SRPD PROCESS

SECURE   **REMOTE**   **PAPER**   **DELIVERY**

PROCESS FLOW: SUPERINTENDENT OF EXAMINATIONS REGISTRATION

STEP 1: SUPERINTENDENT OF EXAMINATIONS REGISTRATION

- The Principal of College or Head of University Department/Institution shall register on the DU Portal as shown below

- Superintendent of examinations Prerequisites: Name, Designation, Address, Valid Contact number , Valid Email ID.

- P.S **The email id and contact number shall be used to verify using an OTP. Valid and correct details need to be provided.**

Login on portal by using your College Login and Password

Welcome Sadaguru Gadage Maharaj College !
You have logged in as College and your last logon was 11/30/2012 8:29:15 PM

Home

- Course Definition
- College Definition
- Admissions
- Registration
- Messaging
- Pre-Eligibility System
- eSuvidha
- Pre Examination
- Examination
- Reports
- Student Profile
- Import Export Data
- Dashboard
- FAQ
- Student Facilitation Center

Portal | Course Definition | College Definition | Admissions | Registration

Calender

Circulars/Notices

Messaging Inbox

Alerts & Reminders

Photo Gallery   ▪Visual Tour   ▪Suggestion   ▪Request Info   ▪Complaints   ▪FAQ   ▪Disclaimer
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Click on College definition Link on portal.

College Definition

- Define College
- Affiliate Faculty-Course
- Affiliate Subject-Paper

Click on Define College Link

Other Information - for (SGM) Sadaguru Gadage Maharaj College

Define College

Basic Info. | Registration Info. | Geographical Info. | Accreditation Info | Other Info. | Upload College Logo |
Supervisor Details

- Basic Information
- Registration Information
- Geographical Information
- Accreditation Information
- Other Information
- Upload College Logo

New   Save   Delete   Reset

Information Saved Successfu

Vision : [   ]   Vision Details

Mission : [   ]   Mission Details

Goals : 'Edual opportunitites of education to all 'was the main objective upheld by Karmaveer Bhaurao Patil.It is seen that no one is deprived of education on account of his poverty .The poor people could not send their children to urban centers on account of their   **Goal Details**

Name of Principal/Director/HOD : Dr. Mohan Marthand Rajamane

Country : India

State : Maharashtra

District : Satara

Update Principal Information in Other Info Tab and Click on Save. "Information Saved Successfully" Message will appear on screen

Supervisor Details - for (SGM) Sadaguru Gadage Maharaj College

New | Save | Delete | Reset

ℹ The one time password received on mobile and E-mail are different. Please enter the password provided in the text box separately

Role Level : ○ Senior Supervisor ○ Junior Supervisor ● Principal/Director/HOD

Name of Principal/Director/HOD : Dr. Mohan Marthand Rajamane

Country : India

State : Maharashtra

District : Satara

Tahsil : Karad

Other Tahsil :

Village/Town/City : Karad

Residential Address : "Prachary Niwas"
S.G.M Collge, Karad

(Do not write State/ District/ Tehsil/ City/ PIN again in this Box)

PIN :

Resi Phone No. 1 : 0216 271794   **Resi Phone No. 2 :**

Email ID 1 : [Get OTP] OTP: One Time Password

OTP received through email :

Email ID 2 :

Mobile No. : +91 _____ * [Get OTP] OTP: One Time Password

Enter OTP received on Mobile :

Note: * Marked fields are mandatory.

Click on "Supervisor Details" Link and Enter Supervisor Details

Supervisor Details

Basic Info. | Registration Info. | Geographical Info. | Accreditation Info. | Other Info. | Upload College Logo | Supervisor Details

New | Save | ✕ Delete | ⟳ Reset

ℹ The one time password received on mobile and E-mail are different. Please enter the password provided in the text box separately

Role Level : ⦿ Senior Supervisor ◯ Junior Supervisor ◯ Principal/Director/HOD

	[Last Name]	[First Name]	[Middle Name]
Name of the Supervisor :	Gabhiye	Abhijit	T

Designation : [▼]

State : [--- Select --- ▼] *

District : [---Select--- ▼] *

Tahsil : [---Select--- ▼]

Village/Town/City : [Karad] *

Residential address of registering person : [Karad] *

[Do not write State/ District/ Tehsil/ City/ PIN again in this Box]

Pin : [   ]

email ID : [abhijit.gajbhiye] * [Get OTP] OTP: One Time Password

OTP received through email : [   ]

Mobile No. : [+91] [8554050707] * [Get OTP] OTP: One Time Password

Enter OTP received on Mobile : [   ]

Note: * Marked fields are mandatory.

Enter OTP received on your mobile.

Click on both OTP link to get One time Password on your E-mail ID & Mobile No. Please provide correct mobile number, as this would be used for downloading the question paper.

Basic Info. | Registration Info. | Geographical Info. | Accreditation Info. | Other Info. | Upload College Logo | Supervisor Details

Define College

- Basic Information
- Registration Information
- Geographical Information
- Accreditation Information
- Other Information
- Upload College Logo

New   Save   Delete   Reset

Information Saved succesfully.

Role Level : ⦿ Senior Supervisor ◯ Junior Supervisor ◯ Principal/Director/HOD

	[Last Name]	[First Name]	[Middle Name]
Name of the Supervisor :	Uttama	Ga	Unaunea

Designation : Registrar

State : Maharashtra *

District : Satara *

Tahsil : Karad

Village/Town/City : Karad *

Residential address of registering person : Karad *

[Do not write State/ District/ Tehsil/ City/ PIN again in this Box]

Enter OTP and Click on Save button
"Information Saved Successfully" Message will appear on screen

YOU HAVE VERIFIED AND REGISTERED YOUR SUPERINTENDENT OF EXAMINATIONS SUCCESSFULLY

COLLEGES ARE REQUESTED TO INFORM THE EXAM SECTION VIA EMAIL THAT SUPERINTENDENT OF EXAMINATIONS REGISTRATION IS COMPLETED.

PLEASE MENTION NAME , DESIGNATION, EMAIL ID AND CONTACT DETAILS OF THE SUPERINTENDENT OF EXAMINATIONS IN THE EMAIL.

DON'T FORGET TO MARK A COPY OF EMAIL TO THE CFC COORDINATOR.

PARALLELY, UNIVERSITY WILL APPROVE THE REGISTERED SUPERINTENDENT OF EXAMINATIONS.

THE SUPERINTENDENT OF EXAMINATIONS WILL BE RESPONSIBLE TO DOWNLOAD THE QUESTION PAPER AT THE TIME OF THE EXAM

HOW TO DOWNLOAD THE QUESTION PAPER ?

THE VIDEO OF THE PROCESS FLOW TO DOWNLOAD THE QUESTION PAPER REMOTELY AND SECURELY SHALL BE UPLOADED ON THE WEBSITE ON

28 SEPTEMBER 2018

ALL COLLEGES/DEPARTMENTS ARE REQUESTED TO REGISTER THEIR SUPERINTENDENT OF EXAMINATIONS ON DU PORTAL COMPULSORILY BY 26 SEPTEMBER 2018

THANK YOU.