

Mahatma Phule Vidya Pratisthan's  
Vilasrao Deshmukh Law College, Pune

**STANDARD OPERATING PROCEDURES FOR  
EXAMINATION**

- All enrolled/ admitted students fill up the examination forms along with the examination fees.
- The University provides the examination date-sheet on its website well in advance.
- Before exams admit cards duly signed by the principal are distributed.
- Deputy superintendents are appointed by the Principal acting as Superintendent before the scheduled examinations to ensure their smooth conduct.
- The Deputy Superintendents assigns the invigilation duties, lays down the seating plan and looks into various other aspects concerning the examinations.
- The answer sheets are duly collected and sent to the University on session basis. These scripts are examined at the University examination centres.
- Special writers are provided for the visually challenged students.
- Visually challenged and other physically challenged students are given extra time as per DU rules.
- The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

