

22/12/2022.

Haribhai V. Desai college, Pune -2

(Commerce, Art's, and Science)

Department of Examination

SOP for conduction of Internal Examination

The internal examination of undergraduate and post graduate programs is manifold type. *i. e.* it is a continuous assessment process which includes tests, assignments, mini projects, presentations etc.

The schedule of internal examination, pattern of question paper etc. is included in academic calendar.

A) Conduction of assignments, mini projects, presentations etc. in each semester continuously as per schedule given in the academic calendar.

B) Conduction of internal tests are as follows:

1. Vice- Principal / Coordinator Prepares time-table of internal examination in consultation with college examination officer (CEO) and Principal as per schedule given in the academic calendar.
2. Display of notice and time-table well in advance.
3. Setting question papers by respective subject teachers and collection for printing adequate number of copies.
4. Appointment of Senior Supervisors, members of vigilance committee, Junior Supervisors **08 days** before commencement of examination.
5. Preparation of seating arrangement and display on notice board **48 hours** before commencement of examination.
6. Smooth conduction of examination.
7. Assessment of answer books by respective subject teachers.
8. After conduction of all above assessment procedure display marks of internal test and overall internal assessment on notice board.

9. For any discrepancy found by student in assessment, student can go for grievance, within 08 days after declaration of result, in a sequence as examiner of concern subject, head of department. Vice-Principal, College Examination Officer (CEO), and Principal to rectify doubt.



Dr. D. D. Patil

College Examination Officer

College Examination Officer
Haribhai V. Desai College
(Commerce, Science & Arts)
593, Budhwar Peth, Pune 411002.



Dr. R. G. Gurao

Principal
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Haribhai V. Desai College of
Arts, Science & Commerce,
PUNE-2.

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Department of Examination

SOP for conduction of External Examination

The external examination of undergraduate and post graduate programs have been conducted as per the instructions of Savitribai Phule Pune University (SPPU). The SOP for conduction of said examination is as follows:

1. Display notices for filling SPPU external examination form.
2. SPPU publishes examination time-table on their portal which is available to students directly. Simultaneously we also display time-tables on notice board.
3. Appointment of Senior Supervisors, members of vigilance committee, Junior Supervisors 08 days before commencement of examination.
4. Preparation of seating arrangement and display on notice board 48 hours before commencement of examination.
5. Download question papers from SPPU portal available to college using security OTP and passwords by CEO / Custodian of the college immediately as soon as it is available from SPPU.
6. Smooth conduction of examination.
7. Arrange Central Assessment Program (CAP) for first, and second year students as per SPPU guidelines.
8. Appointment of examiners and moderators for CAP.
9. Enter marks on SPPU marks entry portal as per schedule given by SPPU.
10. Distribute mark sheets when available from SPPU.


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Department of Examination

SOP for Grievances regarding Examination

There is a standard operating procedure (SOP) to sort the queries related to the following issues:

1. **Filling forms:** At the time of filling examination form on the portal provided by Savitribai Phule Pune University (SPPU) students make mistakes in choosing subjects and applied for correction to the college. The examination department helps to omit students' uncorrected examination forms and helps to fill correct form.
2. **Corrections in hall ticket:** At the time generation of hall tickets by SPPU if, by chance, there is mistake in hall ticket regarding name of student, name of subject etc. we use to take application along with supporting documents from student and forward to SPPU for correction along with covering letter. We keep correspondence with SPPU until the issue gets sorted out.
3. **Correction in mark list:** Sometimes there are mistakes in mark list provided by SPPU in case of some students. We forward such cases along with application of student, mark list which is to be corrected and supporting document to SPPU and follow up until the problem gets resolved.
4. **Duplicate mark list:** Some of the students lost their mark list anyhow and students are applying for duplicate mark list to the college. We are forward these cases to SPPU along with covering letter duly signed by college examination officer and Principal, online FIR, xerox copy of mark list etc. and follow up until the problem gets resolved.

Earlier as per SPPU guidelines, the college was issuing a mark list to the first-year undergraduate students. In such a case the college is running this procedure and issuing duplicate mark list to the corresponding student.



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