

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

Ref No. GO/OO/2018-19/ **6303**

Date: 06<sup>th</sup> February 2019

**OFFICE ORDER**

**REVISED REMUNERATION/HONORARIUM**

As recommended by Institute Faculty Affairs Committee (IFAC) on prevailing rates of remuneration of teaching, examination, evaluation and related activities, honorarium of expert of selection committee and board of studies member and related activities, the following revised remuneration/honorarium has been approved by the competent authority which is mentioned as under:

Sl No.	Remuneration for Paper Setting, Evaluation and Result Processing, shall be as under	
<b>1.</b>	<b>Paper Setting</b>	
	<b>(a) Under Graduate</b>	
	<b>BE / B. Pharm. / B. Tech./Diploma / BCA</b>	
	(i) Internal paper setter	Rs. 1200/- per subject per pair
	(ii) External paper setter	Rs. 1500/- per subject per pair
	<b>BBA/ BBM/ B.Com./IBAM/ IMBA/ IMSC</b>	
	(i) Internal paper setter	Rs. 1000/- per subject per pair
	(ii) External paper setter	Rs. 1200/- per subject per pair
	<b>(b) Post Graduate</b>	
	<b>ME/ M. Pharm./ M.Sc./ MCA/ M.Tech/ IMSc</b>	
	(i) Internal paper setter	Rs. 1200/- per subject per pair
	(ii) External paper setter	Rs. 1500/- per subject per pair
	<b>(c) MBA etc.</b>	
	(i) Internal paper setter	Rs. 1000/- per subject per pair
	(ii) External paper setter	Rs. 1200/- per subject per pair
<b>2.</b>	<b>Result Processing</b>	
	(i) End Semester Tabulation, Comparison and Grade cards checking	Rs. 5/- per candidate per tabulator or a minimum of Rs. 100/- per Tabulator
	(ii) Mid Semester Tabulation	Rs. 2/- per candidate per tabulator or a minimum of Rs. 50/- per Tabulator
	(iii) Compilation for Final Result & Transcript Preparation	Rs. 12 per original Transcript per tabulator
<b>3.</b>	<b>Honorarium for Evaluation</b>	
	<b>Ph.D. Thesis Evaluation</b>	
	(i) Indian Examiner	Rs. 5000/-
	(ii) Honorarium for PhD Viva Voce (Indian examiner only)	Rs. 5000/-
	(iii) Foreign Examiner	US \$ 300/- or equivalent



	<b>UG &amp; PG Project Evaluation</b> (i) ME/M.Pharm/M.Tech thesis or a thesis equivalent to 4 or more credit evaluation & viva-voce exam. (ii) MBA/MCA/M.Sc/IMSc - Project/Thesis or a project of not less than 3 credit units (iii) Under-Graduate project viva-voce examination <b>Remuneration to In-charge of Examination</b> Remuneration to In-charge of Examination of Off-Campuses	Rs. 500/- per thesis for external examiner subject to a minimum of Rs. 3000/- and maximum of Rs. 6000/- Rs. 250/- per project subject to a minimum of Rs. 3000/- and maximum of Rs. 6000/-. However, if the number of thesis is more than 30, then the maximum amount shall be enhanced to Rs. 8000/- Rs. 5000/- to external examiner per day. In-charge of Examination of all the Off-campuses of BIT shall be entitled to get an allowance of Rs. 2500/- per month
4.	<b>Travel allowance to PhD/PG/UG Experts</b> <b>(i) Travel allowance to PhD Examiners:</b> Airfare from the shortest route in economy/budget class shall be permissible. Preferably, air ticket shall be provided by the institute. In case of any deviation, the approval of Controller of Examination (COE) in consultation with concerned Head of the Department shall be required. <b>(ii) Travel allowance to Project and Thesis Examiners (UG &amp; PG):</b> External examiners at the level of Associate Professors and Assistant Professors shall be entitled to get II AC rail fare, whereas Professors shall be entitled to get air fare in shortest route. However, Assistant and Associate Professors shall be also entitled to receive air fare if that is less than the II AC rail fair in shortest route. Preferably, air ticket shall be provided by the institute. In case of any deviation, the approval of the Controller of Examination (COE) in consultation with concerned Head of the Department shall be required. <b>(iii) Conveyance Charge to External Examiners (PhD/UG/PG)</b> Conveyance charge is applicable up to a total of 400 Km (both side) by road @ Rs. 15/- per km.	
5.	<b>Travel allowance to External BOS members/Expert to Frame Syllabus/Expert to Frame Course Structures etc.</b> External examiners at the level of Associate Professors shall be entitled to get II AC rail fare, whereas Professors shall be entitled to get air fare in shortest route. However, Assistant and Associate Professors shall be also entitled to receive air fare if that is less than the II AC rail fair in shortest route. In case of any deviation, the approval of Dean (AP) in consultation with concerned Head of the Department shall be required.	



6.	<b>Remuneration for Invited/Guest Lecture:</b>  An honorarium of: Rs. 5000/- for a lecture of one hour duration. Approval from the competent authority shall be taken for other cases.
7.	<b>Remuneration to Selection Committee members/External BOS members/Expert to Frame Syllabus/Expert to Frame Course Structure:</b>  (i) Honorarium to selection Committee members: In addition to airfare, selection committee members shall be entitled to receive an honorarium of Rs. 5000/-  (ii) An honorarium of Rs. 5000/- shall be paid to the External BOS members/Expert to Frame Syllabus/Expert to frame Course structure. Approval from the competent authority shall be taken for other cases.
8.	<b>Remuneration for Visiting faculty/Faculty on Contract paid on per class basis.</b>  (i) Remuneration per Lecture of one hour duration for UG Classes: Rs. 600/- (ii) Remuneration per Lecture of one hour duration for PG Classes: Rs. 800/-  <b>Conveyance Change:</b> Rs. 15/- per km of total travel distance per Visit.

By order of the Vice Chancellor

  
 6/2/19  
 Registrar

Copy to:

- (i) All Deans, HoDs & In-charges of the Depts./Sections
- (ii) Controller of Examination, Associate Dean (AP) & Associate Dean (A&AC)
- (iii) Addl. Registrar (F&MM), Dy. Comptroller and Dy. Finance Officer
- (iv) Dy. Registrars, AOs & ARs
- (v) PS to Vice Chancellor
- (vi) File