



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 977

No. 20, Ward Place,  
Colombo 07.

14.03.2012

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **RATES OF PAYMENTS FOR INTERNAL EXAMINATIONS CONDUCTED BY UNIVERSITIES**

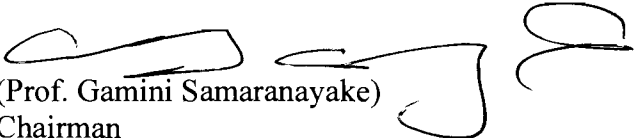
Your attention is drawn to Commission Circulars No. 636 dated 14.07.1995, No. 681 dated 20.05.1996, No. 887 dated 09.05.2007 and Letter No. UGC/AC2/EXT dated 24.01.2000 on the above matter.

Director General of the Department of Management Services by her letter dated 12.03.2012 has granted approval for revision of rates of payment set out in schedules I – IV annexed to this Circular in respect of Internal – Undergraduate/ Postgraduate Examinations conducted by the Universities and Higher Educational Institutes. These rates are applicable to all Internal Examinations conducted by the Universities and the Higher Educational Institutes with effect from 01<sup>st</sup> March 2012.

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

The Commission Circulars No. 636 dated 14.07.1995 and No. 681 dated 20.05.1996 are hereby rescinded.

Please take action accordingly.

  
(Prof. Gamini Samaranyake)  
Chairman

#### Cc:

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/SAJ/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. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/10/2/4

**SCHEDULE – I**  
**(PREPARATION OF QUESTION PAPERS – UNDERGRADUATES)**

Type & Duration of Paper (1)	Setting/ Moderating (2)	Translating (3)	Scrutiny of Translation (4)	Typing (5)	Scanning/ Duplicating/ Packeting & Sealing (6)
Essay type paper of one hour duration	240/=	120/=		Rs. 60/= per page up to maximum of Rs. 500/= per question paper for the teacher	Rs. 30/= per page up to maximum of Rs. 2500/= per paper
Essay type paper of two hour duration	480/=	180/=			For duplicating machine operator Rs.60/= per paper packet
Essay type paper of three hour duration	720/=	300/=			Teacher for supervision Rs. 60/= per paper packet
Essay type paper Medical Faculty	120/= per question up to maximum of Rs. 1000/=	-			
Paper over three hours rate per hour	240/=	120/=			
M.C.Q Paper	90/= per question up to maximum of Rs. 3000/=	30/= per question up to maximum of Rs. 1500/=	15/= per question		

**NOTE:**

- (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)**

Type of Exam/ Script (1)	Marking or Assessing Scripts			Medical/ Dental/ Vet.	Medical/ Dental/ Vet.	Other Faculties
	Internal Examiner (2)	External Examiner (3)	2 <sup>nd</sup> Examiner Internal (4)	Clinical Examinations (5)	Oral Examinations (6)	Oral Examinations (7)
Essay type scripts First & Qualifying Examination	50/= per script					
Degree Examination)	60/= per script	100/= per script	60/= per script	Degree (Final) per candidate Short Cases Rs.60/= Long Cases 90/=	Degree (Final) 90/= per candidate per Exam.	60/= per candidate per exam (including teaching practice for B.Ed. Degree)
1.MCQ Script/ Essay	25/= per script	-	-	Other exams per candidate Short Cases 48/= Long Cases 90/=	Other Exams 60/= per candidate per exam.  (Irrespective of the number of candidates)	
2. Medical, Dental & Vet. Science	60/= per script	-	-			
3. All practical Exams	60/= per script					

**SCHEDULE – III**  
**CONDUCT OF EXAMINATIONS – (UNDERGRADUATE & POSTGRADUATE)**

Duration of Paper (1)	Supervisor (2)	Invigilator (3)	Technician (Staff/ Lab.) Lab. Asst. (4)	Hall Attendant (5)	Lab Attendant/ Lab Labourer (6)
For single 3 hour session or less	1000/=	600/=	225=	175/=	175/=
Over 3 hours rate per additional hour(s)	300/=	150/=	75/=	45/=	60/=

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.250/= per Dissertation
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**Special Degree**

Internal & External Examiners attached to the same university or other local university	Rs.500/= per Dissertation
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### **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. 60/= per page
To transcribe Braille into ordinary writing	Rs. 60/= 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. 60/= per script where the examiner is not a full-time employee of the University.
Final Examination in Law	Rs. 90/= 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. 150/= Internal

Rs. 150/= External

US \$10 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.

**SCHEDULE – IV**  
**(PREPARATION OF QUESTION PAPERS – POSTGRADUATE)**

<b>Type &amp; Duration of Paper (1)</b>	<b>Setting/ Moderating (2)</b>	<b>Marking/ Assessing (3)</b>	<b>Teaching Practicals (4)</b>	<b>Drama Practicals (5)</b>	<b>Clinical Examination (6)</b>	<b>Oral Examination (7)</b>	<b>External Examination (8)</b>
Diploma	1000/=	100/= per script	150/= per candidate	150/= per candidate	-	-	-
Masters	1500/=	150/= per script			200/= per candidate	200/= per candidate	Overall payment \$40 per candidate
MD/MS	1500/=	100/= per script	-	-	-	-	-
Practicals	500/=	-	-	-	-	-	-

**Reading of Dissertation and Thesis**

	<b>Local Examiner (University or Non- University)</b>	<b>Foreign Examiner</b>
For degrees of one year's duration	Rs. 1500/=	US \$200
For degrees of two year's duration	Rs. 3000/=	US \$350
For degrees of three year's duration	Rs. 5000/=	US \$440

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.

**Supervision of Postgraduate work\***

- (i) Rs. 10000/= be paid to a Supervisor for supervising postgraduate work, leading to a Ph.D degree of each student after successful completion of the Ph.D. degree.
- (ii) Rs.7500/= be paid to a Supervisor for supervising postgraduate work, leading to a M.Sc. / M.Phil of 2 years, of each student after successful completion of the M.Sc./ M.Phil degree.
- (iii) Rs.5000/= be paid to a Supervisor for supervising postgraduate work, leading to a part-dissertation for a Master's or Diploma, per student after successful completion of the Master's degree or Diploma.

**Internal Examination – Oral Viva**

M. Sc./ M.Phil	Rs. 1000/= per candidate per examiner
Ph.D.	Rs. 1500/= per candidate per examiner

**M.Sc. (Architecture) & M.Sc. (ACOMAS)\*\***

1. Year One Course Work Assessment Rs. 200/= per candidate per examiner
2. Year Two Interim Assessment of Comprehensive Design Project (final year) Rs. 250/= per candidate per examiner

\*Where there are more than one Supervisor, the above rates of payments should be divided in a suitable manner by the Supervisors concerned.

\*\* Architectural Conservation of Monuments and Sites

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