



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatchgunj, Vadodara – 390 002, Gujarat, INDIA

Telephone: Registrar [+91-0265] 2795521

• (Dy.R. Exams/Academics): 2750267 • Exams: 295502
office-exams@msubaroda.ac.in dr-exam@msubaroda.ac.in

EX6/ 2370
Date: 30/11/2018

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

Subject: Cancellation of inward of Examination-form and Refund of Examination-fees – Amendment in O. 265.

Reference: (1) Deans' meeting dated 04/08/2018.
(2) Syndicate Resolution Number 34 dated 24/10/2018.

Madam/Sir,

With reference to the subject cited above, I am directed to inform you that the University is collecting the Examination fees of both Semesters (i.e. Full Year) at the time of admissions of Odd Semesters from all Newly Enrolled Students as well as students taking the admissions in higher Programme Parts. This was decided to have the Unique and same Seat numbers for all Regular students in the Mid-semester and the End-semester/Year-end University examinations across all the faculties/colleges.

It is observed that, sometimes, few students, on genuine grounds (May be there deputation in certain National Events/Sports or Medical Reasons) cannot appear at the University Examinations.

As per definition of trial as explained in O.262, **“Non-appearance at the examination shall be considered as an attempt.”** Therefore, such genuine non-appearances are considered as **“Attempt”**, and thereby such students are deprived of their benefit of award of Medals/Prizes, in case if they become eligible.

In such genuine scenario, if any student, wish to opt out from appearing in subsequent University Examination, then she/he has to apply to the Deputy Registrar (Examinations) through the Dean of the concerned Faculty/Principal of the concerned College, **at least 10 days PRIOR to commencement of respective Examination** *(In case of Medical Reasons, an application for 'Cancellation of appearance at the ensuing End-semester/Year-end University examinations, as the case may be, supported by a Medical Certificate, so as to reach the Office of Examination section within 3 days after the commencement of the examination)* with the application stating reasonable justification(s) along with necessary supportive documentary evidences, for cancellation of their intended appearance at the subsequent University Examination and necessary NEFT/RTGS details. [Format of the Application is attached for reference and consideration.]

Such application shall have to be forwarded by the Dean of the concerned Faculty/Principal of the concerned College to the University Examinations Section for 'Cancellation of intended appearance at the ensuing University Examination and cancellation of Inward of the Examination Form'.

The Examination fees paid earlier may also be refunded to the concerned student directly, into her/his account through NEFT/RTGS. The Faculty/College shall prepare the statement of Refund-bill for the End-semester Examination fees and attach the same while forwarding the student's application.

This proposal was recommended during the meeting of Deans of the Faculties and Principals of the Colleges held on 04/08/2018, and same was placed before the Syndicate held on 24/10/2018 vide proposal number 34.

The Syndicate resolved as under:

“Resolved that the proposal of refund of End-Semester / Year-End Examination Fees, proposed amendment in O.265 as in Appendix-33 of the agenda is approved.”

Kindly take note of the resolution and arrange to act accordingly.



Deputy Registrar (Examinations)

Copy to:

1. PS to VC / I/c. Registrar
2. Heads of the Departments – through the Dean/Principal – with a request to circulate to all concerned with student put up on NOTICE BOARD.
3. Hon'ble Director, Computer Centre – with a request to upload Format of Application (Page No.4) on University website.

Existing O.265	PROPOSED REVISION IN O.265
Examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below: 1) Where a candidate dies prior to the examination, the entire fee shall be refunded provided the application is received not later than six months after the date of commencement of examination. 2) Where a candidate is suddenly taken ill and prevented from appearing at an examination, and sends in an application for refund supported by a Medical Certificate, so as to reach the University Registrar within 3 days after the commencement of the examination, one-half of the fee shall be refunded. 3) Refunds claimed on any other ground shall be placed before the Vice-Chancellor who will decide the amount of refund. Note: All applications should be sent through the Heads of the Institutions concerned with necessary documents. The Vice-Chancellor's decision will be final.	Examination fees once paid shall be subject to refund, if any student desires to cancel her/his intended appearance at the ensuing End-semester/Year-end Examination on genuine justifiable reasons, upon an application from the student with necessary supportive documentary evidences and to the extent mentioned below: 1) When a candidate has suddenly fallen ill and her/his illness prevents her/him from appearing at End-semester/Year-end Examination and forwards her/his application (Supported by a Medical Certificate, so as to reach the Office of the Examinations section within 3 days after the commencement of the examination.) 2) When a candidate is deputed on an Academic or Co-curricular assignment by/of the University. 3) When a candidate dies prior to the End-semester/Year-end University examination provided the application is received not later than six months after the date of commencement of End-semester/Year-end University examination. In all the above conditions, the entire Examination fees shall be refunded to the candidate, if an application is received by the Office of Examinations section at least 10 days prior to the commencement of End-semester/Year-end University examination [Except for the medical conditions specified at (1)]. Note: (a) All applications should be sent through the Heads of the Institutions concerned with necessary documents. The Vice-Chancellor's decision will be final. (b) Refund claimed on any other ground(s) shall be placed before the Vice-Chancellor who will decide the application and amount of refund on merit of the application.

FORMAT OF APPLICATION

From:

Name:	
Contact Address:	
Mobile Number:	
e-mail ID:	
Date:	

To,

The Dean/Principal
Faculty of
The Maharaja Sayajirao University of Baroda, Vadodara

Subject: Application for 'Cancelling my appearance at the ensuing University Examination'.

Sir/Madam,

I, the undersigned student with following details am applying for 'Cancelling my appearance at the ensuing University Examination':

Name of the Candidate:															
PRN:															
Faculty/College:															
Name of the Examination:															
Branch:															
Programme Part (Year):															
Programme Part-term (Semester):															
Seat Number:															
Examination Dates: [As per Examination Time-table]	From:	D	D	M	M	Y	Y	Up to:	D	D	M	M	Y	Y	
Reason(s) For Cancellation: [Attach Documentary Evidences]															

I further undertake that this application is made by me, and I have attached necessary documentary evidences justifying me for applying for 'Cancelling my appearance at the ensuing University Examination and Refund of Examination fee'. I shall pay necessary Examination fee for the next Examination towards my future appearance.

Name & Signature of the Student Name & Signature of the Parent/Guardian

Mandatory Attachment(s):

[Without any of these attachments, an application shall not be entertained.]

(i) **Supportive Documentary Evidences**

(ii) **NEFT/RTGS Details (With copy of First Page of Bank Passbook/Cancelled Cheque)**