



Hindi Vidya Prachar Samiti's

HINDI VIDYA PRACHAR SAMITI'S COLLEGE OF LAW

(Affiliated to University of Mumbai & Recognised by Bar Council of India)

R. J. Collage Premises, Opp. Ghatkopar Railway Station, Ghatkopar (W), Mumbai- 400 086, Maharashtra, INDIA

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Ref No.

Date 8/11/2025

NOTICE FOR REPORT and VIVA ON POLICE STATION VISIT

This is to inform the students of FY. LL.B (Sem I), that the Police Station Visit Report should be submitted on 22nd November, 2025 and on the same day the VIVA for police station visit shall be conducted.

The instructions for the Report are as follows –

- 1) The report should be drafted in minimum 7 and maximum 10, excluding Cover page & Index, **Completion Certificate**. (Kindly find completion certificate format on next page)
- 2) The police station visit report should be handwritten on an A4 lined paper
- 3) The report should contain –
 - a) Cover page – Name, Class& Sem, Roll No, Topic Title
 - b) Index
 - c) Introduction
 - d) Observation
 - e) Information received
 - f) Purpose
 - g) Conclusion
 - h) Completion Certificate

NOTE

- The dress code for the Viva Examination is **Black & White Formals**.
- College ID Card is mandatory. Students without an ID card will not be allowed.
- **Attendance is compulsory. No extension shall be allowed.**
- **The timing and seating arrangement for the VIVA will be informed shortly prior to the examination.**
- **Students who attended the visit are required to write the Report only.**

Prepared by

Tanavi Naik

Asst. Prof Tanavi Naik

IQAC Coordinator

Saisha Ghosalkar

Asst. Prof Saisha Ghosalkar



I/C Principal

Dr. Mrs. Madhura Kalamkar

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Certificate of Participation

This is to certify that a student _____ (Full name)

of _____ (Class & Sem) of HVPS College of Law, University of Mumbai has

completed the _____ Visit on _____ at _____ as a part of

Practical Training-I. He/She has also submitted the visit report and passed in the Viva-voce.



Course Co-ordinator