



Estd. 1962

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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.

# USER MANUAL

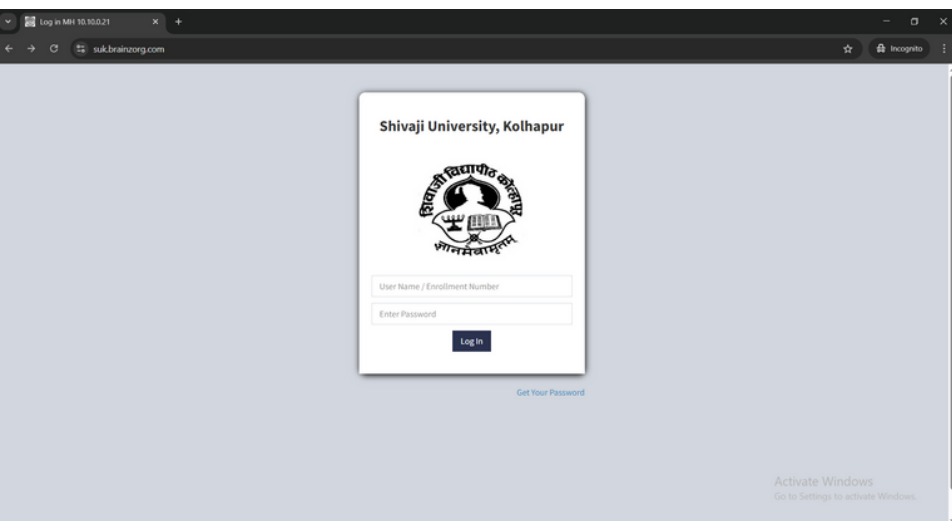
## ONLINE EXAMINATION PROCESS



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](http://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**

|                                       |                                   |                                      |
|---------------------------------------|-----------------------------------|--------------------------------------|
| <b>Name :</b> Rajesh Rasikbhai Gajjar | <b>Enrollment Number :</b> MBA201 | <b>Program :</b> III test 24-12-2025 |
| <b>Email :</b> rajesh123@gmail.com    | <b>Mobile No. :</b> 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](#)

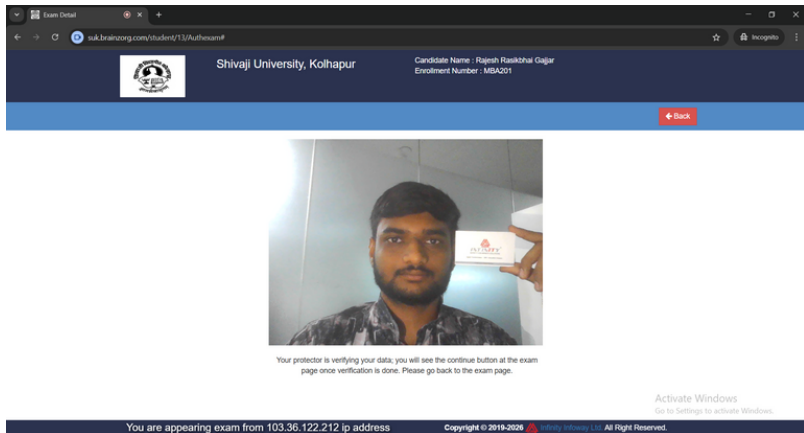
Activate Windows  
Go to Settings to activate Windows.

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](http://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                                                        |
| <a href="#">Continue</a>                                                     |

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 `suk.brainzorg.com/student/13/exam`. The header bar is dark blue and contains the Shivaji University logo, the name 'Shivaji University, Kolhapur', and candidate information: 'Candidate Name : Rajesh Raskikhat Gajar' and 'Enrollment Number : MSA201'. A red 'Back' button is visible on the right. Below the header, a white box displays the exam title '> Managerial\_Economics\_Master\_of\_Business Administration\_Through\_Online\_Mode\_CBCS\_85739'. Inside this box, a table provides exam details:

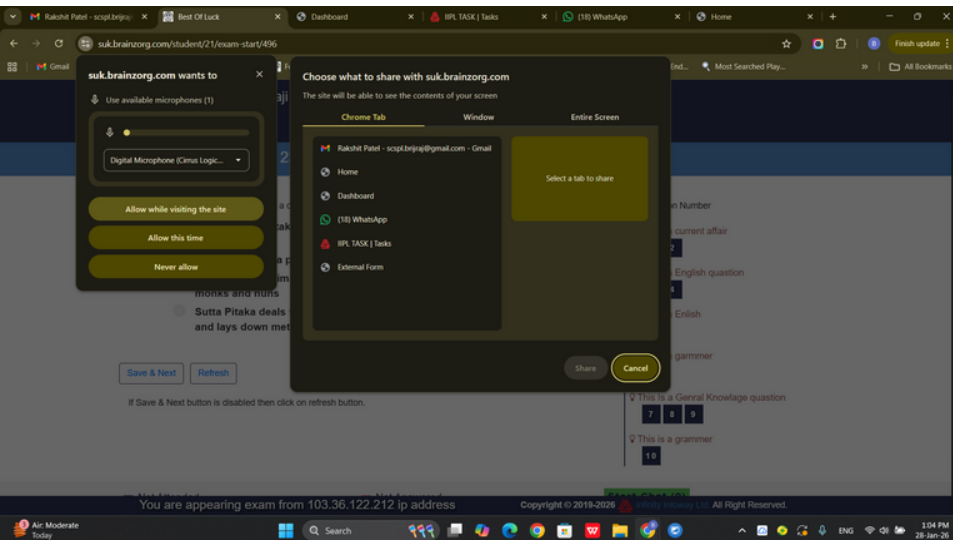
|                         |                       |                                 |
|-------------------------|-----------------------|---------------------------------|
| Start Date : 06/01/2026 | Start Time : 10:00:00 | Total Marks / Question: 80 / 80 |
| End Date : 12/01/2026   | End Time : 19:00:00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

Below the table, the instructions state 'All the best'. At the bottom of the interface, there is a green checkbox labeled 'I Agree !' and a green 'Start Exam' button. A watermark 'Activate Windows' is visible 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 Raskhith Gajjar  
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 Raghav Sandikhol Gajjar, enrolled in MBA201. The exam title is "Managerial Economics Master of Business Administration Through Online Mode CBCS\_85739". A "Calculator" button is visible in the top right. A modal window titled "Calculator" is open, showing a numeric keypad and a display area. The calculator has a toggle for "Show Advanced Mode" which is currently set to "Basic". The background exam question is visible, asking for the term for additional revenue from selling an extra unit of output, with options A (Average revenue), B (Total revenue), C (Marginal revenue), and D (Fixed revenue). The interface also includes a "Save & Next" button, a "Refresh" button, and a "Start Chat" button at the bottom.

Best Of Luck

how to the - Google Search

suk.brainzorg.com/student/13/exam-star/333

Shivaji University, Kolhapur

Name : Raghav Sandikhol Gajjar  
Enrollment Number: MBA201  
0 1 0 5 1 0

Exam : Managerial Economics Master of Business Administration Through Online Mode CBCS\_85739

Calculator

Calculator

Show Advanced Mode

7 8 9 \* %  
4 5 6 C /  
1 2 3 ( )  
- x + 0  
% +

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

Ans. ☐ A  
☐ B  
☐ C  
☐ D

Save & Next Refresh

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

Not Attended Not Answered Start Chat (0)

# 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. The browser's address bar shows 'suk.brainzorg.com/student/13/exam-start/333'. The page header includes 'Shivaji University, Kolhapur' and 'Name: Rajesh Raskhkar Gader, 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 exam content, displaying a yellow exclamation mark icon and the text: '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.' Below the text is a green 'Ok' button. The background shows a question titled 'Q.12) Question : (1 marks)' about 'Case Study 3: Smartphone Demand in India'. A question number grid is visible on the right side of the interface.

- 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.

The screenshot shows a web browser window displaying an online exam interface. The browser's address bar shows the URL `suk.brainzorg.com/student/13/exam-start/333`. The page header includes the Shivaji University logo and the text "Shivaji University Kolhapur". The exam title is "Exam : Managerial Economics Administration Through Online". The question is "Q.77) Question : ( 1 marks ) A company earns additional revenue from an extra unit of output. This is called:". The options are: A. Average revenue, B. Total revenue, C. Marginal revenue, D. Fixed revenue. The answer is marked as "Not Answered". A chat box overlay is visible in the center, titled "Start chat with proctor". It shows a message from "KIRU" at 2025-01-08 12:17:41. The chat box has a "SEND" button. In the bottom right corner, there is a video feed of a proctor. The bottom of the page has a status bar with "Not Attended", "Not Answered", and "Start Chat (0)" buttons. An "Activate Windows" watermark is visible in the bottom right corner.

# 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, student name (Rajesh Ravishanker Gogoi), and enrollment number (MBA201). The exam title is "Exam : Managerial Economics Master of Business Administration Through Online Mode CBCS\_85739". 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". Below the text is an "OK" button. The background shows a question about the availability of local dairies and a table of question numbers (1-72).

Shivaji University, Kolhapur

Name : Rajesh Ravishanker Gogoi  
Enrollment Number : MBA201

0 1 1 2 5 0

Calculator

Exam : Managerial Economics Master of Business Administration Through Online Mode CBCS\_85739

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 |

Not Attended

Not Answered

Answered

Start Chat (0)

Activate Windows  
Go to Settings to activate Windows.

- 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 Rajakumar 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

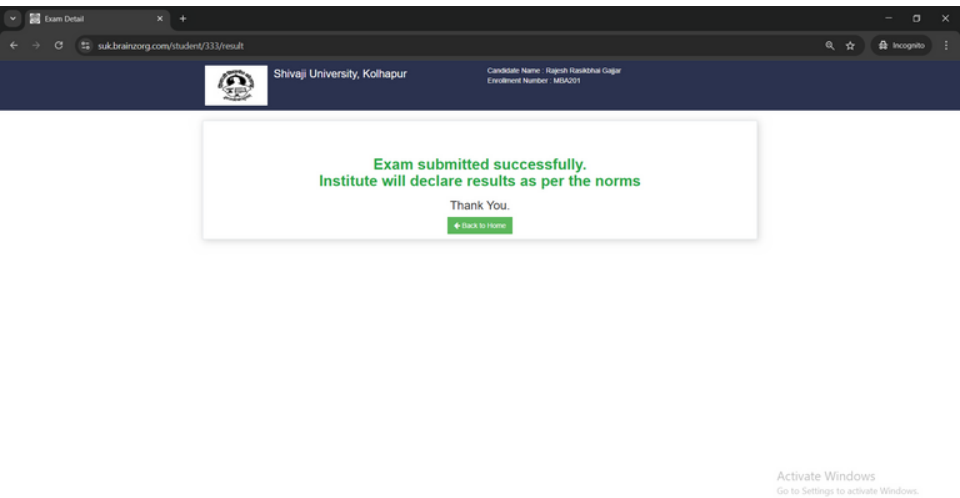
Not Attended  
Answered

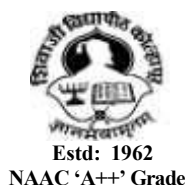
Activate Windows  
Go to Settings to activate Windows.

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** **Centre For Distance and Online Education**

### **Online MBA -Final Semester End Examination's** **Do's & Don'ts**

Dear Students,

The Online MBA Programme follows a completely online, proctored examination system to ensure transparency, fairness, and academic integrity. As part of this process, a Final Semester End Proctor examination is being conducted from 10<sup>th</sup> August 2026.

Following are the examination **Do's & Don'ts**, **all the students must read carefully each instruction and must follow it strictly before appearing for the exam.**

#### **DO's for the Proctor Examination**

- 1. Use a laptop or Desktop Only**  
Ensure you attempt the exam using a laptop or desktop computer. Mobile phones or tablets are strictly not recommended. If you give it through mobile or tablet it will be treated as invalid.
- 2. Check Internet Connectivity**  
Use a stable and high-speed internet connection to avoid disconnections during the test.
- 3. Ensure Working Camera and Microphone**  
Your webcam and microphone must be functional and enabled throughout the test, as continuous monitoring will be done.
- 4. Choose a Quiet and Well-Lit Room**  
Sit in a noise-free room with sufficient lighting. Your face should be clearly visible to the camera at all times.
- 5. Keep Your ID Proof Ready**  
Keep a valid photo ID (Adhar card, Pan card, College ID any Government ID) ready for verification, if asked by the proctor.
- 6. Login on Time**  
Log in at least **20-30 minutes before** the scheduled time to complete system checks smoothly.

**7. Read Instructions Carefully**

Go through all on-screen instructions before starting the test.

**8. Maintain Eye Contact with the Screen**

Keep your focus on the screen during the test to avoid unnecessary flags by the proctoring system.

**9. Participate Seriously**

Treat the demo test like a real examination to gain proper familiarity with the process.

**DON'Ts for the Proctor Examination**

**1. Do Not Use Mobile Phones**

Students are requested not to keep mobile phones on the desk, on their person, or within reach, and to refrain from using them at any time during the test.

**2. Do Not Change Browser or Tab**

Avoid switching tabs, opening new windows, or minimizing the exam screen.

**3. Do Not Sit in a Group or Public Place**

Attempt the test individually. Group settings or public places are strictly prohibited.

**4. Do Not Allow Anyone to Enter the Room**

No other person should be present or enter the room during the test.

**5. Do Not Cover Your Face or Camera**

Avoid wearing caps, masks, or anything that obstructs facial visibility.

**6. Do Not Eat During the Test**

Eating or chewing gum during the test is not allowed. However, students are permitted to drink plain water, if required, without leaving their seat or obstructing the camera view.

**7. Do Not Speak Unnecessarily**

Talking, reading questions aloud, or responding to others may be treated as suspicious behaviour.

**8. Do Not Ignore System Warnings**

If the system gives a warning or alert, immediately follow the instructions shown on the screen.

**9. Do Not Exit the Test Abruptly**

Do not close the browser or shut down the system unless instructed by the proctor. In case of an extreme emergency (such as washroom urgency), students must follow the on-screen instructions or inform the proctor before leaving their seat.

**10. Regarding Calculator**

For the Business Statistics subject, a basic calculator will be provided on the screen itself. External calculators are not allowed.

## 11. Messaging

Students should not send messages on WhatsApp groups during the exams, if they have any issue, they may send a message in a chat box provided on exam screen.

### **Important**

- All the students must present in proctor window before 30 minutes of actual commencing the examination time.
- No any student will be allowed to authenticate after 30 minutes of commencing the examinations.
- It is mandatory to share your entire screen at the time of examination.
- Ensure that your google chrome site settings are set allowed for camera, microphone, sound, virtual reality, automatic picture in picture etc.
- Students facing technical issues should report them immediately in the given chat box of the examination window.
- If the students fail to join exam withing the stipulated time he or she can not be allowed to appear for final examination.

**\*\*\* Wishing you all the best \*\*\***

Team Online MBA



# 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](mailto: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.

दूरशिक्षण व ऑनलाईन शिक्षण केंद्र  
दि. ०३.०६.२०२६

विषय - दि. ०२.०६.२०२६ रोजीच्या बैठकीच्या कार्यवृत्तांस मान्यता मिळणेबाबत.

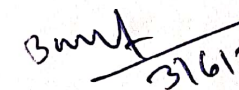
सादर,

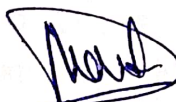
दूरशिक्षण व ऑनलाईन शिक्षण केंद्रामध्ये शैक्षणिक वर्ष २०२६-२७ मधील प्रवेश प्रक्रिया, व परीक्षा विविध समित्यांचे कामकाज आढावा यांच्या अध्यक्षतेखाली बैठकीचे आयोजन करण्यात आले होते. सदर बैठकीचा कार्यवृत्तांत सोबत जोडला आहे. त्यास मान्यता मिळावी, मान्यतेनंतर सर्व संबंधित शिक्षक, समन्वयक, आणि प्रशासकीय सेवक यांना बैठकीच्या कार्यवृत्तांतानुसार पुढील आनुषंगिक कार्यवाही करणेबाबत ई-मेलद्वारे अवगत करणेत येतील.

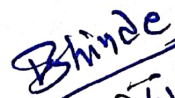
मान्यतेसाठी सादर

  
हंगामी प्रोग्रॅम कोऑर्डिनेटर

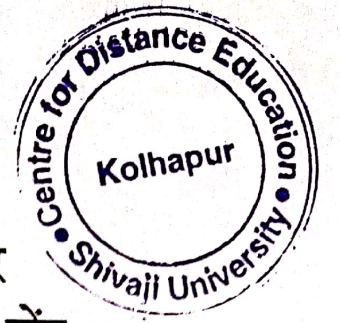
  
कक्ष अधिकारी

  
हंगामी समन्वयक

  
सहाय्यक कुलसचिव

  
उपकुलसचिव

  
मा. प्र. संचालक



**शिवाजी विद्यापीठ, कोल्हापूर**  
**दूरशिक्षण व ऑनलाईन शिक्षण केंद्र**  
**दि. ०२.०६.२०२६ रोजीच्या बैठकीचा कार्यवृत्तांत**

दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत ऑनलाईन एम. कॉम., एम. बी. ए. आणि एम. एस्सी. (गणित) अभ्यासक्रम सुरू आहेत. या अभ्यासक्रमांच्या शैक्षणिक वर्ष २०२६-२७ मधील सुरू असलेल्या प्रवेशप्रक्रिया, तसेच जुन २०२६ परीक्षा आयोजन इ. अनुषंगाने डॉ. चांगदेव बंडगर, ऑनलाईन समन्वयक, यांचे अध्यक्षतेखाली केंद्रातील सर्व प्रशासकीय अधिकारी, ऑनलाईन एम. कॉम., एम. बी. ए. आणि एम. एस्सी. (गणित) अभ्यासक्रमांचे सर्व प्रोग्रॅम कोऑर्डिनेटर यांची मंगळवार, दि.०२.०६.२०२६ रोजी या केंद्रातील कॉन्फरन्स हॉल ३१२ येथे सकाळी ११.०० वाजता एकत्रित बैठक आयोजित करणेत आली होती. या बैठकीस खालीलप्रमाणे उपस्थिती होती.

| अ. नं. | नाव                     | पद                                              |
|--------|-------------------------|-------------------------------------------------|
| १.     | श्री. व्ही. बी. शिंदे   | उपकुलसचिव                                       |
| २.     | श्री. डी. एल. मोहाडीकर  | सहा.कुलसचिव                                     |
| ३.     | श्री. व्ही. व्ही. वरूटे | ऑफीस सुपरवायझर सी. डी. ई. पी.                   |
| ४.     | डॉ. केतकी पोवार         | प्रोग्रॅम कोऑर्डिनेटर, ऑनलाईन एम. बी. ए.        |
| ५.     | श्री. दयानंद गावडे      | प्रोग्रॅम कोऑर्डिनेटर, ऑनलाईन एम. एस्सी. (गणित) |
| ६.     | डॉ. एस. व्ही. माने      | प्रोग्रॅम कोऑर्डिनेटर, ऑनलाईन एम. कॉम.          |

सदर बैठकीस प्रथम डॉ. केतकी पोवार, प्रोग्रॅम कोऑर्डिनेटर, ऑनलाईन एम. बी. ए. यांनी बैठकीची पार्श्वभूमी विषद करून प्रस्तावना व उपस्थितांचे स्वागत केले. तदनंतर बैठकीमधील विषयांवर मा. अध्याक्षांच्या परवानगीने चर्चा करण्यात आली. सदर बैठकीमध्ये खालीलप्रमाणे ठराव कार्यवाही करण्याचे ठरले.

१. शैक्षणिक वर्ष २०२६-२७ मधील सुरू असलेल्या प्रवेशप्रक्रियाच्या फेसबुकच्या माध्यमातून प्राप्त झालेल्या सर्व ऑनलाईन अभ्यासक्रमांच्या इच्छुक विद्यार्थ्यांना संपर्क करावा. त्याचबरोबर सदरचा लिखित अहवाल संबंधित ऑनलाईन समन्वयकांनी दि. ०३.०६.२०२६ पर्यंत जमा करावा. तसेच येथुनपुढे याबाबतचा अहवाल वेळोवेळी जमा करावा.
२. फेसबुकच्या माध्यमातून प्राप्त झालेल्या सर्व ऑनलाईन अभ्यासक्रमांच्या इच्छुक विद्यार्थ्यांच्या संबंधित ऑनलाईन अभ्यासक्रमाची माहिती ई मेलव्दारे दि. ०२.०६.२०२६ रोजीच्या आत पाठविण्यात यावी.

३. ऑनलाईन एम. एस्सी. (गणित) चे श्री. संदीप थिटे, हंगामी कोर्स कोऑर्डिनेटर या सध्या या केंद्राचे फेसबुक पेजवरील जाहिरातीचे काम पाहत आहेत. सदर फेसबुक पेजवरून प्राप्त झालेल्या विद्यार्थ्यांना संपर्क साधल्यानंतर इच्छुक विद्यार्थ्यांना पुनश्च संपर्क साधणे, तसेच सर्व इच्छुक विद्यार्थ्यांची माहिती एकत्रित संकलित करणे याबाबत श्री. थिटे, यांनी विहीत नमुन्यात तक्ता तयार करून द्यावा.
४. शैक्षणिक वर्ष २०२५-२६ मध्ये श्री. दयानंद गावडे, हंगामी प्रोग्रॅम कोऑर्डिनेटर यांनी संकलित केलेल्या सर्व मुख्याध्यापकांनी पुनश्च संपर्क साधून या केंद्रातील सर्व अभ्यासक्रमांची माहिती द्यावी. त्याबाबतचा लिखित अहवाल श्री. गावडे, यांनी दि. ०६.०६.२०२६ पर्यंत जमा करावा.
५. शैक्षणिक वर्ष २०२६-२७ मधील सुरू असलेल्या प्रवेशप्रक्रियाच्या अनुषंगाने ज्या संस्थांना भेटी द्यावयाच्या आहेत त्याठिकाणी तयार करण्यात आलेल्या समितीमधील सर्व सदस्यांनी लवकरात लवकर भेटी द्याव्यात व याबाबतचा अहवाल वेळोवेळी जमा करावा.
६. शैक्षणिक वर्ष २०२६-२७ मधील ऑनलाईन एम. एस्सी. (गणित) अभ्यासक्रमाच्या दि. ०२.०६.२०२६ रोजीच्या प्रवेशाची स्थिती पाहता शिवाजी विद्यापीठ कार्यक्षेत्राबाहेरील उदा. गोवा, कर्नाटक याठिकाणचे विद्यार्थी प्रवेशासाठी कसे मिळतील याकरिता विशेष प्रयत्न व प्रसार ऑनलाईन एम. एस्सी. (गणित) च्या सर्व संबंधित शिक्षकांनी करावे.
७. ऑनलाईन एम. कॉम., एम. बी. ए. आणि एम. एस्सी. (गणित) अभ्यासक्रम पूर्ण केल्यानंतर विविध क्षेत्रामधील पात्र परीक्षांची (उदा. स्पर्धा परीक्षा - जिल्हा परिषद, जिल्हाधिकारी कार्यालय, आरोग्य विभाग, महानगरपालिका, कोर्ट, रेल्वे विभाग, इ. UPSC, MPSC, IBPS (Banking Exam.)) साठी उपयुक्त असल्याबाबतचे रील तयार करण्याचे ठरले. याबाबत डॉ. सुशांत माने, हंगामी प्रोग्रॅम कोऑर्डिनेटर यांनी संबंधितांशी चर्चा करून रील बनवावी.
८. ऑनलाईन एम. कॉम. आणि एम. एस्सी. (गणित) साठी प्रथम वर्षाच्या अभ्यासक्रमास अभ्यासमंडळाच्या मान्यता मिळालेली आहे. सदर मान्यतेनुसार फक्त प्रथम वर्षासाठी बहुपर्यायी (Multiple Choice Questions) प्रश्नपत्रिका स्वरूप मान्य करण्यात आलेले आहे त्याचबरोबर उपरोक्त अभ्यासक्रमांबाबत पुढील शैक्षणिक वर्ष २०२६-२७ साठी वर्णनात्मक परीक्षा (Descriptive Examination) घेण्याबाबत संगणकप्रणाली अद्यावत करून घेण्यासंदर्भात सुचित करण्यात आलेले होते. परंतु अद्यापि सदरची संगणकप्रणाली अद्यावत झालेली दिसून येत नसल्याने पुढील २ शैक्षणिक वर्षासाठी बहुपर्यायी (Multiple Choice Questions) प्रश्नपत्रिका स्वरूप रहावे याबाबत संगणक केंद्राचे मा. संचालक यांचा अभिप्राय घेऊन पुनश्च टिपणी तयार करून अभ्यासमंडळाच्या मान्यतेसाठी सादर करावे.
९. एम. एस्सी. (गणित) डिस्टन्स मोडमध्ये असणा-या सर्व अभ्यासकेंद्रांना दररोज कॉल करून प्रवेशाबाबत आढावा घेणे आणि प्रवेश वाढीबाबत विशेष प्रयत्न करणे. तसेच याबाबतचा अहवाल श्री. गावडे, हंगामी प्रोग्रॅम कोऑर्डिनेटर यांनी समन्वयक यांचेमार्फत कार्यालयास सादर करावा.
१०. ऑनलाईन एम. एस्सी. (गणित) शी संबंधित असणारी सर्व माहिती ज्यामध्ये तयार करण्यात आलेल्या आफिस फाईल्स, विकसीत करण्यात आलेले ई-कन्टेंट व्हिडीओ आणि इतर सर्व प्रकल्पा अंतर्गत घेण्यात आलेल्या विशेष कुशल सेवक श्रीमती गंगा भोसले यांचेकडून घेण्यात

यावे. तसेच सदरच्या सर्व संकलित माहितीचे सादरीकरण श्री. गावडे, हंगामी प्रोग्रॅम कोऑर्डिनेटर यांनी गुरुवार दि. ०४.०२.२०२६ रोजी कॉन्फरन्स हॉल ३१२ येथे वरिष्ठांच्यासमोर करावे.

११. ऑनलाईन एम. कॉम., एम. बी. ए. आणि एम. एस्सी. (गणित) अभ्यासक्रमांच्या जुन २०२६ मधील होणा-या परीक्षांचे अर्ज दि. ०८.०६.२०२६ ते १५.०६.२०२६ या कालावधीमध्ये भरण्याचे ठरले. सदर परीक्षांचे अर्ज भरण्याकरिता संबंधित परीक्षा व आय टी विभागाशी दि. ०३.०६.२०२६ अंतर्गत कार्यालयीन टिपणीद्वारे कळविण्यात यावे.

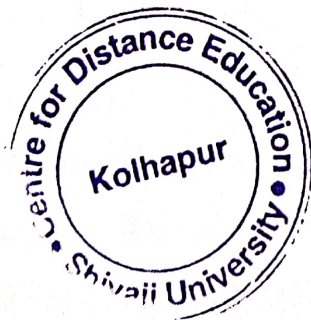
१२. ऑनलाईन एम. कॉम., एम. बी. ए. आणि एम. एस्सी. (गणित) अभ्यासक्रमांच्या जुन २०२६ मधील होणा-या अंदाजीत परीक्षा तारखा खालीलप्रमाणे सुचित करण्यात आल्या.

| अ. नं. | अभ्यासक्रमाचे नाव        | निश्चित तारीखा |            |           |           |
|--------|--------------------------|----------------|------------|-----------|-----------|
|        |                          | सत्र १         | सत्र २     | सत्र ३    | सत्र ४    |
| १      | ऑनलाईन एम. कॉम.          | ०६.०७.२०२६     | ११.०७.२०२६ | —         | —         |
| २      | ऑनलाईन एम. बी. ए.        | २७.७.२०२६      | १५.७.२०२६  | २७.७.२०२६ | १५.७.२०२६ |
| ३      | ऑनलाईन एम. एस्सी. (गणित) | ०६.०७.२०२६     | ११.०७.२०२६ | —         | —         |

१३. ऑनलाईन एम. बी. ए. अभ्यासक्रमाच्या ज्या विद्यार्थ्यांनी शैक्षणिक फीचे हप्ते भरलेले नाहीत अशा विद्यार्थी जोपर्यंत सदरची फी भरत नाहीत तोपर्यंत सगणक प्रणालीमधून परीक्षा अर्ज व शुल्क भरू शकणार नाही अशी तरतुद करून घेण्यात यावी.

१४. ऑनलाईन एम. कॉम., एम. बी. ए. आणि एम. एस्सी. (गणित) अभ्यासक्रमांच्या जुन २०२६ मधील परीक्षा सुरू होण्यापूर्वी शिवाजी विद्यापीठाचा करार असणा-या Infinity, Gujarat या कंपनीशी संपर्क साधून यापूर्वीच्या परीक्षांमध्ये आलेल्या अडचणी व आवश्यक असणा-या सर्व दुरुस्त्या करून घेण्यात यावे.

उपरोक्त विषयांवर कार्यवाही करणेचे निश्चित होवून मा. अध्यक्ष यांच्या परवानगीने बैठक समाप्त झाल्याचे जाहिर केले.



*[Signature]*  
अध्यक्ष



Est'd: 1963  
NAAC 'A++' Grade

**शिवाजी विद्यापीठ, कोल्हापूर**  
**दूरशिक्षण आणि ऑनलाइन शिक्षण केंद्र**  
**बैठकीची सूचना**

दिनांक: ०१/०६/२०२६

सर्व संबंधितांना सूचित करण्यात येते की, ऑनलाइन MBA, ऑनलाइन M.Sc. (Mathematics) व ऑनलाइन M.Com. या अभ्यासक्रमांच्या कार्यक्रम समन्वयकांची बैठक दि. ०२ जून २०२६ रोजी सकाळी ११.०० वाजता आयोजित करण्यात आली आहे.

सदर बैठकीचे अध्यक्षपद Dr. C. A. Bandgar, ऑनलाइन समन्वयक हे भूषविणार आहेत. तरी संबंधित कार्यक्रम समन्वयकांनी बैठकीस उपस्थित राहावे, ही विनंती.

*Bhinde*  
उपकुलसचिव

प्रति,

१. ऑनलाइन समन्वयक
२. प्रोग्रॅम कोऑर्डिनेटर ऑनलाइन M.B.A.
३. प्रोग्रॅम कोऑर्डिनेटर ऑनलाइन M.Com.
४. प्रोग्रॅम कोऑर्डिनेटर ऑनलाइन M.Sc. (Mathematics)



Estd: 1962  
NAAC 'A++' Grade

**Shivaji University, Kolhapur**  
**Centre for Distance and Online Education**

**Meeting Agenda for Programme Coordinators**

A meeting of the Programme Coordinators of Online MBA, Online M.Sc. (Mathematics), and Online M.Com. under the Centre for Distance and Online Education is scheduled to be held on **2 June 2026 at 11:00 AM** to discuss important academic and administrative matters. The meeting will be chaired by Dr. C. A. Bandgar, Online Coordinator, to ensure effective coordination and timely execution of programme-related activities. All Programme Coordinators are requested to attend and actively participate in the discussion.

**Agenda Points**

1. Review of Live Sessions
2. Admission Status and Important Dates
3. Proctoring Examination –June 2026
4. Semester-End Examination Schedule
5. E-Content Recording and Editing Status
6. Any Other Matter with Permission of the Chair