



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 continues 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.