

Please find below the schedule for the next examinations.

Sr. No.	Description	Dates
1	Assignment Submission date (Admission taken till 31 st Des 2014)	Till 26 th Oct,2016
2	Assignment Submission Date (Admission Taken Post 01 st Jan' 15)	Till 14 th Nov,2016
3	Exam Form Filling link date	15 th Oct till 12 th Nov,2016
4	Backlog fees payment Date	17 th Oct till 19 th Nov,2016
5	Exam Slot Booking link Date	21 st Nov till 10 th Dec,2016
6	Exam Dates	02 nd Jan till 21 st Jan 2017

Students should follow the above schedule strictly.

Please refer the below bank details for any payment (course extension, backlog fees):

Bank Details:

1. <https://www.payumoney.com/webfronts/#/index/Mitsde>

OR

2. In case of online transfer details as per below.

Beneficiary Name: MAEER's MIT School of Distance Education

Beneficiary Bank: Bank of India

Branch: MIT College Campus, Kothrud Pune 411038

Type of Account: - Saving Account

Account No: 053010110011089

IFSC Code: - BKID0000530

MICR Code: - 411013031

2. After online transfer the student should share the payment receipt which includes Transaction ID, Bank Name & Amount for Updating to campussupport@mitsde.com.

3. For Demand draft/Cheque payment is made in favor of "**Executive Director, MITSDE**" payable at Pune.

Examination fees are non-refundable.

Procedure for filling Exam Form:

Exam form should be filled up within date.

1. Student Enters Registration no. (Without any space before and after it.)
2. Click on search. Data gets automatically filled up. No manual changes allowed.
3. **If student wants to appear as an NRI mode, click (outside India) NRI tab. Enter asked details.**
For Indian Student, keep it as it is.
4. Select the subjects.
5. Mode of Payment. Select:
Not Applicable- If you are appearing for the first time.
DD/Cheque: If you are paying backlog fees via DD/Cheque. Enter asked details.
Online: If you are paying backlog fees online. Attach the payment receipt.

(Make sure that the student have paid the respective amount and shared the receipt on campussupport@mitsde.com too)

6. Submit the form.
7. If the form gets submitted successfully-Message gets displayed as-
“Exam Form is filled successfully. Kindly do the slot booking within 3-4 working days.”

Example:

Online Exam Form

Dear Student,

You are requested to fill the exam form below to appear for exams. Please read the Exam Instructions before submitting the exam form.

Registration Number

I am appearing for exam: Within India Outside India (NRI)

Examination Month

First Name * Last Name *

Email *

Alternate Email

Phone/ Mobile Number *

Alternate Phone/ Mobile Number

University Name * Date of Admission

Program * Course Expired On

Examination Fees Details

Step 3: Select subjects

Mode of Payment * **4: Not Applicable**

Step 5: Submit

Fig. A: For Indian Students.

Registration Number *

I am appearing for exam: Within India Outside India (NRI)

Proctor Details: *

Examination Month

First Name * Last Name *

Email *

Alternate Email

Phone/ Mobile Number *

Alternate Phone/ Mobile Number

University Name * Date of Admission

Program * Course Expired On

Examination Fees Details

Fig. B: Students who wants to appear as an NRI mode

Procedure for Slot Booking: (only for students appearing from India)

1. Student enters registration No.
2. Login to slot booking page.
3. Select city.
4. Select Center.
5. Select Date.
6. Select time.
7. Select Subject.(one by one/ one at a time)
8. Confirm booking for particular subject.
9. Submit.
10. Generate the hall ticket.
11. Repeat the above procedure for each subject.
12. Print different hall ticket for every subject.

Example:

MIT School of Distance Education	
Instructions:	
* Please type your Candidate ID and click on SUBMIT button to proceed for the booking of exam.	
* Recommended Browser to be used is Internet Explorer, Version 6, 7, 8 Or 9. Also Browsers Google Chrome and Mozilla Firefox can be used.	
* When using IE 7 or IE 8 for the first time, the browser will ask you to enable or disable "Phishing Filter". Click on radio button which says "Turn off automatic Phishing filter"	
* Click on radio button which says "Turn off automatic Phishing filter".	
* After the above step go to "Tools"->"Internet option" -> "Security" Click on "internet" then click on "custom level" and select "Medium-high (default)"	
In the very same manner select the following options for the other options available under "Security"	
* Internet-----Medium-High (Default) Local Internet-----Medium-Low (Default)	
Trusted sites-----Medium	
Restricted sites-----High	
* Hall Ticket/Admit Card can be downloaded from Booking system in PDF format for which Adobe Acrobat Reader must be available on PC. Candidate MUST download and carry the HALL TICKET since Exam Login ID is mentioned in the HALL Ticket and not available with the centre. Without the Exam Login ID, exam cannot be started by the centre.	

Candidate ID : *	<input type="text"/>
* Fields are mandatory	
	<input type="button" value="Submit"/>

