

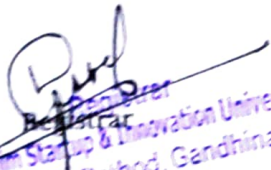
Ref: SWARNNIM/RO/NOTIFICATION/2024/07

Date: 28/02/2024

### NOTIFICATION

As per the 18<sup>th</sup> Board of Management and 15<sup>th</sup> Governing Body Meeting held on 26/02/2024, following attached remuneration policy was approved.

It is effective from 2024-25.

  
Bhupendra  
Swarnnim Startup & Innovation University  
At: Bhoyan Rathod, Gandhinagar.

- Copy To:
1. Vice President, Swarnnim Startup & Innovation University
  2. Provost, Swarnnim Startup & Innovation University
  3. Dean/Principal of respective constituent institutes of University
  4. COE, Swarnnim Startup & Innovation University.
  5. Account Section, Swarnnim Startup & Innovation University.



Managed by G P Jain Charitable Trust

University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway,  
Gandhinagar, Gujarat - 382420.

+91 9512343333 | [info@swarnnim.edu.in](mailto:info@swarnnim.edu.in) | [www.swarnnim.edu.in](http://www.swarnnim.edu.in)



**SWARNIM**  
**STARTUP & INNOVATION**  
**UNIVERSITY**  
WHERE IDEAS COME ALIVE

### Remuneration Policy for All University Courses

Travelling Mileage Allowance is being reimbursed as per below mentioned guideline with effect from 01/04/2023. for claiming rate of mileage allowance of travelling, Daily Allowance etc. for **Faculties, Principals, Director, Deans, invited guest, experts, examiners for University exams etc.** who are engaged by the duty assigned/invited by university is as follows:

- 1) If travelled by **own car or by hired taxi**, road mileage at the rates mentioned below as per actual to and from kilometer of travelling.

Sr. No.	Type of fuel used	Rate per Km
1	Petrol	₹ 11/-
2	Diesel	₹ 10/-
3	CNG	₹ 8/-

- ❖ Must produce copy of RTO registration book (certified by expert/examiner) & Toll tax receipt / proof of FasTag payment.
  - ❖ For Vehicle having CNG facility, rate of Petrol will be paid only if, there is no CNG station within 75 kilometer of Journey and same should be certified by claimant.
  - ❖ Which fuel is used for travelling (own car), if clearly not identified, actual travelled kilometer will be reimbursed at the minimum of above rate i.e. rate of Rs.4/- per kilometer.
  - ❖ If copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.
- 2) If travelled by **scooter/motorcycle** or by any Two Wheeler, Road mileage ₹ 4/- per km will be paid.





- 3) For calculating travelled kilometer ( variation of maximum 10 kilometer is allowed one side)
- ❖ **During semester, starting point** will be Institution/college/university from where they are coming will be allowed and **during vacation time / Holiday**, starting kilometer from residence of a person will be allowed.
  - ❖ If examiner is on vacation period then **it is mandatory to attach proof of the same** Otherwise institute to institute T.A. will be allowed.
- 4) When two experts from the same city come to the same exam center in a single vehicle on the same day, then travelling allowance for only one car at the rate applicable is admissible.  
**It will be appreciated, if in above mentioned situation they travel by same vehicle.**
- 5) Due date for payment of Travelling Allowance bills:  
The claim for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates. However, due date for payment does not invoke right to claim the Travelling Allowance bills. Such allowance will be paid after due verification by the University by on-line mode only.
- 6) Wrong/Excessive claim of Travelling Allowance Claim:  
In case of wrong/Excessive claim, appropriate action will be taken by the University Authority in addition to deposit of the excessive claimed amount.
- 7) Utmost care should be taken to avoid overwriting and correction in the bill/form, however in unavoidable circumstances initial should be put nearby correction in bill/form by claimant.
- 8) Bill claimed for **Travel by Air**, copy of ticket with Boarding Pass and prior approval of Vice president Sir (management) is mandatorily required to be produced.
- 9) **For E-Transfer**, following details must be required to produce:
- ❖ **Cancelled Cheque OR Bank Passbook copy**
  - ❖ Bank Account no.
  - ❖ Bank Name, branch and Branch code
  - ❖ A/c type (SB/CB)
  - ❖ IFSC Code







**A. Honorarium/Remuneration:**

Honorarium is paid to experts/examiners/faculties and other officers for the exam related work as below.

**1. For University exams:**

Honorarium for exam and various other university works will be paid as per details mentioned below.

<b>(A) During Exam Day</b>	<b>Rates (Theory Examination)</b>
Centre-in-charge	₹ 275/- per exam session
Zonal officer	₹ 275/- per exam session
Examination coordinator(Theory examination)	₹ 250/- per exam session
(External Practical examination)	₹200/-per day
Handling of Answer Books By Examination Coordinator (Only for Manual assessment)	₹0.5/- per Answer Book received for Manual assessment (Subject to 100% completion of assessment allocated to institute within prescribed time limit)
Observer	₹ 250/- per exam session
Squad Member	₹ 270/- per exam session
Peon	₹ 100/- per four exam Blocks
Sweeper	₹ 100/- per 10 exam block
Contingency for Conducting Exam	₹ 1500/-per semester exam(Regular) ₹ 750/-per semester exam(Remedial)
Printing (Photostat) question papers ( including theory and Practical Exams)	₹ 1/- per page
Printing and downloading of student exam form, hall ticket, block arrangement etc. ( including theory and Practical Exams)	₹ 2/-per student appearing for exam
Manuscript preparation: [It is compulsory to provide assessment chart and solution for Numerical questions/MCQs, otherwise remuneration will not be paid to the concerned faculty]	₹ 800/- per Manuscript for UG and Diploma Courses ₹ 1000/- per Manuscript for PG courses
Stationery Supervisor cum reliever for 300 students	₹ 200/- per exam session
Numbering Supervisor cum reliever for 300 students	₹ 200/- per exam session
Stationery cum Numbering Peon per 300 students	₹100/- per exam session
Minimum Honorarium for examining answer books	₹ 50/-





Student activity	(a) ₹ 1/- per student per semester(for student sectionrelated activity) (b) ₹ 1/- per student per semester(for account section related activity)
Sr. Supervisor	₹ 250/- per 4 Block
Jr. Supervisor	₹ 200/- per exam session

**(B) Examining answer books**

<b>(1) Manual Assessment</b>	
For Diploma UG/PG courses (including PhD)	₹20/- per Answer Book (Both sections)
<b>(c) Research week-review exam(For PhD/ME/M.Pharm)</b>	• External examiner: ₹ 1000/-per day • Internal supervisor: ₹ 500/-per day ( For PhDExam only )
<b>(D) DP-I/,DP-II/ITD/Dissertation exam</b>	• External examiner: ₹ 1000/-per day

**Note:**

- (1) It is compulsory to complete assigned exam related work within prescribed time limit by faculty/staff without fail.
- (3) For multiple duties performed simultaneously, higher out of all the duties performed will be paid.
- (4) Remuneration at the rate of Rs. 6/- per answer book will be paid, if assessment is not completed within prescribed time limit. (15 days for 100 answer books and 4 extra days for each additional 100 answer books.

**(E) University Practical (External) Examination**

**(a) For Ph.D. :**

**DPC Review/Open Seminar**

Particulars		TA	DA+Honorium Per Day	Per Person
DPC Member / Co -Supervisor	₹ 1000/DPC/person	As per University norms	1000	4
Supervisor	₹ 1500/DPC	As per University norms	NA	1







**Public Viva Voce**

External Thesis Evaluator	₹ 6000 [4000 per Thesis Evaluation and 2000 per viva-voce]	As actual claimed	Not Applicable	3
Supervisor/DPC member/Co-Supervisor	₹ 1000 per person	As per University norms	1000	4

**Research Proposal Presentation/Research council/ Doctoral Research committee/Adhoc committee equivalent to Doctoral Research Centre/Recognition of Research Centre / Any other Special meeting on contingency basis**

Expert / Member	₹ 2000 per day	As actual claimed		
-----------------	----------------	-------------------	--	--

**(c) For Practical All Diploma & UG courses:**

External Examiner	₹500 /per day for All students	As per University norms	700	01
Internal Examiner	₹ 350/ per day	NIL	NIL	01
Lab Assistant /Curator /Instructor /Mechanics/ Computer /charge man	₹ 275/ per day	NIL	NIL	01
Electrician	₹ 125/ per day	NIL	NIL	01
Peon (or Hamal)	₹ 100/ per day	NIL	NIL	01

**(d) For All PG courses:**

External Examiner	₹ 750/ per day for all students	As per University norms	1000	01
Internal Examiner	₹ 350/ per day	NIL	NIL	01
Lab Assistant/Computer programmer	₹ 275/ per day	NIL	NIL	01
Electrician	₹ 125/ per day	NIL	NIL	01
Peon (or Hamal)	₹100/ per day	NIL	NIL	01





**Note:**

- (1) It is compulsory to complete assigned exam related work within prescribed time limit by faculty/staff without fail.
- (2) For practical examination, 4 batches should be formed per day for maximum 75 students. For 3 batches should be formed per day for maximum 60 students.
- (3) For multiple duties performed simultaneously during practical examination, higher remuneration out of all the duties performed will be paid.
- (4) All the staff of the institute can be given duty as an internal staff which is to be certified by Principal of institute / college.
- (5) **Remuneration will be paid only to those staff members whose services are required during examination work. Staff member shall be entitled for remuneration only if he/she is holding full time post in the institute.**
- (6) Hospitality for External Examiner from out state or city then provided 200 INR per Day for Food and 2000 INR per Day Hotel charges as prior approval of the Higher Authorities

**Honorarium for various meeting:**

Sr. No.	Particular	Honorarium (RS.)
1	Board of Governance/ Finance committee	Rs.4000/- per day Non-Government member
2	Academic council	Rs.3000/- per day
3	BOS Meeting	Rs.2000/- upto 4 meeting per syllabus revision per course

**Remuneration policy for various co-curricular Activities:**

**1. For Seminar/Symposium/Conference/Workshop:**

- ✓ Professor: 3500/-
- ✓ Associate professor: 3000/-
- ✓ Assistant professor: 2500/-



2. For Guest/Visiting Lecturer:

- ✓ Professor: 3000/-
- ✓ Associate professor: 2000/-
- ✓ Assistant professor: 1500/-

\* TA & DA as applicable

