



VIVEKANAND EDUCATION SOCIETY'S

College of Law

(Affiliated to University of Mumbai, Approved by BCI & Recognised by Govt. of Maharashtra)

Ref. No. : VESCL /

Date : _____

Standard Operating Procedure for Conducting University Examinations

1. Meeting of examination committee shall be conducted 15 days prior to the examination
2. Meeting to decide Junior Supervisors for examinations
3. Appointment letters to be given to the Junior Supervisors
4. Senior Supervisor to prepare Block seating record with Admin Staff
5. Head clerk shall ensure that all the stationery required for the smooth conduct of examination is available.
6. Distribution of halltickets should be done after verification of the practical training results
7. The Controller of Examinations shall be responsible for printing of the question papers
8. It is the responsibility of the Controller of Examinations to ensure that all persons appointed for the examination work are performing their duties diligently
9. The Senior Supervisor shall ensure to send the Junior Supervisor to assigned blocks after taking their signatures on the Exam Proforma
10. The Senior Supervisor shall be responsible for sending reliever in each session
11. The Senior Supervisor shall be responsible for collection of answer sheets from the Junior Supervisors along with the supervisor's report.
12. If a student is caught using unfair means, the controller of examinations is responsible to institute a case of unfair means as per university rules.
13. Students have to adhere to the rules and regulations laid down by the university.





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Standard Operating Procedure for Practical Training/ Internal Examinations

1. Internal Examinations and Practical Training Examinations are compulsory elements in 3 Year LLB and 5 Year BLS LLB courses as per University of Mumbai rules.
2. An incharge Faculty is appointed for Internal Examinations and Practical Training each
3. Internal examinations are planned after 30 days of commencement of teaching
4. Schedule is to be published 15 days in advance
5. All the teaching faculty is informed about the schedule
6. All the teachers declare the syllabus of the examination.
7. The teachers prepare the question papers and submit it to the faculty incharge
8. The faculty incharge makes blocks and assigns supervisors for each block
9. Answer sheets are submitted to the faculty incharge after the examination by the supervisors
10. The faculty incharge submits the answer sheets to the concerned faculty
11. The subject teacher submits the marksheet after checking to faculty incharge
12. The faculty incharge coordinates with the admin staff to prepare the final result





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Standard Operating Procedure for issuing Bonafide certificates

1. A student needs to give a written application for the issuance of Bonafide Certificate
2. The application is sent to Principal for approval
3. The Principal underlines the purpose for which the bonafide is required by the student and forwards it to the administrative office.
4. The office generates the bonafide certificate and after the signature is taken from the Principal, the certificate is given to the student





Since 1962

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Standard Operating Procedure for issuing transfer and migration certificates

1. Transfer Certificate is given to the student only when given an application.
2. The Format of the application is available in hard copy at the college office.
3. The student has to attach the marksheets of every year to the application
4. Application is checked for any dues and unreturned books
5. If found in order, the Transfer Certificate is made available to the student within two working days of the application.
6. Relevant entry is made in the permanent register
7. The students opting for studies in another University would need a migration certificate from the University of Mumbai which is given on the basis of a transfer certificate from the college.
8. The student will be given an additional transfer certificate for the same stamped with 'For Migration'

