

**BIRLA VISHVAKARMA MAHAVIDYALAYA (ENGINEERING COLLEGE)**  
**(An Autonomous Institution)**

No.: F/Autonomous/Exam/Honorarium-TA-DA/2015/1.1

Date: 31.12.2015

**A) Honorarium:**

Followings are the norms for the UG/PG/PDDC programmes of the institute.

<b>Type of Duty</b>	<b>Rate in Rs./-</b>
Paper Setting (UG)	850/- per paper
Paper Setting (PG)	1100/- per paper
Sr. Supervisor	250/- per session
Jr. Supervisor	200/- per session
Examining answer books UG/PG	8/- per section (UG), 12/- per section (PG)
Minimum Assessment/Reassessment Charge	100/-
Convener Allowance	125/-
External examiner for Practical/viva (UG/PG)	10/- per student per subject (UG) 20/- per student per subject (PG)
Internal examiner for Practical/viva (UG/PG)	10/- per student per subject (UG) 20/- per student per subject (PG)
Lab. Assistant during Practical/viva	275/- per subject per day
Peon during Practical/viva	100/- per subject per day
Central Assessment In charge	250/- per day

**B) Travelling Allowance:**

Travelling Allowance is reimbursed to faculties who are engaged with the duty assigned by the institute as per the following details:

- 1) If travelled by own vehicle or by hired one, then the travelling allowance shall be paid at the rates mentioned below for actual to and fro kilometre of travelling.

<b>Sr. No.</b>	<b>Type of Vehicle</b>	<b>Rate per km</b>
1	Petrol car	Rs. 8/-
2	Diesel car	Rs. 7/-
3	CNG car	Rs. 4/-

Note: Copy of RTO registration book & Toll tax receipt is required to be produced.

- 2) Physical verification of the vehicle shall be done by the Institute, if deemed necessary, before paying TA.
- 3) If travelled by scooter/motorcycle then Rs. 2/- per km shall be paid.
- 4) If travelled by ordinary bus/luxury bus/railway, the actual fare will be reimbursed on production of tickets. However, if the ticket is not attached, then ordinary bus fare will be reimbursed.
- 5) Prior approval of the institute is mandatory for air travel by the examiners. Copy of the ticket along with boarding pass is required to be produced for claiming travelling allowance.

- 6) The local conveyance for travel between Railway station/Bus station and the Institute will be paid maximum up to Rs. 100/-per day (to and fro) only to those examiners who have travelled by bus/rail.
- 7) For calculating the travelled kilometres during non-vacation period, the starting point will be the Institute where the examiner is employed. However, the distance between the place of residence and the Institute shall be considered for payment of TA during vacation period.
- 8) The travelling allowance of Rs. 75/- shall be paid to the local examiner.

**C) Dearness Allowance:**

- 1) Dearness Allowance will be paid to outstation external examiners.
- 2) Rs. 250/- per day shall be paid to the external examiners. The arrangement for lunch will be made by the Institute. Convener or one internal examiner will accompany the external examiner for lunch and the expenses shall be borne by the institute.



Prof. Satish Shah  
Controller of Examinations