

**PAMPHLET No.24**  
**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**  
(Hand –Book referred to here in the University  
Hand Book –Part II, 1984 edition)  
**ORDINANCES**

1. Substitution/amendment of O.2 on page No.72 of Hand Book Part-II 1984 and subsequently substituted/amended/added vide Pamphlet Nos.1,4,5,7,8,13,15,19, 21, 22 and 23.

(S.R. No.5 of 23.5.2008)

- Under the head – IV, Faculty of Commerce the nomenclature of the ‘Department of Commerce including Business Administration’ be amended to read as the ‘Department of Commerce and Business Management’.
- Under the head – IV, Faculty of Commerce the nomenclature of the ‘Department of Co-operation be amended to read as the ‘Department of Co-operative Management and Rural Studies’.
- Under the head - X Faculty of Family and Community Sciences the nomenclature of the Department of Home Management be amended to read as the Department of Family and Community Resource Management.

2. Amendment by addition/substitution in Statement A and C under O.31 on page Nos. 418 to 428 and 439-442 of Hand Book Part –II 1984 and subsequently amended /added vide Pamphlet Nos. 2,5,9,14, 15, 16,18 and 19. (S.R. No. 3 of 28. 8. 2009 )

**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
13	Sanctioning purchase of articles etc. or executions of works from different grants provided in the budget by open auction or quotations.	Has powers upto Rs. 30000/-	Has powers upto Rs. 30000/-	Has powers upto Rs. 60000/-	Articles of fixed specifications obtainable from firms of repute at printed price on their published trade terms can
1	2	3	4	5	6
					be purchased without auctions or inviting quotations under this 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 or articles etc. or execution of works from different grants provided in the budget without open auction or inviting quotations.	Has Powers upto Rs. 10000/-	Has Powers upto Rs. 10000/-	Has Powers upto Rs. 30000/-	Reasons for doing so should be mentioned in sanction order.
15	Sanctioning payment of demurrage and wharfage.	Upto Rs. 1000/-	As per Col. No. 3	Upto Rs. 20000/-	-
16	Writing off old useless and surplus dead stock articles, books, apparatus etc.  Scrutiny Committee appointed by	Each article not costing more than Rs. 2000/- and total Upto Rs. 30000/- at a time but not more than two times in	As per Col. No. 3	1-Each article costing more than Rs. 30000/- to Rs. 60000/- . 2- Between Rs,60001/- to	As per Criteria  On the recommendation of the Rs.150000/-
	Chancellor.				the Vice-
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. 2000/- and total Upto Rs. 30000/- at a time but not more than two times in	As per Col. No. 3	As above in 16	As above in 16
					a financial year.
16 B	Writing off and or waiving the recovery of the value of property, money lost, over payments	Rs.1400/-	Rs.1400/-	Has power up to an amount not exceeding Rs. 7000/- in	This is applicable only to cases not indicating a defect of the each case system.
1	2	3	4	5	6
					The recovery generated by the auction which requires the order of higher authorities or serious negligence or fraud on the part of individual.
17	Sanctioning the sale of the for doing so should be materials like grass, trees		Rs.2000/- written off surplus	Rs.2000/-	Rs.20000/--Reasons mentioned in the

	empty bottles, News papers, etc. without auction or tenders.				order.
18	Sanctioning destruction of written off articles, books, forms etc. which fetch no value at an auction or in tenders.	Rs.1400/-	Rs.1400/-	Rs.14000/-	Reasons for doing so should be mentioned in the order.
19	Condoning the recovery of cost of the lost or damaged articles.	Upto Rs. 500/-	As in Col.No. 3	Rs. 6000/-	Reasons for doing so should be mentioned in the order.
24	Sanctioning estimates of -	Upto Rs. 20000/-	any kind of work.	As per Col.No. 3	Rs. 70000/-
25	Sanctioning to undertake a -	Upto Rs. 20000/-	work departmentally	As per Col.No. 3	Rs. 70000/-
26	Giving completion certificates for original or repairs works.	Upto works of Rs. 4000/-	As per Col.No. 3	Rs. 20000/-	-
27	Reappropriation from one Provided that Rs. 10000/-  budget head of establishment to other budget any case.	Has Powers upto Rs. 30000/-	head to another head there is no transfer from	Has Powers upto head of the	Has Powers upto Rs. 10000/- same Institutions.  any head in
28	Sanctioning imprest	Upto Rs. 1000/-	Upto Rs. 2000/-		
1	2	3	4	5	6
30	Sanctioning an advance	Upto Rs. 2000/-	Upto Rs. 4000/-	Upto the budgeted amount	
43	To accept financial Assistance for Projects, schemes, Seminars, Conference, Workshop etc. to be received from different funding agencies.	-	-	(a). Has power upto Rs. 2000000/- * (b) Has power above Rs. 2000001/- to Rs. 5000000/-	* To be reported to the Syndicate later on
47	Hiring of furniture, P.A. System, Pandal, etc. for University functions.	Upto Rs. 20000/-	As per Col.No. 3	Has Power	Subject to availability of funds.

### STATEMENT – C

**Powers delegated to the Dean and the Reader, Mechanical Engineering (workshop) in the Faculty of Technology and Engineering regarding Workshop.**

**Column Nos. 3 under Sr. No. 1, 4, 6, 8 and 11 has been amended to read as under :**

Sr. No.	Subject	Powers of the Reader Mech. Engg. (Workshop)	Additions power of the Dean
1	2	3	4
1	<b>Appointment of Employee</b>		
	2. Giving labour contract for lump-sum work artisans and coolies etc.	Power to give such contract upto a maximum of Rs. 10000/- per job.	Power to fix the rates upto any for labour contract and to alter the same if and when required.
4	<b>Purchase of Stores</b>		
	1. Purchasing timber, iron coal etc.	Power to openly purchase stores worth not more than Rs. 10000/- per order. The stores is usually purchased by inviting tenders.	Power to purchase stores worth any amount by open orders.
	2. Purchase or manufacture of new machine, parts or tools from the workshop Depreciation Fund.	Power to spend not more than Rs. 5000/- per year.	-
	3. Repairs of old machine parts or replacement of the same be new	Power to spend not more than Rs. 5000/- per year.	-
	4. Cash purchase of Stores item, emergency purchase student project related items e.g. specific valves, electronic/Eclectic item, Engineering materials etc.	Powers to cash purchase the goods worth Rs. 500/- related to office, Student project, maintenance of equipment, apparatus, etc.	-
6	Entering in to contacts with merchants	Power to enter into contracts for sale or purchase upto Rs. 10000/- provided the contracts are not effected outside the Gujarat State.	Power to enter into contracts for sale purchase provided the contracts are not effected outside the Gujarat State.
8	Incurring expenditure in case of visits by invited or uninvited visitors for Workshop matters.	Has powers to spend upto a maximum of Rs. 1000/- p.m. per year from profit and loss account of the workshop.	-
11	Miscellaneous expenses for the purchase of kerosene, brooms, baskets, locks, iron pans, etc. and for carriage expenses.	Has power to spend upto a maximum of Rs.200/- chargeable to Workshop profit and loss accounts.	-
3.	<b>Amendment of O.195 on page No.162 of Hand Book Part- II 1984 and subsequently added/deleted/amended vide Pamphlet No.16.</b>		<b>(S. R. No.10 of 25-7-2008)</b>

O.195 has been amended to read as under :

“Information as to whether candidate answers in any particular head or heads of the University examination have been examined and marks will be supplied to a candidate on his forwarding through the Head of his Institution within ten days of the declaration of the said examination results, an application accompanied by a fee Rs.50/- for each head. The fee is only for verifying whether a candidate’s answers in any particular head have been examined and not for re-examination of answers. The rule that marks obtained by candidates in individual questions or in sections of a paper cannot, in any circumstances, be supplied, holds good also in the case of applications for the verification of marks.

If, as a result of the verification made under this Ordinance, it is discovered that there has been either an omission to, examine or marks any answers of a mistake in the totaling of the marks, the fee for verification shall be refunded to the applicant”.

4. **Amendment of O.202 (m) on page NO. 201 of H.B. pt. – II 1984 and subsequently amended vide Pamphlet Nos. 5 and 8 (S.R. No. 3(5) dated 29-12-2005)**

**O.202 (m) has been amended to read as under :**

(i) (a) Any member of the staff (less than age of 55 years or who has put less than 30 years service) who applied leave for going abroad on immigration Visa, leave should be granted Leave Without Pay (LWP) only.

(b) Notwithstanding anything contained above, any member of the staff, who has attained the age 55 years or who has put at least 30 years of service whichever is earlier will be granted due leave for going abroad on immigration Visa without obtaining any bond. However, he will have to give an undertaking that he will not take any kind of remunerative assignment during his leave period and he will get leave sanctioned well in advance.

All such employees who proceed on leave on Immigration Visa be paid the salary (if due) for the duration of the sanctioned due leave only at the time of rejoining the University.

(ii) Bank guarantee equivalent to 3 months salary should be taken from all the employees going abroad on Immigration Visa.

(iii) No further extension of leave should be granted.

5. **Amendment of O. 261 on page No. 286 of Hand Book Part- II 1984 and subsequently added/deleted/amended vide Pamphlet Nos.1,2,9,11,14,15,20,21,22 and 23. (S. R. No.10 of 25-7-2008, S.R. No. 11 of 25-7-2008, S.R. No. 14 of 3-7-2009, S.R. No. 23 of 4-12-2009, S. R. No. 8 of 23-5-2008, S. R. No. 18 of 30-7-2009 )**

## II - FACULTY OF SCINECE

The following new Self-Finance course has been added :

Examination	How many times Examination	Last date of receipt of	Exam Fees
-------------	----------------------------	-------------------------	-----------

		held in a year	application forms by the Registrar	
1	M.Sc. Bio-Statistics	As per University Rules	Two months before the date of Examination	Rs.1000/- per semester

#### IV - FACULTY OF COMMERCE

The following new Self-Finance course has been added :

	Examination	How many times Examination held in a year	Last date of receipt of application forms by the Registrar	Exam Fees
1	P.G. Diploma in Value Added Tax	As per University Rules	Two months before the date of Examination	Rs.400/- per semester
-	The nomenclature of the 'Master of Commerce [M.Com.] in Co-operation be changed and read as 'Master of Commerce [ M.Com.] in Co-operative Management and Rural Studies'.			
-	The nomenclature of the 'Under graduate Diploma in Co-operation be changed and read as 'Under graduate Diploma in Co-operative Management'.			

#### V - FACULTY OF MEDICINE

The following new course has been added :

	Examination	How many times Examination held in a year	Last date of receipt of application forms by the Registrar	Exam Fees
1	Bachelor of Science (Nursing)	Once	Two months before the date of Examination	Rs.850/-

#### VI - FACULTY OF TECHNOLOGY & ENGINEERING

	Examination	How many times Examination held in a year	Last date of receipt of application forms by the Registrar	Exam Fees
1	M. Sc. (Financial Mathematics)	Twice	Two months before the date of Examination	Rs.1000/- per semester

2	Dip. in Architectural Assistantship	Twice	Two months before the date of Examination	As per University rules
---	-------------------------------------	-------	---	-------------------------

- The nomenclature of the 'Master of Planning (Housing)' course under the Department of Architecture has been amended to read as 'Master of Architecture (Housing)'.
- The nomenclature of the 'Post B.Sc., B.Sc.(Tech)' course under the Department of Textile Chemistry has been amended to read as 'Post. B.Sc. B.E. (Textile Chemical Processing)'.
- Under the head - X Faculty of Family and Community Sciences the nomenclature of the Department of Home Management be amended to read as the Department of Family and Community Resource Management.

**6. Addition/Amendment/Substitution of O.280 on page No.307 of Hand Book Part II 1984 and subsequently added/deleted/amended vide Pamphlet Nos. 2,9 22 and 23. (S. R. No.5 of 23-5-2008, S.R. No. 8 of 23-5-2008,S.R. No. 14 of 3-7-2009, S.R. No. 23 of 4-12-2009, S. R. No. 18 of 30-7-2009)**

## II FACULTY OF SCIENCE

<u>          </u>	Examination	The Result : How Published
1	M. Sc. Bio-Statistics	As per University rules

## IV FACULTY OF COMMERTCE

<u>          </u>	Examination	The Result : How Published
1	P.G. Diploma in Value Added Tax	As per University rules

- The nomenclature of the 'Master of Commerce [M.Com.] in Co-operation' be changed and read as 'Master of Commerce [M.Com.] in Co-operative Management and Rural Studies'.
- The nomenclature of the 'Under graduate Diploma in Co-operation' be changed and read as 'Under graduate Diploma in Co-operative Management'.

## V FACULTY OF MEDICINE

<u>          </u>	Examination	The Result : How Published
1	Bachelor of Science (Nursing)	As per University rules

## VI FACULTY OF TECHNOLOGY AND ENGINEERING

<u>          </u>	Examination	The Result : How Published
-------------------	-------------	----------------------------

1 M. Sc. (Financial Mathematics) As per University rules

2 Diploma in Architectural Assistantship As per University rules

- Under the head VI Faculty of Technology and Engineering the nomenclature of the 'Master of Planning (Housing)' course under the Department of Architecture be changed to 'Master of Architecture (Housing)'.
- The nomenclature of the ' Post B.Sc., B.Sc. (Tech)' course under the Department of Textile Chemistry has been amended to read as 'Post. B.Sc. B.E. (Textile Chemical Processing)'.
- Under the head - X Faculty of Family and Community Sciences the nomenclature of the Department of Home Management be amended to read as the Department of Family and Community Resource Management.

VADODARA  
DATED :12 March, 2010

By Order

(Dr. M.M. Beedkar)  
Registrar (I/c.)