



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.

Shivaji University, Kolhapur

Centre for Distance and Online Education

List of Examination Centre

ADMISSION 2025-26 PROGRAMME / COURSE OFFERED ONLINE NOTICE BOARD FAQ CONTACT

From CDEO Dy. Registrar Desk
Faculty
Administrative Staff
Academic Calendar
Programme / Course Offered
Admission 2025-26
Admission 2024-25
Admission 2023-24
Admission 2022-23
Fee Structure
Media Coverage
Advertisement
Learner Support Center/Study Center
Online Notice Board
Online Syllabus I
Online Syllabus II
Self Learning Material (SLM)/Course Material (SIM)
Contact Sessions/Counseling Sessions
Assignments
Examination
Hall Tickets
Grievance Redressal Cell
Student Feedback
Research Cell
FAQ
Photogallery
Contact

Objectives
To provide educational opportunities:
To more number of distance learners from the various age groups.
To different sections of the society, who are for some reason unable to pursue education and bring them into the main stream.
To the female class of the society who have remained deprived because of domestic responsibilities and social restrictions.
To the working class who choose to study at their own place and pace.
To all sections of the society irrespective of caste, religion, gender, area of origin, social and financial status etc.
At affordable costs.
To offer courses of study along with Self Instructional Material, contact sessions, counselling facilities, library and internet facilities through designated Study Centres.

Our endeavor is...
To provide an alternative non-formal channel for higher education.
To reduce the pressure on the conventional university.
To provide a means for continuing and life long education so as to enrich the lives of people.
To provide venues for access to higher education.
To democratize higher education by providing access to large segment of the population particularly the disadvantaged groups such as those living in remote and rural areas, including working people, women and other adults who wish to acquire and upgrade their knowledge and skills through studies in various fields.
To help those who wish to improve their educational qualification and are interested in undertaking advanced studies of their interest without being required to join as full time students.

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संदर्भ जा.क. : शिवाजी वि./परीक्षा प्रमाद/भ.प./मार्च-2025/ 1272

दि.

प्रति,

डॉ. खंडागळे विद्यानंद संभाजी
शिक्षणशास्त्र विभाग,
शिवाजी विद्यापीठ, कोल्हापूर

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

महोदय/महोदया,

शिवाजी विद्यापीठाच्या मार्च/एप्रिल 2025 सत्राच्या Online MBA परीक्षा या एप्रिल 2025 मध्ये आयोजित केल्या आहेत. सदरच्या परीक्षा Online पध्दतीने होणार आहेत. त्यास अनुसरून आपणास आदेशान्वये कळविण्यात येते की, आपली दिनांक 15/04/2025 ते दिनांक 30/04/2025 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. सदर कामी मानधन नियमानुसार आदा करण्यात येईल

कळावे,

आपला विश्वासू,

संचालक

परीक्षा व मूल्यमापन मंडळ

Dr. Vidyanand S. Khandagale
Department of Education
Shivaji University, Kolhapur (MS)
19/07/2025

The Superintendent
Lapses Section
Shivaji University, Kolhapur (Maharashtra)

Subject: Report on Duties as Proctor/External Examiner/Flying Squad – Online MBA Examination (15/04/2025 to 30/04/2025)

Respected Sir/Madam,

I wish to submit that I was appointed as a **Proctor / External Examiner / Flying Squad Member** for the **Online MBA Examinations** conducted by Shivaji University, Kolhapur, during the period **15th April 2025 to 30th April 2025**.

During my assigned duties, I carefully monitored the examination process across the scheduled sessions. I would like to report that **no malpractices, procedural lapses, or misconduct** were observed during the surveillance period. The examination process was carried out in a smooth, transparent, and fair manner, adhering strictly to the University's guidelines and protocols.

This report is submitted for your kind perusal and record.

Thanking you.

Yours faithfully,



Dr. Vidyanand S. Khandagale