

**Institute of Biochemistry, Molecular Biology and Biotechnology
University of Colombo**

**CLAIM FOR FEES PAYABLE FOR
EXAMINATION SERVICES**

EXPENDITURE VOTE

Payment Voucher No.

Payable to :Mr./Ms./Dr./Prof.
 Postal Address:
 If University employee, state Department to which attached:..... I.P.R. No.....
 Name and Year of Examination:.....
 Subject:.....

PARTICULARS OF SERVICE RENDERED

Title and Code No. of Question Paper	State whether Setting, Moderating, Translating or Scrutinizing Question Papers, Marking Answer Scripts, Assessing Clinicals, Orals/Dissertations, Supervising or Invigilating	No. of Papers/Scripts/ Clinicals/ Orals/ Dissertations/ Sessions for- Orals/ Practicals	Rate	Amount	
			Rs.	Rs.	Cts.
			Total: Rs.		

Payment Recommended

Payment Approved

.....
Claimant's Signature

.....
Signature of Supervisor/
Course Coordinator/ Chairperson/
Secretary/ (Board, Committee, Cell)

.....
Signature of Director

Date:

Date:

Date:

(FOR OFFICE USE)

Payment Authorised

Payment Register Folio No.:

.....
AR/SAR/DR (Exams)
Checked by:

Votes Ledger Folio No.:

PASSED FOR PAYMENT

PAID : Cheque No.:

Date :

.....
Senior Assistant Bursar

.....
Date

Received this day ofthe sum of Rupees
..... and centsonly, in full
settlement of the above account.

.....
Recipient's Signature

.....
Date

RATES OF PAYMENT – POSTGRADUATE EXAMINATION

PREPARATION OF QUESTION PAPERS:

Type & Duration of Paper	Setting/Modelling	Marking/Assessing	Teaching Practicals	Oral Examination
Diploma	1000/-	100/- per script	150/= per candidate	
Masters	1500/-	150/- per script		200/= per candidate
MD/M's	1500/-	100/- per script		
Practitioner's	500/-			

Combined Essay - type/
MCQ

Fees will be determined by Head of Dept. on basis of number of questions and duration of paper

CONDUCTING EXAMINATIONS:

Supervisor (1)	Invigilator (2)	Staff/Lab. Technician (3)	Lab. Asst. (4)	Lab. Attendant (5)	Hall Attendant (6)
1000/=	600/=	225/=	225/=	175/=	175/=
300/=	150/=	75/=	75/=	60/=	45/=

Session not exceeding 3 hours:
Each hour in excess of 3 hours:
One Per cent/ One labourer attached to the Examination Bench shall be paid at the rate of Rs. 120/- per day, during the examination for assisting.

NOTE:

- When the services of Lab. Assistant/ Technical Officer are obtained to conduct clinicals or Orals or Viva Voce Examinations the rates specified in Column 3 & 4 of above Schedule, should be applicable.
- 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 6.
- The rates specified in Column 3, 4 & 5 shall be a composite fee: i.e. preparatory work, work during the examination and after.
- 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.

FOREIGN EXAMINERS

- Setting/ Moderating Question paper : US \$ 80.00
- Marking Answer Script : US \$ 5.00 per script (minimum payment US\$ 125.00)
- Ph.D. Oral/ Viva : US \$ 200.00 per candidate

INTERNAL EXAMINATION – ORAL VIVA

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

READING OF DISSERTATIONS AND THESIS

Local Examiner	Foreign Examiner
1 yr's duration - Rs. 1500/-	US \$ 200.00
2 yr's duration - Rs. 3000/-	US \$ 350.00
3 yr's duration - Rs. 5000/-	US \$ 440.00

An Additional fee equal to half the amount mentioned above can be paid to an examiner when evaluating a thesis for the second subsequent time.

Supervision of Postgraduate work

- Rs. 10000/= be paid to a Supervisor for supervising postgraduate work, leading to a PhD degree of each student after successful completion of the PhD degree.
- Rs.7500/= be paid to a Supervisor for supervising postgraduate work, leading to a MSc/ MPhil of 2 years, of each student successful completion of the MSc/ MPhil degree.
- 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.