

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

SENATE
30-3-2005



Enclosure to Senate Item No. 5
ANNEXURE-4

PAMPHLET No.20

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

ORDINANCES

1. Amendment by addition/deletion/substitution of O.62, O.64, O.67-A, O.67-B, O.67-C, O.69 (i) O. 69 (ii) and O.69(iii) on page nos. 128 and 129 of Hand Book Part II 1984 subsequently amended vide Pamphlet Nos. 5,9,15 and 17. (S.R. No. 57 of 25-7-2003)

O.62, O.64, O.67 A, O. 67 B, O. 67 C, O.69 (ii), O.69 (iii) have been amended by addition/deletion substitution etc. to read as under :

O . 62 : Be deleted.

Amended O. 64 : Ordinary Members shall pay Rs. 5/- per year, which shall be collected along with the University fees and the amount will be transferred to the union account not later than November 1st each year. Associate Members shall pay Rs. 5/- per year and the Amount will be transferred to the union account not later than August 15 each year. Life Members shall be charged a membership fees of Rs.2000 (Two thousands Only)

Amended O. 67 A : Students who have completed seven years from the date of his/her enrollment in this university, after his/her passing the Gujarat Higher Secondary or Secondary School Board Examination or any equivalent examination shall not be eligible to contest the election for any post viz. Vice-President, General Secretary or any Faculty Representative. The seven year includes those lost due to failure/absence or for any other reason.

Amended O. 67 B: No students shall be consider eligible to contest the election for any post if :

- (i) Any punitive action is taken against him/her by the Syndicate,
- (ii) He/She has been convicted by any court for criminal offence or offences
- (iii) If a student is found guilty for any action of indiscipline as mentioned in O.290 by discipline committee which will be as under, shall not be eligible for contesting the election.
 - i. Dean
 - ii. Dean of Students
 - iii. Senior Head of the Department other than Dean
 - iv. Readers/ Lecturers from different department, one from each Department, with maximum from four department.

In the Faculty/College/Institution, where the number of teachers are few Dean/Principal/Head of the institutions may appoint committee of having minimum three members other than Dean/Principal/Head of the institution.

- Amended O.67 C :** i) A student admitted in the first year of any course of this university on the basis of his/her passing the Gujarat Higher Secondary or Secondary School Board Examination or any equivalent examination shall not be eligible to contest the election for the post of Vice President and/or General Secretary.
- ii) The students who has taken admission without completing earlier course shall not be eligible to contest the election (This clause 67C (ii) shall be made effective from Academic year 2004-2005 onwards.)

O.69 : The executive committee shall consist of the office bearers of the union and

Amended O.69(i) : At least one representative of each of the Faculties/Colleges/Institutions elected by the ordinary members who are students of that Faculty / College/Institution.

Amended O.69(ii) : Faculty/College/Institution having more than 1500 students on their rolls shall be entitled to elect one more student for every additional strength of 1500 students.

Note : For (i) & (ii) : As far as the Faculty of Commerce is concerned to have representation of each unit, there shall be allocation of seats for Faculty representative separately as per the strength of each unit.

Amended O.69(iii) : The Syndicate shall nominate four academically meritorious students studying in post graduate classes of the university, taking not more than one student from any faculty by rotation. The order for the rotation with regard to the faculties shall be as per the Annual Convocation of the University and two more members other than students.

2. Amendment of Ordinances Nos. 65,71 & 132 chapter V page Nos. 128,129 & 132 respectively of Hand Book Part II 1984, subsequently amended vide Pamphlet Nos.4,8,9,15, and 17 (S.R. No. 57. dt.25.7.2003)

O.65 The returning officer shall issue the notice for election fifteen calendar days in advance, every year. The election shall be held on or before 15th September, every year. The students who are enrolled at the time of issuing the notice for election shall have the right to vote and /or contest the election for the respective academic year.

O.71 On the last day of every academic year all the elected representative of the executive committee and the Vice President and the General Secretary shall hand over the charge of the office to the President.

After the last day of every academic year the Vice President and General Secretary be invited as observers in the meeting of the Senate till the new election takes place provided they are the students.

O.132 The polling will be held by means of printed ballot paper on or before 15th September, every year.

The nomination paper shall contain the date of Birth of the proposed candidates, verified by the faculty concerned ;

- 3. Substitution of Clause Nos. 4 and 5 and addition of new Clause No. 6 under O.193 (B) on page No. 157 of Hand Book part II 1984 subsequently amended vide Pamphlet No.16 (S.R. No. 13 (4) of 1.1.2005)**

The substituted Clause Nos. 4 and 5 and new Clause No. 6 be read as under :-

4. The dates for accepting the tuition fees for the first or second term/semester of a faculty/institution, as the case may be, will be decided and announced by the respective Deans/Heads of the institutions. Fees, in general, will not be accepted after the notified last date.

The Deans/Heads of the Institutions may allow the late payment of fees up to a maximum of 30 days, after the expiry of the notified date, without any fine if they feel that the students has genuine reasons. For this the student will have to apply to the Dean/Head of the Institution explaining the reasons in writing as to why he/she could not pay the tuition fees within stipulated time.

5. The Deans/Heads of the Institutions may also allow the late payment of fees after 30 days (i.e. from 31st day till 60th day after the notified last date) with a fine of Rs.1000/- (Rupees thousand only) plus an additional fine of Rs.20/ (Rupees Twenty only)) per day along with the prescribed fees. (That is the student has to pay Rs.1020/- (Rupees one thousand twenty only) plus the term/semester fee on 31st day, Rs.1040/- (One thousand forty only) plus term/semester fee on 32nd day and so on.)
6. There will be no collection of tuition fee from 61st day after the notified date onwards for a given faculty/Institution.

The existing clause Nos. 6 to 11 be renumbered as Nos. 7 to 12.

- 4. Amendment of O.195 D on page No. 162 of Hand Book Part-II 1984 subsequently amended vide Pamphlet No. 10. (S.R. No. 3(i) of 30-8-2003)**

O.195 D The fees for an Eligibility Certificate be Rs.50/- for the students of Gujarat State and Rs.100/- for the students from outside Gujarat State.

- 5. Addition of new clause O.209-B(B) (vii) (a)(a) under O.209 B- Study leave on page No.219 of Hand Book part – II,1984 subsequently amended vide Pamphlet Nos. 5,8,11,15, 16, and 18. (S.R.No.3(2) of 20-5-2004)**

The new clause O.209-B(B) (vii)(a)(a) be read as under :

Study leave without pay exceeding nine months may be granted by the Syndicate subject to the approval from Government of Gujarat so as to consider such leave period as pensionable service.

6. **Addition of new clause No.4 under O.211 Extra Ordinary Leave on page No. 223 of Hand Book Part –II 1984 subsequently amended vide Pamphlet Nos. 2,4, and 5.**
(S. R. No.3(2) of 20-5-2004)

The following new clause 4 below of O.211 be added as O.211(4):

When a period of leave exceeds beyond nine months at a time such leave can be granted by the Syndicate subject to the approval from Government of Gujarat so as to consider such leave period as pensionable service.

7. **Addition of new clause No.4 under O. 212 C Leave permission to serve elsewhere in Education and Renowned Research Institutions on page No. 225 of Hand Book Part II 1984 subsequently amended vide Pamphlet Nos. 2,5,17 and 18.**
(S.R. No.3(2) of 20-5-2004)

The following new clause 4 below of O.212 - C be added as O.212-C(4)

However, the leave without pay exceeding nine months at a time may be granted by the Syndicate subject to the approval from Government of Gujarat so as to consider such leave period as pensionable service.

8. **Amendment of O. 221 on page No. 236 of Hand Book Part- II 1984 and subsequently amended vide Pamphlet Nos. 4, 11, 13 and 15.**
(S.R. No. 15 of 4.6.2003)

Research Scholarships may be awarded by the Syndicate, subject to the budget provision for the purpose, to deserving students for pursuing Ph.D. Degree in the University as follows:

- I The awards will be made by the Syndicate on the recommendation of a committee appointed by the Vice-Chancellor for this purpose. The decision of the Syndicate will be final.
- II Every year Fifteen Research Scholarships of the value of Rs.3000/- per month each, tenable for a period of 3 years with an annual contingent grant of Rs.5000/- for the Faculty of Science and Technology & Engineering and Rs.3000/- only for the other Faculties towards expenses on apparatus, chemicals, equipments, books, journals, photo state copies, micro films, typing (including thesis), stationery, postage, field work/travel etc. may be awarded.
- III Applications for these scholarships in the prescribed form will be sent to the Registrar by 15th August, every year through the Head of the Department and the Dean of the Faculty concerned.
- IV Candidates having good academic record with atleast 50% marks at Bachelor's and 55 % marks at Master's degree will be eligible for these scholarships.
- V The award of these scholarships will be limited only to students who have registered themselves for Ph.D. in this University.
- VI A candidate who is in receipt of any emoluments, scholarships or stipend from any other source shall not be considered for the award of this scholarships unless the emoluments, scholarships or stipend are surrendered by him in favour of this scholarship.

- VII The scholarship will be tenable for a period of three years from the date the candidate concerned accepts the award, subject to the condition that he/she should submit six monthly Progress Report through his/her Guide, Head of the Department and Dean of the Faculty concerned failing which or if the progress is found unsatisfactory, his/her scholarship may be discontinued by the Vice-Chancellor.
- VIII Leave with stipend not exceeding 30 days for each completed year may be granted on the recommendation of the Guide. During the first year or any uncompleted year leave may be granted on pro-rata basis.
- IX The department may assign teaching work (theory or practical) not exceeding 6 hours per week to the scholar.

9. **Amendment of O.259 – B (ii) on page Nos. 255/256 of Hand Book Part –II 1984.**
(S.R. No. 24 of 31-12-2003)

O. 259 B has been amended to read as under :

- (ii) Scarves will be supplied to the Graduates by the Accounts Section of the University on payment of Rs. 100/- each. The work of distribution will begin three days before the date of convocation.
- (iii) be deleted
- (iv) be deleted
- (v) be deleted

10. **Amendment of O. 261 on page nos. 286 of Hand Book Part- II 1984 and subsequently added /deleted/amended vide Pamphlet Nos.1,2,9,11,14 and 15.**
(S.R. No.4 (4) of 11-3-2002) & (S.R. No.4 (3(4))of 7-2-2004)

(i) FACULTY OF COMMERCE

The following new nomenclature and other information be added at Sr. No. 9 under the head **IV Faculty of Commerce** as under :

Sr. No.	Examination	How many time Examination held in year	Fees including fees of Marksheet
9.	Post Graduate Diploma in Financial Management	Twice	Rs. 400/- each Semester
10	Post Graduate Diploma in Applied Economics	Twice	Rs. 330/- each Semester

(II) FACULTY OF TECHNOLOGY AND ENGINEERING

Sr. No.	Examination	How many time Examination held in year	Fees including fees of Marksheet
8	Four year Degree Course B.E. in Textile Chemistry	Twice	As per rules

11. **Amendment of O.286 on page No. 320 of Hand Book Part – II 1984 subsequently amended vide Pamphlet No. 10. (S.R. No. 18 of 25-7-2003)**

O.286 has been amended to read as under :

In the above, "incomplete information given by student etc. (including the name correction in the mark sheet)" are corrected within six months.

Requests have been received for such correction beyond six months.

Therefore, now onwards University may issue the replacement of corrected certificate (Mark sheet/Degree) only within six months from the date of issue, without any fees. However, any correction in name, spelling mistake, name in order, is requested by the student after the time limit i.e. after six months, University shall charge for issuing the mark sheet or degree certificates at the rate of Rs.50/- per mark sheet/degree certificate, as the case may be.

Vadodara.
DATED : 13.3.2005

By Order


(A.V.GUPTA)
Registrar