



**Office of the Registrar**

No. MANUU/DDE/F.366(ODDE)/2023-24/706

17<sup>th</sup> August, 2023

**OFFICE MEMORANDUM**

Sub: Revision in the rates of Remuneration/Honorarium for the Part-Time Staff and Counselor of Learning Support Centre/Programme centres and for Writing/Translation of Self Learning Material (SLMs)/ books / reference book, etc. - Reg.

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Reference is invited to University's Office Memorandum No.MANUU/Acad/F.TP/2019-20/643 dated 11.03.2020, No.MANUU/DDE/B.Ed.III/F.01/2018-19/R-53 dated 19<sup>th</sup> February,2019 and No.MANUU/Acad./F.67 (XXX)/2018-19/R-04 dated 16<sup>th</sup> April, 2018 wherein rates of remunerations for Writing/Translation of Self Learning Materials (SLMs)/ books / reference books, remunerations of PTS, Academic Counselors etc., were notified.

2. In view of the prevailing market rates, the University constituted a Committee to review the rates. The Committee recommended to enhance the remuneration for Part-Time Staff and Counselors of Learning Support Centres (LSCs)/Programme Centres (PCs) and for Writing/Translation of Self Learning Materials (SLMs)/ books / reference books, etc.

3. The Finance Committee at its 48<sup>th</sup> meeting held on 16.05.2023 and the Executive Council at its 96<sup>th</sup> meeting held on 22.05.2023 **approved** the recommendations of the Committee. Accordingly, the following revised rates of remuneration for Part-Time Staff and Counselors of Learning Support Centres/Programme centres and for Writing/Translation of Self Learning Material (SLMs)/ books / reference book, etc are notified:

**A. Part time Staff Remuneration at LSCs and B.ED. Programe Centres**

Sl. No.	Category persons	Remuneration Per Month (in Rs.)
1	Head of the Institution	2000/-
2	Coordinator	4000/-
3	Clerk –cum- Typist	3000/-
4	Attendant	1800/-
5	Safai Karmachari	1800/-

**B. Remuneration of Counselors at LSCs & B.Ed. Programme Centers**

S. No.	Category	Remuneration for each session of 60 minutes (1 hour) for UG/PG Programmes (in Rs.)
1	Academic counselors	500/-*

\* The remuneration includes B.Sc. practical sessions, B.Ed. workshops.

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**C. Other Expenditure at LSCs**

S. No.	Head of the Expenditure	Rates Per Annum (in Rs.)
1	Contingencies/postage/stationary/ photocopy	6600/-
2	Space, Accommodation and Logistics	6500/-
3	Electricity / Water/ Telephone /wi-fi facility	7500/-

**D. Other Expenditure at Programme Centres for B. Ed.**

S. No.	Head of the Expenditure	Rates Per Semester (in Rs.)
1	Contingencies for stationery, postage, photocopying etc.	3300/-
2	Space, Accommodation and Logistics	4500/-
3	Electricity / Water/ Telephone/wi-fi facility	3750/-
4	Remuneration to Program coordinator for conduct of workshops	1200/-

**E. Remunerations for B. Sc. Practicals**

Particulars	Remuneration in Rs.	
Allowances for Conduct of Practical (Session may be decided as per UGC-DEB norms with the consultation of concerned Faculty members and vary from time to time)	I. Lab Assistant-	150/- per session
	II. Lab Attendant-	100/- per session
	III. Water man	75/- per session
	IV. Head of Institution	1000/-per semester
	V. Coordinator	1000/- per semester
	VI. Clerk	750/- per semester
Consumables up to 25 students	Botany	3,000/- per semester
	Zoology	3,000/- per semester
	Physics	3,000/- per semester
	Chemistry	4,000/- per semester

**Note:** Subject to submission of voucher/bills. The original bills shall be submitted at the time of claim.

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**F. The rates of Honorarium/Remuneration for SLM related work:**

S. No.	Particulars	Rates (in Rs.)
1	(a) Original SLM* writing in Urdu soft copy with composing for disciplines other than Language Subjects/ Literature. (b) Original writing in languages with composing for respective languages. (c) Original writing in English with typing & composing for subjects other than Language Subjects / Literature.	(i) Rs. 8000/- per unit/chapter for UG, Diploma and Certificate courses (about 12-18 pages) (ii) Rs. 9000/- per unit / chapter for PG, PG Diploma and B.Ed. Programmes (about 12-18 pages) (iii) Rs. 2000/- shall be deducted from honorarium when SLM is submitted in manuscript form without typing and composing.
2	Subject editing and vetting	Rs. 2000/- per unit / chapter
3	Language editing and vetting	Rs. 2000/- per unit / chapter
4	Proof reading per reading	Rs. 1000/- per unit / chapter
5	Title designing (cover and back)	Rs. 1000/- per title
6	Simple geometrical drawing or illustration / problems	Rs. 50/- per drawing
7	Detailed geometrical design or charts used in text/ technical, scientific and engineering drawing	Rs. 150/- per drawing
8	Glossary Compilation**	Rs. 25/- per English term**
9	Translation in Urdu with composing	Rs. 4000/- per unit/chapter

\* All honorariums for writing SLM shall invariably include typing/ composing. The SLM should be free from Plagiarism as per UGC Norms.

\*\* It is exclusive of the volume of unit i.e. no payment when it is a part of SLM.

4. Copyright of Self Learning Materials (SLMs) shall vest in Maulana Azad National Urdu University, Hyderabad.

5. The revised rates shall be applicable w.e.f. **01.07.2023**.

6. This issues with the approval of the Vice Chancellor.

  
Registrar

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