**Before completing this Form,**

**Please see rates and notes on reverse**

**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**  **Rs.** | **Amount**  **Rs. Cts.** | |
|  |  | | | |  | |  |  |  |
| **Total: Rs.** | | | | | | | |  |  |
|  | | | |
| ……………………………….  Claimant’s Signature  Date: ………………………… | | Payment Recommended  ………………………….  Signature of Supervisor/  Course Coordinator/ Chairperson/ Secretary/ (Board, Committee, Cell)  Date: ……….................... | | | | Payment Approved  ………………………... Signature of Director  Date: ………………… | | | | |
| **(FOR OFFICE USE)** | | | | | | | | | |
| Payment Authorised  ………………………………..  AR/SAR/DR (Exams) | | | Payment Register Folio No.:  Votes Ledger Folio No.: | | | | | | |
| Checked by:  PAID : Cheque No.:  Date : ………………………… | | | PASSED FOR PAYMENT  …………………………… ………………..  Senior Assistant Bursar Date | | | | | | |
| Received this ……………………………. day of ………………………………………….the sum of Rupees …………………………………………………………….. and cents ………..……………………….only, 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/ Moderating** | | **Marking/ Assessing** | | **Teaching Practicals** | | | **Oral Examination** | |  | Combined Essay- type/  MCQ  Fees will be determined by Head of Dept. on basis of number of questions and duration of paper | | | | |  |  |  | |
| Diploma | | 1000/- | | 100/- per script | | 150/= per candidate | | |  | |  | |  | |
| Masters | | 1500/- | | 150/- per script | |  | | | 200/= per candidate | |  | |
| MD/MS | | 1500/- | | 100/- per script | |  | | |  | |  | | |  |
| Practicals | | 500/- | |  | |  | | |  | |  | | |  |
| **CONDUCTING EXAMINATIONS:** | | | | | | | | | | | **FOREIGN EXAMINERS** | | | | | | | | | |
|  | Supervisor  (1) | | Invigilator  (2) | | Staff/Lab. Technician  (3) | | Lab. Asst.  (4) | Lab. Attendant  Lab. Labourer  (5) | | Hall Attendant  (6) | 1. Setting/ Moderating Question paper : US $ 80.00  2. Marking Answer Script : US $ 5.00 per script (minimum payment US$ 125.00)  3. Ph.D. Oral/ Viva : US $ 200.00 per candidate | | | | | | | | | |
| Session not exceeding 3 hours: | 1000/= | | 600/= | | 225/= | | 225/= | 175/= | | 175/= |
| Each hour in excess of 3 hours: | 300/= | | 150/= | | 75/= | | 75/= | 60/= | | 45/= |
| 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 3 & 4 of above Schedule, 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 6.  (c) The rates specified in Column 3,4 & 5 shall be a composit 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. | | | | | | | | | | | **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** | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | | (i) 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. | | | | | | | | | |
|  | | | | | | | | | | | (ii) 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. | | | | | | | | | |
|  | | | | | | | | | | | (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. | | | | | | | | | |