department HOD and Examination Committee subject to the ratification of Academic Council within 30 days of the completion of the central valuation.
- Results should be uploaded in the University e-governance web portal (<http://egovernance.unom.ac.in>) after every semester examination with the fields in Excel or access format. Fields: Student Register Number, Name, Date of Birth, Sex, Subject Code, Marks Secured and Grade.
- Permanent Pass Register (Online Entry and Hard Copy) should be submitted within the stipulated time. Center code should be printed in all pages of PPR.
- The mark statements should be issued to the students before the commencement of the next End Semester Examination.
- The consolidated statement of marks should be issued after the students secure pass marks in all the papers prescribed in the course.

➤ **Instant Examinations:**

- The instant examinations have to be conducted only for the final year students who have one arrear paper in the final semester alone.
- The above examinations have to be conducted only in the month of June / July every year.
- The Permanent Pass Registers of the instant examinations need to be the same as the permanent pass registers of Annual / Instant Examinations.

➤ **Annexure - I**

Course details – UG – Arts, Science

SEMESTER WISE WORK DISTRIBUTION FOR ARTS

With effect from Academic year 2020

Number of Hours per Course

Semester	Language	VBE	English	SS	Allied	Core	Part IV	Total Hours Per Week
I	4	2	4	2	6	6+5	IC - 1	30
II	4	2	4	2	6	6+5	ES - 1	30
III	6	-	6	-	6	6+5	NME/AT/BT - 1	30
IV	6	-	6	-	6	6+5	NME/AT/BT - 1	30
V	-	-	-	-	-	24+6	-	30
VI	-	-	-	-	-	18+12	-	30
No. of Teaching Hours	20	4	20	4	24	104	4	180

Credit Details Part Wise

Part	Subject	Course	Credit	Total
I	Language	4	3	12
II	English	4	3	12
III	Major	14	5	70
	Major	4	4	16
	Allied	4	4	16
IV	SS	2	2	4
	VE	2	2	4
	IC	1	1	1
	ES	1	1	1
	NME	2	1	2
V	EA			2
Total				140

SEMESTER WISE WORK DISTRIBUTION FOR COMMERCE/BBA/BBM/BCA/BISM

With effect from Academic year 2020

Number of Hours per Course

Semester	Language	VBE	English	SS	Allied	Core	Part IV	Total Hours Per Week
I	4	2	4	2	6	6+5	IC - 1	30
II	4	2	4	2	6	6+5	ES - 1	30
III	-	-	-	-	6	18+5	NME/AT/BT - 1	30
IV	-	-	-	-	6	18+5	NME/AT/BT - 1	30
V	-	-	-	-	-	24+6	-	30
VI	-	-	-	-	-	18+12	-	30
No. of Teaching Hours	8	4	8	4	24	128	4	180

Credit Details Part Wise

Part	Subject	Course	Credit	Total
I	Language	2	3	6
II	English	2	3	6
III	Major	10	5	50
	Major	12	4	48
	Allied	4	4	16
IV	SS	2	2	4
	VE	2	2	4
	IC	1	1	1
	ES	1	1	1
	NME	2	1	2
V	EA			2
Total				140

SEMESTER WISE WORK DISTRIBUTION FOR SCIENCE

With effect from Academic year 2020

Number of Hours per Course

Semester	Language	VBE	English	SS	Allied	Core	Part IV	Total Hours Per Week
I	4	2	4	2	9	6+2	IC - 1	30
II	4	2	4	2	9	6+2	ES - 1	30
III	6	-	6	-	9	6+2	NME/AT/B T - 1	30
IV	6	-	6	-	9	6+2	NME/AT/B T - 1	30
V	-	-	-	-	-	24+6	-	30
VI	-	-	-	-	-	18+1 2	-	30
No. of Teaching Hours	20	4	20	4	36	92	4	180

Credit Details Part Wise

Part	Subject	Course	Credit	Total
I	Language	4	3	12
II	English	4	3	12
III	Major T + P	14	5	70
	Major P	4	3	12
	Allied	4	5	20
IV	SS	2	2	4
	VE	2	2	4
	IC	1	1	1
	ES	1	1	1
	NME	2	1	2
V	EA			2
Total				140

SEMESTER WISE WORK DISTRIBUTION FOR MATHS

With effect from Academic year 2020

Number of Hours per Course

Semester	Language	VBE	English	SS	Allied	Core	Part IV	Total Hours Per Week
I	4	2	4	2	9	4+4	IC - 1	30
II	4	2	4	2	9	4+4	ES - 1	30
III	6	-	6	-	9	4+4	NME/AT/BT - 1	30
IV	6	-	6	-	9	4+4	NME/AT/BT - 1	30
V	-	-	-	-	-	24+6	-	30
VI	-	-	-	-	-	18+12	-	30
No. of Teaching Hours	20	4	20	4	36	92	4	180

Credit Details Part Wise

Part	Subject	Course	Credit	Total
I	Language	4	3	12
II	English	4	3	12
III	Major	10	5	50
	Major	8	4	32
	Allied	4	5	20
IV	SS	2	2	4
	VE	2	2	4
	IC	1	1	1
	ES	1	1	1
	NME	2	1	2
V	EA			2
Total				140

Course details – PG – Arts, Science
SEMESTER WISE WORK DISTRIBUTION FOR PG (ARTS, COMMERCE & SCIENCE)

With effect from Academic year 2020

Semester	Core	Elective	Extra Dis. Elec.	Soft skills	Total
I	3	1	-	1	5
II	5	1	1	1	8
III	3	1	-	1	5
IV	4	2	1	1	8
Total	15	5	2	4	26

Total 26 Courses	26
Total No. of Hours	120

	Subject	Credit	Total
Core courses	15	4	60
Elective	5	3	15
Extra Dis. Elec.	2	3	6
Soft Skills	4	2	8
Internship	1	2	2
Total			91

➤ Annexure - II

- Examination fee details:

Sl. No	Particulars	For all batches from April - 2019			For 2019 batch only November - 2019		
		UG	PG	M.Phil	UG	PG	M.Phil
1	Cost of Application	150	150	150	150	150	150
2	Statement of Marks	200	200	200	200	200	200
3	Central Valuation	300	300	300	300	300	300
4	Each Written Paper (Regular)	150	225	325	160	235	350
	Each Written Paper (Arrear)	200	250	375	200	250	375
5	Each Practical (Regular)	275	350	-	300	375	-
	Each Practical (Arrear)	325	400	-	325	400	-
6	Project / Dissertation (Regular)	400	500	600	400	500	600
	Project / Dissertation (Arrear)	500	600	700	500	600	700
7	Consolidated Mark Statement	500	500	-	500	500	-
8	Provisional Certificate	250	250	250	250	250	250
9	Degree Certificate	500	500	500	500	500	500
10	Maintenance of PPR to be paid to the University of Madras	1000	1000	1000	1000	1000	1000
11	Penalty for Late Submission of Application	500	500	500	500	500	500

➤ **Annexure - III**

**Remuneration Details - Examination Cell
(With Effect from November - 2019)
Conduct of Theory Examination**

Sl.No	Details	Amount (₹)
1	Chief Superintendent	800/- per day
2	Additional Superintendent	650/- per day
3	Assistant Superintendent at Exam cell	550/- per day
4	Invigilators	250/- per session
5	Office Superintendent Exam Work	500/- per day
6	Clerical staff Exam Work	400/- per day
7	Attenders Exam Work	225/- per day
8	Sweeper Exam Work	200/- per day
9	Plumber, Electrician and Scavenger at Exam Work	150/- per day
10	Food allowance (150/-) and Hospitality (25/-) to Teaching Staff and Non-Teaching Staff attending Exam Cell	175/- per day

Remuneration for the conduct of Practical Examinations
(With Effect from November - 2017)

Conduct of Practical Examination		Amount (₹)		
1	Question Paper setting to be divided equally by External & Internal per set	UG	PG	
		100	120	
2	For Preparation , Evaluation of answer script and record per candidates present	UG	PG	
	(a) 3 Hours Practical	20	30	
	(b) More than 3 hours Practical	50	60	
3	D.A for City limit External Examiner	200		
4	D.A for Out Side City External Examiner	300		
5	TA for Out Station External Examiners (less than 250Kms)	250		
6	Travelling Allowance for out station examiner distance beyond 200k.m	III AC railway fare		
7	Project Work per candidate present	UG	PG	M.Phil
	(a) Valuation	40	60	150
	(b) Viva Voce	10	20	60
8	Skilled Assistant per candidate per practical (1 person per lab per session)	15	20	-
9	Lab Assistant or System Assistant/Lab Attender (2 persons per lab per session for UG)	50		
	Lab Assistant or System Assistant/Lab Attender (1 person per lab per session for PG)			
10	Hall Superintendent (1 person per lab per session)	250		
11	Herbarium Keeper/Museum Keeper/ Store Keeper (1 person per lab per session)	100		
12	Sweeper/Water man/Scavenger 1 per day per department	90		
13	Victuals for External and Internal Examiners (each per day)	300		
14	Victuals for Sweepers(1)/ Scavengers(1) / Lab Assistants/ Lab Attenders(2) (each per day)	50		

Remuneration rate for M.Phil Viva Examination

Sl. No	Particulars	Rate
1	Valuation of Dissertation per Candidate	₹150
2	Viva voce	₹60
3	D.A for External Examiner (within city)	₹200 per day
4	D.A for External Examiner (Outstation)	₹300 per day
5	Victuals for one Internal Examiner Victuals for each External Examiner	₹300 per day ₹300 per day
6	Honorarium to Internal Guide	₹ 1,500/ - per candidate

Remuneration Details -Valuation Camp**(With Effect from November - 2019)****Conduct of Valuation Camp**

Sl.No	Details	Amount (₹)
1	Camp Officer	700/- per day
2	Assistant Camp Officer	650/- per day
3	Member at Camp	550/- per day
4	UG Valuation	15/- per Script
5	PG Valuation	20/- per Script
6	Local Allowance to Internal Examiners attending Camp (per day 60 Scripts)	125/- per day
7	DA to External Examiners for Valuation (City Limit) (per day 70 Scripts)	200/- per day
8	DA to External Examiners for Valuation (Out Station) (per day 70 Scripts)	300/- per day
9	TA for Out Station External Examiners (less than 250Kms)	250/- per day
10	TA for Out Station External Examiners (2 way)	III AC train fare
11	Food allowance (150/-) and Hospitality (25/-) to Teaching Staff and Non-Teaching Staff attending at Valuation Camp	175/- per day
12	Attenders at Camp	225/- per day
13	Sweeper at Camp	200/- per day
14	Hospitality to External Examiners attending at Valuation Camp (per day 70 Scripts)	125/- per day