



शिवाजी विद्यापीठ कोल्हापूर
दूरशिक्षण आणि ऑनलाईन शिक्षण केंद्र
अंतर्गत कार्यालयीन आदेश

जा.क्र. दूरशिक्षण/ 372

दि. 13 AUG 2025

दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत दूरशिक्षण व ऑनलाईन मोड अभ्यासक्रमाच्या ई-कंटेंट निर्मितीसंदर्भातील धोरणबाबतचा विषय दि. २५ जुलै २०२५ रोजीच्या व्यवस्थापन परिषदेच्या बैठकीच्या कार्यसूचीतील विषय क्र. ५ नुसार मान्यतेसाठी ठेवण्यात आला होता, त्यास अधिकार मंडळाची मान्यता मिळाली आहे. सदर ई-कंटेंट निर्मितीसंदर्भातील मान्य धोरणाची प्रत सोबत जोडली असून या धोरणानुसार ई-कंटेंट निर्मितीच्या अनुषंगिक पुढील योग्य ती कार्यवाही करण्यात यावी व याबाबतचा अहवाल वेळोळी वरिष्ठांना सादर करण्यात यावा.

सोबत: - वरीलप्रमाणे

Bhinde
उपकुलसचिव

प्रति,

सर्व संबंधित समन्वयक व शिक्षक संवर्ग

प्रत :

१. मा. संचालक, दूरशिक्षण व ऑनलाईन शिक्षणकेंद्र
२. सहाय्यक कुलसचिव, दूरशिक्षण व ऑनलाईन शिक्षणकेंद्र
३. हंगामी समन्वयक, दूरशिक्षण व ऑनलाईन शिक्षणकेंद्र
४. ऑफीस सुपरवाझर कम डाटा एन्ट्री प्रोसेसर/कक्ष अधिकारी, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र

 Estd. 1962 "A++" Accredited by NAAC (2021) With CGPA 3.52	SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA PHONE : EPABX - 2609000, www.unishivaji.ac.in शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र दूरध्वनी - ईपीएबीएक्स - २६०९००० Meeting & Elections Section Phone No. - (0231) 2609130 Email ID - meeting@unishivaji.ac.in		
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जा.क्र. शिवाजी वि./ सभा/व्य. प./By Hand

दिनांक - 2 AUG 2025

प्रति,
मा.संचालक,
दूरशिक्षण व ऑनलाईन शिक्षण केंद्र,
शिवाजी विद्यापीठ, कोल्हापूर

विषय : व्यवस्थापन परिषदेच्या ठरावाबाबत..

महोदय/महोदया,

दिनांक २५ जुलै, २०२५ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीच्या कार्यसूचीतील खालील विषयांचे ठराव, मूळ विषय व सदर विषयासंबंधित सर्व मूळ कागदपत्रे सोबत पुढील कार्यवाहीसाठी जोडली आहेत.

विषय क्र. :- ५ व १८.

कळावे,

आपला विश्वासू



उपकुलसचिव

वरिलप्रमाणे सर्व कागदपत्रे मिळाली :

स्वाक्षरी : _____

संपूर्ण नाव : _____

दिनांक : _____

SHIVAJI UNIVERSITY	
Centre for Distance And Online Education	
Admission Section	
Date	04 AUG 2025 ✓
Inward No.	201
To Whom	Registrar

टिप: - उपरोक्त विषयांच्या ठरावानुसार केलेल्या कार्यवाहीचा अहवाल लवकरात लवकर सभा व निवडणूका विभागास कळविण्यात यावा.

ion minutes to section

विषय क्र.५- दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत दूरशिक्षण व ऑनलाईन मोड अभ्यासक्रमांचे ई-कंटेन्ट निर्मिती संदर्भातील धोरण (E-content Policy) मान्यतेची बाब विचारार्थ.

(सोबत ई-कंटेन्ट धोरणाची (E-content Policy) प्रत जोडली आहे.)

(टिपणी : - दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत अंतर्गत गुणवत्ता हमी केंद्राची दि. २३.०६.२०२५ रोजी बैठक आयोजित करणेत आली होती. या बैठकीत दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत डिस्टंस व ऑनलाईन मोड अभ्यासक्रमांचे ई-कंटेन्ट निर्मितीसंदर्भातील धोरण (E-content Policy) मान्यता मिळणेबाबत विषय २ नुसार विषय ठेवण्यात आला असता त्यावर खालीलप्रमाणे ठराव संमत झाला आहे.

Resolution : The E-content Policy made for ODL and OL Programmes is approved with modifications and recommended to the Management Council for final approval.

उपरोक्त ठरावास अनुसरून, ई-कंटेन्ट निर्मिती धोरण (E-content Policy) संदर्भातील सादर केलेल्या मसुद्यामध्ये आवश्यक त्या सुधारणा करून सुधारित ई-कंटेन्ट धोरण (E-content Policy) सादर केली असून ती सोबत जोडली आहे.

सबब, दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत दूरशिक्षण व ऑनलाईन मोड अभ्यासक्रमांचे ई-कंटेन्ट निर्मिती संदर्भातील धोरण (E-content Policy) मान्यतेची बाब विचारार्थ.)

ठराव : दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत दूरशिक्षण व ऑनलाईन मोड अभ्यासक्रमांच्या ई-कंटेन्ट निर्मिती संदर्भातील धोरणास मान्यता देण्यात आली.



25 JUL 2025

SHIVAJI UNIVERSITY, KOLHAPUR

CENTRE FOR DISTANCE AND ONLINE EDUCATION

E-Content Development Policy for ODL and OL Mode

Introduction:

As per the guidelines issued by the University Grants Commission (UGC), development of high-quality e-tutorials is one of the four essential components of online and distance learning. These e-tutorials are vital for effective learner engagement and academic delivery in both **Open and Distance Learning (ODL)** and **Online Learning (OL)** modes. Shivaji University, Kolhapur through its Centre for Distance and Online Education (CDOE), is committed to ensuring standardised and quality-driven development of e-tutorials. This policy outlines a clear framework for planning, development, review, and implementation of e-tutorials to maintain academic excellence and regulatory compliance.

1. Policy Title:

E- Content Development Policy for ODL and OL Mode

2. Purpose:

To provide a structured and standardised process for the creation, review, and delivery of high-quality e-content for programmes under ODL and OL modes.

3. Scope:

This policy applies to all faculty members, subject experts, technical staff, course coordinators, and committees involved in the e-content development process for online and distance programmes.

Centre for Distance and Online Education

4. Objectives:

- To ensure systematic development and timely delivery of e-content.
- To define roles and responsibilities in content development and quality monitoring.
- To enable efficient management and integration of e-content through the Learning Management System (LMS).
- To support a feedback-based approach for continuous improvement.

5. Governance and Oversight:

The overall supervision of e-content development lies with the **Dean, Faculty of Commerce and Management**. The actual implementation will be handled by committees, course coordinators, technical teams, and appointed subject experts under the guidance of the Dean.

6. Policy Provisions:

6.1 Appointment of e-content Developers:

- Subject experts will be appointed by a committee chaired by the Dean.
- Appointment letters will include development guidelines, syllabus outlines, and remuneration details.

6.2 Coordination and Scheduling for Recording:

- The Course Coordinator will handle scheduling and share necessary information with experts including technical requirements and preparation materials (e.g., PPTs, transcripts).
- Experts must be fully prepared for their recording session.

6.3 In-Studio Recording Process:

- Technical support staff and assistants will assist during recording.
- Attendance logs will capture entry and exit times.
- Experts may claim travel allowances by submitting TA/DA forms.

6.4 Video and Tutorial Management:

- Raw footage will be stored and managed by the technician.
- Materials will be forwarded to the editing team along with relevant reference files.
- A logbook will track all editing assignments.

6.5 Editing and Post-Production:

- The Course Coordinator will provide editing guidelines and deadlines.
- Completed edits will be submitted back for review.

6.6 Review and Quality Approval:

- A preliminary review will be done by internal coordinators.
- A Review Committee, chaired by the Dean, will conduct the final review.
- Only approved tutorials will move forward for billing and LMS upload.

6.7 LMS Upload:

- Approved tutorials will be sent to the LMS team for final integration and deployment.

6.8 Feedback and Revision Mechanism:

- Review Committee feedback must be addressed promptly.
- Any required re-recording or revisions will be managed by the Course Coordinator.

6.9 Remote Tutorial Development:

- Experts may opt for remote recordings in special cases.
- These tutorials will go through the same review and approval process.

6.10 Reassignment of Incomplete Tasks:

- If an expert withdraws or fails to complete the task, it will be reassigned by the committee.
- Updated communication and timelines will be issued.
- Follow-up will be conducted to ensure completion.

7. Quality Assurance:

- Continuous monitoring will ensure that all e-content meet academic, technical, and pedagogical standards.
- Content must support learner-centric goals and digital learning best practices.

8. Records and Documentation:

All records including appointment letters, schedules, reviews, feedback, and approvals will be logged and digitally archived for audit and quality control.

9. Policy Review:

This policy will be reviewed periodically to accommodate changes in technology, pedagogy, and regulatory guidelines.

10. Additional Provisions: Copyright, Plagiarism, Usage, and Declarations

10.1 Plagiarism Report Submission

All e-content developers must submit a plagiarism report (using a UGC-recognized plagiarism checking tool) along with the final version of the content. The acceptable similarity index must be within the limits prescribed by UGC.

10.2 Declaration of Originality

Every expert or content developer must provide an *Undertaking or Self-Declaration* confirming that:

- The content submitted is original and has not been copied from any other source.
- The rights of the content are reserved with Shivaji University, Kolhapur.
- The content will not be reused, reproduced, or shared for personal, commercial, or academic use outside the university without explicit written permission.

10.3 Copyright in Case of Shared Roles

If the presenter and author of the content are different individuals, a joint copyright declaration must be obtained from both, assigning the content rights to Shivaji University and ensuring mutual agreement.

10.4 Content Usage and Sharing Policy

- All developed content will be hosted exclusively on the university's official LMS or digital platforms.
- Sharing of e-content through personal websites, social media, or third-party platforms is strictly prohibited.
- The university reserves the right to use, modify, or archive the content for academic and regulatory purposes.

10.5 Content Maintenance and Updation

- Course coordinators will oversee periodic reviews of uploaded content to ensure it remains current and relevant.
- Obsolete or outdated content will be flagged for revision or replacement.

10.6 Uploading and Archiving

- Only content approved by the Review Committee and accompanied by a plagiarism report and self-declaration shall be uploaded.
- All source files, final versions, and relevant documentation shall be securely archived by the technical team.

11. Effective Date:

This policy shall come into effect from the academic year 2025–26.

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जा.क्र. शिवाजी वि/सीडीओई/ ५६३	दिनांक : 20 NOV 2025		

प्रति,

- १ प्राचार्या. डॉ. व्ही. व्ही. मैदगी,
मा. प्र. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा,
शिवाजी विद्यापीठ, कोल्हापूर : — अध्यक्ष
- २ डॉ. श्रीमती. एस. एस. कुलकर्णी,
अध्यक्षा, व्यवस्थापन अभ्यासमंडळ,
कन्या महाविद्यालय, मिरज. जि. सांगली : — सदस्य
- ३ डॉ. (श्रीमती) डी. आर. इंगवले,
समन्वयक, ऑनलाईन एम.बी.ए.
एम.बी.ए. युनिट, शिवाजी विद्यापीठ, कोल्हापूर. : — सदस्य

विषय: दि.२१.११.२०२५ रोजी होणा—या 'e-Content Review and Approval Committee (e-CRAC)' च्या बैठकीस उपस्थित राहणेबाबत.....

महोदया,

दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत ऑनलाईन एम.बी.ए. या अभ्यासक्रमाच्या e-Content ना मान्यता देणेकामी प्रा. डॉ. व्ही. व्ही. मैदगी, मा. प्र. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा यांच्या अध्यक्षतेखाली गठीत करण्यात आलेल्या 'e-Content Review and Approval Committee (e-CRAC)' उपरोक्त समितीची बैठक दि.२१.११.२०२५ रोजी दु.०२.३० वा. दूरशिक्षण व ऑनलाईन शिक्षण केंद्र येथे केंद्रामध्ये आयोजित केली आहे. तरी सदर बैठकीस आपण उपस्थित रहावे ही विनंती.

कळावे,

आपला विश्वासू,

उपकुलसचिव

Format of Unit for SIM
M.B.A. Part - I, II-Distance Mode Course

- 0. Objective** – (After Studying this Unit you will be able to :
 1. Understand
 2. Explain.....
 3. Find relationship between.....)
- 1. Introduction** – (Linking previous unit with the one present)
- 2. Presentation of Subject Matter.**
 - Section – 1**
Check your progress - 1. (5-10 objective type question True or false, fill in the blanks, match ‘a’ with ‘b’ etc.)
 - Section –2**
Check your progress - 2.
 - Section – 3**
Check your progress - 3
- 3. Summary :**
- 4. Glossary** - (important terms in the Unit along with their brief meaning)
- 5. Answers to Check your progress** - (1,2,3.....)
- 6. Exercise** - (Long and short type question as would appear in the examination)
- 7. Reference for further study** - (Written in APA Style)
i.e.
Vohra, D.K., (2004).Success is just 6 steps away.
Mumbai Jaico Publication.
Miller, D.W.& Martir , K.S.(1967).The Structure of Human
Decisions.New Jersey : Prentice Hall, Inc.

Each Unit 45-50 Pages hand written or around 35-40 pages typed – A 4 size paper.

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Ref :SU/CDOE/ 4864

Date : 20 DEC 2025

To,

Dr. Raju Shrivasti

Sinhagad College of Commerce, Narhe
Pune.

Subject: Request to Edit Self Learning Material of Online M.B.A.Part-II, Sem-IV,
Course: Strategic HRM and International perspectives, Unit-1: Strategic
Human Resource Management

Respected Sir/Madam,

Greeting from Centre for Distance and Online Education (CDOE), Shivaji University,
Kolhapur.

Through this letter and above mentioned subject it is requesting you to Edit Self Learning
Material of Online M.B.A. Part-II, Sem-IV, Course: Strategic HRM and International perspectives,
Unit-1: Strategic Human Resource Management. We hope you will find some time from your busy
schedule and complete assigned work

Thanking You,

Yours Faithfully,

Bhinde

Dy. Registrar

SHIVAJI UNIVERSITY, KOLHAPUR
CENTRE FOR DISTANCE AND ONLINE EDUCATION
VIDEO -TRANSCRIPT FORMAT

A trans-script is not meant to limit what anyone say on film nor is it meant for one to read from. **A Transcript is a plan for your video.** Transcription is the first step toward the creation of a captioned video. There are numerous automatic transcription tools are available to convert speech to text, but none of them provide satisfactory results at this time. The transcripts produced by automatic transcription require extensive edits and corrections. **Therefore, transcripts be typed manually in Microsoft Word.**

Benefits of a Transcript

1. It saves a lot of time during filming and post-production.
2. Useful in the captioning process.
3. It may be useful in its own right as a learning tool for students, who can read the text and search for key words.
4. It is a great addition to any instructional video or podcast because they give students another way to comprehend and interact with the material.

TEMPLATE FOR TRANSCRIPT (3000-3200 WORDS)
(DEVELOPMENT OF E-CONTENT)

Writer:	Presenter:
Estimated time:	Status:
Version:	Revised:
Mob No:	Address:
e-mail ID:	

FADE IN:

(background music begins)

(shot opens on teacher)

TEACHER

Hi I'm [insert name here] your teacher for

[insert course code/course name and subject name here].

[insert introduction to content, with learning objectives in terminal end]

(cut to screen cast or insert graphics)

TEACHER

[insert content]

(cut to screen cast or insert graphics)

TEACHER

[insert content learning points in chunks with its descriptions]

(cut to teacher)

[Insert content; Assignments, summary of video]

[say bye]

TITLE SLIDE:

Credits (References)

Music Credits

Image Credits

Content Credits

DETAILS TO BE GIVEN IN THE DESCRIPTION BOX OF THE VIDEO

[Insert Glossary; Questions for Practice etc.]

ADDITIONAL RESOURCES FOR STUDY:

Books

Repositories

Consortiums or other web resources