

PAMPHLET NO. 14

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA



(Hand-Book referred to herein is the University
Hand-Book Part-II, 1984 edition)

ORDINANCES

- 1 – A** Addition/substitution/amendment in the Statement A – Powers Delegated to the Administrative Officers under O.31 on Page Nos. 418 to 428 of Hand-book Part-II 1984 and subsequently amended/added vide Pamphlet Nos. 2, 5, 9.
(S.R. No. 37 of 30-12-1995)

STATEMENT – A

POWERS DELEGATED TO THE ADMINISTRATIVE OFFICERS

GENERAL

Powers delegated to the Registrar, Deans of the Faculties, Principals of the Colleges, Heads of the Institutions and the Vice-Chancellor/Pro-Vice-Chancellor of the Maharaja Sayajirao University of Baroda.

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
1.	Appointment permanent.	Subordinates upto the grade Class IV servants	As in Col. No. 3.	As in Col. No. 3.	On sanctioned posts, subject to following prescribed procedure.

Section	Item	Registrar	Dean or Principal or * Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
2.	Appointment Officiating Substitutes.	Subordinates upto the grade of a Clerk.	As in Col. No. 3	All grades.	For temporary vacancies for sanctioned non-teaching posts. There should be budget provision.
3.	Appointment Acting/Temporary.	—	—	Upto the grade of a Lecturer and equivalent in non-teaching	Such Appointments are to be made on the sanctioned posts, for a period of one year or till selection for the post is made, whichever is earlier. Such appointments, when made, be reported to the Syndicate.
4.	Acting Allowance.	All subordinates of non-teaching Staff.	All subordinates of non-teaching Staff.	All subordinates.	According to rules.
5.	Other allowances sanctioned in the budget.	Has power.	As in Col. No. 3.	Has power	According to rules.
6.	Transfer.	—	—	For all subordinates in non-teaching and for teaching upto Lecturer.	—
7.	Grade increments.	All subordinates.	As in Col. No. 3.	For all subordinates.	According to rules. Orders to be passed in a special form prescribed for this purpose.
7A.	Permitting to cross the Efficiency Bar.	All subordinates of non-teaching staff in the University Office.	All subordinates in non-teaching and upto lecturer in teaching posts.	Full power	Before releasing E.B. the Confidential Reports of at least last three years must be good.
8.	Withholding increment.	Upto and including cadre of Superintendent and equivalent in non-teaching.	As in Col. No. 3	All subordinates.	On the recommendation of an Inquiry Committee appointed for that purpose.
9.	Sanctioning due leave & duty leave according to rules.	All due leave to all subordinates.	As in Col. No. 3.	As in Col. 3.	—

Section	Item	Registrar	Dean or Principal or * Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
10.	Resignation.	Subordinates Upto the grade of Superintendent or equivalent.	As in Col. No. 3. recommends only.	Subordinates upto Lecturer's grade and its equivalent in non-teaching.	Subject to procedure prescribed by the University.
11.	Disciplinary Action :				
(a)	Fining	Rs. 10/- upto subordinates in the grade of a Clerk.	As in Col. No. 3.	For all subordinates.	According to rules.
(b)	With-holding salaries.	Subordinates upto Superintendent or equivalent for one month.	* Subordinates Upto and including the grade of Superintendent or equivalent for one month.	Full power for all Subordinates.	* On the recommendation of an Inquiry Committee appointed for that purpose only 50% of the salary to be withheld.
(c)	Recovery of financial and property of loss to University.	For all subordinates.	As in Col. No. 3.	For all subordinates.	—
(d)	Suspension from service.	Subordinates upto the grade of a Superintendent and equivalent for three month.	As in Col. No. 3.	For all subordinates.	To be ratified by the appointing authority, within three months.
(e)	Dismissal	-	-	-	Appointing authority according to rules.
12.	All types of Voluntary retirement and retirement on completion of age.	Subordinates upto the grade of Class IV Servants.	-	For all subordinates.	According to rules.

* Due changes as above be made in the powers delegated to other Officers by replacing posts in place of salaries wherever they occur

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
13.	Sanctioning purchase of articles etc. or execution of works from different grants provided in the budget by open auction or by inviting tenders or quotations.	Has powers upto Rs. 15,000/-	Has powers upto Rs. 15,000/-	Has powers upto Rs. 30,000/-	Articles of fixed specifications obtainable from firms of repute at printed price on their published trade terms can be purchased without auction or inviting quotations under this power section with previous approval of the Vice-Chancellor and also all directives of Syndicate and Head Office as and when issued should be followed.
14.	Sanctioning purchase of articles etc. or execution of works from different grants provided in the budget without open auction or inviting quotations.	Has powers upto Rs. 2,000/-	Has powers upto Rs. 2,000/-	Has powers upto Rs. 10,000/-	Reasons for doing so should be mentioned in sanction order.
15.	Sanctioning payment of demurrage and wharfage.	Upto Rs. 500/-	As per Col. No. 3	Upto Rs. 10,000/-	-
16.	Writing off old use-less and surplus dead stock articles, books, apparatus etc.	Each article not costing more than Rs. 1,000/- and total upto Rs. 15,000/- at a time but not more than two times in a financial year.	As per Col.No. 3	1-Each article costing more than Rs. 15,000/- to Rs. 30,000/- 2-Between Rs. 30,001/- to Rs. 75,000/-	As per criteria. On the recommendation of the Scrutiny Committee appointed by the Vice-Chancellor.
16A.	Sanctioning the sale by public auction or tenders of the written off articles, surplus materials, grass, trees, etc.	Each article not costing more than Rs. 1,000/- total upto Rs. 15,000/- at a time but not more than two times in a financial year.	As per Col. No. 3	As above in 16.	As above in 16.
16B.	Writing off and or waiving the recovery of the value of property, money lost, over payments, outstanding due and all other items having money value.	Rs. 700/-	Rs. 700/-	Has power upto an amount not exceeding Rs. 3,500/- in each case.	This is applicable only to cases not indicating a defect of system, the recover generated by the action of which requires the order of higher authorities or serious negligence or fraud on the part of individual.

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
17.	Sanctioning the sale of the written-off surplus materials like grass, trees empty bottles, News-papers, etc. without auction or tenders.	Rs. 1,000/-	Rs. 1,000/-	Rs. 10,000/-	Reasons for doing so should be mentioned in the order.
18.	Sanctioning destruction of written-off articles, books, forms etc. which fetch no value at an auction or in tenders.	Rs. 700/-	Rs. 700/-	Rs. 7,000/-	Reasons for doing so should be mentioned in the order.
19.	Condoning the recovery of cost of the lost or damaged articles.	Upto Rs. 250/-	As in Col. No. 3.	Rs. 3,000/-	Reasons for doing so should be mentioned in the order.
20.	Transfer of dead-stock articles.	-	Has power	Has power	Deans have power to transfer within the Faculty with proper entries in Dead-stock Register in consultation with concerned Heads.
21.	Sanctioning diaries of work of employees on tour.	Employees of the University Office.	Employees of the Faculty/ Institution.	Dean/Head of the Institutions and Registrar	-
22.	Sanctioning of bills for purchase of articles or payment of works or items for which due sanction has been obtained and for which there is due budget provision.	For the University office	For their respective Faculty/ Institutions	As above in 21.	-
23.	Assignment of sanctioned free-student-ships, scholarships, fellowships.	-	Has power.	Has power.	According to relevant Ordinances, Rules prescribed if any.
24.	Sanctioning estimates of any kind of work.	Upto Rs. 10,000	As per Col. No. 3	Rs. 35,000/-	-

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice- Chancellor	Remarks
1	2	3	4	5	6
25.	Sanctioning to undertake a work departmentally.	Upto Rs. 10,000/-	As per Col. No. 3.	Rs. 35,000/-	—
26.	Giving completion certificates for original or repairs works.	Upto works of Rs.2,000/-	As in Col. No. 3.	Rs. 10,000/-	—
27.	Reappropriation from one head to another head of the same Institution.	Rs. 2,000/-	Rs. 2,000/-	Rs. 10,000/-	Provided that there is no transfer from budget head of establishment to any other budget head in any case.
28.	Sanctioning imprest.	Upto Rs. 500/-	—	Upto Rs. 1,000/-	—
29.	Sanctions for urgent items not specified above.	—	—	Has power.	—
30.	Sanctioning an advance.	Rs. 1,000/-	Rs. 2,000/-	Upto the budgetted amount.	—
31.	Deputing an employee to go to outside places in India to attend meetings or bodies or committees appointed by the Central or State Government or other Universities or academic bodies and to sanction expenditure thereof.	—	—	Has power.	—
32.	To depute an employee to go to outside the Head quarter within Gujarat and in India for University work with travelling and halting allowance as per rules.	Has power for all Sub-ordinate, with In Guj. State.	As per Col. No. 3.	Has power, for within India.	Subject to the provision in the Budget of the respective Faculties/ Institutions/Projects etc.
a.	To depute teaching staff and other employees to accompany students on Educational Tours with T.A. and H.A. as per rules.	Has power for all subordinates in University Office.	Has power. for all subordinate	Has power.	Subject to the Budget provision under Project/ Schemes/ Departments.

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice- Chancellor	Remarks
1	2	3	4	5	6
b.	To depute the subordinate research staff and fellows and employees for field work pertaining to the respective research schemes with T.A. and H.A. as per the rules concerned from the grants sanctioned to the respective fellows, scheme etc.	Has power. for all subordinate in the University Office.	Has power. for all subordinates	Has power.	-
33.	Inviting distinguished scholars or experts in different subjects to give lectures or demonstrations in the University and sanctioning the expenditure from the grant provided in the University Office budget in the different budget heads of University and various funding Agencies	-	-	Has power.	-
34.	Inviting Visiting Professors, Lecturers, demonstrators or performers, part-time teachers, etc. and sanctioning the expenditure from the grants provided in the Faculties and Institutions under the head "Visiting Professors" or "Part-time Teachers".	-	-	Has power.	-
34.A	Inviting Visiting Professor/Lecturer and sanctioning expenditure against Vacant post of Professor/Reader/Lecturer.	-	-	Has power.	-

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice- Chancellor	Remarks
1	2	3	4	5	6
35.	Giving permission to employees to accept outside work and permit them to receive remuneration.	—	—	Has power.	—
a.	Giving permission to employees to accept examinership of other Universities or of Government, Private bodies and receive remuneration thereof.	Has power for all subordinates.	Has power for all subordinates.	Has power for all subordinates.	—
36.	To appoint two employees to hold additional charge a single post by splitting up the work attached to the post between them and to sanction payment of proportionate allowance to both.	Has power for all subordinates	As per Col. No. 3.	Has power.	—
37.	To depute an employee appointed in one institution to work in another institution.	—	—	Has power	—
38.a.	To engage pleaders, solicitors, etc. on behalf of the University.	—	—	Has power.	—
b.	To sanction necessary law charges and remuneration to pleaders, solicitors etc.	—	—	Has power.	—
39.	Creation of temporary non-teaching posts.	—	—	Has power upto the amount sanctioned for temporary staff.	—
40.	To fix the qualification for the different categories of non-teaching posts (transferable and Non-transferable)	—	—	Has power.	—
41.	To Purchase Vehicle	—	—	Has power	Subject to Budget Provision

Section	Item	Registrar	Dean or Principal or *Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
42.	To Engage daily workers and to make payments.	Has power for University Office.	As in Col No. 3.	Has full power	As per Minimum Wages Act and also subject to Budget Provisions.
43.	To accept financial assistance for Project Schemes, Seminar, Conference, Workshop etc. to be received from different funding agencies.	—	—	Has power upto Rs. 3 lakhs.	—
44.	Permit to open Bank a/c. of the Project, Schemes, Conference, Seminar, Workshop etc. and designate officers, teachers and employees of the University to operate the account.	—	—	Has power	—
45.	To accept donation in Cash or kind for the University	—	—	Has power	—
46.	To accept the Gold Medals, Prizes, Scholarships etc. and its conditions there of.	—	—	Has power	—
47.	Hiring of furniture, P.A. System, Pandal, etc. for University functions.	Upto Rs. 10,000/-	As per Col. No. 3	Has power	Subject to availability of funds.
48.	Installation of New Telephone/Fax Connection.	—	—	Has power	—
49.	To invest fund received by way of endowments etc.	—	—	Has power upto Rs. 10 lakhs at a time.	—

* Head means Heads of recognised institutions

The following Officers are delegated powers as per Column No. 4 of the Statement of Powers A :

1. Chief Warden, Halls of Residence.
2. Head, Department of Archaeology and Ancient History, Faculty of Arts.
3. Superintendent, Chetan Balwadi, Faculty of Home Science.
4. Director of Physical Education.
5. Principal, Sanskrit Mahavidyalaya.

6. Co-ordinator, General Education Department.
7. Counsellor, Student's Counselling Centre, Baroda.
8. Superintendent, Botanical Gardens.
9. Principal, University Experimental School.
10. Chief Medical Officer, University Health Centre.
11. The Director of Research Schemes in the University who have clerical assistance are delegated powers as per Col. 4 of the Statement of powers A unless otherwise directed by the Syndicate. The Syndicate may also permit the relaxation in cases of such schemes having frequent extensive/ prolonged field work.
12. Honorary Director, National Service Scheme.
13. Head, Computer Centre.
14. Officer on Special Duty (V. & S.)
15. Director, I.A.S. Training Centre.

1 – B Substitution of Sr. no. 6, 6-A and 7 of the Power-Statement 'A' under heading 'Powers delegated to the Manager, M. S. University Press' O.31 on Page No. 428 of Hand-Book Part-II 1984 and subsequently added vide Pamphlet No. 9. (S.R. No. 49 of 27-2-96)

Sr. No. 6, 6-A and 7 has been substituted to read as under :

6. To purchase goods or articles etc. or Execution of works from different grants provided in the budget **worth upto Rs. 5,000/- without inviting quotations.**
 - 6-A Sanctioning purchase of articles etc. or execution of works from different grants provided in the budget by inviting tenders or quotations upto Rs. 15,000/- .
 7. To purchase of goods **OR spare parts of the fixed OR Standard specification** from manufacture OR their representative **OR from reputed firms** at printed price **on their published trade terms if any**, upto a limit of Rs. 15,000/- **without quotations.**
- 2. Addition/substitution in O.198 B under the head Faculty of Technology and Engineering and Polytechnic on Page nos. 164 and 181 respectively of Hand-Book Part II 1984 subsequently substituted/amended/added vide Pamphlet Nos. 1, 2, 7, 8, 11 and 13. (S.R. No. 69 of 20-6-95)**
- A. The following Note – 3 after the Note – 2 under the prescribed qualifications for the post of Readers in Faculty of Technology and Engineering has been added to read as under :
- Note 3 : – The Candidates having B.E. Ist class and minimum 10 years of experience in Teaching/Research/Industry/Profession with recognised work will also be considered eligible to apply for the positions.**

- B. The qualifications for the post of Professors in Applied Science/Pharmacy in the Faculty of Technology and Engineering has been amended to read as under :

An eminent Scholar with published work of high quality, actively engaged in research with 10 years of experience in Post-graduate teaching and/or research at the University/National level institutions, including experience or guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

- C. The qualifications for the post of **Head of the Department of Polytechnic** has been amended to read as under :

Essential :

- (i) First Class Master's Degree in Engineering /Technology in appropriate branch of study.

OR

Ph.D. Degree in appropriate branch in Humanities/Sciences.

- (ii) 5 years experience in teaching/industry/research at the appropriate level.

Note – 1. Candidates from industry/profession with recognised professional work equivalent to Master's Degree or Ph.D. Degree as the case may be, will also be eligible.

2. The Candidates having B.E. Ist Class and minimum 10 years of experience in Teaching/Research/Industry/Profession with recognised work will also be considered eligible to apply for the positions.

Desirable :

Ph.D. Degree in Engineering/Technology

OR

Post Doctoral work in the case of teaching posts in Humanities and Sciences.

3. **Deleting the words 'and the action taken be reported to the Syndicate for information' occurring at the end in the last line of 0.202 (g) on Page No. 202 of Hand-book Part-II 1984 and subsequently amended/substituted vide Pamphlet Nos. 2, 5 and 9.**

(S.R. No. 3 (10) of 27-2-96)

The words ' and the action taken be reported to the Syndicate for information' appearing after the word 'concerned' at the end of the sentence be deleted and 'Full Stop' (.) be added after the word 'concerned'.

4. **Amendment of Clause 2.1 of O.209 Duty Leave on Page No. 217 of Hand-book Part-II 1984 subsequently revised vide Pamphlet No. 11 and amended vide Pamphlet No. 13.**

(S.R. No. 2 (2) of 17-6-95)

Clause 2.1 of O.209 has been amended to read as under :

2.1 The employee who is regularly appointed either on probation or on confirmed basis or on temporary basis but completed 5 years continuous service without break in the University services.

Provided further that in exceptional case not covered in the above para and in the interest of the public at large and University in particular e.g. for attending Training course/refresher course in N.C.C. and similar defence related programmes, the Syndicate may grant duty leave as a special case.

5. **Amendment of Clause No. 3 of O.212-B on Page Nos. 224-225 of Hand-Book Part II 1984 subsequently amended vide Pamphlet No. 5** (S.R. No. 3(1) of 30-12-95)

Clause No. 3 of O.212-B has been amended to read as under :

(3) In addition, the **Vice-Chancellor** may in deserving cases grant Special Leave on full pay upto the maximum period of one year and subsequently for a further maximum one year on half-pay subject to the recommendation of the Medical Officer on the line of the Govt. directives for the same.

6. **Substitution of Clause 3 (a) of O.225 on Page No. 238 of Hand-Book Part-II 1984 subsequently substituted vide Pamphlet No. 1** (S.R. No. 11 of 30-9-95)

Clause 3 (a) of O.225 has been substituted to read as under :

(3)(a) The ceiling of the income of the parents/guardians be **Rs. 25,000/- p.a. or as amended by the State government from time to time.**

7. **Substitution of O.260-B on Page No. 274 of Hand-Book Part-II 1984 and subsequently substituted vide Pamphlet No. 5.** (S.R. No. 3 (15) of 27-2-96)

O.260-B has been substituted to read as under :

In addition to **actual** travelling allowance and **conveyance changes**, the members of the Senate, Syndicate or other authorities of the University or Committees appointed by the University other than examiners and members of the Staff will be entitled to receive a halting allowance of Rs. 80/- per day for the date of meeting plus days of journey.

Notwithstanding anything mentioned above, Vice-Chancellor/Pro-Vice-Chancellor shall have the power to decide any matter under this Ordinance looking to the needs of the each case.

8. **Amendment of O. 261 on Page No. 284 to 298 of H.B. Pt. II 1984 and subsequently added / deleted / amended vide Pamphlet Nos. 1, 2, 9 and 11.**
(S.R. No. 33 of 30-12-95)

All examination, admission to which is dependent on candidates applying in the prescribed forms by the appointed time, with prescribed certificates and paying to the Registrar the prescribed fees as specified below through the Deans of Faculties and Heads of Institutions, alongwith the counterfoils issued by the office of the Dean/Head and duly signed by the candidates concerned in presence of the Deans or the Heads of the Institutions concerned or otherwise as the Syndicate may direct shall be held, commencing on the dates to be fixed by Vice-Chancellor for each examination season :-

Sr. No.	Examination	How many times held in a year	Examination fees including the fees for Marksheets in Rs.
1	2	3	4

I FACULTY OF ARTS

1.	F.Y.B.A.	Twice	80/-
2.	S. Y. B. A. (Major & Minor)	Twice	90/-
3.	B. A. (Final)	Twice	110/-
4.	M. A. Part I	Twice	120/-
5.	M. A. Part II	Twice	120/-
6.	Bachelor of Library and Information Science	Once	135/-
7.	Master of Library and Information Science	Once	150/-
8.	Diploma in German Language (U.G.)	Once	100/-
9.	Post Diploma in German Language	Once	150/-
10.	Diploma in French (U.G.)	Once	100/-
11.	Diploma in Russian Language (U.G.)	Once	100/-
12.	Post Diploma in Russian Language and Literature	Once	150/-

13.	Diploma in Linguistics (PG.)	Once	150/-
14.	Diploma in Modern Arabic (U.G.)	Once	100/-
15.	Diploma in Modern Persian (U.G.)	Once	100/-
16.	Visharad	Once	80/-
17.	Shastri	Once	110/-
18.	Acharya	Once	120/-

II. FACULTY OF SCIENCE

1.	F. Y. B.Sc.	Twice	90/-
2.	S.Y.B.Sc. (B.Sc. Subs.)	Twice	100/-
3.	B.Sc. (Principal) - Final	Twice	125/-
4.	M.Sc. (Previous)	Twice	150/-
5.	M.Sc. (Final)	Twice	150/-
6.	M.Sc.(Applied Geology)	Once	200/-
7.	Second Year M.Sc.(Evening Course)	Once	150/-
8.	Fourth Year M.Sc. (Evening Course)	Once	150/-
9.	Diploma in Laboratory Techniques	Once	110/-
10.	Post M.Sc. Diploma in Nutritional Bio-Chemistry	Once	200/-
11.	Post-graduate Diploma in Cartography	Once	150/-
12.	Post B.Sc. Diploma in Laboratory Techniques	Once	150/-

III. FACULTY OF EDUCATION & PSYCHOLOGY

1.	Bachelor of Education	Twice	135/-
2.	Master of Education	Once	300/-
3.	Professional Diploma in Educational Management	Once	150/-
4.	Post-graduate Diploma in Human Resource Development (P.G.Diploma H.R.D.)	Once	200/-
5.	Post-graduate Diploma in Clinical and Community Psychology	Once	200/-

IV . FACULTY OF COMMERCE

1.	Diploma in Co-operation (U.G.)	Once	100/-
2.	F. Y. B.Com	Twice	90/-
3.	S. Y. B.Com	Twice	90/-
4.	B. Com. (Final)	Twice	110/-
5.	M.Com. (Previous)	Twice	120/-
6.	M.Com. (Final)	Twice	120/-
7.	Diploma in Banking (P.G.)	Twice	150/-
8.	Diploma in Co-operation (P.G.)	Twice	150/-

V. FACULTY OF MEDICINE

1.	First M. B.B.S.	Twice	125/-
2.	Second M.B.B.S.	Twice	130/-
3.	Final M.B.B.S.	Twice	150/-
4.	F.Y.B. Physiotherapy	Twice	125/-
5.	S.Y.B.Physiotherapy	Twice	130/-
6.	T. Y. B. Physiotherapy	Twice	150/-
7.	M.D.	Twice	350/-
8.	M. S.	Twice	350/-
9.	M.Ch. (Plastic Surgery)	Twice	350/-
10.	M.Sc. (Medical) Part I	Twice	300/-
11.	M.Sc. (Medical) Part II	Twice	300/-
12.	D.O.	Twice	300/-
13.	D.A.	Twice	300/-
14.	D. L. & O.	Twice	300/-
15.	D. M. R. D. Part I	Twice	300/-
16.	D. M.R.D. Part II	Twice	300/-
17.	D. M.R.T. -Part I	Twice	300/-
18.	D. M. R.T.- Part II	Twice	300/-

19.	D.C.H.	Twice	300/-
20.	D.V. & D.	Twice	300/-
21.	T.D.D.	Twice	300/-
22.	D.C.P.	Twice	300/-
23.	D.P.H.	Twice	300/-
24.	D.G.O.	Twice	300/-
25.	D.I.H.	Twice	300/-

VI. FACULTY OF TECHNOLOGY & ENGINEERING

1.	I Sem. of F.Y. Diploma (C.M.E.)	Twice	75/-
2.	II Sem. of F.Y. Diploma (C.M.E.)	Twice	75/-
3.	I Sem. of S. Y. Diploma (C.M.E.)	Twice	80/-
4.	II Sem. of S.Y. Diploma (C.M.E.)	Twice	80/-
5.	I Sem. of Final Year D.C.E.	Twice	100/-
6.	I Sem. of Final Year D.M.E.	Twice	100/-
7.	I Sem. of Final Year D.E.E.	Twice	100/-
8.	II Sem. of Final Year D.C.E.	Twice	100/-
9.	II Sem. of Final Year D.M.E.	Twice	100/-
10.	II Sem. of Final Year D.E.E.	Twice	100/-
11.	I Sem. of Final D.C.E. -EDC	Twice	100/-
12.	I Sem. of Final D.M.E. -EDC	Twice	100/-
13.	I Sem. of Final D.E.E. -EDC	Twice	100/-
14.	II. Sem. of Final D.C.E. -EDC	Twice	100/-
15.	II Sem. of Final D.M.E. -EDC	Twice	100/-
16.	II Sem. of Final D.E.E. E D C	Twice	100/-
17.	I Sem. of First Year Diploma (PCT)	Twice	75/-
18.	II Sem. of First Year Diploma (PCT)	Twice	75/-
19.	I Sem. of Second Year Diploma (PCT)	Twice	80/-
20.	II Sem. of Second Year Diploma(PCT)	Twice	80/-
21.	I Sem. of Final Year Diploma (PCT) Petroleum	Twice	100/-

22.	I Sem. of Final Year Diploma (PCT) -Plastic	Twice	100/-
23.	ISem. of Final Year Diploma (PCT) -Fertilizer	Twice	100/-
24.	II Sem. of Final Year Diploma (PCT) Petroleum	Twice	100/-
25.	II Sem. of Final Year Diploma (PCT) -Plastic	Twice	100/-
26.	II Sem. of Final Year Diploma (PCT) -Fertilizer	Twice	100/-
27.	I Sem. of Post Diploma in Refrigeration and Air Conditioning	Twice	150/-
28.	II Sem. of Post Diploma in Refrigeration and Air Conditioning	Twice	150/-
29.	I Sem. of F.Y.D.T.T.	Twice	75/-
30.	II Sem. of F.Y.D.T.T.	Twice	75/-
31.	ISem. of S.Y.D.T.T.	Twice	80/-
32.	II Sem. of S. Y. D.T.T.	Twice	80/-
33.	I Sem. of F.Y. D.T.C.	Twice	75/-
34.	II Sem. of F.Y. D.T.C.	Twice	75/-
35.	I Sem. of S.Y. D.T.C.	Twice	80/-
36.	II Sem. S. Y.D.T.C.	Twice	80/-
37.	I Sem. of Final Year D.T.C.	Twice	100/-
38.	I Sem. of D.T.C. (after passing B.Sc.) B.Sc. D.T.C	Twice	100/-
39.	I Sem. of Final Year D.T.T.	Twice	100/-
40.	II Sem. of Final Year D.T.C.	Twice	100/-
41.	II Sem. of D.T.C. (after passing B.Sc.) -B.Sc. -D.T.C.	Twice	100/-
42.	II Sem. of Final Year D.T.T.	Twice	100/-
43.	I Sem. of F.Text (Engg. & Tech.)	Twice	90/-
44.	II Sem. of F. Text (Engg. & Tech.)	Twice	90/-
45.	I Sem. of S. Text (Engg. & Tech.)	Twice	90/-
46.	II Sem. of S. Text (Engg. & Tech.)	Twice	90/-

47.	I Sem. of T. Text (Engineering)	Twice	120/-
48.	I Sem. of T. Text (Technology)	Twice	120/-
49.	II Sem. of T. Text (Engineering)	Twice	120/-
50.	II Sem. of T. Text (Technology)	Twice	120/-
51.	I Sem. of B. Text (Engineering)	Twice	120/-
52.	I Sem. of B. Text (Technology)	Twice	120/-
53.	II Sem. of B. Text (Engineering)	Twice	120/-
54.	II Sem. of B. Text (Technology)	Twice	120/-
55.	ISem. of B.E. I (CME, Chem, Met, Electro, Comp. Sci. IE, IWM)	Twice	90/-
56.	II Sem. of B.E. I (CME, Chem, Met, Electro, Comp. Sci. IE IWM)	Twice	90/-
57.	I Sem. of B.E. II (CME, Chem, Met. Electro, Comp. Sci. IE IWM)	Twice	90/-
58.	II Sem. of B.E. II (CME, Chem, Met, Electro, Comp. Sci. IE, IWM)	Twice	90/-
59.	ISem. of B.E. III (CME, Chem, Met, Electro, Comp. Sci. IE, IWM)	Twice	90/-
60.	II Sem. of B.E. III (CME, Chem, Met. Electro, Comp. Sci, IE, IWM)	Twice	120/-
61.	I Sem. of B.E. IV (CME, Chem, Met Electro., and Inst. Specialisation, Comp. Sci, IW, IWM)	Twice	120/-
62.	II Sem. of B.E. IV (CME, Chem. Met. Electro. and Inst. Specialisation, Comp. Sci. IE. IWM)	Twice	120/-
63.	I, Sem. of B.E. I (Electronics) (Post B.Sc.)	Twice	90/-
64.	II Sem. of B.E. I (Electronics) (Post B.Sc.)	Twice	90/-
65.	I Sem. of B.E. II (Electronics) (Post B.Sc.)	Twice	120/-
66.	II Sem. of B.E. II (Electronics) (Post B.Sc.)	Twice	120/-
67.	I Sem. of B.E. III (Electronics and Inst. Specialisation) – (Post B.Sc.)	Twice	120/-
68.	II Sem. of B.E. III (Electronics and Inst. Specialisation) – (Post B.Sc.)	Twice	120/-

69.	M.E. (CME, Chem. Met.) Part I.	Twice	150/-
70.	M.E. (CME, Chem. Met.) Part II	Twice	150/-
71.	M.E. (CME, Chem. Met.) Part III (Dissertation only)	Twice	150/-
72.	M.Text. (Engg.) Part I	Twice	150/-
73.	M.Text. (Engg.) Part II	Twice	150/-
74.	M.Text. (Engg.) Part III (Dissertation only)	Twice	150/-
75.	I Sem. of M.Sc. (Applied Physics)	Twice	120/-
76.	II Sem. of M.Sc. (Applied Physics)	Twice	120/-
77.	III Sem. of M.Sc. (Applied Physics)	Twice	120/-
78.	IV Sem. of M.Sc. (Applied Physics)	Twice	120/-
79.	I Sem. of M.Sc. (Applied Mathematics)	Twice	120/-
80.	II Sem. of M.Sc. (Applied Mathematics)	Twice	120/-
81.	III Sem. of M.Sc. (Applied Mathematics)	Twice	120/-
82.	IV Sem. of M.Sc. (Applied Mathematics)	Twice	120/-
83.	I Sem. of M.Sc. (Applied Chemistry)	Twice	120/-
84.	II Sem. of M.Sc. (Applied Chemistry)	Twice	120/-
85.	III Sem. of M.Sc. (Applied Chemistry)	Twice	120/-
86.	IV Sem. of M.Sc. (Applied Chemistry)	Twice	120/-
87.	I Sem. of B.Pharm I	Twice	90/-
88.	II Sem. of B.Pharm I	Twice	90/-
89.	I Sem. of B.Pharm II	Twice	90/-
90.	II Sem. of B.Pharm II	Twice	90/-
91.	I Sem. of B.Pharm III	Twice	90/-
92.	II Sem. of B.Pharm III	Twice	120/-
93.	I Sem. of Final Year B.Pharm	Twice	120/-
94.	II Sem. of Final Year B.Pharm	Twice	120/-
95.	I Sem. of M.Pharm I	Twice	150/-
96.	II Sem. of M.Pharm I	Twice	150/-
97.	I Sem. of M.Pharm II	Twice	150/-

98.	II Sem. of M.Pharm II	Twice	150/-
99.	I Sem. of M.Sc. (Tech.) Textile Chemistry	Twice	150/-
100.	II Sem. of M.Sc. (Tech.) Textile Chemistry	Twice	150/-
101.	III Sem. of M.Sc. (Tech.) Textile Chemistry	Twice	150/-
102.	I Sem. of M.Sc. (Tech.) Geotechnology	Twice	150/-
103.	II Sem. of M.Sc. (Tech.) Geotechnology	Twice	150/-
104.	III Sem. of M.Sc. (Tech.) Geotechnology	Twice	150/-
105.	Post Graduate Diploma in Refrigeration and Air Conditioning Part I	Twice	200/-
106.	Post Graduate Diploma in Refrigeration and Air Conditioning Part II	Twice	200/-
107.	Post Graduate Diploma in Low Cost Housing Part I	Twice	200/-
108.	Post Graduate Diploma in Low Cost Housing Part II	Twice	200/-
109.	I Sem. of Post Graduate Diploma in Corrosion Technology	Twice	200/-
110.	II Sem. of Post Graduate Diploma in Corrosion Technology	Twice	200/-
111.	I Sem. of Post Graduate Diploma in Material Testing Technology	Twice	200/-
112.	II Sem. of Post Graduate Diploma in Material Testing Technology	Twice	200/-
113.	I Sem. of Post Graduate Diploma in Solid State Electronics	Twice	200/-
114.	II Sem. of Post Graduate Diploma in Solid State Electronics	Twice	200/-
115.	I Sem. of Post Graduate Diploma in Operations Research	Twice	150/-
116.	II Sem. of Post Graduate Diploma in Operations Research	Twice	150/-
117.	I Sem. of Post Graduate Diploma in Computer Applications	Twice	150/-
118.	II Sem. of Post Graduate Diploma in Computer Applications	Twice	150/-

119.	I Sem. of B. Arch. I	Twice	90/-
120.	II Sem. of B. Arch. I	Twice	90/-
121.	I Sem. of B. Arch. II	Twice	90/-
122.	II Sem. of B. Arch. II	Twice	90/-
123.	I Sem. of B. Arch. III	Twice	120/-
124.	II Sem. of B. Arch. III	Twice	120/-
125.	I Sem. of B. Arch. IV	Twice	120/-
126.	II Sem. of B. Arch. IV	Twice	120/-
127.	I Sem. of Final Year B. Arch.	Twice	150/-
128.	II Sem. of Final Year B. Arch.	Twice	150/-
129.	I Sem. of F.Y. B. Sc. (Tech.) – Textile Chemistry	Twice	100/-
130	II Sem. of F.Y. B. Sc. (Tech.) – Textile Chemistry	Twice	100/-
131.	I Sem. of S.Y. B. Sc. (Tech.) – Textile Chemistry	Twice	100/-
132.	II Sem. of S.Y. B. Sc. (Tech.) – Textile Chemistry	Twice	100/-
133.	I Sem. of Final Year B. Sc. (Tech.) – Textile Chemistry	Twice	120/-
134.	II Sem. of Final Year B. Sc. (Tech.) – Textile Chemistry	Twice	120/-
135.	I Sem. of Final Year B. E. (CME) – PTD	Twice	200/-
136.	II Sem. of Final Year B. E. (CME) – PTD	Twice	200/-
137.	I Sem. of P.G. Diploma in Environmental Science	Twice	200/-
138.	II Sem. of P.G. Diploma in Environmental Science	Twice	200/-
139.	I Sem. of P.G. Diploma in Geotechnic	Twice	200/-
140.	II Sem. of P.G. Diploma in Geotechnic	Twice	200/-
141.	I Sem. of Master of Computer Applications Part I	Twice	150/-
142.	II Sem. of Master of Computer Applications Part I	Twice	150/-

143.	I Sem. of Master of Computer Applications Part II	Twice	150/-
144.	II Sem. of Master of Computer Applications Part II	Twice	150/-
145.	I Sem. of Master of Computer Applications Part III	Twice	150/-
146.	II Sem. of Master of Computer Applications Part III	Twice	150/-

VII – FACULTY OF LAW

1.	First LL.B. (General)	Twice	115/-
2.	Second LL.B. (General)	Twice	125/-
3.	LL.B. (Special)	Twice	140/-
4.	Diploma in Taxation Laws	Twice	90/-
5.	Diploma in Labour Laws	Twice	90/-
6.	LL.M. Part I	Twice	150/-
7.	LL.M. Part II	Twice	150/-

VIII – FACULTY OF FINE ARTS

1.	Diplomas in Fine Arts	Once	100/-
2.	Post-Diploma in Fine Arts (Specialisation)	Once	150/-
3.	B.A. (Fine)	Once	125/-
4.	M.A. (Fine)	Once	150/-
5.	M.A. (Fine) – Museology	Once	150/-
6.	Inservice – P.G. Diploma Course in Museology (Theory)	Once	200/-

IX – FACULTY OF HOME SCIENCE

1.	B.Sc. – (Home)	Twice	125/-
2.	M.Sc. (Home) – Dissertation and Viva-Voce only	Twice	150/-
3.	P.G. Diploma in Early Childhood Care and Education	Twice	150/-
4.	P.G. Diploma in Education & Extension	Twice	150/-
5.	U.G. Certificate Course in Early Childhood Care and Education	Twice	100/-

X – FACULTY OF SOCIAL WORK

1.	M.S.W.	Twice	250/-
2.	Post Graduate Diploma in Industrial Relation & Personnel Management	Twice	200/-

XI – FACULTY OF PERFORMING ARTS

1.	B.P.A. (Music, Dance & Dramatics)	Once	125/-
2.	M.P.A. (Music, Dance & Dramatics)	Once	150/-
3.	D.P.A. (Music, Dance & Dramatics)	Once	100/-
4.	P.D.P.A. (Dramatics Acting)	Once	125/-
5.	P.D.P.A. (Dance -Nattuvangum/Mrudangam)	Once	125/-

XII – FACULTY OF MANAGEMENT STUDIES

1.	Master of Business Administration (M.B.A.)	Once	250/-
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XIII – FACULTY OF JOURNALISM & COMMUNICATION

1.	Bachelor of Communication & Journalism (B.C.J.)	Once	110/-
1.	Ph.D. (In all Faculties)		1500/-
2.	Vachaspati		1500/-
3.	M. Phil. (all Faculties)		1000/- Dissertation 250/- Course Exam.

The application form of a student who is not able to apply within the time limit notified by the University, may be forwarded by the Dean of the Faculty or the Head of the Institution to the University with a late fees of Rs. 50/- within 15 days of the prescribed date and with a late fees of Rs. 100/- if the forms are forwarded fifteen days after the prescribed date but not later than 25 days of the prescribed date. No form will be accepted after the above time limit. The University may accept under orders of the Vice-Chancellor or Pro-Vice-Chancellor an application form of a student under extra ordinary circumstances before 10 days of commencement of the examination if the form is forwarded with a late fees of Rs. 200/- by the Dean of the Faculty or Head of the Institution explaining the special circumstances why the form should be accepted.

Provided however that application forms of students who have appeared at the examination held during the second half of the previous year or first half of the same year and whose results are not declared by the date notified for receiving the forms will be accepted within ten days of the declaration of the result without any late fee.

The programmes for all Practical, Clinical, Oral 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 he reappears for the examination will have to pay half of the prescribed fees only, provided that he 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.

9. **Addition of Clause (g) after Clause (f) in) O.262-A on Page No. 299 of H.B. Pt II 1984. (S.R. No. 33 of 2-5-95)**

Clause (g) after clause (f) in O.262-A has been added to read as under :

(g) In the Faculty of Law students who have failed at the examinations held under Ordinance 262 may be allowed to appear at the examination under new courses without being required to keep terms atresh, provided that the terms kept by a candidate for a particular course of the Law has not lapsed as per rules.

- 10 **Addition in 0.278 on Page No. 303 of H.B. Pt. II 1984 (S.R. No. 55 of 19-6-95)**

The following para has been added in 0.278 after the first para :

“Provided further, that the Syndicate may constitute a Committee to scrutinise these cases with power to hear the students and others concerned and to make appropriate recommendations to the Syndicate “.

11. **Addition of New 0. 290 in H.B. Pt. II 1984 as approved under S.R. No. 21 of 24-11-95.**

Conduct, discipline and appeal rules for the students of the University.

OBJECTIVES :

1. To have harmonious atmosphere on the University Campus.
2. To conduct smoothly the study and teaching work on the campus of the University.
3. To have close and constant Co-ordination between the students, teachers and administration at all levels so as to enable the different authorities to solve the genuine problems of the students.
4. To safeguard the interest of the student community as a whole to enable them to study in a peaceful and harmonious atmosphere.

The following act or acts on the part of students will be considered as indiscipline :

- (a) Disrupt, teaching, study, research or administrative work and or prevent any members of the University and its staff from carrying on his work, or do any act reasonably likely to cause such disruption or prevention.
- (b) Damage or deface any property of the University or do any act reasonably likely to cause such damage or defacing.
- (c) Engage in any conduct within the university or outside the university, which is, or is reasonably likely to be clearly detrimental to the University's purpose and image.
- (d) Disregard of Faculty/College and hostel rules, orders & notice.
- (e) Disregard of orders/instructions of the members of the Faculty/College.
- (f) Noisy, boisterous, disorderly and obnoxious behaviour.
- (g) Ragging in any manner.
- (h) Lack or punctuality in attendance, in payment of Faculty/College dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
- (i) Persistent neglect of studies
- (j) Recourse to unfair means in tests and examinations.
- (k) Negligent use of Faculty/College property.
- (l) Recourse to false or fraudulent statements or acts.
- (m) Taking part in illegal strikes.
- (n) Failure to produce identity cards on demand by Faculty/College Staff, Warden etc, at any time and place within the Faculty/College, Hostel, Campus and Library.
- (o) Indifferent reply to any query.
- (p) Unsportsmanlike behaviour in indoor and outdoor games.
- (q) Entering the rooms of others when the occupants of the room are absent in their rooms.

- (r) Keeping weapons including Hockey-Sticks, lathies, nan-chakoo etc. in the hostel room/in possession of the student.
- (s) Irregular attendance and persistent unauthorised absence from hostels.
- (t) Consumption of alcoholic drinks/intoxicating drugs etc. and/or found drunk in the campus.

If any of the above thing is done by any of the student the disciplinary actions will be taken by the appropriate authorities or the competent agency of the University depending upon the quantum of the guilt or misconduct and the same act will be considered as misconduct and the disciplinary actions will be taken after following the procedure and by the competent authorities as provided under the rules.

NATURE OF PENALTY

Minor Penalty

- (a) Warning, Censure, Fine
- (b) Penalty in terms of recovery of loss or damage in cash or kind.
- (c) Place the students concerned on probation for a certain period.
- (d) Put the student under suspension for a period of one month.
- (e) Expelling the student up to one term from Studies/Examination.
- (f) Expelling the student from attending the classes for some period.

Major Penalty

- (a) Expelling the student from the examination for a period exceeding one year.
- (b) Debarring the student from pursuing studies in any of the Faculty/Institution of the University for a period exceeding one year.

Procedure

Whenever any of the act comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why a particular disciplinary action should not be taken against him. For the minor penalty other than warning the reply received from the student concerned

will be placed before the faculty level disciplinary committee and on the recommendations of the said committee the Dean/Principal/Heads of Institution will take further appropriate action regarding imposing penalty. For imposing major penalties, on the basis of the complaint the Dean/Principal/Head of the Institution with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report of the preliminary enquiry he will forward the matter alongwith the report to the University for further necessary action. The matter will be placed before the University level disciplinary committee and the same committee will after following the law of natural justice will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. In short minor penalty will be imposed by the Dean/Principal/Head of Institution concerned and for major penalty the Vice-Chancellor will impose penalty after following above procedure

Notes : –

1. While conducting an enquiry/investigation, the disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline/violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of marks lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings alongwith erring parties for necessary action. In such a case, the act of violence/indiscipline on the part of students should be looked at with due moderation.
2. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the disciplinary Committee of the Faculty or the Institution where the act of indiscipline/violence takes place.
3. Whenever an act of indiscipline/violence takes place, before filing the F.I.R., all the aspects at the appropriate level be considered.

Appeal

The Faculty level committee will be appointed by the Dean/Principal/Head of Institution. University level committee will be appointed by the

- (r) Keeping weapons including Hockey-Sticks, lathies, nan-chakoo etc. in the hostel room/in possession of the student.
- (s) Irregular attendance and persistent unauthorised absence from hostels.
- (t) Consumption of alcoholic drinks/intoxicating drugs etc. and/or found drunk in the campus.

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Minor Penalty

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- (b) Penalty in terms of recovery of loss or damage in cash or kind.
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- (d) Put the student under suspension for a period of one month.
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will be placed before the faculty level disciplinary committee and on the recommendations of the said committee the Dean/Principal/Heads of Institution will take further appropriate action regarding imposing penalty. For imposing major penalties, on the basis of the complaint the Dean/Principal/Head of the Institution with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report of the preliminary enquiry he will forward the matter alongwith the report to the University for further necessary action. The matter will be placed before the University level disciplinary committee and the same committee will after following the law of natural justice will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. In short minor penalty will be imposed by the Dean/Principal/Head of Institution concerned and for major penalty the Vice-Chancellor will impose penalty after following above procedure

Notes : –

1. While conducting an enquiry/investigation, the disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline/violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of marks lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings alongwith erring parties for necessary action. In such a case, the act of violence/indiscipline on the part of students should be looked at with due moderation.
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3. Whenever an act of indiscipline/violence takes place, before filing the F.I.R., all the aspects at the appropriate level be considered.

Appeal

The Faculty level committee will be appointed by the Dean/Principal/Head of Institution. University level committee will be appointed by the

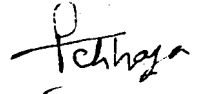
Vice-Chancellor. On the decision of the Dean, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty imposed by the Dean and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the Syndicate to review the penalty. This appeal is to be filed within a period of 45 days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

Notes : -

1. The Bold letters indicate ammendment by addition / substitution etc.
2. The figures shown in column no. 4 in O. 261 are ammended figures.

Vadodara :
Dated : 4-3-1996

By Order,



(D.P. CHHAYA)
University Registrar