



Estd. 1962

“A++” Accredited by NAAC (2021)

With CGPA 3.52

Shivaji University, Kolhapur

Centre for Distance and Online Education

Standard Operating Procedure (SOP) -Examination

Introduction:

Online examinations are an essential part of the academic assessment process in our university, providing a flexible and efficient way for students to demonstrate their knowledge and skills. This SOP outlines the procedures to ensure the integrity, security, and fairness of online examinations.

Pre-Examination Preparation:

- 1) **Receiving Examination Timetable** - Partner Universities/Institutions share the Examination timetable with the Exam team in a Word format at least 30 days before the Exam schedule.
- 2) **Slot Registration: (Optional for universities)** - Slot registration provision is to be made on the student portal with a Set timeline for closing registration. The slot registration is open one month prior to the examination and closed 8 days before the commencement of the examination. Once registered no exchange of slots should be entertained.
- 3) **Student Registration Data:** Universities/Institutions provide Student registration data in Excel format at least 7 days before the commencement of the scheduled exam.

User IDs and passwords are generated for students for their respective course examinations. Roll numbers or email IDs may be used as User IDs for easier tracking if suggested by the University/Institution. This will be enabled by the Academic team of the examination.

- 4) **Question paper pattern and obtaining approval from the university:** The university should confirm the blueprint of the question paper along with the number of sets required for each program. The same should be shared within one month(30 days) of the beginning of the examination.

5) **Uploading Question Bank:** Question bank uploading will be done with the due approval of the university as per the choice of the question set aligned to the slot of the exam. This should be enabled on the exam platform 2 days prior to the scheduled exam.

6) **Mock Test Creation:** The exam team creates a mock test for a dry run, which is shared with the University/Institution before the exam schedule. Instructions to be followed by students are also provided. The mock exams are conducted for 2-3 days as per the requirement and will be completed 2 days before the original commencement dates of the exams.

7) **Pre-Check:** Ensure all students are registered as per the list provided and subjects are visible by mapping them into groups. 3 days before the scheduled examination

Examination Conduct:

1. **Time Limit:** Set a predefined time limit for each examination to maintain consistency and fairness as prescribed by the university.

2. Additional layer of manual proctored will be administered as per the university's instructions.

3. **Prohibited Activities:** Clearly define unfair activities, such as accessing unauthorized materials or communicating with other individuals during the examination.

4. **Technical Support:** Ensure that the technical support staff are available throughout the examination period to address any technical issues promptly.

5. **Student Support:** Live student support services through various communication channels are enabled by the team.

Post-Examination Procedures:

1. Student attendance details are shared with the university.- Academic services team to Project team to University.

2. Document any incidents of academic misconduct or technical issues encountered during the examination for further investigation and improvement.

3. Facilitate the timely evaluation of examinations according to established grading criteria as prescribed by the university.

4. Tabulate the results as per the university-prescribed format and ensure proper QC is done before it's graded and submitted to the university.

Backlog and Re-examination:

1. The university will share the re-appear/backlog exam date sheet.
2. Student data for the re-exam or backlog paper shared by the university.
3. As per university protocols, Examination team can enable the slots for the students to choose from.
4. The question bank is approved and shared by the university.
5. Exam details will be notified to the students by Examination Team.
6. Re-exam result data is shared with the university as per the prescribed format.

Emergency Protocols:

1. **Communication:** Establish clear communication channels to promptly notify students and faculty of any changes or disruptions to the examination schedule.
2. **Regulatory Compliance:** Ensure compliance with relevant regulatory requirements and university policies governing academic integrity and data security.
3. **Quality Assurance:** Conduct regular audits and reviews of the online examination process to maintain quality standards and compliance with established protocols.

Result & Tabulation:

1. The university must share the prescribed format for tabulation and grading along with the date sheet release. The tabulation format will be shared with the examination team by the university project manager.
2. Grade the exams according to pre-established criteria or rubrics in case of descriptive pattern.
3. Compile exam results and submit them to the university on time (between 3-4 weeks after the completion of the exams) and provide feedback to the university.
4. Declaration of the result is carried out after the university's approval.
5. Analyse exam data to evaluate the effectiveness of the exam and to identify the areas for improvement.

 Estd. 1962 "A++" Accredited by NAAC(2021) With CGPA 3.52	SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA ExamLapsesSection:0231-2609298 FAX:0091-0231-269065 शिवाजी विद्यापीठ, कोल्हापूर - 416 004, महाराष्ट्र दूरध्वनी - ईपीएबीएक्स - 2609000, www.unishivaji.ac.in, E-mail: examlapses@unishivaji.ac.in 0231-2609298		
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संदर्भ जा.क. शिवाजी वि. / परीक्षा प्रमाद / ऑक्टो.नोव्हें 2025 / 1519

दि 07/02/2026

प्रति,

डॉ.किरण डी. पवार
स्कूल ऑफ नॅनोसायन्स अँड टेक्नॉलॉजी
शिवाजी विद्यापीठ, कोल्हापूर

विषय: विद्यापीठ परीक्षा भरारी पथक (Exam Flying Squad/Proctor) नियुक्तीबाबत
महोदय / महोदया,

शिवाजी विद्यापीठाच्या ऑक्टो./नोव्हें 2025 सत्राच्या Online MBA व अन्य परीक्षा या फेब्रुवारी 2026 मध्ये आयोजित केल्या आहेत. सदरच्या परीक्षा Online पध्दतीने होणार आहेत. त्यास अनुसरून आपणास आदेशान्वये कळविण्यात येते की, आपली दिनांक 09.02.2026 ते दिनांक 20.02.2026 या कालावधीसाठी एक सदस्यीय भरारी पथकाची / प्रॉक्टरची नियुक्ती करण्यात येत आहे.

परीक्षेमध्ये विद्यार्थी परीक्षेवेळी गैरप्रकार करीत आहे असे आपणास निदर्शनास आल्यास संगणक प्रणालीत विद्यार्थ्याला सस्पेक्ट (Suspect) असे घोषित करून त्याचा अहवाल विद्यापीठास सादर करावयाचा आहे. या परीक्षेसाठी भरारी पथकाचे कामकाज करण्यासाठी विद्यापीठाच्या दूरशिक्षण केंद्रामध्ये व्यवस्था करण्यात आली आहे. मानधन नियमानुसार आदा करण्यात येईल

कळावे,

आपला विश्वासू



संचालक

परीक्षा व मूल्यमापन मंडळ

शिवाजी विद्यापीठ, कोल्हापूर दूरशिक्षण व ऑनलाईन शिक्षण केंद्र

अंतर्गत कार्यालयीन आदेश

जा.क्र.दूरशिक्षण/ 522

दि. 03 FEB 2026

विषय : ऑनलाईन एम.बी.ए., एम.कॉम., एम.एस्सी. (गणित) अभ्यासक्रम ऑक्टोबर २०२५ परीक्षा

संदर्भ : परीक्षा विभागाचे दि. २९.०१.२०२६ रोजीचे परिपत्रक ३२७

दूरशिक्षण व ऑनलाईन अभ्यासक्रमाच्या परीक्षा दि. ०९.०२.२०२६ पासून ऑनलाईन पद्धतीने होणार आहेत. उपरोक्त संदर्भानुसार दि. ०९.०२.२०२६ पासून सुरु होणार असून कालावधीत आहेत. सदरच्या परीक्षेची वेळ ही सकाळी १०.३० ते १.३० ते दुपारी २.३० ते ५.३० अशी असून ही परीक्षा ऑनलाईन पद्धतीने होणार आहे. त्यानुसार ऑनलाईन परीक्षेचे कामकाज पाहणेकरीता खालीलप्रमाणे अधिकारी, शिक्षक संवर्ग, व सहाय्यक प्रशासकीय सेवक यांची नियुक्ती करणेत आली असून सर्व संबंधितांनी आपले मूळ कामकाज सांभाळून परीक्षेचे अनुषंगिक सर्व कामकाज पाहणेचे आहेत.

अ.क्र	नांव व पदनाम	परीक्षा कामकाजा संबंधी कार्यभार
१	श्री. व्ही. बी. शिंदे, उपकुलसचिव	केंद्रप्रमुख (विभागप्रमुख)
२	डॉ. के. एस. पोवार, हंगामी प्रोग्रॅम कोऑर्डिनेटर	वरिष्ठ पर्यवेक्षक (अंतर्गत)
३	श्री. पी.पी. जाधव, कनिष्ठ लेखनिक	कनिष्ठ लेखनिक
४	श्री. के. व्ही. शिंदे, शिपाई	शिपाई

सदर परीक्षेबाबतच्या अधिकच्या सूचना केंद्रप्रमुख (विभागप्रमुख) व समन्वयक यांचेकडून घेणेत येवून परीक्षेचे अनुषंगिक कामकाजाची पूर्तता वेळेत पूर्ण करणेची आहे.


उपकुलसचिव

प्रति,

सर्व संबंधित : - जरूर त्या योग्य त्या कार्यवाहीस्तव

प्रत : -

१. मा. संचालक, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र
२. उपकुलसचिव, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र
३. सहाय्यक कुलसचिव, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र
४. हंगामी समन्वयक, ऑनलाईन अभ्यासक्रम दूरशिक्षण व ऑनलाईन शिक्षण केंद्र
५. ऑफीस सुपरवायझर कम डाटा एन्ट्री प्रोसेसर, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र
६. सर्व संबंधित प्रशासकीय सेवक : - जरूर त्या योग्य त्या कार्यवाहीस्तव

USER MANUAL

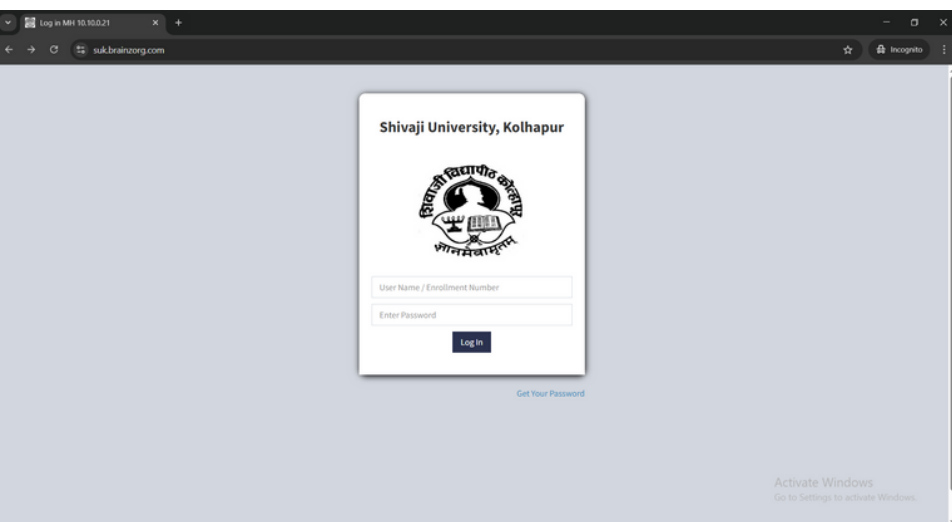
ONLINE EXAMINATION PROCESS



STUDENT SIDE

Login page

- The student must log in using the link: <https://suk.brainzorg.com>



- The student must log in using their username and password.

Authentication

- Once the student has logged in, they are required to click the authentication button shown below.

The screenshot shows a web browser window with the URL suk.brainzorg.com/student/home. The page header includes the Shivaji University, Kolhapur logo and name, and user information: Candidate Name: Rajesh Rasikbhai Gajjar, Enrolment Number: MBA201. There are links for Logout, Change Password, and Incognito.

My Details

Name : Rajesh Rasikbhai Gajjar	Enrollment Number : MBA201	Program : III test 24-12-2025
Email : rajesh123@gmail.com	Mobile No. : 1234567890	

My Exam Detail

Managerial_Economics_Master_of_Business_Administration_Through_Online_Mode_C

Total Marks : 80

Start Date : 06/01/2026

End Date : 12/01/2026

Exam Start & End Time : 10:00:00 To:19:00:00

Time Duration : 80 Minute

[Authenticate](#)

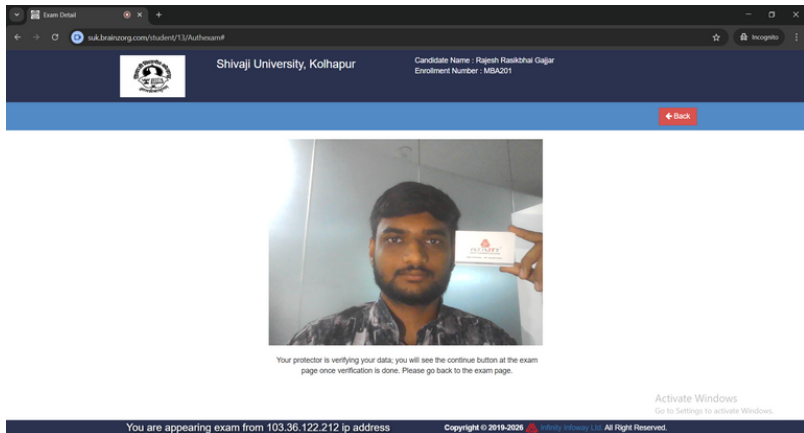
Activate Windows
Go to Settings to activate Windows.

You are appearing exam from 103.36.122.212 ip address

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Authentication

- As illustrated below, the student is required to capture a photograph while holding their identity card.



- After capturing the photo, the student must click the Back button and wait until the authentication is approved.

Exam Continuous

- Once authentication has been approved, the student is required to click the Continue button.

The screenshot shows a web browser window with the URL suk.brainzorg.com/student/home. The page header includes the Shivaji University, Kolhapur logo and name, and the candidate's details: Candidate Name: Rajesh Raskothkar Gajar, Enrollment Number: MBA201, and a link to Log out / Change Password.

The main content area is divided into two sections:

- My Details:** A table displaying the student's information.

Name : Rajesh Raskothkar Gajar	Enrollment Number : MBA201	Program : B.Tech 24-12-2025
Email : rajesh123@gmail.com	Mobile No. : 1234567890	
- My Exam Detail:** A box displaying exam information.

Managerial_Economics_Master_of_Business_Administration_Through_Online_Mode_C
Total Marks : 80
Start Date : 06/01/2026
End Date : 12/01/2026
Exam Start & End Time : 10:00:00 To 19:00:00
Time Duration : 80 Minute
You are authenticated
Continue

At the bottom right, there is a watermark that says "Activate Windows" and "Go to Settings to activate Windows."

I agree and start the exam

- After clicking the Continue button, select I Agree and click Start Exam to begin the exam.

The screenshot shows a web browser window with the URL vik.brainzorg.com/student/13/exam. The header includes the Shivaji University logo and name, and the candidate's details: Candidate Name: Rajesh Raskishai Gajar, Enrollment Number: MSA201. A red 'Back' button is visible. The main content area displays the exam title: 'Managerial_Economics_Master_of_Business Administration_Through_Online_Mode_CBCS_85739'. Below this, a table provides exam details:

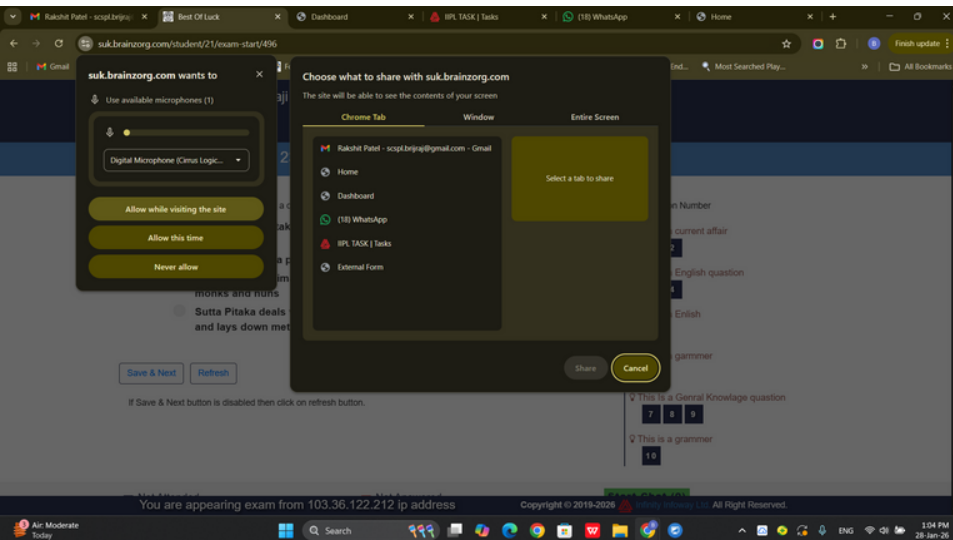
Start Date : 06/01/2026	Start Time : 10:00:00	Total Marks / Question: 80 / 80
End Date : 12/01/2026	End Time : 19:00:00	Time Duration : 80 Minutes

Below the table, the instructions state: 'All the best'. At the bottom of the main content area, there is a green checkbox labeled 'I Agree !' and a green 'Start Exam' button. The footer contains the text: 'You are appearing exam from 103.36.122.212 ip address', 'Copyright © 2019-2026', and 'All Right Reserved'. An 'Activate Windows' watermark is also present in the bottom right corner.

Entire Screen

- After I agree and start the exam, the following window will open in which the student will have to give the allow and after giving the allow, he will have to click on the Entire Screen.

Note :- It is mandatory for the student to give the Entire Screen.



Exam

- The student is required to position their face within the center of the green-colored guideline.
- From this point, the student will be able to view the exam questions and must select the correct option to answer each question.

Shivaji University, Kolhapur

Name: Rajesh Raskhail Gajer
Enrollment Number: MBA201
0 1 1 4 4 7

Exam : Managerial Economics Master of Business Administration Through Online Mode CBCS_85739

Calculator

among price-conscious buyers, income levels and availability of substitutes influenced buying decisions significantly. The firm estimated price elasticity before finalizing the decision. This analysis helped Amul balance revenue goals with consumer retention.

3. Availability of local dairies mainly affects demand through:
A. Income
B. Taste
C. Substitutes
D. Population

Ans. ☒ A
☐ B
☐ C
☐ D

Save & Next Refresh

If Save & Next button is disabled then click on refresh button.

Not Attended Not Answered Answered

Start Chat (0)

Activate Windows
Go to Settings to activate Windows.

Question Number

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	

Calculator

- Clicking on the Calculator menu will open the calculator.
- The calculator can be used in both Advanced Mode and Basic Mode.

The screenshot shows a web browser window displaying an online exam interface for Shivaji University, Kolhapur. The page header includes the university name and a student profile for Name: Raghav Sandikhol Gajjar, Enrollment Number: MBA201, and a score of 0 1 0 5 1 0. The exam title is "Exam : Managerial Economics Master of Business Administration Through Online Mode CBCS_85739". A "Calculator" button is visible in the top right. A video feed of a student is shown in the top right corner. The main content area displays a question: "Q.77) Question (1 marks) A company earns additional revenue by selling one extra unit of output. This is called: A. Average revenue B. Total revenue C. Marginal revenue D. Fixed revenue". Below the question are radio buttons for the answers. A "Save & Next" button and a "Refresh" button are at the bottom left. A "Start Chat (0)" button is at the bottom right. A "Calculator" modal is open in the center, showing a numeric keypad and a display area. The calculator has a "Show Advanced Mode" toggle and a green "Start" button at the bottom.

Focus warning

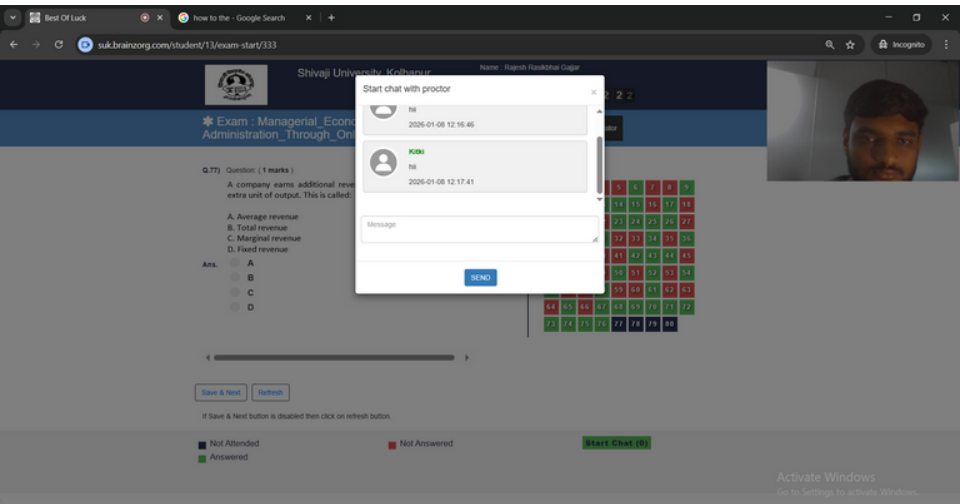
- The student must keep their face in front of the camera at all times. Otherwise, a warning will be generated as shown below. A warning will also be generated if the student looks away from the screen.

The screenshot shows a web browser window displaying an online exam interface. At the top, the URL is 'suk.brainzorg.com/student/13/exam-start/333'. The header includes 'Shivaji University, Kolhapur' and 'Name: Rajesh Raskhkar Gade, Enrollment Number: MBA201'. The exam title is 'Exam : Managerial_Economics_Master_of_Business Administration_Through_Online_Mode_CBCS_85739'. A video feed of the student is visible in the top right corner. A central warning box is overlaid on the screen, stating: 'Warning 1 of 50! Don't move your face. Your movement is captured by the system. Exam committee can take action if more movement is being registered.' The background shows a question titled 'Case Study 3: Smartphone Demand in India' and a grid of question numbers.

- Note :** After the set warning limit is reached, the examination will automatically stop.

Chat box

- If the student any issues during the ongoing exam, they can use the chat box shown below to communicate with the exam proctor.



Focus warning

- A warning will be generated if the student opens any other window/tab or uses a mobile phone during the exam.

The screenshot shows a web browser window displaying an online exam interface for Shivaji University, Kolhapur. The page header includes the university name and the exam title: "Exam : Managerial Economics, Master of Business Administration Through Online Mode CBCS_85739". The student's name is "Rajesh Ravindhar Gogoi" and the enrollment number is "MBA201 011250". A calculator button is visible. A video feed in the top right corner shows a student with a green circle around their face. A warning modal is centered on the screen, displaying a red exclamation mark icon and the text: "Warning! Don't open other window. Exam committee can take action if more unfair activity is detected". The modal has an "OK" button. The background shows a question about the availability of local dairies and a table of question numbers.

Shivaji University, Kolhapur

Name : Rajesh Ravindhar Gogoi
Enrollment Number : MBA201 011250

Exam : Managerial Economics, Master of Business Administration Through Online Mode CBCS_85739

Calculator

Warning!

Warning! Don't open other window. Exam committee can take action if more unfair activity is detected

OK

Question Number

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	

- Once the student answers the final question and selects Save and Next, the exam submission option will be displayed, allowing the student to submit the exam.

Best Of Luck

shukrainzorg.com/student/13/exam-start/333

Shivaji University, Kolhapur

Name : Rajesh Rajakshar Dagar
Enrollment Number : MBA201
0 1 0 0 5 1

Exam : Managerial Economics Master of Business Administration Through Online Mode CBCS_85739

Save & Next Refresh

If Save & Next button is disabled then click on refresh button.

Question Number

Are you sure want to submit exam?

You have answered 0 out of 80 questions and it has been saved.

Cancel Submit

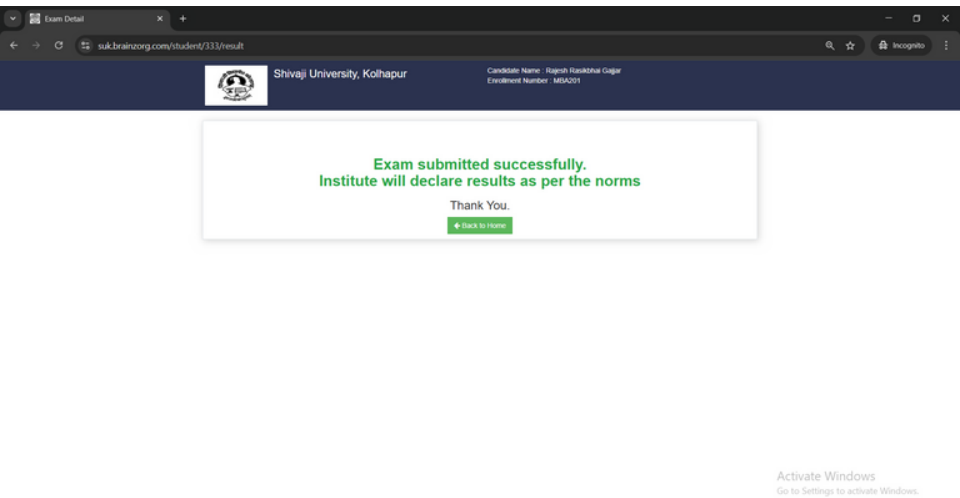
Not Attended
Answered

Activate Windows
Go to Settings to activate Windows.

You are appearing exam from 103.36.122.212 ip address

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- After clicking the Submit Exam button, a pop-up message stating “Exam Submitted Successfully” will appear. Clicking Back to Home will log the student out of the exam.





SHIVAJI UNIVERSITY, KOLHAPUR

Examination Section

Circular

Important Instructions for Online M.B.A.

1. Candidates should verify their seat number, exam schedule and subjects on the admit card (hall ticket) before the exam. Also, the instructions updated on the university website should be observed from time to time.
2. Candidates are compulsory required to keep with them any Id proof such as PAN Card, Adhar card, Driving licence etc.
3. It should be noted that the use of any kind of chits, book notes, notebooks, mobile phones, scientific calculators, digital diaries or similar devices while giving the online examination is prohibited.
4. Online examinees should ensure good quality internet connection for the examination and close all other portals except the online examination portal and close Instant Messaging Tools (Skype, AIM, MSN Messenger, Any desk, TeamViewer) and e-mail programs.
5. Online examinees should not minimize the exam portal webpage during the exam.
6. Ensure that the laptop/desktop is fully charged and continuous power supply is must.
7. The facility of shadow copy and revaluation shall not be available for Multiple Choice Question (MCQ) examinations, including those conducted in the form of case studies and caselets through the online mode.
8. No other person shall be present around the examinee during the examination.
9. There must be adequate lighting while giving the exam online.
10. After login by the examinee, the concerned students should verify the information therein.
11. Students appearing for the online examination shall make sure that their Desktop's or Laptop's Operating System is up-to-date, including the webcam.
12. Candidates should not accept any external phone calls on their mobiles while conducting the online examination.
13. If students have any queries regarding the login credentials they shall call to the teachers'/concern person before (For morning session 10.30 am and For afternoon session 2.30 pm) commencing the examination.

14. If you have any queries during the exam, the students are supposed to drop the message in the given chat box only.
15. Do not try to open/search other apps or browsers during the exam. A note of this movement will be recorded in the software.
16. Updates of antivirus windows, notifications, alerts should be enabled.
17. If you log out for any reason during the exam time, you can login again using your previous login and password credentials.
18. No break can be taken during the examination for any reason
19. Video guidance regarding examination is available on the university website and candidates should watch it.
20. In case of any query regarding Questions, the students should submit their complaint along with relevant proofs/appropriate documents to Asst. Registrar (Appointment Section), Shivaji University via email on appointment.a@unishivaji.ac.in within 3 Days from the date of examination held.
21. In case of Any attempt of malpractice/misconduct during the examination, the disciplinary action as per university rules, regulations will be initiated against the examinee.

Note: - Students are required to follow any updated rules as they are introduced time to time.



Director
Board of Examination and Evaluation
Shivaji university, Kolhapur.

Reference No: Shivaji university / On Exam / 171

Date: 04/02/2026

Copy To :-

1. Hon. Director Centre for Distance and Online Education.
2. Hon. Deputy Registrar/Asst. Registrar / Co-ordinator – All Concerned Departments.
3. Co-ordinator, Internet Room for Publicity on website.

प्रिय विद्यार्थ्यांनो,

ऑनलाइन MBA कार्यक्रमांमध्ये पारदर्शकता, निष्पक्षता आणि शैक्षणिक प्रामाणिकता सुनिश्चित करण्यासाठी पूर्णपणे ऑनलाइन व Proctored Examination प्रणालीचा अवलंब केला जातो. अंतिम परीक्षा दिनांक 10 ऑगस्ट 2026 पासून घेण्यात येणार आहे.

परीक्षेस उपस्थित राहण्यापूर्वी सर्व विद्यार्थ्यांनी खाली दिलेल्या 'करावयाच्या' (Do's) व 'करू नयेत' (Don'ts) या सर्व सूचनांचे काळजीपूर्वक वाचन करणे अनिवार्य आहे. तसेच, परीक्षेसंदर्भातील सर्व नियम व सूचनांचे विद्यार्थ्यांनी काटेकोरपणे पालन करणे आवश्यक आहे.

परीक्षेस उपस्थित राहण्यापूर्वी विद्यार्थ्यांनी खालील सर्व सूचनांचे काटेकोरपणे पालन करणे अनिवार्य आहे.

Examination साठी करावयाच्या गोष्टी (DO's)

1. फक्त Laptop किंवा Desktop चा वापर करा

परीक्षेसाठी फक्त Laptop किंवा Desktop Computer चाच वापर करावा. Mobile Phone किंवा Tablet चा वापर करू नये. मोबाईल किंवा टॅबलेटवरून दिलेली परीक्षा अमान्य (Invalid) ठरविण्यात येईल.

2. इंटरनेट कनेक्टिव्हिटी तपासा

परीक्षेदरम्यान इंटरनेट कनेक्शन खंडित होऊ नये यासाठी स्थिर आणि उच्च गतीचे इंटरनेट कनेक्शन वापरा.

3. Camera आणि Microphone कार्यरत असल्याची खात्री करा

तुमचा Webcam आणि Microphone योग्य प्रकारे कार्यरत व सुरू (Enabled) असणे आवश्यक आहे. परीक्षेदरम्यान तुमचे सतत Proctoring द्वारे निरीक्षण केले जाईल.

4. शांत आणि पुरेसा प्रकाश असलेली खोली निवडा

परीक्षा देताना शांत व गोंगाटमुक्त खोलीत बसा. खोलीमध्ये पुरेसा प्रकाश असावा आणि परीक्षेदरम्यान तुमचा चेहरा Camera मध्ये स्पष्टपणे दिसणे आवश्यक आहे.

5. ओळखपत्र (ID Proof) जवळ ठेवा

पडताळणीसाठी आवश्यक असल्यास, वैध फोटो ओळखपत्र जवळ ठेवा. उदा. **आधार कार्ड, PAN Card, College ID किंवा कोणतेही वैध सरकारी ओळखपत्र.**

6. वेळेपूर्वी Login करा

परीक्षेच्या निर्धारित वेळेच्या किमान **20-30 मिनिटे आधी Login** करा, जेणेकरून System Check आणि इतर आवश्यक प्रक्रिया सुरळीतपणे पूर्ण करता येतील.

7. सूचना काळजीपूर्वक वाचा

परीक्षा सुरू करण्यापूर्वी स्क्रीनवर दिलेल्या सर्व सूचनांचे काळजीपूर्वक वाचन करा.

8. स्क्रीनकडे लक्ष ठेवा

परीक्षेदरम्यान तुमचे लक्ष स्क्रीनवर ठेवा. Proctoring System कडून अनावश्यक Flags निर्माण होऊ नयेत यासाठी वारंवार स्क्रीनपासून दूर पाहणे टाळा.

9. परीक्षा गांभीर्याने द्या

Proctor Examination दरम्यान करू नयेत अशा गोष्टी (DON'Ts)

1. Mobile Phone चा वापर करू नका

परीक्षेदरम्यान Mobile Phone टेबलवर, स्वतःजवळ किंवा सहज पोहोचेल अशा ठिकाणी ठेवू नये. परीक्षेच्या संपूर्ण कालावधीत Mobile Phone चा वापर करू नये.

2. Browser किंवा Tab बदलू नका

परीक्षेदरम्यान दुसऱ्या Tab वर जाऊ नका, नवीन Window उघडू नका किंवा Exam Screen Minimize करू नका.

3. समूहामध्ये किंवा सार्वजनिक ठिकाणी परीक्षा देऊ नका

परीक्षा प्रत्येक विद्यार्थ्याने स्वतंत्रपणे द्यावी. समूहामध्ये किंवा सार्वजनिक ठिकाणी बसून परीक्षा देण्यास सक्त मनाई आहे.

4. इतर कोणत्याही व्यक्तीला खोलीत प्रवेश करू देऊ नका

परीक्षेदरम्यान खोलीमध्ये इतर कोणतीही व्यक्ती उपस्थित नसावी किंवा खोलीमध्ये प्रवेश करू नये.

5. चेहरा किंवा Camera झाकू नका

Cap, Mask किंवा चेहरा झाकला जाईल अशा कोणत्याही वस्तूचा वापर करू नका. तुमचा चेहरा Camera मध्ये स्पष्टपणे दिसणे आवश्यक आहे.

6. परीक्षेदरम्यान खाऊ नका

परीक्षेदरम्यान खाणे किंवा Chewing Gum चघळणे परवानगीचे नाही. मात्र, आवश्यक असल्यास विद्यार्थी आपल्या जागेवरून न उठता आणि Camera च्या दृश्यामध्ये अडथळा न आणता **साधे पाणी पिऊ शकतात.**

7. अनावश्यक बोलू नका

परीक्षेदरम्यान बोलणे, प्रश्न मोठ्याने वाचणे किंवा इतर व्यक्तींना प्रतिसाद देणे हे संशयास्पद वर्तन (Suspicious Behaviour) मानले जाऊ शकते.

8. System Warnings कडे दुर्लक्ष करू नका

System कडून Warning किंवा Alert मिळाल्यास, स्क्रीनवर दिलेल्या सूचनांचे त्वरित पालन करा.

9. परीक्षा अचानक बंद करू नका

Proctor कडून सूचना मिळाल्याशिवाय Browser बंद करू नका किंवा Computer/Laptop बंद करू नका. अत्यावश्यक परिस्थितीत (उदा. तातडीने स्वच्छतागृहात जाण्याची गरज) विद्यार्थ्यांनी स्क्रीनवर दिलेल्या सूचनांचे पालन करावे किंवा जागा सोडण्यापूर्वी Proctor ला माहिती द्यावी.

10. Calculator बाबत

Business Statistics विषयाच्या परीक्षेसाठी Basic Calculator स्क्रीनवरच उपलब्ध करून देण्यात येईल. **बाह्य (External) Calculator वापरण्यास परवानगी नाही.**

11. Messaging बाबत

परीक्षेदरम्यान कोणतीही अडचण असल्यास विद्यार्थ्यांनी WhatsApp Group वर संदेश पाठवू नये. त्याऐवजी Exam Screen वर उपलब्ध असलेल्या Chat Box द्वारे त्वरित संदेश पाठवावा.

महत्वाच्या सूचना (Important Note)

- सर्व विद्यार्थ्यांनी परीक्षेच्या प्रत्यक्ष सुरू होण्याच्या वेळेच्या किमान 30 मिनिटे आधी Proctor Window मध्ये उपस्थित राहणे अनिवार्य आहे.
- परीक्षा सुरू झाल्यानंतर 30 मिनिटांनंतर कोणत्याही विद्यार्थ्याला Authentication (प्रमाणीकरण) करण्याची परवानगी दिली जाणार नाही.
- परीक्षेदरम्यान विद्यार्थ्यांनी त्यांच्या Computer/Laptop ची संपूर्ण Screen Share करणे अनिवार्य आहे.
- परीक्षेपूर्वी Google Chrome मधील Site Settings मध्ये Camera, Microphone, Sound, Virtual Reality, Automatic Picture-in-Picture इत्यादी आवश्यक सुविधांना "Allow" केलेले आहे, याची विद्यार्थ्यांनी खात्री करावी.
- परीक्षेदरम्यान कोणत्याही विद्यार्थ्याला तांत्रिक अडचण निर्माण झाल्यास, ती अडचण Exam Window मध्ये उपलब्ध असलेल्या Chat Box द्वारे त्वरित कळवावी.
- निर्धारित वेळेत परीक्षा प्रक्रियेत सहभागी न झाल्यास विद्यार्थ्याला Final Examination साठी उपस्थित राहण्याची परवानगी दिली जाणार नाही.

★ ★ ★ सर्व विद्यार्थ्यांना परीक्षेसाठी हार्दिक शुभेच्छा! ★ ★ ★

Team Online MBA