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 scheduledexam.

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 availablethroughout 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 establishedprotocols.

Result & Tabulation:

1. The university must share the prescribed format for tabulation and gradingalong 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 3-4weeks 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.

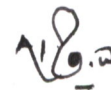5. Analyse exam data to evaluate the effectiveness of the exam and to identifythe areas for improvement.

Estd. 1962
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with CGPA 3.52

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. Candidates should take a printout of the hall ticket and keep it with them.

2. It should be noted that the use of any kind of book notes, notebooks, mobile phones, scientific calculators, digital diaries or similar devices while giving the online examination is prohibited.

3. 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.

4. Online examinees should not minimize the exam portal webpage during the exam.

5. Ensure that the laptop/desktop is fully charged and continues power supply is must.

6. The facility of shadow copy and revaluation will not be available for Multiple Choice Question (MCQ) examinations conducted through online mode.

7. No other person shall be present around the examinee during the examination.

8. There must be adequate lighting while giving the exam online.

9. After login by the examinee, the concerned students should verify the information therein.

10. 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.

11. Candidates should not accept any external phone calls on their mobiles while conducting the online examination.

12. Do not try to open/search other apps or browsers during the exam. A note of this movement will be recorded in the software.

13. Updates of antivirus windows, notifications, alerts should be enabled.

14. If you log out for any reason during the exam time, you can login again using your previous login and password credentials.

15. No break can be taken during the examination for any reason.

16. Video guidance regarding examination is available on the university website and candidates should watch it.

17. 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.

18. In case of Any attempt of malpractice / misconduct in 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 Examinations and Evaluation

Reference No: Shivaji University/On Exam/434

Date: 24/09/2024

Copy to: -

1) Hon. Director, Centre for Distance and Online Education.

2) Hon. Deputy Registrar/Asst. Registrar/Coordinator-All Concerned Departments.

3) Co-ordinator, Internet Room for publicity on website.

Dear Learner,

Welcome to Shivaji University!

Please find below your examination login credentials.

Username - {xxxxxxxxxxx}
Password - {xxxxxxxxxxxx}

Download the Exam application from the below provided link.

App Link: https://d1bwoyukn45wko.cloudfront.net/QurioV3.exe

Note:

1. Please uninstall any previous application and install the new one from the above link.

2. The Application is only supported by Windows.

Steps-

1. Open the Exam Application **(QURIO Client)**

2. Read the Instructions and Click on **"Next"** button

3. Read the System Requirements and Click on **"Next"** button

4. Enter the provided **Username & Password** to Login

5. Capture your **Live Face Photo** in 1st camera window

6. Capture your **ID Proof Photo** in 2nd camera window

7. Click **"Next"** button to Proceed

After Clicking on Next button, the student will get redirected to the Examination page, wherein the Candidate has to click on **"Proceed"** button to start with the exam.

NOTE: To start the exam, click on **"Attempt Exam Now"** button (The **"Attempt Exam Now"** button will only appear on the screen at the scheduled exam time)

Please find below the minimum infrastructure requirements and steps to install the proctored platform and attempt your exams.

Minimum Infrastructure Requirements

- Windows 8 or Windows 10 PC only, i3 Processor, Minimum 4GB RAM.

- Functioning camera, microphone and speakers.

- Uninterrupted Internet connectivity

- If individual student location- Standard 4G bandwidth (10 MBPS)

- If Centre based- 20 MBPS among 50 students

- Application installed on the laptop

- Sufficient light illuminating the student

System Configuration

- Please uninstall ANY DESK / TEAMVIEWER / SCREEN RECORDER or any other screen recording Software / Apps. Application will not work if such apps/software are installed.

- Once these apps are uninstalled, please reinstall the Qurio App again.

- Check the app for permissions & re-login

- No Third-Party Camera Application

- Uninstall Anti-Virus, If Present

THANK YOU

CAMERA SETTINGS GUIDELINES

Minimum Infrastructure Requirements

- **Windows 8** or **Windows 10** PC only, **i3 Processor**, Minimum **4GB RAM**.

- Functioning camera, microphone and speakers.

- Uninterrupted Internet connectivity

    If individual student location - Standard 4G bandwidth(2MBPS)
    If Centre based - 10 MBPS among 50 students

- Application installed on the laptop
- Sufficient light illuminating the student.

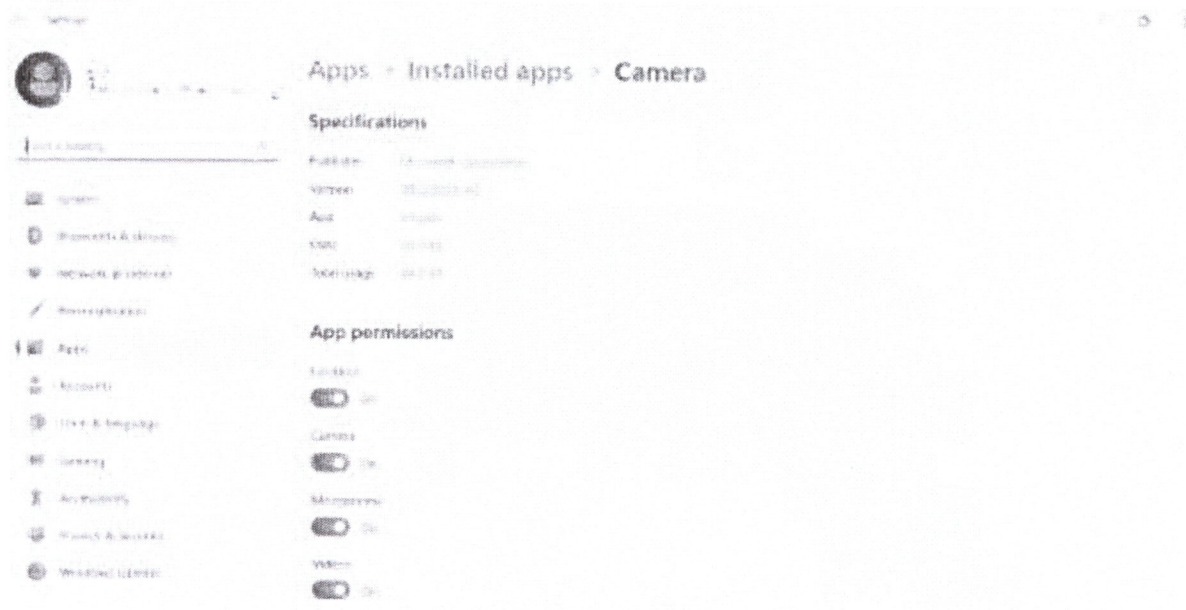## CAMERA SETTINGS

Camera Settings & Guidelines:

1. Please uninstall **ANY DESK / TEAMVIEWER / SCREEN RECORDER** or any other screen recording Softwares / Apps. Application will not work if such apps/softwares are installed.

2. Once these apps are uninstalled, please reinstall the Qurio App again.

3. Check the app for permissions & re-login.

Steps & Screenshots for Camera permissions:

1) **Click on windows key** >> **Search for Camera** >> **Right click** and
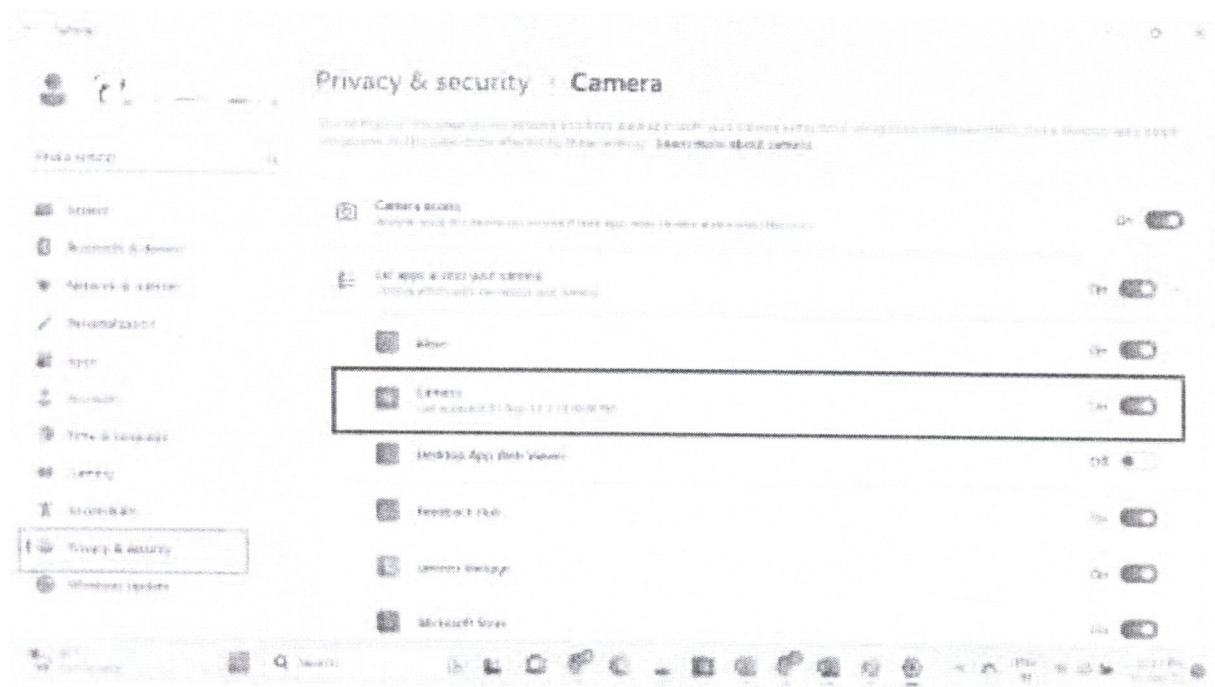
click on **App settings.**

Refer the screenshot & check all permissions are given.

CAMERA SETTINGS GUIDELINES

1) **Click on windows key** >> Search for **Privacy Settings** and click >> Select

Privacy & Security >> Under **App permission** – select **Camera**.

Refer to the screenshot to enable the camera.

Note: If you are still having trouble opening the Exam application, make sure your drivers are updated.

Thanks & Regards,

Exam Support Team.

Sr. No.	Activity	Date	Remarks
1	First Demo Test	2nd March 2025	For familiarization with exam system
2	Proctor Assignment Confirmation	By 15th March 2025	Appointment section to provide proctor details
3	Demo Test with Proctors (if assigned)	Last two weeks of March	For familiarization with proctored exam system
4	Student Intimation of Exam Dates	By 24th March 2025	Official communication to students
5	Hall Ticket Availability	5th April 2025	Students can download hall tickets from their LMS login
6	Start of First and second Semester Exam	7th April 2025	Main examination begins (1st sem - morning, 2nd sem- afternoon)

SHIVAJI UNIVERSITY, KOLHAPUR
Final Programme
Circular No. 03

Feb. 2024 Batch Online MBA
Sept., 2024 Examination to be held in Oct./Nov.-2024
Instructions :   Common Instructions as per Circular No: - SU/ON EXAM/434
Date 24/09/2024.

1. The Proctored Online Examination will be held at: Kolhapur

KOLHAPUR	(197) Centre for Distance and Online Education, Shivaji University, Kolhapur

Course code 7817 Online MBA

Part 1 Semester - I

Theory Examination on Time
10.30 AM To 01.30 PM

Date	Day	Code No	Subject
07-10-24	Monday	85736	Management Philosophy
08-10-24	Tuesday	85737	Management Accounting
09-10-24	Wednesday	85738	Business Statistics and Analytics for Decision Making
10-10-24	Thursday	85739	Managerial Economics
11-10-24	Friday	85740	Computer applications for business
14-10-24	Monday	85741	Managerial Skills for Effectiveness
15-10-24	Tuesday	85742	Organizational Behaviour

IMPORTANT

In case of any Query found in respective Question Paper, student shall communicate the same through Principal/ Senior Supervisor within 3 days from the Date of concerned Question Paper to, Deputy Registrar, Appointment Section, Room no 205, Exam Building No. 1, Shivaji University, Kolhapur 416004

Vidyanagar, Kolhapur
Date- 24/09/24

Director
Board of Examinations and Evaluation.

SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA

PHONE : EPABX – 2609000, www.unishivaji.ac.in,

शिवाजी विद्यापीठ, कोल्हापूर – ४१६ ००४, महाराष्ट्र

दूरध्वनी - ईपीएबीएक्स - २६०९०००, www.unishivaji.ac.in,

examlapses@unishivaji.ac.in ०२३१-२६०९२९८

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संदर्भ जा.क्र. : शिवाजी वि. / परीक्षा प्रमाद / भ.प–ऑक्टो.2024/1105   दि. 26/09/2024

प्रति,

प्रा.श्रीमती एम.व्ही.वाळवेकर
प्राणिशास्त्र अधिविभाग,
शिवाजी विद्यापीठ, कोल्हापूर.

विषय : विद्यापीठ परीक्षा भरारी पथक (Exam Flying Squad/proctor) नियुक्ती बाबत....

महोदय / महोदया,

शिवाजी विद्यापीठाच्या ऑक्टो. / नोव्हें. 2024 सत्राच्या Online MBA परीक्षा या ऑक्टो, 2024 मध्ये आयोजित केल्या आहेत. सदरच्या परीक्षा Online पध्दतीने होणार आहेत. त्यास अनुसरून आपणास आदेशान्वये कळविण्यात येते की, आपली दि. 07.10.2024 ते दि. 15.10.2024 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

Computer: D :General letter

Dr. Madhuri V. Walvekar

Department of Zoology

Shivaji University, Kolhapur (MS)

Date: 17·10·2024.

The Superintendent

Lapses section

Shivaji University, Kolhapur (Maharashtra)

Subject: Report on Duties as Proctor/ External Examiner/ Flying Squad- Online MBA Examination (07/10/2024 to 15/10/2024)
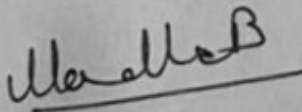
Respected Sir/ Madam,

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 **07/10/2024 to 15/10/2024.**

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 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. Madhuri V. Walvekar

Dr. M.V.Walvekar
Professor,
Department of Zoology,
Shivaji University,
Kolhapur-416004.(India)

संदर्भ जा.क्र. : 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

कळवे,

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