

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	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/ Moderating	Marking/ Assessing	Teaching Practicals	Oral Examination	Combined Essay- type/ MCQ
Diploma	1000/-	100/- per script	150/= per candidate		
Masters	1500/-	150/- per script		200/= per candidate	
MD/MS	1500/-	100/- per script			
Practicals	500/-				

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 Lab. Labourer (5)	Hall Attendant (6)
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:

- 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 composit 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.