

 <p>शिवाजी विद्यापीठ कोल्हापूर जानमेवामृतम् Estd. 1962 “A++” Accredited by NAAC (2021) With CGPA 3.52</p>	<p>SHIVAJI UNIVERSITY, KOLHAPUR 416 004, MAHARASHTRA PHONE : EPABX – 2609000, BOS Section – 0231-2609094, 2609487 Web : www.unishivaji.ac.in Email: bos@unishivaji.ac.in शिवाजी विद्यापीठ, कोल्हापूर ४१६ ००४, महाराष्ट्र दूरध्वनी - इपीबीएक्स - २०६०९०००, अभ्यासमंडळे विभाग : ०२३१- २६०९०९४, २६०९४८७ वेबसाईट : www.unishivaji.ac.in ईमेल : bos@unishivaji.ac.in</p>		
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जा.क्र./शि.वि/अं.म./स्वयंम/512

दिनांक:— ३०/०८/२०२५

प्रति,

मा. अधिविभाग प्रमुख,

सर्व अधिविभाग,

शिवाजी विद्यापीठ, कोल्हापूर.

मा. प्राचार्य/संचालक,

सर्व संलग्नित महाविद्यालये /मान्यता प्राप्त संस्था,

शिवाजी विद्यापीठ, कोल्हापूर.

विषय :— Skil Enhancement Courses आणि E Content हे SWAYAM व MOOC च्या SOP / Guidelines बाबत.

महोदय/ महोदया,

उपरोक्त संदर्भित विषयास अनुसरून आपणास कळविण्यात येते की, विद्यापीठ व संलग्नित महाविद्यालयातील शिक्षकांना स्वतःचे Skil Enhancement Courses आणि E Content हे SWAYAM व MOOC ला अनुसरून कोर्सेस तयार करण्यासाठीची SOP/Guideline तयार करण्यात आली असून त्याची व अन्य दस्तऐवजांच्या प्रती सोबत जोडल्या आहेत. त्यानुसार पुढील कार्यवाही करण्यात यावी.

सदर SOP / Guideline सर्व संबंधित शिक्षकांच्या निदर्शनास आणावे.

कळावे.

आपला विश्वासू

(डॉ. एस. एम. कुबल)

उपकुलसचिव

अभ्यास मंडळे विभाग

सोबत — वरील प्रमाणे

प्रत— माहितीसाठी व पुढील कार्यवाहीसाठी

१.	मा. कुलगुरु कार्यालय	२	मा. प्र-कुलगुरु कार्यालय
३	मा. संचालक, परीक्षा व मुल्यमापन मंडळ कार्यालय,	४	मा. अधिष्ठाता, सर्व विद्याशाखा
५	संचालक, संगणक केंद्र / आयटी सेल	६	दूरशिक्षण व ऑनलाईन शिक्षण विभाग
७	आयक्युएसी	८	

Shivaji University, Kolhapur

Standard Operating Procedure (SOP) for E-Content Development

Objective:

This SOP outlines the systematic process to be followed by experts collaborating with Shivaji University, Kolhapur, for the development and production of e-content. It ensures clarity in coordination, responsibilities, quality assurance, and communication from selection to final delivery of content on the Learning Management System (LMS).

1. Call for E-Content Proposals

- Shivaji University, through the Board of Studies (BoS) Section, invites e-content proposals from qualified experts, including those departments of university and affiliated colleges. In this process, the Principal Investigator (PI) will work as Course Coordinator.
- Proposals are placed before the respective Board of Studies for review and formal approval with all the details of Course Coordinator or PI.
- After approval, the HOD/ BOS Chairman appoints experts for the selected subject/course, in consultation with the Course Coordinator or PI.
- Each approved proposal must designate a Principal Investigator (PI) who will coordinate and be accountable for the project.

2. Allotment of E-Content Developers

- Selected experts receive formal communication letters specifying:
 - Their scope of work and responsibilities.
 - E-content development guidelines.
 - Approved syllabus/topics to be covered.
 - Remuneration and other financial details as per university norms.

3. Coordination for Recording

- The PI/Coordinator will contact the expert to finalize recording dates.
- Studio slots are scheduled by coordinating with the studio in-charge.
- Experts are informed all recording logistics, including:

- Date, time, and venue.
- Required materials (Transcripts, PPTs, Visuals).
- Dress code and conduct expectations.
- Punctuality and preparedness are expected from experts.

4. Recording Process

- On the scheduled day, a studio technician assists the expert throughout the recording session.
- Attendance and entry time of the expert are documented in the register of studio.
- Experts have to submit TA/DA claims after recording (if applicable), as per university norms.
- Experts may also submit high-quality self-recordings, provided they meet technical and content standards. Those videos are to be submitted directly to the PI or via official email.

5. Video and Content Management

- The technician securely copies all raw recordings to a dedicated hard drive.
- Content is categorized by topic, matched with corresponding PPTs and transcripts provided by the expert or PI.
- The raw content is then handover to the editing team, and a tracking record is maintained for each file submitted.

6. Editing Process

- The PI/Course Coordinator provides the editing team with specific instructions:
 - Required video standards (resolution, audio clarity, branding, transitions).
 - Required materials (Transcripts, PPTs, Visuals)
 - Submission timelines.
- The editing team delivers the processed videos back to the Coordinator/PI.
- The Coordinator reviews the videos for quality and alignment with the syllabus and technical specifications.

7. Review and Approval

- The final videos are reviewed by a committee appointed by the HOD & BOS Chairman, including Subject Experts (SE) and Technical Experts (TE).
- A Review Meeting is held, wherein the committee assesses and approves the content.
- Upon approval, bills for honorarium and technical support are processed for payment.

8. Revisions and Feedback

- If the committee requests changes, the Coordinator informs the expert and editing team.
- Necessary revisions (re-recording/editing) are completed in coordination with the expert.
- This process is repeated until final approval is granted by the review committee.

9. Course Design on LMS

- Course should be designed by Course Coordinator
- After approval, the finalized videos and related materials are submitted to the LMS coordinator by the PI/ Course Coordinator.
- The PI/ Course Coordinator uploads the content for access by students.

10. Follow-Up on Non-Completion

- In case an expert or PI is unable to complete the content development or withdraws:
 - A committee meeting will be conveying under the HOD/ BOS Chairman.
 - The responsibility is reassigned to a new expert, with reallocation and guidance.
 - Timely follow-up is ensured to prevent further delays by PI and Course Coordinator.

Conclusion:

This SOP ensures accountability and consistency for all experts contributing to e-content at Shivaji University. Through structured coordination, rigorous review, and technical support, the university aims to deliver high-quality, student-focused digital learning materials.