



# THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

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EX6/1237

Date: 19/08/2019

## EXAMINATION LATE-FEE/DURATION NOTIFICATION

To,  
The Deans of the Faculties and The Principals of the Colleges,  
The Maharaja Sayajirao University of Baroda,  
Vadodara.

Subject: Revised O.261 related with Late Fees Structure for Year-end/Semester-end Examination Fees, Duration of Payment of Examination Fees.

Reference: (1) Syndicate Resolution Number 24 dated 31/07/2019.  
(2) This office Notification No. EX/3428 dated 16, February 2013.

The Examination fees are collected through respective Faculties/Colleges as per O.261. The University has also introduced collection of the Examination fees payment just at the time of admission to respective year of the Programme and refund of the Examination fee as per revised O.265 vide SR-34 dated 24/10/2018.

The Examination fees for only Repeater/Never Appeared students are to be collected across the counter at the concerned Faculty/College. As per SR-24 dated 31/07/2019, the following Examination Late-fee structure and duration is approved by the Syndicate:

Sr. No.	Duration for levying Late Fee	Amount (₹)	Empowering Rule for allowing Acceptance of Examination Form with Late Fees
1.	<b>Before 10 Working Days</b> Prior to commencement of University Examination	<b>Normal Fees</b> (i.e. Without Late Fees)	Dean/Principal
2.	<b>Between 06 to 10 Working Days</b> Prior to commencement of University Examination	₹500/-	Dean/Principal
3.	<b>Between 02 to 05 Working Days</b> Prior to commencement of University Examination	₹2,000/-	Vice-Chancellor/ Pro-Vice-Chancellor

The Examination 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 of the Faculty/Principal of the College/Head of the Institution are hereby requested to state the reason(s) and clear recommendation(s) stating the special circumstances under which the Examination form for appearing at Year-end examination/Semester-end examination should be accepted within the time frame specified above (i.e. 06 days prior/02 days prior to commencement of examination).

Provided however that Examination forms for appearing in an ensuing examination shall be accepted without any late fees for students who have either;

**(a)** Appeared at the University examinations but the earlier result is either declared late or declared erroneously which entails the candidate to appear for an immediate succeeding Examination

OR

**(b)** A candidate whose result is declared after Verification/Re-assessment/Inspection of answer-books which entails the candidate to appear for an immediate succeeding Examination.

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

Notes:

- (i) The Deans of the Faculties/Principals of the Colleges shall have to forward the Examination forms to the Registrar on the fixed dates prior to commencement of Examinations. They should fix any earlier date for receiving the Examination forms and payment of Examination fees for their students according to the pre-notified schedule.
- (ii) 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/her 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/her Examination form for appearing in the aforesaid examination was rejected.
- (iii) 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 revision in O.261 to the notice of all concerned employees and the students of the Faculty/College/Institution concerned.

Any aspirant candidate failing to observe the above specified stipulated period (i.e. 06 days prior/02 days prior to commencement of examination) for filing an Examination form 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.

Vice-Chancellor/Pro Vice-Chancellor is authorized for any relaxation in one or any conditions stipulated hereinabove with the remarks thereto will be recorded in writing.

The content of the present notification shall be made effective with immediate effect i.e. from the Examinations of October-2019 and Onwards. This revision will supersede the Notification EX/3428 dated 16, February 2013.

**Sd/-**

Deputy Registrar (Examinations)  
For Registrar (I/c.)

Copy to:

1. PS to VC/R(I/c.)
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. All Examination officials,
5. Students' Facilitation Center,
6. SR File
7. Concerned Official at Exam Section – Along with OP's