



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

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NOTIFICATION

IMPORTANT

EX/3428

Day & Date: Saturday, February 16, 2013

To,
Deans of Faculties,
Principals of Colleges,
The M. S. University of Baroda

Subject: **Revised Late Fees Structure for Year end/Semester end Examination.**

Reference: Syndicate Resolution Number 19 dated 29/10/2012.

The Syndicate of the M. S. University of Baroda has approved the REVISED LATE FEES STRUCTURE for candidate(s) who have not applied for appearing at the Year-end examination/Semester-end examination within the time limit notified by the University. Those candidates shall have to forward/get their application for appearing at Year-end examination/Semester-end examination inward through the Dean of the Faculty/Principal of the college/Head of the Institution to the University with a REVISED LATE FEE STRUCTURE as follows:

- **The following "Late fees" structure shall be added under O.261:**

Serial Number	Duration under levying Late Fee	Amount (₹)	Empowering Rule for allowing Acceptance of Examination Form with Late Fees
1.	<u>10 Days Prior</u> to commencement of University Examination	₹2,000/-	Dean/Principal
2.	<u>07 Days Prior</u> to commencement of University Examination	₹4,000/-	Dean/Principal
3.	<u>03 Days Prior</u> to commencement of University Examination	₹8,000/-	Vice-Chancellor/ Pro-Vice-Chancellor

The application form(s) for appearing at the Year-end examination/Semester-end examination **should not be entertained and forwarded by the Faculty/College, after the lapse of above specified stipulated period.**

Dean/Principal/Head of the Faculty/College/Institution are hereby requested to state the reason(s) and clear recommendation(s) stating the special

circumstances under which the application for appearing at Year-end examination/Semester-end examination should be accepted within the time frame specified above (i.e. 10 days prior/07 days prior/03 days prior to commencement of examination).

Provided however that application forms for appearing in an ensuing examination shall be accepted without any late fees within ten days of the declaration of the result of students who have either;

- (i) Appeared at the examination held during the second half of the previous year/semester or
- (ii) Appeared at first half of the same year/semester and whose results are not declared or
- (iii) A candidate whose result is declared after re-assessment.

The detailed examination time-table for all Practical, Clinical, Oral, Viva-voce and Term Work Examinations as the case may be, shall be notified to the candidates by the Deans or the Heads of the Institutions concerned with prior intimation to the University Office.

Notes:

1. The Deans of Faculties and Heads of Institutions shall send the application forms to the Registrar on the fixed dates. They should fix any earlier date for receiving the forms and paying of fees for their students according to their convenience.
2. Examination fees once paid shall not be refunded except in the circumstances mentioned in the relevant Ordinance 285.
3. Where a candidate for either M.D. or the M.S. examination is not permitted to appear for the Written, Practical and Oral examination, on the ground that the dissertation submitted by him under the rules for the examination has not been accepted by the examiner, the candidate when reappears for the examination will have to pay half of the prescribed fees only, provided that he/she reappears within two years since his application for appearing in the aforesaid examination was rejected.
4. No fee in respect of providing a writer or a Junior Supervisor be charged from a blind student taking the University examination and that suitable type of writers to the blind students be provided by the Senior Centre Supervisors at the request or such students as per the existing rules and that such writers or

the Junior Supervisors employed for this purpose be paid at the existing rates in force from the examination Budget of the University.

Deans of the faculties/Principals of the colleges and Heads of the institutions are hereby requested to bring the contents of this addition to the notice of all candidates and all concerned employees.

Any aspirant candidate failing to observe the above specified stipulated period (i.e. 10 days prior/07 days prior/03 days prior to commencement of examination) for filing an application for Year-end examination/Semester-end examination, shall in no case whatsoever be allowed to appear at the concerned Year-end examination/Semester-end University examination.

The content of the present notification shall be made effective with effect from the First half examinations of Academic Year 2013-2014.

Sd/-
Deputy Registrar (Examinations)
For Registrar (OSD)

- Copy to,
1. PS to VC / OSD (R)
 2. All Sections of the University Office – For information, record and implementation.
 3. Hon. Director, Computer Centre – With a request to upload the same on University Website.
 4. Concerned Official at Exam Section – Along with OP's