



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 01 /2016

No.20, Ward Place,
Colombo 07.

1st January 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**GUIDELINES FOR DETERMINING RATES OF PAYMENTS FOR THE
MANAGEMENT FOR CENTERS/UNITS OF EXTERNAL DEGREES AND
EXTENSION COURSES AND FOR CONDUCTING EXTERNAL
EXAMINATIONS & RELATED ACTIVITIES**

Your attention is invited to the Commission Circular No. 861 of 26.04.2005 regarding the above subject.


After taking into consideration of the recommendations submitted by the UGC Standing Committee on External Degrees and Extension Courses the UGC has approved the Guidelines for Determining Rates of Payments for the Management for Centres/Units of External Degrees and Extension Courses (EDP Centres/ Units) and conducting external examinations & related activities. Accordingly, the guidelines given in this Circular are issued to all Universities/ Higher Educational Institutions/ Institutes for information and compliance.

The actual amounts to be paid for examinations and related activities, however, have to be decided on the basis of annual budget proposed by the EDP Centre/ Unit and approved by the Finance Committee and Council of the University. Therefore, upper limits of payments given here, have to be used as a guide for determining the actual rates to be paid while taking into consideration of the projected gross income and mandatory deductions to be set aside for, a) overhead charges, b) utility charges and c) contributions to University, Faculty, Department and Centre Development Funds.

As directed in this circular, the funds for meeting the payments for all services and items listed in the circular are to be derived from earned funds of the EDP Centre/ Unit, and the upper limit rates prescribed in annexed schedule become effective from 01.01.2016 while the other payments and rates are effective from the date of signing the agreement for HETC-EDP Grant between the University and the Project Planning and Development Unit (PPDU) of the WB- HETC Project.

Commission Circular No. 861 of 26.04.2005 is hereby rescinded.

Please take action accordingly.


Prof. Mohan de Silva
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Highways
 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/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor -General

File No: UGC/HR/6/2/3(EX)

**GUIDELINES FOR DETERMINING RATES OF PAYMENTS FOR THE
MANGEMENT FOR CENTERS/UNITS OF EXTERNAL DEGREES AND
EXTENSION COURSES AND FOR CONDUCTING EXTERNAL
EXAMINATIONS & RELATED ACTIVITIES.**

1. Allowances to be paid for the academic staff holding administrative positions appointed on part-time basis

Post/Assignment	Rates (Rs.)
Director	25% of the basic salary of his/her substantive post
Deputy Director	20% of the basic salary of his/her substantive post
Study Programme Coordinator	15% of the basic salary of his/her substantive post
Board of Management meetings (per meeting per member)	2,000.00
Board of Study (per meeting per member)	1,500.00

2. Rates of Payments (upper limits) for External Degree Examinations Conducted by the Universities

2.1. Academic Staff

	Activity	Rates (Upper limits) (Rs.)
		Final/Annual Examination* ¹
a	Setting a paper including proof reading for a paper of 3 hour duration	2,400.00
b	Translating a paper including proof reading (per paper)	750.00

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c	Moderating/ Scrutinizing (per paper)	1,200.00
d	Marking an answer script (per script) ^{*2}	120.00
e	Composite fee for an examiner for setting, conducting and marking of a practical examination – for a group of 10 candidates (maximum two (02) examiners) for a 03 hour session	2,000.00
f	Marking of In-course Assessments - (Maximum for two (2) assignments per course unit /semester of 2 -4 credits	30.00/ assignment
g	Evaluation of Thesis & Dissertation Based on Credit Value - where the course is Evaluated only by the thesis or project Report 3 – 5 credits More than 5 credits	1000.00 2000.00
h	Supervision of thesis & Project Reports Based on Credit Value - 3 - 5 credits More than 5 credits	2500.00 5000.00
i	Viva-voice examination (per student) ^{*3}	50.00

*1 If semester level examinations are conducted, the Board of Management of the Centre could decide the rate for appropriate items (a, b, c, d, & e) by obtaining approved rates for final/annual examinations in which the total sum payable for 2 semesters should not exceed the upper limits applicable for annual examination.

*2 Special Allowance of Rs. 30.00 per script would be paid to examiners for submitting the marks of the respective paper within the stipulated periods as shown below;

- a) Marking of 100 scripts –*within* one month from the date of handing over the answer scripts to the examiner/evaluator.
- b) Marking of 101 – 300 - *within four weeks (04 weeks)* from the date of handing over the answer scripts to the examiner/evaluator.

c) No examiner/evaluator is allowed to mark a maximum of 300 answer scripts at a time per examination in order to become eligible for the Special Allowance.

*3 Total value on the basis of number of students examined should be divided among the number of members in the panel.

2.2 Approved Rates of Payment (Upper Limit) for Administrative and Support Staff.**1

a) Payments for Supervision of Typing/Printing/Packeting

		Rates (Rs.)
a	General Supervision & Handing of question papers (per paper of a given examination)	300.00
b	Supervision typing of question papers (per paper of a given examination)	
c	Supervision of Scanning / Duplication, Packeting and Sealing (per paper of a given examination)	

**1 When these services are rendered by the Director or Deputy Director Academic Coordinator, he/she is also eligible for this payment, provided that payments should not be made to the Deputy Registrar/Senior Assistant Registrar in -charge of the external examinations.

b) Payments for Typing/Printing/Packeting

	Description	Rates (Rs.)
a	Typing per page by the Teacher up to maximum of Rs. 540/- (per paper of a given examination)	per page of a question paper 90.00 Per full question Paper 540.00
b	Typing per page by the Clerk / Typist / Allied grade staff or the person who assigned to the job up to maximum of Rs. 360/- (per paper of a given examination)	per page of a question paper 60.00 Per full question Paper 360.00
c	Packeting - by the Clerk / Typist Allied grade staff / Peon or the person who assigned to the job (per paper of a given examination)	60.00
d	Printing - by the Duplicating Machine Operator (Per paper of a given examination)	60.00

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c) Payments for Supervisor/ Invigilator and other Staff (within the Centers located in the University/HEI *^{1,2}

(a) University employees for a single session of 04 hours or less than 04 hours duration.

		External Examinations
	Description	Rates (Rs.)
1	Supervisor * ³	2,000.00
2	Administrative Coordinator	1,500.00
3	Invigilator	1,250.00
4	Clerk	450.00
5	Technical Officer	375.00
6	Lab Attendant	325.00
7	Hall Attendant	375.00

*¹ When the examinations are conducted within the University/HEI but outside the normal working hours, overtime payment should be made to the above employees as per the existing rates.

*² When the examinations are conducted outside the University/HEI, the subsistence payment and overtime payment be made as per the existing rates stipulated in the relevant circulars. If overnight accommodation is required, it shall be arranged by the University, provided that the employee does not claim subsistence. Selection of a suitable place for accommodation should be done by the University following the appropriate procurement procedures. Payments shall be directly made to the hotel or upon submission of bills by the respective staff members to the Administrative Co-ordinator in such situations.

*³ Should be an academic member (in the category of Senior Lecturer or above) nominated by the Board of Examiners



2.3 Payments for Academic Managers - Deans, the Head of the Departments & Other (Director of the Centre/ Deputy Director Examinations) *1,2,3

	Description	External Examinations Final/Annual
		Rates (Rs.)
A	Dean of a Faculty	7,500.00
B	Head of the Department	7,500.00
C	Director/EDP Centre	10,000.00
D	Deputy Director/Examination, EDP Centre	10,000.00
E	Programme Coordinator	10,000.00
F	Course Coordinator	7,500.00

- *1 The Centre/Unit handling external examinations should send the answer script bundle(s) through the Dean of the respective faculties to the relevant examiners through Head of Department/Examiner within seven (07) days of completion of the examination.
- *2 The Examiner through Head of Department/Examiner and the Dean of the respective Faculty should send the marks/answer script bundle to the External Examination Branch within three months from the date of receipt of answer scripts.
- *3 Please note that the Deans, Heads of Departments, Director, Deputy Director, Study Programme Coordinator and Course Coordinators will be eligible for above payments only if they contribute to achieve the following 4 conditions.

Condition 01

These Rates of Payments could be made only out of generated / earned income from the External Degree/ Diploma and related programmes conducted by your University / Campus / Institute.

Condition 02

Deans, Heads of Departments, Study Programme Coordinators and Course Coordinators are entitled for the payments, if the marks and answer scripts are delivered maximum of 03 months from the date of receipt of the answer scripts by them.

Condition 03

Additional incentive payment of Rs. 30 /- per script could be paid to examiners for submitting the marks of the respective paper within the stipulated period (<100 papers within one month & 101- 300 papers with 06 weeks).

Condition 04

Each Examiner is allowed to mark a maximum of 300 answer scripts at a time for a period of one month and when one packet of scripts is returned, another packet can be given to the examiner per examination in order to meet the objective of Condition 02 & 03.

2.3 Additional payment to the custodian of question and answer scripts

	Rates (Rs.)
Supervision of holding question papers and answer scripts when the examinations are conducted away from the HEI and are compelled to take the custody of such question paper/ answer scripts more than 24 hours.	2,000.00 (per question paper at a given examination)

3. Rates of Payments for the Day Classes/Tutorials/Seminars related to External EDP Examinations * 1,2,3,4

Designation	Within proximity of to the University (<20 km) (per day)	Outstation rate (per day) (>20 km)	
	Rates (Rs.)	Rates (Rs.)	Composite allowance
Director/ Deputy Director/ Seminar Coordinator	3,000.00	6,000.00	Will be Paid based on distance
Lecturer (per 03 hour session for a delivering lectures	6,000.00	9,000.00	
DR/SAR/AR – Ext. Exams	1,500.00	2,500.00	
Clerk	1,000.00	2,000.00	
Hall Attendant	650.00	1,500.00	
Driver	700.00	1,800.00	

- *1 Transport should be provided for the Examination/Seminar/Workshop/Day Classes/Tutorials when such activities are away from the University.
- *2 Academic & Non-Academic staff will be paid **either** travelling and subsistence **or** payment given for the duties provided for conducting Examinations/Day classes/Tutorials/Seminar. When the transport facilities are provided for teachers, prior approval should be obtained from the Director of EDP for using one's own transport.
- *3 The duration of a seminar should not be less than six (06) Hours or 2 sessions of 03 hours.
- *4 Non-academic staff will be paid composite allowance **or** subsistence as per the prevailing rates.

4. Payments for Grant Coordinator & Activity Coordinators under HETC-EDP Grants

As the HETC grant does not provide provisions to make financial remunerations for the Coordinator and Activity Coordinator, it is recommended to make the following rates/month, utilizing the earned funds during the period of the project;

Designation	Rates (Rs.)
EDP Grant Coordinator	5,000.00
EDP-Grant Activity Coordinator	4,000.00

Note.

- Paper refers in this document is the question paper of a given examination.
- Paper bundle refers in this document is a bundle containing of 100 answer scripts.
- These rates are approved for University employees for a single session of 03-04 hours.

