



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Approved by UGC
Where Education is a Passion...

AN ISO 21001 :2018 ORGANIZATION

OFFICE OF THE REGISTRAR

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REGISTRAR

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Ref. No.: U-45(ii)/SVSU/2022/3263

Date: 20-10-2022

OFFICE ORDER

Subject: Policy for Examination Related fee and Remuneration

I have been directed by the Hon'ble Vice-Chancellor to disseminate the Policy for Examination Related fee and Remuneration. All concerned are requested to follow and comply with the policy guidelines.



Registrar

Copy to:

1. Hon'ble Vice-Chancellor,
2. The CEO,
3. The Executive Officer,
4. All Deans/HODs,
5. Finance Officer,
6. Controller of Examination,
7. Addl. Registrar (T/G/M/NM)
8. Assitt. Registrar (Ph.D Cell)



Registrar



POLICY FOR EXAMINATION RELATED FEE AND REMUNERATION

Preamble

Swami Vivekanand Subharti University has developed a robust, consistent & dynamic, policy for financial compensation of all exam related expenditure/remuneration to be balanced with the responsibilities that have been undertaken.

Scope

The Policy includes all exam related expenditure/compensation to all relevant stakeholders e.g. Students, Exam center officials, Internal External examiners etc.

Principle of Remuneration Policy

The remuneration policy is based on the following Principles:

- (i) Fairness and consistency with the responsibilities assigned and the capabilities demonstrated;
- (ii) Alignment with University strategies to achieve defined objectives;
- (iii) Competitiveness with regard to practice and marketing trends;
- (iv) Enhancement of Merit and performance, in terms of results, behaviour and value enacted.
- (v) Clear governance and compliance with the regulatory performance.

Limitation

The expenses/remuneration Policy is limited to university governed programmes and is not applicable where fee for programmes are under control of Apex Council.

Student Related Fees

S. No.	Particulars	Fees/Fine
1	Submission of Examination Form prior to 22 working days before scheduled date of University Examination	Recommendation of Principal required- No charge.
2	Submission of Examination Form within 14 to 21 working days before Scheduled date of University Examination	Recommendation of Principal and permission required of Hon'ble Vice Chancellor with ₹1500/- late submission fine.
3	Submission of Examination Form within 13 to 7 working days before scheduled date of University Examination	Recommendation of Principal and permission of Hon'ble Vice Chancellor required with ₹3000/- late submission fine.
4	Submission of Examination Form within 6 to 3 working days before scheduled date of University Examination	Recommendation of Principal and permission of Hon'ble Vice Chancellor required with ₹5000/- late submission fine.

5	Submission of Examination Form within two working day only exceptional cases properly justified before scheduled date of University Examination	Recommendation of Principal and permission of Hon'ble Vice Chancellor required with ₹ 8,000/- late submission fine.
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S. No.	Particulars	Routine Charges (Within 10 working days)	Urgent (Within 3 working days)	Super Urgent (One working day)
6	Copy Showing to student (per Copy)			
	1. For Medical Group	₹1000/-	-	-
	2. For Non-Medical Group	₹500/-	-	-
	3. For Diploma	₹300	-	-
7	Verification of Single Document by third party (it will be free for govt. agencies)	₹1000/-	₹2000/- (Each document)	₹3000/- (Each document)
8	Scrutiny	₹200/-per subject	-	-
9	Degree (Regular) during convocation	₹2500/-	-	-
10	Degree (Regular & Distance) after convocation	₹3000/-	₹3500/-	₹5000/-
11	Diploma (Regular) during convocation	₹1500/-		
12	Diploma (Regular & Distance) after convocation	₹2000/-	₹2500/-	₹3500/-
13	Degree/Diploma Correction (it will be free if it is proved that university has made a mistake).	₹500/-	₹1000/-	₹3000/-
14	Conversion of multiple Marksheets into one Marksheet	₹2000/-	₹3000/-	₹5000/-
15	Conversion of multiple Marksheets into one Marksheet (only for section F, B & D Students)	₹1000/-	₹2000/-	₹3000/-
16(i)	Duplicate Marksheet	₹500/-	₹1000/-	₹2000/-
17(ii)	Duplicate Degree	₹1000/-	₹1500/-	₹2000/-
18(iii)	Duplicate Diploma	₹700/-	₹1000/-	₹1500/-
19	Mark Sheet Correction			
	Degree Courses (Regular & Distance both)	₹500/- (After one week from date of issue)	₹2000/-	₹4000/-

	Diploma Courses (Regular & Distance both)	₹200/- (after one week from date of issue)	₹1000/-	₹2000/-
20	Preparation of Marksheet – will be issued free of charge after 14 days of result declaration			
	Within 11-14 working days	₹2000/-	-	-
	Within 6 to 10 working days	₹3500/-	-	
	Within First 5 working days	₹5000/-		
21	Transcript per copy	₹1000/-	₹2500/-	₹5000/-
22	Provisional Pass Certificate	₹500/-	₹1000/-	₹2000/-
23	Migration Certificate Issuance	₹500/-	₹1000/-	₹2000/-
24	Submission of Migration /Transfer Certificate within one month from date of admission (start of session)	No Charge	-	-
25	Submission of Migration /Transfer Certificate after one month from date of admission (start of session)	₹5/ day	-	-

Examination related Remunerations

S. No	Remuneration	Rate (₹)	Minimum Amount (Rs.)
1.	Practical Examination for Non-Medical UG Courses/ Evaluation of Project/ Dissertation by External	30/- per student	1500/-
2.	Practical Examination for Non-Medical PG Courses/Evaluation of Project/ Dissertation by External	60/- per student	2,500/-
3.	Practical Exam (Non-Medical Diploma) by External	12/- per student	1,000/-
4.	Theory Evaluation for Non-Medical UG Courses by External	15/- per student	1,500/-
5.	Theory Evaluation for Non-Medical PG Courses by External	30/- per student	2,000/-
6.	Setting of Non-Medical question paper per subject by External (1 set of 3 question papers) on bloom taxonomical pattern	4,500/-	-
7.	Contingency allowance for arrangement of Practical Exam + hospitality in non-medical group (Snacks & Lunch etc.)	Maximum of Rs.2,000/- day (against bill)	
For Paramedical, Physiotherapy, Naturopathy, Pharmacy & Nursing			
8.	Practical Examination for UG Courses/ Evaluation of Project/ Dissertation by External	30/- per student per day	1500/- per day
9.	Practical Examination for PG Courses/ Evaluation of Project/ Dissertation by External	60/- per student per day	2,500/- per day
10.	Practical Exam (Medical Diploma) by External	15/- per student	1,500/-
11.	Theory Evaluation for Medical UG Courses by External	25/- per student	3,000/-
12.	Theory Evaluation for Medical PG Courses by External	40/- per student	4,000/-
13.	Setting of Medical question paper per subject by External (1 set of 3 question papers) on bloom taxonomical pattern	4,500/-	-
14.	Contingency allowance for arrangement of Practical Exam + hospitality in medical group (Snacks & Lunch etc.)	Maximum of Rs.2,000/- day (against bill)	-
FOR MEDICAL & DENTAL COLLEGE			
15.	Practical Examination for UG Courses/ Evaluation of Project/ Dissertation by External	-	5,000/- per day
16.	Practical Examination for PG Courses/ Evaluation of Project/ Dissertation by External	-	10,000/- per day
17.	Practical Exam (Medical Diploma) by External	25/- per student	2,000/-

18.	Theory Evaluation for Medical UG Courses by External	30/- per student	3,000/-
19.	Theory Evaluation for Medical PG Courses by External	50/- per student	5,000/-
20.	Setting of Medical question paper per subject by External (1 set of 3 question papers) on bloom taxonomical pattern	6,000/-	-
21.	Contingency allowance for arrangement of Practical Exam + hospitality in medical group (Snacks & Lunch etc.)	Maximum of Rs.2,500/- (against bill)	-
Common Services			
22.	T.A. of Examiner/Evaluator-External (Outside Meerut)	Rs. 15/- per km or actual Bus/Train fare (2 nd AC maximum)	
23.	Local T.A.(External)	University Vehicle or Rs. 10/- per km or actual upto max. Rs. 500/-	
24.	Honorarium to External Subject Expert for Selection Committee/RDC/ Ph.D. viva-voce/ Visiting Professor		
	Local (within Meerut or radius of 40 Km from Subharti):	₹ 3,500/-	
	Outside local area:	₹ 5,000/-	
25.	External Subject Expert for DRC	₹ 2,500/-	