

**UNIVERSITY OF MUMBAI**

**No. UG/202 of 2017-18**

**CIRCULAR:-**

All the Principals/Deans/Directors of the affiliated colleges and recognized Institutions of all Faculties and the Heads of all Departments concerned are hereby informed that to collect revised Examinations Fees from the students from the Second Half 2017 examinations as per annexure has already been enclosed the said circular No.UG/253 of 2016-17 dated 7<sup>th</sup> March, 2017 and No.UG/253-A of 2016-17 dated 14<sup>th</sup> March, 2017, which please be noted. Which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2017-18.

MUMBAI – 400 032

16<sup>th</sup> August, 2017

  
REGISTRAR

To,

The Principals/Deans/Directors of the affiliated colleges and Recognized Institutions of all in Faculties and the Heads of all Departments concerned.

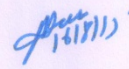
No. UG/202-A of 2017-18

MUMBAI-400

16<sup>th</sup> August, 2017

Copy forwarded with Compliments for information to:-

1. The Co- Ordinator, all Faculties.
2. The Offg. Director, o Board of Examinations and Evaluation,
3. The Director, Board of Students Development.,
4. The Co-Ordinator, University Computerization Centre.

  
REGISTRAR

## University of Mumbai

### **Rules of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination Work**

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**CHAPTER – 1**

**Preamble:**

Whereas it is noticed that the rules of remuneration to the teaching and non-teaching staff of the university engaged in examinations work were not revised since long time.

And

Whereas it is noticed that the rates of remuneration to the teaching and non-teaching staff of the university engaged in examinations work are not in consonance with the increased hike in various resources.

And

Whereas it is noticed that there is a continuous demand to revise the rates of remuneration to the teaching and non-teaching staff of the university engaged in examinations work.

Now

Therefore in exercise of the powers conferred upon me by section 4 (8), section 5 (59), section 14 (8) & (13), section 28 (v) & (w) read with section 55 (1) of the Maharashtra university Act, 1994 and of all other powers enabling on behalf of the management Council of the University of Mumbai, I hereby issues the Rules of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination Work as follows :

**CHAPTER - 2**

**2.1 Short Title, Commencement, application & Definitions :**

- a) These rules may be called as Rules of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination Work.
- b) They shall come into force immediately
- c) They shall apply to all the –
  - (i) University Departments, Schools, Institutes and Conducted colleges.
  - (ii) Affiliated colleges, autonomous colleges & recognized Institutes.

**2.2 Definitions :**

In these rules unless the context requires otherwise, the terms defined but used in these rules shall have the same means as assigned to them in the Maharashtra Universities Act, 1994.

**2.3 Removal of difficulties :**

If any difficulty arises in giving effect to the provisions of this Rules, Vice Chancellor, by his order, direct the appropriate decision, not inconsistent with the objects and purpose of these Rules, which appears to it necessary for the purpose of removing the difficulties.

**CHAPTER - 3****Revised Rates of Remuneration to the Teaching  
And Non-Teaching Staff Engaged in Examination Work****3.1. Remuneration for all University and College Examinations ( All Faculties )**

A) Remuneration for Conduct of Examination &amp; other related work (Theory papers).

Sr. No.	Particulars	Quantum	Rates / Day( Rs.)
1	Chief Conductor	One per center	200
2	Joint Chief Conductor	One per center	150
3	Senior Supervisor	One per center	150
4	Understudy Supervisor	One per 10 Blocks	100
5	Junior Supervisor	One per Block	100
6	Peon / Water-man	Two per center	40
6	Peon cum Bell-boy / Liftman / Hamal / Sweeper / Watchman/ Pasting / other arrangement & any other allied work assigned by Chief Conductor.	Three up to 500 examinees. One each for every additional group of 200 examinees.	30

B) Remuneration for Paper Setting and other various related work of Theory papers.

Sr. No.	Particulars	Rates / Paper ( Rs.)	
		UG and PG	M. Phil. & PET
1	Paper Setting	400	500
2	Translation	250	300
3	Proof Correction	100	150
4	Preparation of Model Answer and Scheme of Marking	300	400

C) Remuneration for Referee of M. Phil. / Ph.D./ D. Lit./ D. Sc. &amp; other related work.

Sr. No.	Particulars	Rates in ( Rs.)		
		M. Phil.	Ph.D.	D. Lit / D. Sc.
1	External Referee ( Assessment of Thesis )	1000	1500	2000
2	Internal Referee ( Assessment of Thesis )	1000	1500	2000
3	Chair Person ( Open Defense Viva )	1000	1500	2000
4	External Referee ( Open Defense / Viva )	1000	1500	2000
5	Internal Referee ( Open Defense / Viva )	1000	1500	2000



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### D) The Remuneration rates for Assessment, Moderation & Revaluations (UG & PG)

Particulars	For 100 marks Paper duration ( 3 hours )	For 75/80 marks Paper duration ( 3 hours )	For 75/80 marks Paper duration ( 2 to 2½ hours )	For 40/50/60 marks Paper duration (2 hours )
<b>For Under Graduate Courses - Rate per answer book</b>				
Assessment	Rs.16	Rs.16	Rs.12	Rs.08
Moderation	Rs.20	Rs.20	Rs.15	Rs.10
<b>For Post Graduate Courses - Rate per answer book</b>				
Assessment	Rs.20	Rs.20	Rs.15	Rs.10
Moderation	Rs.24	Rs.24	Rs.18	Rs.12
<b>Minimum A/B's to be assessed for obtaining full Cap Allowance</b>				
CAP Allowance	Rs. 175	Rs. 175	Rs. 175	Rs. 175
UG & PG	Minimum 25 answer books	Minimum 25 answer books	Minimum 30 answer books	Minimum 40 answer books
<b>Notes :</b>				
1) Papers with lesser marks but having duration of 3 hours or 2.5 hours or 2 hours, the payment is to be made as per their respective duration & not as per marks.				
2) The minimum remuneration is to be paid, even the duration / marks are less.				
3) The CAP allowance is not applicable if requisite A/Bs are not assessed in a Day.				
4) If a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance.				
Internal assessment for UG / PG programs – Rs.4 per examinee				
Revaluations of all UG / PG programs - Rs.25 per A/B				
Project & Viva Voce: Internal & External Examiner - Rs.150 each per Project.				

### E. Remuneration for CAP Co-ordination work( for University Examinations )

Sr. No.	Particulars	Rates in ( Rs.)
1	CAP Director / Principal	Rs.2.00per Answer Book
2	CAP Co-ordinators	Rs.1.50 per Answer Book
3	Cashier cum Accountant	Rs.1.00per Answer Book
4	Clerk	Rs.1.00per Answer Book
5	Peon	Rs.0.50 per Answer Book
6	Contingency and Administrative	Rs.0.50per Answer Book
7	Local Travel allowance will not be applicable for the University Teachers and Teachers working at same college, where, CAP center is allotted.	

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### **3.2. Remuneration for Digital Examination Paper Delivery System ( DEPDS ).** ( For University Examinations)

Sr. No.	Particulars	Rates	Examination
1	Principal	Rs.05 per examinee	For entire examination
2	IT Co-ordinators	Rs.05 per examinee	For entire examination
3	Peon	Rs.02 per examinee	For entire examination
4	Printing Charges	Rs.50 per examinee	For entire examination

### **3.3. Travelling & Meeting Allowance for attending University Examination work.**

Sr. No.	Particulars	Designated as	Rates (Rs.)
1	Travelling Allowance ( Local travel )	All Members	200 per day
2	Meeting Allowance ( for Examination work )	All Members	250 per day

### **3.4. The Remuneration rates for Assessment of PET Examination work.**

Sr. No.	Particulars	Rates Rs.
1	Assessment of Theory Paper / Descriptive Answer Paper	Rs.25 per A/b
2	Moderation of Theory Paper / Descriptive Answer Paper	Rs.30 per A/b
3	Travelling Allowance ( Local Travel )	Rs.200 per day
4	CAP Allowance will be as per theory papers ( 25 A/Bs.)	Rs.175 per day
5	Local Travel allowance will not be applicable for the University Teachers and Teachers working at such colleges, where, CAP center is allotted.	
6	The TA/DA for outstation Examiners will be as per University rules.	

### **3.5. Remuneration for Finalization of Results to be paid by colleges.** ( For Examinations conducted by colleges on behalf of University )

Sr. No.	Honorarium / Remuneration to	Rate
1	Principal / Director of college / Institute	Rs.5000 per session of Examination
2	Chairman Examination Committee	Rs.3000 per session of Examination
3	Examination Committee	Rs.10 per Examinee per Examination ( distributed amongst themselves )



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### 3.6. Remuneration for Conduct of Practical Examinations–Science Faculty

Applicable for Practical Examinations of Sem. V & Sem. VI conducted by colleges on behalf of University - UG & PG)

Sr. No.	Particulars	Proposed Rates ( Rs.)	
		UG	PG
1	Paper Setter ( Practical Examinations)	400	400
2	Preparation (Per Day / Per Person)	200	250
3	Remuneration of Examiner ( per Candidate )	20	25
4	Expert (Per Day)	150	200
5	Laboratory Supervisor (Per Day)	200	250
6	Laboratory Assistant (Per Day)	100	150
7	Field Collector (Per Day)	100	150
8	Laboratory Attendant (Per Day)	50	75
9	Peon (Per Day)	50	75
Project and Viva Voce ( Per Project )			
10	Internal Examination	120	150
11	External Examination	120	150

### 3.7. Remuneration for Conduct of Practical Examinations in Science Faculty.

( to be paid to the colleges )

A. For the Subjects other than Mathematics / Statistics						
2 Units			3 Units		6 Units	
Practical	Rate ( Rs.)		Practical	Rate ( Rs.)	Practical	Rate ( Rs.)
02	80		02	100	04	150
B. For Mathematics / Statistics subjects						
Subjects / Units	2 Units		3 Units		6 Units	
	Details	Rate ( Rs.)	Details	Rate ( Rs.)	Details	Rate ( Rs.)
Mathematics	02	50	03	50	03	75
Statistics	02	80	03	100	04	200
C. Remuneration for Practical Examination in Home Science in each subject where practical examination is prescribed :						
(i) For FY - Rs.50 per subject / Examinee.						
(ii) For SY and TY - Rs.100 per subject / Examinee.						

**3.8. Remuneration for Technology Faculty.  
( Term Work / Oral / Practical / Internal Assessments )**

A. For Engineering courses( F.E. to B.E. ).				
Sr.No	Title	Marks	Rates / Per Student	
1	Term Work – UG	25	Internal Examiner	Rs.06/-
		50	External Examiner	Rs.10/-
2	Oral – UG	25	Internal Examiner	Rs.06/-
			External Examiner	Rs.06/-
		50	Internal Examiner	Rs.10/-
			External Examiner	Rs.10/-
3	Oral with Practical or Only Practical - UG	25	Internal Examiner	Rs.10/-
			External Examiner	Rs.10/-
		50	Internal Examiner	Rs.20/-
			External Examiner	Rs.20/-
4	Term Test - UG ( Internal Assessment )	20	Internal Examiner	Rs.04/-

B. For Post Graduate Engineering( M.E. ) and M.C.A courses				
1	Term Work – PG	25	Internal Examiner	Rs.15/-
2	Oral – PG	25	External Examiner	Rs.20/-
			Internal Examiner	Rs.20/-
		50	External Examiner	Rs.25/-
			Internal Examiner	Rs.25/-
3	Oral + Practical ( PG )	25	External Examiner	Rs.25/-
			Internal Examiner	Rs.25/-
		50	External Examiner	Rs.30/-
			Internal Examiner	Rs.30/-

C. For Pharmacy courses.				
Sr. No.	Title	Marks	Rates/Per Student	
1	Practical and Oral ( First, second & third year )	35	Internal Examiner	Rs. 10
			External Examiner	Rs. 10
2	Practical and Oral ( Final Year – UG )	35	Internal Examiner	Rs. 14
			External Examiner	Rs. 14
3	Practical and Orals ( PG )	75	Internal Examiner	Rs.30
			External Examiner	Rs. 30



**3.9. Remuneration for M.E. / MCA / M. Pharmacy courses.**

A. For Engineering Courses				
Sr.No.	Title	Marks	Rates / Per Student	
1	Seminar Term Work	50	Internal Examiner	Rs.100/-
2	Seminar Oral	50	External Examiner	Rs.100/-
			Internal Examiner	Rs.100/-
3	Dissertation Term Work	100	Internal Examiner	Rs.200/-
4	Dissertation Oral	100	External Examiner	Rs.1000/-
			Internal Examiner	Rs.500/-
B. For Master of Computer Applications.				
5	Project Term Work	25	Internal Examiner	Rs.50
		50	Internal Examiner	Rs.100
6	Project Oral and Demo	100	Internal Examiner	Rs. 400/-
			External Examiner	Rs. 500/-
7	Mini Project	50	Internal Examiner	Rs.100/-
			External Examiner	Rs.100/-
C. For Master of Pharmacy				
8	Thesis Viva-voce	100	External Examiner	Rs. 1000/-
			Internal Examiner	Rs. 500/-

**3.10. Remuneration for Ph. D. ( Engineering / Architecture / M.C.A. / Pharmacy )**

Sr.No.	Title	Rates/	
1	Course work	Paper Setting	Rs. 400/-
		Assessment Per student	Rs.20/-
2	Each Stage Presentation	Internal Examiner:	Rs.300/-
		External Examiner:	Rs.400/-
3	Thesis Oral	Internal Examiner: (Assessment of Thesis / open defense viva)	Rs.2000/-
		External Examiner: (Assessment of Thesis / open defense viva)	Rs.2000/-
		Chairperson for open defense viva	Rs 2000/-

**3.11. Remuneration for Project, Term Work & Oral / Viva Voce**

**A. For Engineering / M.C.A.**

Sr. No.	Title	Marks	Rates / Per Student	
1	Project Term Work (Per Student)	25	Internal Examiner	Rs.15/-
		50	Internal Examiner	Rs.20/-
		100	Internal Examiner	Rs.25/-
2	Project Oral (Per Project Group)	25	External Examiner	Rs.150/-
			Internal Examiner	Rs.150/-
		50	External Examiner	Rs.200/-
			Internal Examiner	Rs.200/-
		100	External Examiner	Rs.300/-
			Internal Examiner	Rs.300/-
3	Seminar / Mini-Project / Term Work (Per student)	50	Internal Examiner	Rs. 20/-
		25	Internal Examiner	Rs. 15/-
4	Seminar / Oral/ Mini - Project	50 (Per Project Group)	External Examiner	Rs.200/-
			Internal Examiner	Rs.200/-
		25 ( Per Seminar Group )	External Examiner	Rs.150/-
			Internal Examiner	Rs.150/-

**B. Bachelor of Architecture ( B. Arch.)**

Sr. No.	Title	Remuneration (Per Student)	
		Particular	Rate
1	B. Arch. ( Architectural Design – Viva ) ( to be shared by two external examiners)	External Examiner	Rs.50/-
2	B. Arch. ( Third / Fourth Year ) Technical Courses - Viva	External Examiner	Rs. 25/-
3	B. Arch. ( Fourth/ Final Year ) Professional Practice - Viva	External Examiner	Rs. 100/-
4	Final Year B. Arch. ( Design Dissertation Viva ) (to be shared by two external examiners)	External Examiner	Rs.120/-
5	Final Year B. Arch. Technical Courses Viva	External Examiner	Rs.50/-

**C. Master of Architecture ( M. Arch.)**

Sr. No.	Title	Remuneration(Per Student)	
		Particular	Rate
1	M. Arch. Semester IV Viva	( All streams )	Rs. 200/-
2	M. Arch. (by Research, partly by papers) Semester I, II, III Viva	( shared by two external examiners )	Rs. 200/-
3	M. Arch. ( by Research ) Semester IV Viva	( All streams )	Rs. 1000/-



**3.12. Remuneration for Practical Examination / Laboratory Setup & Other Work**  
( For Engineering / Architecture / M.C.A. / Pharmacy ( UG & PG ))

Sr. No.	Designation	Particulars	Rates ( Per day )
1	Expert Assistant	Per day	Rs.100/-
2	Laboratory Assistant	Per day	Rs.80/-
3	Attendant	Per day	Rs.50/-
4	Peon	Per day	Rs.40/-

**3.13. Remuneration for Teaching & Non Teaching Staff engaged in University work**  
( For LICs & other special purpose committees )

Sr. No.	Designation	Particulars	Rates ( Per visit )
1	Chair-Person of the Committee	Per Person	Rs.2,500/-
2	Member(s) of the Committee	Per Person	Rs.2,000/-
3	To be paid to the persons those who perform the duties at places other than University campus / sub center.		

**3.14. Remuneration for Teaching & Non Teaching Staff engaged in University work**  
( for PET / NET / SET, M. Phil./ Ph.D./ D. Sc. / D. Lit.. courses )

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Chief Observer ( One per examination )	Rs.2,000	Dy. Registrar
2	Center Observer ( One per center )	Rs.1,000	DR / AR
3	Center In-charge ( One per center )	Rs.1,000	Principal / Director
4	Sr. Supervisor ( One per center )	Rs.500	College Teacher
5	Jr. Supervisor ( One per Block )	Rs.200	College Staff
6	Clerk / Accountant ( One per center )	Rs.150	College Staff
7	Peon / Bell Boy ( One per center )	Rs.100	College Staff
8	Waterman ( One per center )	Rs.100	College Staff

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### **3.15. Examinations Fees** ( for UG & PG courses to be paid by students / examinees )

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Certificate Examinations ( Post SSC & HSC )	500	Per Semester
2	Diploma Examinations ( Post SSC & HSC )	600	Per Semester
3	Certificate Examinations ( Post Graduate )	700	Per Semester
4	Diploma Examinations ( Post Graduate )	800	Per Semester
5	UG Examinations – All Faculties	1,000	Per Semester
6	PG Examinations – All Faculties	1,500	Per Semester
7	Only in case of the Yearly pattern syllabi and wherever examinations are conducted on yearly basis instead of semester-wise examinations, the Examination fee will be applicable once in a year, on yearly basis.		

### **3.16. Examinations Fees** ( for PET / NET / SET )

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Ph. D / M. Phil Entrance Test ( PET )	Rs.2,000	Per Examination
2	Masters Degree by Research – All Faculties ( Only by Research / Partly by Papers )	Rs.10,000	Per Examination
3	M. Phil. Examinations / Viva – All Faculties	Rs.5,000	Per Examination
4	Ph.D. Examinations / Viva – All Faculties	Rs.10,000	Per Examination
5	D. Sc. & D. Litt. By Evaluations / Viva	Rs.25,000	Per Examination
6	Synopsis Submission Fee ( PG )	Rs.5,000	Per Examination
7	Synopsis Submission Fee ( M. Phil./ Ph.D.)	Rs.10,000	Per Examination
8	Synopsis Submission Fee ( D. Sc. & D. Lit. )	Rs.15,000	Per Examination
9	Other related fees will be prescribed and circulated in due course.		

### **3.17. Distribution of Examinations Fees**

Sr. No.	Particulars	University Share	College Share
1	Examinations conducted by the University	75 %	25 %
2	Examinations conducted by the Colleges on behalf of the University	25 %	75 %

  
( Registrar )