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**Examination related fees, Honorarium & TA/DA to Experts and Remuneration to Staff**

***(with effect from 01.01.2016)***

1. **Office of the Controller of Examinations**
   1. **The details of fees payable by the students for theory, practical and project examinations.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Purpose** | **Programme** | **Fees** |
| **No.** | **(Rs)** |
|  |  |
| 1 | Theory | UG | 150/- per course |
|  |  | PG | 300/- per practical |
| 2 | Practical | UG | 150/- per practical |
|  |  | PG | 300/- per practical |
| 3 | Project | UG | 500/- |
|  |  | B.Arch. | 500/- |
|  |  | PG | 750/- |
| 4 | Practical Training | B.Arch. | Rs 300/- |
| 5 | Design Project | B.Arch. | Rs 600/- |
| 6 | Revaluation | UG | 300/- per answer script |
|  |  | PG | 400/- per answer script |
| 7 | Grade Sheet Semester-wise |  | Nil |
|  |  |  |  |
| 8 | Consolidated Grade Sheet |  | 250/- |
|  |  |  |  |
| 9 | Provisional Certificate |  | 250/- |
|  |  |  |  |
| 10 | Degree Certificate |  | 300/- |
|  |  |  |  |
| 11 | Transcript | UG & PG | For first copy Rs 500/- |
|  |  |  | and for each additional |
|  |  |  | copy Rs 250/- |
| 12 | Grade Sheet Duplicate |  | 250/- per semester |
|  |  |  |  |
| 13 | Duplicate Consolidated Grade Sheet |  | 500/- |
|  |  |  |  |
| 14 | Duplicate Provisional Certificate |  | 1000/- |
|  |  |  |  |
| 15 | Duplicate Degree Certificate – FIR copy |  | 4000/- |
|  | to be produced along with application |  |  |
| 16 | Photocopy of Answer script | UG only | Rs 400/- |
|  |  |  |  |
| 17 | Attestation of document |  | Rs 25/- |
|  |  |  |  |
| 18 | Corrections in Grade Sheet |  | Rs 200/- |
|  |  |  |  |
| 19 | Corrections in Consolidated Grade Sheet |  | Rs 750/- |
|  |  |  |  |
| 20 | Corrections in Provisional Certificate |  | Rs 750/- |
|  |  |  |  |
| 21 | Corrections in Degree Certificate |  | Rs 1500/- |
|  |  |  |  |
| 22 | Duplicate Hall Ticket |  | Rs 200/- |

The students are directed to pay the fees directly into the Account No.460 of Indian Overseas Bank situated in the Institution Campus and produce the challan to the Controller of Examinations.

1. **The details of remuneration payable to the faculty and non-teaching staff involved in the End Semester Examination held during April – May and November – December.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Item** | **Programme** | **Approved Remunerations** |
| **No.** |
|  |  |  |
| 1 | Answer Script Evaluation | UG | Rs 20/- per script with a minimum of Rs |
|  |  |  | 100/- for regular, arrear, summer term |
|  |  |  | and revaluation. |
| 2 | Answer Script Evaluation | PG | Rs 30 per script with a minimum of |
|  |  |  | Rs 100/- for regular, arrear, summer |
|  |  |  | term and revaluation. |
| 3 | Project Evaluation (only for | UG | Rs 300/- per Project Group subject to a |
|  | External Examiners) |  | minimum of Rs 1000/- per day. |
|  |  |  | (Maximum No. of project groups to be |
|  |  |  | examined per session is 10, subject to a |
|  |  |  | maximum of 20 project groups per day). |
| 4 | Project Evaluation (only for | PG | Rs 600/- per project subject to a |
|  | External Examiners) |  | minimum of Rs 1000/- per day. |
| 5 | Dissertation (IX Semester) | B.Arch. | Internal Evaluation and no remuneration |
| 6 | Project Work (X Semester) | B.Arch. | Rs 400/- per project with a minimum of |
|  |  |  | Rs 1200/- |
| 7 | Practical Training Report | B.Arch. | Rs 150/- per report with a minimum of |
|  | (VII & VIII Semester) |  | Rs 600/- |
| 8 | Architectural Design | B.Arch. | Rs 150/- per Architectural design with a |
|  | (I to VI & IX Semester) |  | minimum of Rs 600/- |
| 9 | Invigilation (Teaching faculty) |  | Rs 100/- per session |
| 10 | Invigilation (Non-Teaching Staff) | UG and PG | Rs 50/- per session for theory |
|  |  |  | examination work only for assisting |
|  |  |  | during invigilation work. |
| 11 | Question paper setting only for |  | Rs 300/- per course |
|  | arrears (UG & PG) |  |  |

1. **Remuneration payable to examiners and other for the Central Valuation of the Answer Scripts of the End Semester Examination**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Designation** | **Remuneration** |
|  |  |  |
| 1 | Chief Examiner | Rs 25 per Answer Script |
|  |  | (5 Answer Scripts per Section/Course) |
|  |  |  |
| 2 | Tabulator | Rs 0.50 per Answer Script |
|  |  |  |
| 3 | Chairman | Rs 500/- per day |
|  |  |  |
| 4 | Controller of Examinations | Rs 750/- per day |
|  |  |  |
| 5 | Attender | Rs 50/- per session |
|  |  |  |

1. A minimum of 25 scripts shall be evaluated by the Examiners (minimum of 50 scripts per day).
2. The maximum No. of days for the camp shall be based on the total volume of scripts.

**II.** **Remuneration payable to research related work**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Doctoral Committee (DC) Meeting for each DC Member | - | Rs 2000/- |
| 2. | Ph.D. Thesis Evaluation (Indian Examiners) | - | Rs 3000/- |
| 3. | Ph.D. Thesis Evaluation (Foreign Examiners) | - | US$ 200/- |
| 4. | Ph.D. Viva-Voce Examination (Sitting Fee) for Examiners | - | Rs 3000/- |

1. **Remuneration payable to faculty and other staff for Summer Term Courses, Bridge Courses for Lateral Entry Students and Refresher Courses for first year B.Tech. students.**

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| --- | --- | --- | --- |
| **1)** | **Summer term courses** | |  |
|  | a) | Less than three students for both theory and lab |  |
|  |  | for faculty members | - Rs 5000/- (fixed) |
|  | b) | Less than three students for practical for supporting staff | - Rs 2500/- (fixed) |
|  | c) | For three or more students for theory for faculty members | - Rs 500/-per period |
|  | d) | For three or more students for lab for faculty members | - Rs 250/-per period |
|  | e) | For three or more students for lab to supporting staff | - Rs 100/-per period |
| **2)** | **Bridge Courses and Refresher Courses** | |  |

1. For faculty handling theory courses
2. For faculty handling lab courses
3. For supporting staff for lab courses only
4. For Co-ordinator

* Rs 500/- per period
* Rs 250/- per period
* Rs 100/- per period
* Rs 500/- per day

**IV Registrar Office**

**Payment of honorarium and conveyance for the following meetings:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Board of Management | - | Rs 5000/- per day |
| 2. | Finance Committee | - | Rs 5000/- per day |
| 3. | Planning and Monitoring Board | - | Rs 5000/- per day |
| 4. | Advisory Committee | - | Rs 5000/- per day |
| 5. | Academic Council | - | Rs 3000/- per day |
| 6. | Research Advisory Committee | - | Rs 3000/- per day |
| 7. | Board of Studies | - | Rs 2000/- per day |
| 8. | Staff Selection Committee | - | Rs 2000/- per session |
| 9. | Academic Audit | - | Rs 2000/- per day |

1. Honorarium to be paid to external experts for delivering Guest Lectures
   * 1. In case of experts within India
        + Duration (minimum 1 hour and maximum 1 ½ hours) - Rs 2000/- per session
   1. In case of foreign experts
      * + Duration (minimum 1 hour and maximum 1 ½ hours) - Rs 3000/- per session

(The above rates are not applicable to guest faculty, part-time teaching and additional teaching for which the existing rates will continue).

**Conveyance allowance**

**Local Members :**

1. Rs 1000/-, if the member travels in his own conveyance or by any public conveyance (within Chennai). If the bill exceeds Rs 1000/- the actual be paid.
2. If the transportation is provided by the Institution, no conveyance charge.

**Outstation Members :**

1. Travelling by Road/Rail, they shall be eligible for AC2 Tier/AC Chair Car fare irrespective of the mode of travel.
2. Air fare can be paid with prior approval of the Vice Chancellor (it is must).

**Hospitality Charges**

Hospitality charges for the External Expert Members is fixed at Rs 200/- per session per day and it is to be met only from the Department funds / contingencies.