UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. Q81

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

RATES OF PAYMENTS FOR INTERNAL EXAMINATIONS CONDUCTED BY UNIVERSITIES

Your attention is drawn to Commission Circular No. 977 dated 14.03.2012 on the above matter.

2. Director General of the Department of Management Services by her letter dated 30.03.2012 has granted approval to revise certain rates of payments for preparation and evaluation of Internal Undergraduate Examinations conducted by Universities and Higher Educational Institutes specified in Commission Circular No. 977 dated 14.03.2012.

3. The revised rates which are effective from 01st March 2012 for payment of Internal Examinations conducted by Universities and Higher Educational Institutes are given in the annexed schedules.

4. The provisions in Commission Circular No. 977 dated 14.03.2012 are rescinded with the implementation of this Circular.

5. The other rates of payments which are not mentioned in this Circular will remain unchanged.

6. The rates of payments for postgraduate examinations will be informed in due course.

7. Please take action accordingly.

(Prof. Gamini Samararatne)
Chairman

Copies:
1. Secretary/ Ministry of Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Sr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
13. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/10/2/4
## SCHEDULE – I
(PREPARATION OF QUESTION PAPERS – UNDERGRADUATES)

<table>
<thead>
<tr>
<th>Type &amp; Duration of Paper (1)</th>
<th>Setting/Moderating (2)</th>
<th>Translating (3)</th>
<th>Scrutiny of Translation (4)</th>
<th>Typing (5)</th>
<th>Scanning/Duplicating/Packeting &amp; Sealing (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay type paper of one hour duration</td>
<td>400/=</td>
<td>200/=</td>
<td>Rs. 100/= per page up to maximum of Rs. 500/= per question paper for the teacher</td>
<td></td>
<td>Rs. 50/= per page up to maximum of Rs. 2500/= per paper</td>
</tr>
<tr>
<td>Essay type paper of two hour duration</td>
<td>800/=</td>
<td>300/=</td>
<td></td>
<td></td>
<td>For duplicating machine operator Rs.100/= per paper packet</td>
</tr>
<tr>
<td>Essay type paper of three hour duration</td>
<td>1200/=</td>
<td>500/=</td>
<td></td>
<td></td>
<td>Teacher for supervision Rs. 100/= per paper packet</td>
</tr>
<tr>
<td>Essay type paper Medical Faculty</td>
<td>200/= per question up to maximum of Rs. 1500/=</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper over three hours rate per hour</td>
<td>400/=</td>
<td>200/=</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.C.Q Paper</td>
<td>150/= per question</td>
<td>30/= per question</td>
<td>25/= per question</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(1). Essay type & MCQ combined in one question paper. Proportionate payments to be made depending on the number of questions and/or duration of paper as determined by the Head of the Department.

(2). Whether a paper should be typed, written or scanned should be decided by the Officer conducting examinations.

(3). Where two or more examiners are jointly responsible for setting and moderating the rate shall be divided proportionately among them.

(4). The paper for a practical examination shall be deemed to be one paper in respect of five or lesser number of group in a given medium.

(5). Responsibility of Typing, Translating etc. lies on the teachers.
Basis of calculating the rates of payment for practical examinations

The definition of a practical group

1. First and qualifying examinations

A group is defined to have less than or equal to 20 candidates in a given medium, irrespective of number of hours for a group.

Staff

01. Supervisor
02. Invigilator
03. Technical Officer (1 for 10 candidates or less)
04. Lab Attendant (2 for 10 candidate or less)

2. Degree Examinations (10 candidates or less)

A group is defined to have less than or equal to 10 candidates in a given medium, irrespective of number of hours for a group.

Staff

01. Supervisor
02. Invigilator
03. Technical Officer (1 for 10 candidates or less)
04. Lab Attendant (2 for 10 candidate or less)
## SCHEDULE – II
### EVALUATION – (UNDERGRADUATE)

<table>
<thead>
<tr>
<th>Type of Exam/ Script (1)</th>
<th>Marking or Assessing Scripts</th>
<th>Medical/ Dental/ Vet.</th>
<th>Medical/ Dental/ Vet.</th>
<th>Other Faculties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal Examiner (2)</td>
<td>External Examiner (3)</td>
<td>2nd Examiner Internal (4)</td>
<td>Clinical Examinations (5)</td>
</tr>
<tr>
<td>Essay type scripts</td>
<td>80/- per script</td>
<td></td>
<td></td>
<td>Degree (Final) per candidate</td>
</tr>
<tr>
<td>First &amp; Qualifying</td>
<td>100/- per script</td>
<td>150/- per script</td>
<td>100/- per script</td>
<td>Short Cases 100/- Long Cases 150/-</td>
</tr>
<tr>
<td>Examination</td>
<td>40/- per script</td>
<td>-</td>
<td>-</td>
<td>Other Exams 80/- Long Cases 150/-</td>
</tr>
<tr>
<td>1. MCQ Script/ Essay</td>
<td>100/- per script</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2. Medical, Dental &amp; Vet. Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. All practical Exams</td>
<td>100/- per script</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SCHEDULE – III

**CONDUCT OF EXAMINATIONS – (UNDERGRADUATE)**

<table>
<thead>
<tr>
<th>Duration of Paper (1)</th>
<th>Supervisor (2)</th>
<th>Invigilator (3)</th>
<th>Technician (Staff/ Lab.) Lab. Asst. (4)</th>
<th>Hall Attendant (5)</th>
<th>Lab Attendant/ Lab Labourer (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For single 3 hour session or less</td>
<td>1000/=</td>
<td>600/=</td>
<td>300/=</td>
<td>250/=</td>
<td>200/=</td>
</tr>
<tr>
<td>Over 3 hours rate per additional hour(s)</td>
<td>300/=</td>
<td>200/=</td>
<td>100/=</td>
<td>55/=</td>
<td>70/=</td>
</tr>
</tbody>
</table>

One Peon! One Labourer attached to the Examination branch shall be paid at the rate of Rs. 120/- per day, during the examination for assisting.

**NOTE:**

(a) When the services of Lab. Assistant/ Technical Officer are obtained to conduct clinicals or Orals or Viva Voce Examinations the rates specified in Column 4 of Schedule III, should be applicable.

(b) When Hall Attendants are engaged in work connected with examinations outside normal hours, they shall be entitled to overtime in addition to the rates specified in Column 5.

(c) The rates specified in Column 4 & 6 shall be a composite fee:

   i.e. preparatory work, work during the examination and after.

(d) When Lab. Assistant/ Technical Officer, Hall Attendant/ Lab. Attendant/ Lab. Laborer is required to work on a Saturday, Sunday or a Public Holiday, he may be paid overtime or the rates specified in relevant column whichever is higher.
Dissertations submitted for undergraduate examinations

Where a dissertation is required and it is treated as a paper in the Scheme of Examinations, approved by the Senate, the rate of payment for reading, assessment and grading the dissertation shall be as follows;

**General Degree**

| Internal & External Examiner | Rs.400/= per Dissertation |

**Special Degree**

| Internal & External Examiners attached to the same university or other local university | Rs.600/= per Dissertation |
Special Rates of Payment

(a) Payment to Deputy Registrar/Senior Assistant Registrar/Assistant Registrar in charge of Examination work (for Examination Branch only)

- General Supervision and handling of Question Papers: Rs. 50/= per paper
- Supervision of typing of question papers: Rs. 75/= per paper
- Supervision of Scanning/Duplicating/Packeting and Sealing: Rs. 125/= per paper

(b) Payment to Examinations conducted for blind students (for Examination Branch only)

- Reading scripts in Braille: Rs. 100/= per page
- To transcribe Braille into ordinary writing: Rs. 100/= per page
- Maximum payment for reading or writing Braille: Rs. 1000/= per paper

(c) Payment to Examiners in the Law Faculty

- First Examination in Law: Rs. 100/= per script where the examiner is not a full-time employee of the University.
- Final Examination in Law: Rs. 150/= per script where the examiner is not a full-time employee of the University.
(d) **Payment for patients taken for Clinicals at the Final M. B. B. S. Examination**

Short & Long cases Rs. 150/= per patient

(e) **Minimum fee for examination work (Medical, Dental & Vet. Science) and others**

01. The minimum payment for an external examiner (i.e. external to the Campus or the University for Oral or Clinical examinations Fee)

   Rs. 500/= per student minimum fee shall be Rs. 1000/=  

02. *B.Sc.(BE) CDP Oral Examination* – per candidate per examiner

   Rs. 250/= Internal

   Rs. 250/= External

   US $15 Foreign

(f) **Foreign Examiners**

Setting or moderating a paper - USD 80
Marking scripts - USD 5 per script minimum pay of US $ 125
Ph.D Oral/ Viva - USD 200 per candidate

* B.Sc. (Built Environment) Comprehensive Design Project.
### Reading of Dissertation and Thesis

<table>
<thead>
<tr>
<th>Degree Duration</th>
<th>Local Examiner (University or Non-University)</th>
<th>Foreign Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>For degrees of one year's duration</td>
<td>Rs. 2000/=</td>
<td>US $200</td>
</tr>
<tr>
<td>For degrees of two year's duration</td>
<td>Rs. 3000/=</td>
<td>US $350</td>
</tr>
<tr>
<td>For degrees of three year’s duration</td>
<td>Rs. 5000/=</td>
<td>US $440</td>
</tr>
</tbody>
</table>

An Additional fee equal to half the amount mentioned above can be paid to an examiner when evaluating a thesis for the second or subsequent time.