



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अमू० आ० अधिनियम १९६६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)

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Ref. No. GO/Estb/Rem-Hon/23-24/ 1437

03rd July, 2023

OFFICE ORDER

REVISED REMUNERATION / HONORARIUM

In suppression of Office Order GO/OO/2018-19/6303 dated 06th February, 2019, regarding 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 as under:

S.No.	Remuneration for Paper Setting, Evaluation and Result Processing, shall be as under	
1.	Paper Setting	
	(a) Under Graduate	
	BE / B. Pharm. / B. Tech. / Diploma / BCA	
	External paper setter	Rs. 1500/- per subject per pair
	BBA / BBM / B.Com. / BAM / IMBA / IMSC	
	External paper setter	Rs. 1200/- per subject per pair
	(b) Post Graduate	
	ME / M. Pharm. / M.Sc. / MCA / M.Tech / IMSc	
External paper setter	Rs. 1500/- per subject per pair	
(c) MBA etc.		
External paper setter	Rs. 1200/- per subject per pair	
2.	Result Processing	
	(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
3.	Honorarium for Evaluation	
	Ph.D. Thesis Evaluation	
	(i) Indian Examiner	Rs. 5000/-
	(ii) Honorarium for Ph.D. Viva Voce (Indian Examiner only)	Rs. 5000/-
	(iii) Foreign Examiner	US \$ 300/- or equivalent
	UG & PG Project Evaluation	
(i) ME / M.Pharm / M.Tech thesis or a thesis equivalent to 4 or more credit evaluation & viva-voce exam.	Rs. 500/- per thesis for external examiner subject to a minimum of Rs. 3000/- and maximum of Rs. 6000/-	

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	(ii) MBA / MCA / M.Sc / IMSc Project/Thesis or a project of not less than 3 credit units	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/-
	(iii) Under-Graduate project viva-voce examination	Rs. 5000/- to external examiner per day
	Remuneration to In-charge of Examination	
	Remuneration to In-charge of Examination of Off-Campuses	In-charge of Examination of all the Off-campuses of BIT shall be entitled to get an allowance of Rs. 2500/- per month
4.	Travel allowance to Ph.D. / PG / UG Experts	
	(i) Travel allowance to Ph.D. Examiners: 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 the Controller of Examination (COE) in consultation with concerned Head of the Department shall be required.	
	(ii) Travel allowance to Project and Thesis Examiners (UG & PG): 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 also be entitled to receive air fare if that is less than the II AC rail fare 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.	
	(iii) Conveyance Charge to External Examiners (Ph.D. / UG / PG) Conveyance charge is applicable up to a total of 400 Km (both side) by road @ Rs. 15/- per km.	
5.	Travel allowance to External BOS members / Expert to Frame Syllabus / Expert to Frame Course Structures etc.	
	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 also be entitled to receive air fare if that is less than the II AC rail fare in shortest route. In case of any deviation, the approval of DPGS / DUGS (as applicable) in consultation with concerned Head of the Department shall be required.	
6.	Remuneration for Invited / Guest Lecture:	
	An honorarium of Rs. 3000/- 4000/- 5000/- (depending on the seniority of the expert) for a lecture of one hour duration. Approval from the competent authority shall be taken for other cases.	
7.	Remuneration to Selection Committee members / External SOS members / Expert to Frame Syllabus / Expert to Frame Course Structure:	
	(i) Honorarium to selection Committee members: In addition to airfare, selection committee members shall be entitled to receive an honorarium of Rs. 3000/- 4000/- 5000/- (depending on the seniority of the expert)	
	(ii) An honorarium of Rs. 3000/- 4000/- 5000/- (depending on the seniority of the expert) 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	

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8.	Remuneration for Visiting faculty / Faculty on Contract paid on a per class basis. (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/- Conveyance Charge: Rs. 15/- per km of total travel distance per Visit.
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This has approval of the Competent Authority.

Kandip Auto
Registrar 03/07/2023

Copy to:

1. All Dean(s)
2. Head(s)/In-charge(s) of the Departments/Sections
3. Dy. Comptroller / Dy. Finance Officer
4. Dy. Registrar
5. Administrative Officer (E&HR)/Assistant Registrar(s)
6. P. S. to Vice Chancellor
7. Files