

Item No: 5. ACADEMIC MATTERS

5: 1: Statutes, Ordinances, Regulations & Rules

- (iii) Matters relating to the Remuneration payable to the Non-teaching staff for Examination works in pursuance to 65th Academic Council Resolution No: AC: 65: 2001: 5: 1: (iv) - Regulation on Remuneration payable for Examination works thereof.

In regards to the remuneration payable for examination works, the remuneration for the teaching staff and the regulation has been approved by the 65th Academic Council, but the remuneration payable to the non-teaching staff has been looked into again by the same Committee on Remuneration as per the decision of the 65th Academic Council (Vide No: A. 65: 2001: 5: 1 (iv))

The Committee relating to Remuneration matters met on 31.10.01, in which the recommendations of the Committee may be seen in the MINUTES at Annexure 'O' which is self-explanatory along with the departmental views as expressed by Controller of Examinations at Annexure-I

The above matter was considered by the Academic Council in its 66th meeting wherein the Council resolved to approve the remuneration rate for teaching staff as per Annexure-'B' and the rates of remuneration for the non-teaching staff may be decided at the administrative level.

The matter is placed before the Council for consideration.

No: DR/Exam/Regln.Remn/2001.

5:1:3(2)

ANNEXURE-"O"

MINUTES OF THE COMMITTEE RELATING TO THE FRAMING OF THE REGULATION FOR PAYMENT OF REMUNERATION PAYABLE FOR EXAMINATION WORK, HELD ON 31.10.2001 IN THE EXAMINATION DEPARTMENT, NEHU, SHILLONG

The Members present were :-

Prof. S.S.Khare, Pro V.C., Tura Campus	-	Chairman
Prof. A.C.Sinha., Head, Dept. of Sociology, NEHU, Shillong.	-	Member
Shri L.M.K.Lyngrah, Dy.Registrar, Examinations, NEHU, Shillong	-	Co-ordinator

The Chairman welcomed the members present and called the meeting into order at 1 p.m. and opened up the discussion on the remuneration payable for examination works, especially for the non-teaching staff of the University which has to be looked into, in view of the 65<sup>th</sup> Academic Council's decision vide Resolution No. AC:65:2001:5:1(iv).

1. The Committee has also received the proposed rates on remuneration for the non-teaching staff submitted by the Controller of Examinations (Annexure I).

The Committee reviewed the proposed rates for such remuneration as submitted by the Controller and the recommendations of the Committee is given at Annexure II alongwith the justifications.

2. The remunerations for the teaching staff for the examination works has been reviewed on the recent rates given by the Conference Section vide their letter of even No.436, dated 26.9.2001 in which the rates of remuneration for teachers as recommended by the 65<sup>th</sup> Academic Council did not figure properly. The Committee has made necessary corrections as decided by the Academic Council and the corrected version is given in Annexure III.

Both the above matters relating to the remuneration for the non-teaching staff as well as the corrected rates for the teaching staff shall be sent to the Conference Section for needful action.

The Chairman ended the meeting with a vote of thanks to the members.

Sd/-

( Prof. S.S. Khare )

Chairman,

Committee for framing the Regulation on  
Remuneration payable for Examination works.

5.1.3(3) 5:1.1. (5)

ANNEXURE - I

REMUNERATION FOR THE NON-TEACHING STAFF  
FOR EXAMINATION WORKS

To further expedite the publication of various results, it is necessary that the employees, engaged for the purpose are suitably provided with incentives. It has been the practice since the inception of the University. It goes without saying that if the employees of the examination department work only within the working hours, publication of the results would take much longer time than what is now. If the results have been coming in time, it is due to the efforts put in by the staff engaged for such purpose. It also goes without saying that much works, have to be done after the normal duties, which does not form a part of their normal duties and hence it is felt that such staff should be suitably remunerated, by way of incentives.

The following incentive rates are, therefore, proposed keeping in view that every work in the department should not be remuneration oriented. At the same time, the rates are proposed, keeping in view that the staff need to be suitably remunerated, if the results are to be further expedited.

The various rates by way of incentives are, therefore, proposed as in the Annexure - "A".

Sd/-

Contoller of Examinations.

5:1:1  
5:1:3/4

ANNEXURE - "A"

**REMUNERATION FOR THE NON-TEACHING STAFF  
FOR EXAMINATION WORK**

<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Tabulation (including Marksheet)	Rs. 5/- per candidate	-	No hike proposed since hike effected recently
Faking of Scripts	0.30p per scripts	-	- do -
3. Topsheet of Scripts	0.20p per scripts	-	- do -
Allotment of Scripts for Evaluation (for each stream such as BA, B.Sc, B.Com, PG, LLB, B.Ed etc.)	Rs. 3000/-	Rs. 3000/-  Rs. 2000/-	For 5000 scripts and above.  For Scripts below 5000
Allotment of Scripts for Scrutiny (for each stream such as BA, B.Sc, B.Com, PG, LLB, B.Ed etc.)	Rs. 1500/-	Rs. 1500/-  Rs. 1000/-	For 5000 scripts and above.  For Scripts below 5000
Receipt of Scripts (Theory & Practical)			
a. Local Colleges (UG Exams)	Rs. 1500/- (per course)	Rs. 4000/- (Lumpsum)	
b. Outstation College (UG Exams)	Rs. 1500/- (Per course)		
c. Academic Deptts/Centres (PG Exams)	Rs. 1500/-	Rs. 1500/- (Lumpsum)	
d. Professional Courses (LL.B, B.Ed)	Rs. 1125/-	Rs. 1200/- per course	The proposal has been rationalised keeping in view of the total no./volume of scripts involved.

7.	<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
	Collection of Scripts from Post Office (from outstation Colleges)			
	a. UG Exam (including Professional Courses)	Rs. 800/-	Deleted	
	b. PG Exam (including Professional Courses)	Rs. 600/-	Deleted	
8.	Sending of Scripts by Post	Rs. 800/-	Deleted	
9.	Distribution of Scripts for evaluation to the Examiners			
	a. UG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 6000/- (Lumpsum) annually (for entire UG Examinations)	
	b. PG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 3000/- (Lumpsum) annually (for entire PG Examinations)	
10.	Distribution for Scrutiny (UG)	Rs. 1000/- (per examination)	Rs. 3000/- annually (for entire UG Examinations)	
11.	Packing/Stiching of Scripts for despatch			
	a. UG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
	b. PG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
12.	Supervision UG & PG	Rs. 1500/- (per exam)	Rs. 2000/- (Lumpsum Annually)	
13.	Typing of Instructions (UG)	Rs. 3.50p	Rs. 4/- (per instruction)	
14.	Drivers engaged for UG Exam	Rs. 800/- (annually)	Deleted	
15.	Preparation of Instruction by	Rs. 100/- per paper	Rs. 100/- per	

5.1.3(6)

**ANNEXURE - "II"**

**REMUNERATION FOR THE NON-TEACHING STAFF  
FOR EXAMINATION WORK**

<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
1. Tabulation (including Marksheet)	Rs. 5/- per candidate	-	No hike proposed since hike effected recently
2. Faking of Scripts	0.30p per scripts	-	- do -
3. Topsheet of Scripts	0.20p per scripts	-	- do -
4. Allotment of Scripts for Evaluation (for each stream such as BA,B.Sc,B.Com,PG,LLB,B.Ed etc.)	Rs. 3000/-	Rs. 3000/-	For 5000 scripts and above.
		Rs. 2000/-	For Scripts below 5000 and above 2500
		Rs.1000/-	Below 2500 and above 1000scripts
5. Allotment of Scripts for Scrutiny (for each stream such as BA,B.Sc,B.Com,PG,LLB,B.Ed etc.)	Rs. 1500/-	Rs. 1500/-	For 5000 scripts and above.
		Rs. 1000/-	For Scripts below 5000 and above 2500.
		Rs.500/-	For Scripts below 2500 and above 1000
6. Receipt of Scripts (Theory & Practical)			
a. Local Colleges (UG Exams)	Rs. 1500/- (per course)	Rs. 4000/- (Lumpsum)	
b. Outstation College (UG Exams)	Rs. 1500/- (Per course)		
c. Academic Deptts/Centres (PG Exams)	Rs. 1500/-	Rs. 1500/- (Lumpsum)	
d. Professiona Courses (L.L.B., B.Ed.)	Rs. 1125/-	Rs. 1200/- per course	The proposal has been rationalised keeping in view of the total number/volume of scripts involved.

<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Collection of Scripts from Post Office (from outstation Colleges)			
a. UG Exam (including Professional Courses)	Rs. 800/-	Deleted	
b. PG Exam (including Professional Courses)	Rs. 600/-	Deleted	
Sending of Scripts by Post	Rs. 800/-	Deleted	
Distribution of Scripts for evaluation to the Examiners			
a. UG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 5000/- (Lumpsum) annually (for entire UG Examinations)	
b. PG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 2000/- (Lumpsum) annually (for entire PG Examinations)	
1. Distribution for Scrutiny (UG)	Rs. 1000/- (per examination)	Rs. 3000/- annually (for entire UG Examinations)	
1. Packing/Stiching of Scripts for despatch			
a. UG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
b. PG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
2. Supervision UG & PG	Rs. 1500/- (per exam)	Rs. 2000/- (Lumpsum Annually)	
3. Typing of Instructions (UG)	Rs. 3.50p	Rs. 4/- (per instruction)	
4. Drivers engaged for UG Exam	Rs. 800/- (annually)	Deleted	
5. Preparation of Instruction by the Chief Examiners for the purpose of evaluation to UG	Rs. 100/- per paper	Rs. 200/- per paper	

5:1:3(8)

ANNEXURE - III

REMUNERATION FOR EXAMINATION WORKS FOR THE TEACHING STAFF

	<u>Examination/Item</u>	<u>PAPER SETTER</u>		<u>EVALUATION</u>	
		<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
1.	Degree(Hons)	Rs.200/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script Subject to minimum of Rs.150/-
2.	Degree (Gen)	Rs.200/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script
3.	For preparation of key to objective Questions	Rs.100/-	Rs.100/-	--	--
4.	LL.B (Half Paper)	Rs.150/-	Rs.150/-	Rs.2.50 per script	Rs.3/- per script
5.	LL.B (Full Paper)	Rs.220/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script
6.	B.Ed	Rs.220/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script
7.	MA/M.Sc/M.Com/ M.Ed including M.Phil	Rs.250/-	Rs.400/-	Rs.6/-	Rs.6/-
8.	MA/M.Sc/M.Ed (Dissertation)	--	--	Rs.200/-	In proportion to the weightage of marks for the dissertation
9.	MA/M.Sc/M.Ed (Viva Voce)	--	--	Rs.20/- per candidate subject to minimum of Rs.100/-	Rs.25/- per candidate subject to a minimum of Rs.200/-
10.	M.Phil Dissertation	--	--	Rs.250/-	Rs.400/-
11.	M.Phil	--	--	Rs.25/- per candidate subject to a minimum of Rs.150/-	Rs.250/- (Lumpsum)
12.	Ph.D. Thesis (Indian Examiners)	--	--	Rs.400/-	Rs.500/-
13.	Ph.D. Thesis (Foreign Examiners)	--	--	\$.125/-	\$.125/-
14.	Ph.D.(Viva Voce)	--	--	Rs.200/- (per candidate)	Rs.400/- (per candidate)

5:13:15

<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>
<b>Remuneration for NEHU Centre</b>		
(i) Centre Incharge	Rs.500/-	for the Proposed deletion entire exam
(ii) Asstt. Incharge	Rs.300/-	
<b>Miscellaneous</b>		
(i) Re-evaluation	All the rate of evaluation subject to minimum of Rs.75/-	@ evaluation subject to minimum of Rs.100/-
(ii) Scrutiny	First 20% evaluation and the rest at 0.40p per script	First 20% @ evaluation and the rest at 0.50p per script
(iii) Chairman (for UG Exam)	Rs.100/-	Rs.150/-
(iv) Moderator (both UG and PG)	Rs.25/- per set subject to minimum of Rs.100/- and maximum of Rs.400/-	Rs.40/- per set subject to a minimum of Rs.200/- & maximum of Rs.600/-
(v)(a) Local Conveyance	Details should be done	Re-imburement of Conveyance will be as per GOI Rules
(b) Outstation conveyance	-do-	As per TA Rules of the University
(vi) Practical Examiner (External & Internal)	For PG Rs.300/- For UG Rs.150/-	Rs.400/- per shift Rs.200/- per shift

Supporting staff for U.G. & P.G. Staff

	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Class IV Peon	Rs.10/- per shift	Rs.20/- per shift	
Class III LDC/Lab.Asstt/GO etc	Rs.15/- per shift	Rs.25/- per shift	
STA/SO/PA/Stenographer	Rs.25/- per shift	Rs.50/- per shift	
Invigilator for the University Deptt./Centre	Rs.50/- per shift	Rs.75/- per shift	
HOD In-charge of Deptt./Centre Examinations	Rs.300/- per shift	Rs.1000/- (Lumpsum) for the entire Exam of the Deptt.	The nomenclature may be substituted by "Assistant Officer In-charge"
Officer In-charge (Dean of School)	Rs.500/- (Lumpsum)	Rs.1500/- (Lumpsum) for the entire Examination of the School	No hike proposed

Remuneration paid to Treasury Officer/Bank/Police Station etc. for safe custody ofConfidential papers of University Examination

	<u>Existing</u>	<u>Proposed</u>
Treasury Officer/Branch Manager/ Officer In-Charge (Police Station) etc.	Rs.100/- per day	As revised recently
Treasurer	Rs.60/- per day	-do-
Driver	Rs.40/- per day	-do-
Chowkidar	Rs.40/- per day	-do-
Godown Charge	Rs.10/- per day	-do-

5:1:3(11)

**JUSTIFICATION FOR REMUNERATION TO THE NON-TEACHING STAFF FOR EXAMINATION WORK.**

The Committee felt that in order to expedite the publication of various Under-Graduate and Post-Graduate results within the stipulated time frame it is necessary that employees engaged for these works are provided suitable incentives, as it is not possible to do these works along with other normal duties as in the Annexure X and Y of the Examination Department, NEHU. As far as drivers are concerned they would be given only Over Time allowance and no extra remuneration as incentives. However, other staff will be expected to do certain minimum part of examination works like allotment of scripts for evaluation, scrutiny, receipts of scripts etc. as part of their normal duty during office hours. Keeping in view, the heavy work load and pressure of declaring results within stipulated period, the Committee has proposed suitable remuneration (slab-wise) for these examination works beyond minimum limits.

Sd/-  
( Prof. S.S. Khare )

Chairman,  
Committee for framing the Regulation on  
Remuneration payable for Examination works.

The remuneration may be substituted by Assistant Officer in-charge Deptt. (Lumpsum) for the entire Exam of the Deptt. Rs.1000/- per shift

Confidential papers of University Examination

Proposed	Existing	
As revised recently	Rs.100/- per day	Treasurer
-do-	Rs.60/- per day	Driver
-do-	Rs.40/- per day	Chowkidar
-do-	Rs.40/- per day	Godown Guard
-do-	Rs.10/- per day	

Distribution of works to the Post-graduate staff  
of Examination Department

<u>Sl.No</u>	<u>Name of the staff</u>	<u>Assignment</u>
1.	Smti. T. Sun, S.A.	Verification of certificates and issue of verification report, Final checking of written certificates and Annual Reports of Examination Department.
2.	Shri W., Kharkrang	B.Ed, LL.B. Imprest Account Advance, etc. and other subjects allotted which have not been reflected here.
3.	Smti. M. Langstang S.A.	All matters relating to M.Phil.
4.	Shri J. N. Areng	Preparation of Remuneration Bills to College Teachers of Meghalaya & Mizoram including Writing & despatching of Cheques.
5.	Smti. E.B. Kharkongor U.D.C.	All matters relating to P.G. including preparation of Tabulation Sheets for result and miscellaneous P.G. works.
6.	Shri C.L. Das, U.D.C.	Preparation of Roll Sheets for P.G. Examination, Receipt/Despatch of answer scripts and Reven of 1st and 3rd Semester and permission to repeat TA/DA.
7.	Shri B.R. Sangma, U.D.C.	Preparation of Roll Sheets for P.G. Examination receipt, despatch of answer scripts and also prepare the programme of P.G. Examinations.
8.	Smti. N. Sailo, S.A.	All matters related to PH.D.
9.	Shri W. K. Kharbudon, U.D.C.	Preparation of Remuneration bill for External Examiners including writing and despatching of Cheques.
10.	Smti. B. Wankhar, U.D.C.	Preparation of remuneration bills of NEHU Teachers (Shillong, Tura, Mizoram Campuses) including writing & despatching of Cheques.
11.	Shri J.D. Sangma, U.D.C.	Matters relating to Registrations etc.
12.	Shri L. Pachuau, L.D.C.	Diarising, distribution to concerned dealing Assistants. and typing of various results of P.G.

13. Shri B. Mukhim, L.D.C. Despatch works/Maintenance of contingency fund Account.
14. Smti. M. Warjri, U.D.C. Despatch works and Establishment matters.
15. Smti. V. Nongkynrih, LDC Receipt and despatch of Bank and maintenance of Account for challans.
16. Shri Gurung Issue of Provisional and Migration Certificates.
17. Shri D. Wanshong, LDC Issue of Duplicate Mark Sheets, Admit Cards, correction and verification of marksheet.
18. Smti. R.M. Nongsiej, LDC Matters relating to Registration.
19. Shri B. Hynniewta, Store Keeper Matters relating to Store Section of the Department.
20. Shri H. Wahlang, U.D.C. Matters relating to issue/despatch of P.U. Certificates.
21. Shri O. Marbaniang G.O./Collection/Distribution of answer scripts & xeroxing

**N.B.**

1. All the staff should maintain proper log books showing the number of daks received and disposed of.
2. The staff dealing with migration certificates/provisional certificates/individual application for issue of certificates should maintain proper records in the Register showing among others the date of receipt of Bank Drafts, challans, and their validity. This will also apply to the case of applications for duplicate mark sheets, admit cards, etc.
3. All the Bank Drafts, challans received should be sent to the Assistant responsible for despatch of the same to Finance Department immediately. In valid or nearing expiry Bank Drafts should not be
4. The order will come into force with immediate effect.

( Sd/- Dr. A. Patton )  
Controller of Examinations.

ANNEXURE - 'Y'ALLOTMENT OF WORKS (UNDER GRADUATE) SECTION (EXAM)w.e.f. 9<sup>th</sup> October, 2001 until further order

Sl. No.	Dealing Assistant		Subject
1.	Shri S.K. Rai Assistant Assisted by Smti T. Nongrum Technical assistance by Shri Subir Dey	a) b) c)	General correspondence with all the affiliated colleges under NEHU Matters relating to the admissions, eligibilities criteria etc. for BA/B.Sc., B.Com, BCA/Engineering, Honours & General course etc. Issue of General circulars, like clarification of Rules, Regulation, Provision governing the Degree Examinations.
2.	Smti. T. Nongrum U.D.C. Assisted by Shri S.K. Rai Technical assistance by Shri A. Dkhar	a) b) c)	Preparation of Examination schedules Theory and Practicals for Degree Examinations Preparation of Notifications for tentative dates of commencement of Examination, submission of Examination forms etc. Issue of Appointment letters to the examiners for evaluation
3.	Smti B. Rapsang U.D.C. Assisted by Smti V. Renthlei	a) b) c) d)	Settlement of withheld results Discipline Committee Matters relating the examination fees Preparation & appointment of practical examiners, External Invigilators
4.	Smti V. Renthlei LDC Assisted by Smti B. Rapsang	a) b)	Matter relating to transfer of students from one college to another Correction of markshet B.Sc., B.Com, Nursing etc.
5.	Shri S. Thapa LDC Assisted by Shri Subir Dey	a) b) c)	Dropping of Honours and correspondence thereof. Matter relating to transfer of students from one college to another Correction of marksheet of BA
6.	Shri B. Thangkhiew LDC Assisted by Subir Dey	a) b) c)	Re-evaluation cases of B.Com/B.Sc/BCA etc. Carry over of Examination fees Withheld cases of results

5: 1: 3 (15)

2 (15)

5: 1: 3 (15)

"Y"

ANNEXURE - 2  
ALLOCATION OF WORKS (UNDER GRADUATE) SECTION (EXAM)

-2-

7.	Subir Subir Dey LDC Assisted by Shri B. Thangkhiew	a) b) c) d)	Re-evaluation cases of BA/Engineering etc. Refund of examination fees Panel of examiners Personal files of the staffs
8.	Shri A. Dkhar LDC Assisted by Bana	a) b)	Receipt, Dairising and despatch Contingency/Stationary/Documentation
9.	Section Officer	a) b)	Student support, Public relation Asstt. Shri S.K. Rai & both UDC's
10.	Asstt. Registrar	a) b) c) d)	Advisory Committee AC/EC General Correspondence with organisation etc General supervisions

\*Sending of original marksheets to the Colleges after the publication of results and other time bound examination related matters shall be the responsibility of all the staff members.

Copy to:

1. Controller of Examinations
2. Dy. Registrar, Examinations.

Matters relating to the examination fees	c)	Shri V. Renthel
Preparation & appointment of Invigilators	d)	Shri V. Renthel
Matter relating to transfer of students from one college to another	a)	Shri V. Renthel
Connection of market B.Sc. B.Com. Nursing etc	b)	Shri S. Thapa
Dropping of Honours and correspondence thereof	a)	Shri S. Thapa
Matter relating to transfer of students from one college to another	b)	Shri S. Thapa
Connection of market of BA	c)	Shri Subir Dey
Re-evaluation cases of B.Com./B.Sc/B.CA etc	a)	Shri B. Thangkhiew
Carry over of Examination fees	b)	LDC
Withdrawal cases of results	c)	Assisted by Subir Dey

- (ii) Guidelines for regulating room rent, etc., during hospitalisation of employees within and outside the State.

EC:111:2001:5:1:(ii): The Council considered the recommendations of the Committee and RESOLVED to defer taking a decision on the matter and the Committee may look into the viability of the University going in for group insurance schemes and also to find out the procedure followed in other Central Universities.

- (iii) Matters relating to the remuneration payable to the Non-Teaching staff for Examination works in pursuance to 65<sup>th</sup> Academic Council Resolution No:AC:65:2001:5:1: (iv) Regulation on Remuneration Payable for examination works thereof.

EC:111:2001:5:1:(iii): The Council considered the remuneration payable to Teaching and Non-Teaching staff engaged in the examination works and RESOLVED to approve the same as per Annexure 'A'. The Council however, desired that a Committee be appointed to go into the budgeting and expenditure of the Examination Department without breaking the confidentiality of the department.

- (iv) Review of the provisions for admission to MAM.Sc./ M.Com. Programme.

EC:111:2001:5:1:(iv): The Council considered the recommendations of the Academic Council on the new admission policy to the PG programmes and RESOLVED that the distribution of seats be as follows:

- (i) Open Category – 40%
- (ii) SC/ST Candidates – 50% (other things being equal preference will be given to domiciles of Meghalaya.
- (iii) University Quota – 7%
- (iv) Physically challenged – 3%
- (v) The weightage to be given to graduates from NEHU affiliated Colleges and graduates who are from Universities other than NEHU but who are domiciles of Meghalaya will be 10%.