

**FORM No. 41**

SHEET No. \_\_\_\_\_

**HEMCHANDRACHARYA  
NORTH GUJARAT UNIVERSITY**

Sheet No. \_\_\_\_\_

Exam. \_\_\_\_\_

Subject \_\_\_\_\_

Paper \_\_\_\_\_ Sec. \_\_\_\_\_

Examination 201

Subject \_\_\_\_\_

Papar \_\_\_\_\_

Sec. \_\_\_\_\_

(Examiner's Signature)

[illegible]

Name of the Examiner

Signature of the Examiner

# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY

Bill No. \_\_\_\_\_

Part Time

External

Internal

(1) I have submitted the Answer- books to University Receipt

No. \_\_\_\_\_ Dt. \_\_\_\_\_

(2) I have despatched the Answer-books vide, Regd. Post

No. \_\_\_\_\_ Dt. \_\_\_\_\_ OR

By Railway Receipt No. \_\_\_\_\_ Dt. \_\_\_\_\_

## EXAMINATION REMUNERATION BILL

### EXAMINATION

Note : (A) (i) All entries in this must be filled in by the person preparing the bill. Forms in which any entry or certificate is left blank will be returned for completion to the person preparing the bill.

(ii) All bills shall be receipted in a advance.

(iii) All examinations payment bill may please be submitted to Accounts section through the Chairman/Convener.

(B) In case where the same examinations are appointed to examine at more examination than one or in more subject then one, a separate bill should be made out in respect of each such examination or subject.

### Name of the Examiner in (In BLOCK Letters)

Surname

Name

Father's Name




in subject \_\_\_\_\_ at the \_\_\_\_\_ Examination \_\_\_\_\_

held in March - June/ October - December 201 \_\_\_\_\_

(i) Drawing up \_\_\_\_\_ question papers at Rs. \_\_\_\_\_ per

\*Paper Rs. \_\_\_\_\_ divided among \_\_\_\_\_ paper setters....

(ii) For supply of \_\_\_\_\_ cyclostyled copies (As per rules)

Rs. \_\_\_\_\_ divided amount \_\_\_\_\_ per paper

(iii) Examining \_\_\_\_\_ answer papers as Rs. \_\_\_\_\_ peper setters...

(iv) Examining \_\_\_\_\_ candidates/Orally/Practically or Clinically at

Rs. \_\_\_\_\_ per candidate

(v) Remuneration for Chairmanship/Convenership

(vi) Remuneration for Examining \_\_\_\_\_ dissertation of

Rs. \_\_\_\_\_ per dissertation.

(vii) Postage Charges as porrules (receipts attached)

Total Rs.....

### DEDUCTION

(1) Deduct Rs. \_\_\_\_\_ at Rs. 15/- per day for late submission of marks.

(2) Deduct Rs. \_\_\_\_\_ for \_\_\_\_\_ mistakes.

(Vide deduction schedule in the booklet or remuneration)

Net amount payable Rs.....

Payment received

Address \_\_\_\_\_

Tele. No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Reveue  
Stamp

(P.T.O.)



## **CERTIFICATE**

I hereby Certify that

- (1) This amount claimed by me other than the amount of this bill for the  
examination period January to June  
July to December 201 is as under.

Sr. No.	Examination	Subject	Amount Rs. Ps.

- (2) I was chairman/Convener of the following examination over & above the examination.

Sr. No.	Examination	Subject	Amount Rs. Ps.

- + (3) I am member of Academic Council/Executive Council/Examination Committee.

- (4) I am a resident of \_\_\_\_\_ Situated in the Republic of  
India in \_\_\_\_\_ state and that the Income tax Rules  
in force in the Republic of India are applicable to me.

\_\_\_\_\_  
**Signature of Convenor**

### **ASSESSMENT CERTIFICATE : To be filled in by Chairman / Convenor**

Please attach a separate sheet if the space below is not sufficient

Question Paper	Total No. of Rate per Answer Books Answer assessed Book	Total No. of paper setters & Examiners	Amount of Individual Examiner's (including Setter as Examiner's Share in the total remuneration)

+S Strick in out wichever is not applicable

\_\_\_\_\_  
**Signature of Examiner**

### **FOR OFFICE USE ONLY**

Admitted in Audit for payment of \_\_\_\_\_ passed for payment of Rs. \_\_\_\_\_  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Checked by \_\_\_\_\_ Chief Accounts Officer

Penal Reference Page No. \_\_\_\_\_

Sr. No. \_\_\_\_\_

Entired Register Page No. \_\_\_\_\_

Sr. No. \_\_\_\_\_

**Controller of Examinations**



# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY PATAN.

Voucher No. \_\_\_\_\_ Cheque No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Examination \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

The amount due to me towards the cost of travelling & daily allowance for the following purpose is as under.

- (1) Meeting for Paper-Setting
- (2) Meeting for Setting the Marklist/Result
- (3) Conducting Practical Examination
- (4) Working as an observer
- (5) Special meeting for

Date of meeting / Practicals ect. \_\_\_\_\_

Date & Time	Via		KM	Travelled by	Ticket Taxi/ Car No.	Amount	
	From	To				Rs.	Ps.
Daily allowance for _____ day. @ Rs. 100/- per day Rs.							
<b>TOTAL</b>							

- (1) I hereby, declare that I have actually travelled by the route for which the amount is claimed above. If I do not perform my return journey as claimed above, I will refund the excess amount claimed.
- (2) I hereby, certify that the above information is true and correct and also certify that I have not claimed for this particular journey from any other source.
- (3) I hereby certify that I have travelled by CLASS / S. T. (\_\_\_\_\_)

Certified that the meeting was actually  
held as shown above and the member is  
entitled to the Amount claimed in this Bill

Signature \_\_\_\_\_

Address \_\_\_\_\_

Counter Signature of Chairman \_\_\_\_\_

Received Payment \_\_\_\_\_

**FOR OFFICE USE ONLY**

Passed for payment of Rs. \_\_\_\_\_

Accountant

Chief Accounts Officer

Revenue

Stamp

Please read over self instructions carefully before filling in this form

(P.T.O.)



## RULES RELATING TO TRAVELLING & DAILY ALLOWANCE TO PAPER-SETTERS, EXAMINERS ETC.

Paper setters and examiners who are required to travel for attending (1) A meeting in connection with setting of question-papers, or (2) A meeting examiners, or (3) For conducting the Practical, Oral Clinical, term-work and Viva-Voce examinations will be paid travelling allowance as under.

- (1) A person shall be paid the actual fare of the class by which he is eligible to travel.
- (2) Whenever a person has claimed travelling allowance for any part or for the whole of the journey from any public authority, such amount shall be deducted from the amount claimed.
- (3) In all cases the travelling allowance is to be calculated by the shortest possible route.
- (4) In all cases the travelling allowance is to be calculated from the registered address of the person to the actual place of duty.
- (5) Whenever the same person has to attend a meeting or meeting on consecutive days, travelling allowance for only journey (both ways) shall be payable.
- (6) If a person signs a declaration to the effect that he, travelled by 1st Class by rail or motor car when a rail route is available, he will be paid a single 1st class fare each way if he is eligible to travel accordingly.
- (7) If a person travels by a 1st class, he will be paid a single 1st class-railway fare each way.
- (8) If a person travels by public bus or luxury bus, he will be paid the actual fare each way.
- (9) If a person travels by public taxi or his own car with the prior permission of the vice-chancellor when a rail route is available, he will be paid the actual taxi fare or the 1st class railway fare whichever is less, provided that he furnishes a voucher for the actual payment made by him mentioning therein the taxi Number.
- (10) Examiners and paper-setters will be entitled to daily allowance or Rs. 100/- Per day for the days of meeting irrespective of the days spent in the journey. They will be entitled to receive the daily allowance, when their presence is required for meeting or for conducting the practical, oral clinical term-work or viva voce examinations including any holidays that may intervene between the days of such meeting or practical examination. In cases where examiners are required to reach one day earlier than the day on which the examination commences, that will be paid the daily allowance for that day also intervening holidays mean holidays during the conduct of practicals at one place, so daily allowance will not be paid for the day of early arrival or for the days of late departure or for travel from one place to another or for the days when there is no programme of practicals.
- (11) In case of doubt or dispute, the decision of the Vice-Chancellor shall be final.
- (12) In no case will any supplementary claims be allowed.

# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY

Consolidated Bill for remuneration payable to \* Lab supervisors, Expert Assistants, Lab. Assistants, Hamals etc. engaged for Conduction the practical Examinations.

Center \_\_\_\_\_ Place \_\_\_\_\_ } Date on which the } Date  
Practical Examination in \_\_\_\_\_ (Subject) } Practical were held } Time of Practical  
- to -  
- to -  
Examination \_\_\_\_\_ or March / April 20 } Duration of Practical s } 4 Hour of less per day  
Oct./Nove. } more that 4 to 4 hours per day  
\* Strike of whichever is not applicable } Two practicals per day

Sr. No.	Name	Dasignation	No of days of Preparation		No of days of Preparation		No of days of Preparation		Total No. of date Claimed	Rates per days/batch/practical as may be applicable (please refer to scale of Remuneration)	Total Amount Claimed		Payment Received Signature (Please affix revenue stamp when ever the amount exceeds Rs. 5000/-)
			Total days	Dates	Total days	Dates	Total days	Dates			Rs.	P.	
1										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
2										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
3										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
4										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
5										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
6										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
7										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
8										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
9										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		
10										Rs. for days of Preparation Rs. for days of Practicals Rs. for days of Cleaning	}		

Date :

Total Rs....

Certified that the above mentioned persons rendered assistance to us as mentioned against their names of the Practicals examination referred to above for unumber of days mentioned against their names inclusive of days of preparation and cleaning up..

PASSED FOR Rs. \_\_\_\_\_

Rs. (In words) \_\_\_\_\_

Date : \_\_\_\_\_ 20

Cheif Accounts Officer Controller of Examination  
Hemchandracharya North Gujarat University

Examiner

M.B.I. For each separate subject a separte consolidated bill may please be preferre, Payment of this consolidated bill will be made by cheque through the Principal of the College concerned \* Please attach certificate of the principal, autherising appintment of Laboratory or workshop supervisor.





# હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ.

પ્રાશ્નિકો માટેનું મુસાફરી ભથ્થુ અને મહેતાણાં બીલ

વાઉચર નં. \_\_\_\_\_

તારીખ : \_\_\_\_\_

નામ : \_\_\_\_\_

મારા મુસાફરી ભથ્થાં અને મહેતાણાંની રકમ નીચે પ્રમાણે લેવાના થાય છે.

સભાનો હેતુ :-

પેપર સેટીંગ સભા

સભાની તારીખ :- \_\_\_\_\_

તારીખ અને સમય	સ્થળ		વાયા	મુસાફરીનું વાહન	કિ.મી.	ટીકીટ/ટેક્સ/કાર નંબર	રકમ	
	ક્યાંથી	ક્યાં					રૂપિયા	પૈસા
દૈનિક રૂ. ૧૦૦-૦૦/- સ્થાનિક દૈનિક ભથ્થું રૂ. ૫૦-૦૦ લેખે X દૈનિક ભથ્થાનાં દિવસો _____ રૂપિયા								
પેપર સેટની સંખ્યા _____ X પેપર ટીક મહેતાણાં રૂપિયા _____								
ચેરમેન/આવાહક મહેતાણાં _____ રૂપિયા								
કુલ રકમ								

આથી જાહેર કરું છું કે મેં ઉપર જણાવ્યા પ્રમાણે રૂટથી મુસાફરી કરી છે અને તે પ્રમાણે રકમ દર્શાવી છે. અને જો જણાવ્યા પ્રમાણે વળતી મુસાફરી નહીં કરું તો વધારાની રકમ પરત કરીશ. વધુમાં પ્રમાણિત કરું છું કે ઉપરની વિગતો સાચી છે અને આ મુસાફરી માટે મેં અન્ય કોઈ જગ્યાએથી ભથ્થું મેળવેલ નથી.

પ્રાશ્નિકની સહી

આ બીલના નાણાં શ્રી \_\_\_\_\_ ને આપવા મારો અધિકાર આપું છું.

સહી \_\_\_\_\_

આથી પ્રમાણિત કરું છું કે ઉપર દર્શાવેલ વિગતે સભા યોજવામાં આવી હતી અને પ્રાશ્નિક સભ્યએ દર્શાવેલ રકમ મેળવવા પાત્ર છે.

અધ્યક્ષશ્રીની સહી : \_\_\_\_\_

## ઓફીસના ઉપયોગ માટે

રૂપિયા \_\_\_\_\_ (અંકે રૂપિયા \_\_\_\_\_)

ની રકમ મંજૂર કરવામાં આવે છે.

ચકાસનારની સહી

હિસાબનીશ

મુખ્ય હિસાબી અધિકારી

નાણાં મેળવનારની સહી : \_\_\_\_\_

Sr. No. 9685

## પરીક્ષા શાખાના ઉપયોગ માટે (પ્રાશ્નિકે ભરવું)

૧. પ્રાશ્નિકનું નામ : \_\_\_\_\_

અને સરનામું : \_\_\_\_\_

૨. પરીક્ષાનું નામ : \_\_\_\_\_

૩. વિષય : \_\_\_\_\_

૪. કેટલા પ્રશ્નપત્ર સેટ કર્યા : \_\_\_\_\_ કુલ રકમ : \_\_\_\_\_

૫. સેટ કરેલ પ્રશ્નપત્રના પેપર નંબર : \_\_\_\_\_

નોંધ :- પ્રશ્નપત્ર સેટ કર્યાનું બીલ પ્રશ્નપત્ર સેટ જમા કરાવતી વખતે જ અવશ્ય રજુ કરવાનું રહેશે. અન્યથા બીલનું ચુકવણું કરવામાં મુશ્કેલી થવાની સંભવના છે.

# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY

Confidential

(To be used for enclosing the Answer Book of Parctical Examination)

Name of the Examination :

March/April 20  
October/November

Subject :

Centre :

Place : \_\_\_\_\_

Answer books of the candidate from No. : \_\_\_\_\_ to \_\_\_\_\_

Total No of Answerbooks : \_\_\_\_\_ to \_\_\_\_\_ Signature : \_\_\_\_\_

Date :        -        - 20

Examiner

Note :- Examiners are requested to fill the details in perfectly legible hand to hand avoid any confusion or misunderstanding

From :

Registrar

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY



**HEMCHANDRACHARY NORTH GUJARAT UNIVERSITY**

March/ April

Examination 201

October / Nov.

Subject \_\_\_\_\_

Center \_\_\_\_\_ Place of Exam. \_\_\_\_\_

## REPORT OF ATTENDANCE OF CANDIDATES

## PRACTICAL EXAMINATIONS

(To be submitted in DUPLICATE alongwith mark- list)

**:: Full Name of Examiners ::**

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[illegible]

(Examiner's Signature)

( " )  
( " )  
( " )  
( " )

Date : \_\_\_\_\_

**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN.**

**(WRITE THE NAME OF COLLEGE)**

**B. Sc. Sem. I/ II/III/IV Practical Examination**

**(No. and Name of Paper)**

**Date:**

**Exam Seat No:** \_\_\_\_\_

**Time :**

**Marks :**

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**Instructions:**

1. All exercises are compulsory.
2. Each exercise is to be written in separate answer sheet.
3. Write the principle, requirement and procedure for each experiment, record your observation and draw your conclusions

			<b>Marks</b>
<b>Ex.1</b>	<b>Major Exercise :</b> (Perform any one of the following exercises ) [A] [B] [C] [D] [E]		<b>[20]</b>
<b>Ex.2</b>	<b>Minor Exercise :</b> (Perform any one of the following exercises / calculate and interpret the results from given observations) [A] [B] [C] [D] [E]		<b>[10]</b>
<b>Ex. 3</b>	Spotting / MCQ / Objective type questions (Practical related only) [A] [B] [C] [D] [E] [F] [G] [H] [I] [J]		<b>[10]</b>
<b>Ex. 4</b>	Laboratory records and submissions		<b>[05]</b>
<b>Ex. 5</b>	Viva –voce		<b>[05]</b>