

22/12/2022

Haribhai V. Desai college, Pune -2

(Commerce, Art's, and Science)

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.


Dr. D. D. Patil

College Examination Officer

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





Dr. R. G. Gurao

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

22/12/2022.

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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.



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The Poona Gujarati Kelavani Mandal's
HARIBHAI V. DESAI COLLEGE
of Arts, Science & Commerce

Affiliated to Savitribai Phule Pune University
(Linguistic Minority Institution)
ID No.: PU / PN / ASC / 057 / (1984)
NAAC Grade B+ (2.75 CGPA) ■ AISHE CODE : C-41829

Principal:
Dr. Rajendra G. Gurao
M.Sc., Ph.D.
Email: principal@hvdesaicollege.edu.in

Ref. No.: HVD / / /20

Date: 25/04/2023

College Examination Committee

Sr. No.	Name of committee member	Capacity in the committee
1	Dr. R. G. Gurao	Chairman, Principal
2	Dr. R. B. Patwardhan	Member
3	Dr. Vidya Tikute	Member
4	Dr. P. P. Ghodake	Member
5	Mr. Narendra Deore	Member
6	Dr. D. D. Patil	Coordinator, CEO

Aims and Objective of committee:

1. To organize internal examinations.
2. To conduct Savitribai Phule Pune University (SPPU) examinations.
3. To organize convocation for college students as per guidelines of SPPU.

Dr. D. D. Patil
College Exam. Officer



Dr. R. G. Gurao
Principal

Telephone: (Prin.) (O) : 020-246 3914, (O) 2445 0373, 2445 5423 Mobile: 96991 97848

Address: Desai Brother's Vidya Bhavan, 596, Budhwar Peth, Pune - 411 002 | Website: www.hvdesaicollege.org

22/12/2022

Haribhai V. Desai college of Arts, Science and Commerce, Pune -2

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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College Examination Officer

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Dr. R. G. Gurao

Principal

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The Poona Gujarati Kelavani Mandal's
Haribhai V. Desai College of Arts, Science, and Commerce,
Pune -2

STANDARD OPERATING PROCEDURE FOR THE LIBRARY

I. Procedure to avail library facility.

1. At the beginning of each academic year, I-Card will be issued to all enrolled users.
2. The barcode on the I-Card is, to avail library facility.
3. I-Card will be issued against the fee receipt.
4. Staff members and visiting faculties should fill up the separate form for I-Card and the same is to be produced to avail the library facility.
5. The I-card remains valid for the period indicated on it.
6. The issue of the books is as per the rules and guidelines only.
7. A late fee (fine) for late return of the books.

II. Rules for Reading Hall

1. A separate reading hall is available for the students and faculty members.
2. The reading hall is open on all working days.
3. The reading hall facility is available on a first come first served basis.
4. The user must enter their name in the entry register before entering the reading hall.
5. Chewing gums, Smoking, Spitting, Loud conversation, mobiles, and similar objectionable practices are forbidden in the library.
6. A separate charging point is available for charging laptops.
7. OPAC terminal is available for the users to search for the required document.
8. No reservation of seats is permitted in the reading hall.

III. Library Purchase Procedure:

1. Book, Magazine, and Journal requisition form is available in the Library.
2. Books and Magazines are to be purchased as per the requirement received from the staff members and students.
3. The librarian should compile requirements for the books and journals given by staff members.
4. All the requirements shall be finalized by the librarian after sanction given by the principal.



5. Publication-wise quotations are to be invited from vendors and the comparative statement is to be prepared.
6. After receiving books the library staff shall check, process, and enter the details in the Vriddhi software.
7. The barcodes generated by the Vriddhi software are pasted on the books. The journal details are to be entered in the Periodical Accession Register.
8. Books are given exact locations and the same is mentioned on the cover page of the book.
9. New books are to be displayed on the new arrival rack for the students and faculty members.
10. Books are shelved on the shelved by subject and location.

IV. Circulation Section and Borrowing Privileges

The Circulation Section handles the Front Desk operations of the library and is very important as it is the prime contact point for the users of the library.

The major functions of the section are:

1. Issue and return of reading material.
2. Attending the user's queries for effective interpretation of library rules and regulations
3. Operation of the 'Circulation Module' of Vriddhi Software.
4. Maintenance and updating of all data related to users at the circulation desk
6. Correspondence / No Dues issuing
7. Assisting the users in locating the required books.

V. Library Membership and Books Lending Period

Sr. No.	Category	No. of Books	Lending Period
1.	Students	1	7 days
2.	Faculty (Permanent)	10	One Semester
3.	Research Scholars	2	One Month
4.	Visiting Faculty	4	One Semester
5.	Non-Teaching Staff	2	One Month

VI. Documents that can be and cannot be borrowed:

➤ A document that can be borrowed:

1. Books from the Textbook section
2. Journals and the latest available issues of the magazines are to be referred to within library premises.

➤ Documents that cannot be borrowed:

1. Reference Books
2. Journals Bound Volumes
3. Toposheets.
4. CD's

In special circumstances, these materials can be issued with the permission of the Librarian.

VII. Re-issue/Reservations and Overdue charges

1. For re-issue, a user must bring books to the Circulation Counter. If a borrowed book is not in demand, then a user may re-issue the book for the next 7 days. The library has the right to recall a book if the same is required by another user.
2. An over-due charge shall be charged against each book not returned within the due date.
3. Maximum over-due charges can be charged equivalent to the cost of the book.

VIII. Loss/mutilation/damage to documents by Students

4. 1. Maximum over-due charges can be charged equivalent to the cost of the book.
5. Maximum over-due charges can be charged equivalent to the cost of the book.



IX. Stack Area Management

Allocation of proper space and systematic arrangement of the learning resources plays a very important role in ensuring the optimum utilization of the books, and journals preserved in the library. The learning resources shall be stacked/ displayed in various categories/sections such as:

- Text Section
- Reference Section
- Journals and Magazines Display
- News Papers display

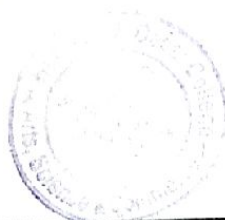
All efforts must be carried out by the library for pleasant display and quick retrieval of books/journals by the users. The library must ensure that:

1. Proper shelving of books is a regular practice.
2. 'Shelf Reading' must be done regularly to look for misplaced books
3. Books reported to be untraced by users shall be traced in the quickest possible time
4. The racks should be properly labelled with subject guides.

X. Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identify misplaced documents, identify documents that need repair, etc.

1. Stocktaking is to be done annually.
2. The stock of library materials should be verified yearly.
3. Barcode scanner is to be used for data capturing -scanning of barcode label (Accession number) of documents.
4. Documents returned during the stock verification period need to be verified before shelving.
5. Along with identification of damaged and worn-out documents for repair, binding rearrangement and cleaning shall also be done simultaneously.
6. Once data capturing is over, the data will be verified, and a report will be generated.



7. The cross-check of library stock is also to be done by the library committee members.

XI. Binding Procedure

1. At the time of the stock verification, damaged books are to be sorted out and sent for binding.
2. Previous Year's Journal issues are bound at the end of the year.

XII. Weeding out / Withdrawing of books.

Procedure for write-off:

1. Out of Syllabus books
2. Get approval from the concerned faculty members and the Head of Department.
3. Make necessary entries in the Library Software.

XIII. E-library section - Use and Code of Conduct

1. Regular training is given to the users for accessing the e-resources
2. One hour for one user.
3. Do not use mobile phones inside the library.
4. Use of secondary storage devices is not allowed without prior permission.
5. Do not share Laptops with any other peripheral system or computer.
6. Do not change any of the computer configurations.
7. Do not download/ install any software from any website
8. In case of operational or access problems on any computer, report to the Librarian.
9. Internet and intranet access is limited to academic pursuit only i.e. subscribed online databases/ e-journals/ institute websites/ Open-source educational resources.



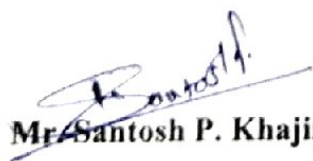
10. Users are required to create a folder on the desktop to store the downloaded document temporarily and then take the help of Library staff to transfer the same to their own storage devices.
11. Access to e-mails, Google Talks, online chatting, Facebook, etc. is prohibited.

IVX. Suggestion Box


1. Suggestions are welcome for improving the library collection and services.
2. At the entry point suggestion box is kept for the library users.
3. Unlocked the suggestion box every week.
4. Suggestions received from the library users are to be discussed in the library committee meeting.
5. Proper suggestions are implemented.

XV: Closing of Library Membership

1. Membership is valid up to the academic program only.
2. Before closing the account, the user must return all the books issued from the library.
3. There is separate 'No Dues' forms available in the college office for the students and faculty members.
4. The user needs to submit a duly filled 'No Dues' form in the library.
5. The librarian scrutinized the form and closed the account from the software. and send it to the college office to complete the procedure.


Mr. Santosh P. Khajindar
Librarian




Principal
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The Poona Gujarati Kelavani Mandal's

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of Arts, Science & Commerce

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(Linguistic Minority Institution)

ID No. PU/PN/ASC/057/(1984)

NAAC Grade B+ (2.75 CGPA) ■ AISHE CODE C-41829

Principal

Dr. Rajendra G. Gurao

M.Sc. Ph.D.

Email: principal@hvdesai.ac.in

STANDARD OPERATING PROCEDURE FOR PLACEMENT ACTIVITY FOR COLLEGE & STUDENTS

- 1) At the beginning of the academic year, Training & Placements Officer will conduct an induction program for students after discussing it with respective class teachers
- 2) Induction Program will conclude with Attendance and filling of Placement Cell Registration Form including attachment of a copy of resume along with a passport size photograph (Google Form preferred for better analysis).
- 3) Training & Placements Officer will collect the responses from students, analyze and maintain records as per year, interests etc.
- 4) Placement Cell invites prospective organisations/industries across the year of every Academic Calendar, along with all relevant information to participate in the campus / off campus recruitment. The organisations/Industries, in turn, can also contact the T&P Officer for their requirement. The mode of communication must be through email placements.hvdesaicollege@gmail.com.
- 5) The details of the respective final year students opting for placement will be finalised, as per their requirement, along with a tentative, mutually convenient date for the campus / off campus interviews.
- 6) After confirmation by the organisations, a pre-placement talk (PPT), will be arranged on the date of campus recruitment and for off campus recruitment it will be conducted by organisations at their workplace. If required, the company will conduct tests and/or group discussions to short-list the students or telephonic interviews or interviews through video conferencing can be arranged.
- 7) The organisation will then interview the short-listed students for final selection and will announce the results as soon as possible (preferably on the same day), once the selection process is over.
- 8) The students selected through campus interview will complete all the necessary formalities (e.g., document verification, medical test) asked by the employer and will join the organization within stipulated time frame. He/ she will keep the Central Placement Cell update regarding his/ her progress in the Company. Central Placement Cell, in turn, will obtain regular feedback from the employer regarding the performance of selected students.
- 9) Placement Cell will maintain all the records of the placement activity on campus and off campus separately along with the appointment letters or joining letters of the selected candidates.


Co-Ordinator

Placement Activity




Principal

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PUNE-2.



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Principal:

Dr. Rajendra G. Gurao

M.Sc., Ph.D.


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STANDARD OPERATING PROCEDURE FOR COUNSELING CELL

- Students in the current scenario are very stressed due to which there is a need of Psychology Counselling Cell.
- Professional Counsellor should be appointed for this purpose and no faculty member of the staff should be involved in the psychological counselling of students.
- All the students should be made aware about the facility of Counselling Cell.
- There should be an induction programme of the Counselling which should highlight the importance of counselling in the lives of students and also reduce the stigma of mental illness which is generally associated with psychological counselling.
- All the data should be kept confidential.
- The case papers should not disclose by any means the identity of the students.
- Feedback of the students should be taken twice in a year.


Co-Ordinator
COUNSELING CELL




Principal
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Principal:
Dr. Rajendra G. Gurao
M.Sc. Ph.D.
Email: principal@hvdcsai college.edu.in

STANDARD OPERATING PROCEDURE ALL FIRST YEAR ADMISSIONS

1. First year admissions of B.Com is through Merit basis
 1. The admission procedure starts by sending circulars and considering the reservation policy of Government of Maharashtra and Government of India.
 2. All dates of admission notices are displayed on our college website as well as circulated what'sApp groups of (our parent institution as a in house quota.)
 3. Publication of the first merit list of our in-house quota is published as per the reservation policy. Once the last date is over, through this list admissions are given to the in-house quota. Student have to take admission with in three day of publication of merit list.
 4. All the merit lists and schedule of admission are displayed on the college web site as well as on the Notice board
 5. After three days of the first merit list, second merit list of in-house quota and first merit list of prepared are made as per the reservation policy. Here three days are also given for admission. If the seats remain vacant then the third merit of in-house quota and second merit list of outsiders is published.
 6. The respective staff shall ensure that the circulars and the notices are communicated or informed to the following authorities or arrangements.
 - a. For the Notice Board
 - b. For Staff (information for the teaching and non-teaching staff)
 - c. For Admission File

**For Staff, along with the hard copy, a soft copy should also be circulated.*
 7. Separate files shall be prepared for the course of B.Com. grantable and Non grantable respectively and documentation should be strictly complied in it.
 8. WhatsApp or Telegram group for admission shall be created for ease of communication.
 9. Two meetings shall be conducted prior to the commencement of the admission procedure to discuss the following agendas:
 - a. Briefing of general and updated rules,
 - b. Allocation of work to the staff,



10. One meeting shall be conducted after the completion of every admission round to ensure the accomplishment of the following:
 - a. Submission of report
 - b. Uploading details of new admission.
11. Documentation of admission rounds to be made available to Admission Committee members.
12. print out of all list allotted to college shall be filed in sequence with marking on it regarding admitted candidates
13. Orientation of all staff for:
 - a. Form verification.
 - b. Document verification. (*Affidavit for caste validity is acceptable for a certain duration, if the students do not possess the same at the time of admission*)
 - c. Online upload and hard copy verification.
 - d. To get accustomed with the rules of the college.
14. Two teachers per day should be responsible for document verification.
 - a. Timing for Document Verification shall be from 10 a.m. to 4 p.m. (lunch break 12:30 p.m. to 1 p.m.)
 - b. One peon should be present to assist the teachers.
 - c. Allotment of separate space for document verification.
 - d. Providing of one computer with internet and printer/scanner
 - e. Allotted teachers shall be present in the Document Verification room throughout the day. (*Allotment of teachers per day will be as per seniority*)
 - f. all original documents are collected in independent folder for every students at the time of confirming admission of CET Portal online after checking online submitted documents of students
15. Rules of the college should be compiled in the form of an undertaking sheet for the students, this sheet should be signed by the respective students.

II. For Other than First year of B.Com

The courses like B.A., B.Sc., BBA, BBA (CA), B.Sc. Computer Science, BCA (Science) admissions are given on First come First basis.

The following procedure is adopted for this admission.

- a. Collect data of interested students from day one of the admission process.
- b. Keep a separate book to enter the interested student's details.
- c. The book shall have the following columns:

Name	Junior College Name	Contact Number	H.S.C. or Graduation Score	Reference (if any)	MS/OMS
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- d. Contact the interested students on the completion of their 12th. This includes telephonic, SMS and email correspondence.
- e. After response or approach by the interested students, ensure that all documentation and verification are completed.




- f. As per the rule 10 % seats are reserved for management quota for which list is already created by higher authorities in coordination with the Management.
 - g. Management quota students will pay quota fees to society office after they are told to do so by authority
 - h. Only students who have paid fees for management are eligible for this quota
 - i. Any category student can be given admission to open category, but open category students should not be allotted to other categories
16. Each clerk shall receive a hard copy of the admission form only after checking the confirmation letter issued to students.
 17. The students has to pay the fees through online by using the software gateway or Paytem and submit the receipt to the respective authority, until then the allotment of roll number or enrollment shall be withheld. The procedure of admission shall be pronounced as completed only after.
 - a. Verification of all documents
 - b. Filling of the online forms
 - c. Payment of fees through gateway
 - d. Submission of receipt to the office.
 18. vridhhi data is required for I card issue
 19. Printing of I-Cards shall be completed within eight days after completing all the admission process.
 - a. purchase order should be ready in beginning of the academic year
 - b. i cards are outsourced , approval from the management is required for the timely payment of I cards
 - c. I-Card shall be issued to the students only after the student fills the online ragging form..
 20. *Online payment.*
 21. Permission of transfer cases to be considered only after the college admission is completed.
 22. Late admission: A fine shall be collected by the students who fail to take admission fifteen days after the declaration of the results.
 23. Super-late admission: Discretion of the Principal on the fine amount and admission of the student.

Co- Ordinator

Admission




Principal
Principal
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**STANDARD OPERATING PROCEDURE
FOR SENDING SMS TO STUDENTS**

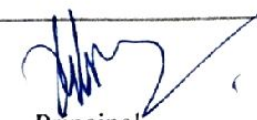
1. Every SMS sent to students has to comply with the following:
 - a. Written application of SMS
 - b. Class/es to which it is to be sent
 - c. Body of the SMS
 - d. Signature of the teacher-in-charge / class teacher
 - e. Signature of the Principal and Coordinator
2. Only an SMS which has been approved in writing by the Principal and Coordinator shall be sent to the students.
3. A copy of every SMS sent to the students has to be sent to the Coordinator, Principal and the Full-time Teachers.
4. A record in the soft copy of the date and body of the SMS and classes to which it is sent has to be maintained.
5. At the end of the academic year a print out of the record maintained in soft copy hereinabove mentioned shall be taken and updated annually in a file created for the purpose of documentation of all the SMS record.
6. Only office clerks are authorized to send SMSs to students.

Application Format

Class/es: _____	Date: _____
Body of the SMS: _____	
Reason for the SMS: _____	
Coordinator	Teacher in Charge / Class Teacher
	Principal


Office Superintendent




Principal
Haribhai V. Desai College of
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STANDARD OPERATING PROCEDURE FOR ISSUING TRANSFER CERTIFICATE AND MIGRATION CERTIFICATE

1. Transfer Certificate is given only on application by the students .
2. There is a prescribed format of the application which is available in hard copy as well as on college website.
3. The student has to also attach all the necessary documents which includes:
 - a. Mark lists of all years
4. Then the application is checked for any dues from the accounts section and unreturned books from the library.
5. The Transfer Certificate is prepared within two days from the date of complete application submitted by the student.
6. Relevant entry is made in the permanent register of the student about taking the transfer Certificate.
7. The students who are going to study in another University need a Migration Certificate from Savitribai Phule Pune University for which another copy of the Transfer Certificate on the basis of which the Savitribai Phule Pune University issues a Migration Certificate to be submitted to the new University.
8. For the above procedure an additional copy of the Transfer Certificate is issued to the student.
9. On every additional copy provided to the student for Migration Certificate the stamp of "FOR MIGRATION" is applied.


Office Superintendent




Principal
Principal
Haribhai V. Desai College of
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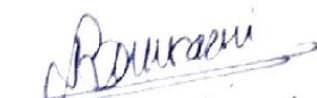
STANDARD OPERATING PROCEDURE FOR DISTRIBUTION OF MARK LISTS

For First Year-

- 1) After the assessment and evaluation of answer sheets the marks are required to be entered subject wise and a ledger is to be maintained.
- 2) The result is to be prepared and to be displayed for the students.
- 3) The college is required to invite applications for revaluation.
- 4) The revaluation process is to be completed in reasonable time and the result is to be made available to the concerned students.
- 5) The final Mark sheets are printed and issued to the students by hand

For Other than first year-

After examination the University gives ledger to the college and they publish the online result which will be given to the student.


Office Superintendent




Principal
Principal

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



The Poona Gujarati Kelavani Mandal's
HARIBHAI V. DESAI COLLEGE
of Arts, Science & Commerce

Affiliated to Savitribai Phule Pune University
(Linguistic Minority Institution)
ID No.: PU / PN / ASC / 057 / (1984)
NAAC Grade B+ (2.75 CGPA) ■ AISHE CODE : C-41829


Principal:
Dr. Rajendra G. Gurao
M.Sc., Ph.D.
Email: principal@hvdesaicollege.edu.in

**STANDARD OPERATING PROCEDURE FOR
ISSUING A BONAFIDE CERTIFICATE**

1. A student can apply for Bona fide Certificate in online as well as in offline mode.
2. Such application needs to be approved from the Principal.
3. The Principal underlines the purpose for which the bona fide certificate is required by the student and forwards it to the office.
4. The bona fide certificate is generated from the Office LMS Vridhhi Software and is printed out.
5. After taking signature from the Principal, the bona fide certificate is issued to the student on payment of the prescribed fees.


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Principal, Haribhai V. Desai College of
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**STANDARD OPERATING PROCEDURE FOR
DISTRIBUTION OF HALL TICKETS**

1. Before the distribution of Hall Tickets, the following things need to be taken into consideration:
 - a. Attendance record of the students received from every class teacher,
 - b. Assignments, if any which have been given to the students, for completion.
 - c. Dues pending, if any, regarding the fees.
2. The Hall Tickets to the students for both the First Year Examinations as well as the University Examinations should be printed out and distributed by the office after taking into consideration the first point mentioned above.
3. After confirming the student and printing his Hall Ticket, the concerned clerk has to take a signature of the student in a class-wise list.
4. Once the student receives his / her Hall Ticket from the Clerk, he/ she will have to take the College Seal and the Principal's seal on the same. Any Hall Ticket without the College as well as Principal's seal shall not be accepted as a valid Hall Ticket.
5. In case of any discrepancy in the details given in the Hall Ticket relating to the subjects printed on the Hall Ticket, the student has to consult their class teacher, the College Exam Officer as well as the Senior Supervisor about the same.
6. The changes, if any, in the subjects of any student have to be done after visiting the University Examination Section and the said changes have to be brought to the Notice of the Senior Supervisor as well as the College Exam Officer by making an application and attaching the copy of the changed Hall ticket to the same. The Senior Supervisor shall then make the relevant changes in the Examination Summary. Such student will appear in the said changed subject's examination with an emergency barcode sticker.
7. The student has to have the Hall Ticket as well as his valid latest College Identity Card at the time of every Examination including the Viva-voce examination.
8. In case of loss of Hall Ticket, the student will have to give a written application addressed to the Principal regarding the reason of requirement of a duplicate Hall Ticket. On approval by the Principal, a duplicate Hall Ticket shall be issued to the student. The requirements of the College and Principal's seal shall have to be followed for authenticating this duplicate Hall Ticket also.
9. The students appearing in both defaulters' list will have to collect their Hall Ticket along with their parent/ guardian from Principal. It shall be the discretion of the Principal based upon the genuine problems, if any, to grant permission for appearing in the examination.


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STANDARD OPERATING PROCEDURE FOR INDUSTRIAL VISITS AND EDUCATIONAL TOURS

1. Excursion and Educational tour:


- a. The tentative dates and venues of the Excursion and educational tours should be decided in the first meeting at the beginning of the year.
- b. The Travel Agency should be ear-marked, and the primary negotiations about the dates, travel plan and student contribution should be carried out by the Teacher In-Charge.
- c. The final meeting for deciding the dates, travel plan and student contribution should be held between Principal, Teacher-in-charge and the travel agent.
- d. Once the venue is decided, the students should be informed about the venue and the tentative dates and a list of interested students should be created class-wise.
- e. The Application to the concerned Public Relation and Protocol Officer should be made taking into consideration the time required for granting the same.
- f. The students willing to attend the Visit should pay the fees in the Accounts office and submit the required documents to the teacher in-charge.
- g. The Contract between the College and the Travel agency shall be signed by the concerned authority from the travel agency and Principal on behalf of the College.
- h. After the students have paid the fees and submitted all the required documents and before one month of the date of visit a meeting of the students and the travel agent in the presence of the teacher-in-charge should be conducted.
- i. This meeting shall be compulsory for all students to attend as all the doubts about the trip will be clarified in this meeting.
- j. Undertaking Forms of the students along with the counter signature of the parents/guardian shall be given to all students at this meeting.
- k. Once the fees are paid, there shall not be cancellation allowed except with the written permission of the Principal.
- l. A WhatsApp group of all the students, teacher-in-charge, other teacher/s accompanying the students on the Visit as well as the travel agent shall be constituted for further communication of all sorts relating to the visit.



- m. During the visit, the status update of the progress of the visit has to be made at least two times in a day to the Coordinator, Principal and Vice-Principal through either a verbal communication over a call or at least through WhatsApp.
 - n. The Report of the Visit has to be submitted by the students within one week of the completion of the Visit.
 - o. Google Feedback form for the trip shall be submitted by the students within one week of the completion of the trip.
2. The Following rules should be followed as a general guideline for conducting any type of visits:
- a. The purpose of the visit and the students intended to be taken for the visit should be decided by the Visit-in-charge in consultation with the Principal
 - b. The date and time of the visit shall be fixed by the Teacher In-Charge,
 - c. The Permission from the concerned authority shall be taken by the teacher-in-charge by making an application signed by the Principal.
 - d. The Rules regarding the conduct of the visit, if any have to be brought to the notice of the students interested in the Visit.
 - e. The names and other details of the students attending the visit shall be taken by the teacher-in-charge.
 - f. If the students are to be taken from the college to the place of visit, then appropriate arrangements of the mode of transportation shall be made before hand.
 - g. The amount of Fees if any needed from the students, shall be declared and the said fees shall be collected by the teacher in-charge.
 - h. An undertaking shall be taken from the students regarding their behavior and liability of any actions made by them.
 - i. A meeting of all the students, the teacher in-charge and any other teacher accompanying the students shall be conducted before two days of the actual visit and the information of all the requirements, code of conduct, duties of everyone concerned, time and place of meeting, nature of the visit and an outline of the conduct of the visit shall be made clear to the students. The doubts, if any shall be clarified.
 - j. After the visit, the report of the visit will have to be submitted by all the students who have attended the visit.
 - k. Google Feedback form for the visit shall be submitted by the students within one week of the completion of the visit.


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STANDARD OPERATING PROCEDURE FOR ADMISSIONS TO OTHER THAN FIRST YEAR COURSES

1. Second and third year of BA, B.Com, B.Sc., B.Sc (CS), BBA, BBA (CA), BCA (Science)
2. The Website is updated as per the requirements of the Eligibility norms and other specifications like syllabus, etc. as and when it is updated from the University.
3. Notice is put up on the social media of the college as well as on the College Website regarding the opening of admissions of the above mentioned courses.
4. In the month of June, the admission procedure is also updated on the college website including the fees of the specific academic year.
5. As and when the students come to inquire about the above mentioned courses they are given proper and complete information regarding the admission process at the office level.
6. In case there are some academic clarifications sought by the students, they are guided to meet the HOD of respective courses or the Vice Principal of the Faculty.
7. The online admission process is connected from the website to the College LMS of Vriddhi Software wherein the student has to fill all the details required and then generate the Challan.
8. Once the challan is approved by the office staff (which is done on a day to day basis during the period of admissions) the student can fill the fees online.
9. The data entry of such students is then done and verified with the documents submitted and the Vriddhi Software Permanent Register is updated.
10. Then the Roll number is generated for the students which is then transferred to the Library for issuing the I-card and Library card.


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STANDARD OPERATING PROCEDURE FOR UPDATION OF PROSPECTUS

1. The Prospectus of the College shall be updated before the beginning of every academic year and shall be open for referring and downloading to all the students aspiring to take admission in Haribhai V. Desai College of Arts, Science and Commerce.
2. Two teaching staff members shall be responsible for the updation of the Prospectus.
3. Before the process of updation begins, the following details shall be taken into consideration:
 - a. Whether any new course has been approved by the University and Government Authorities for the academic year.
 - b. Whether the College is intending to start any new Courses at the College level.
 - c. The amount of fees sanctioned from the Fee Regulating Authority for the academic Year.
 - d. Whether the syllabus of any of the courses has been changed/ amended.
 - e. Whether the rules relating to any admission related process have been changed in the previous academic year which needs to be changed in the syllabus.
4. All the photographs of various events conducted in the previous academic year, which need to be changed should be collected from the concerned teachers.
5. The rules relating to discipline, admission cancellation, etc. need to be approved from the Principal and Coordinator.
6. The Activities which are going to be conducted should be highlighted.
7. The cover page of the pdf of the Prospectus should be designed differently every year so that the same can be shown to NAAC, or other authorities as and when required.
8. The final proof of the Prospectus has to be approved by the Principal and Coordinator before uploading in the website.
9. Five printed copies i.e. hard copies of the Prospectus should be made and kept for the purposes of documentation.


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