

MIT School of Distance Education

Admission Policy for all Post Graduate Programmes

Eligibility Requirements

Engineering Graduates in any discipline from a recognized University (for Engineering faculty);

Graduates in any discipline from a recognized University (for Management faculty);

Diploma holders from recognized polytechnic institute with 3 years supervisory experience; OR

Students appearing for the final year graduation; OR

NRIs and Foreign Residents who have graduated from an Accredited University

Enclosures with application

Copy of the Degree Certificate/Provisional Certificate/Marklist of 1st & 2nd year of graduation;

Two copies of recent passport size colour photographs;

Full Fees to be paid in the form of Demand Draft drawn in favor of "MIT School of Distance Education" or in cash at School of Distance Education office only);

Service Certificate, applicable to Diploma Holders only;

For persons residing outside India & Foreign Nationals, a foreign address is mandatory with an address proof or copies of passport page showing Visa of the foreign country;

Students appearing for the final year examination should submit their Degree Certificate or Final year mark list at the earliest for admission.

Admission Procedure

1. Admission forms with prospectus are available at MITSDE and selected branches of Bank of India.
2. Students may walk into MIT School of Distance Education with the application form duly filled, registration fee and all other required documents. If the student satisfies all admission and eligibility requirements, then he/she is issued the admission letter. The Identity Card is couriered within 10 working days.

3. Application forms (received via post) sent along with registration fee are scrutinized for eligibility. Admission is treated as confirmed on receipt of all supporting documents and payment of full fees.
4. Admission letter and identity card are sent to eligible candidates within 10 working days.
5. The login ID and password is also issued at the same time.

Fee Schedule & Policies

Prospectus Fee

The prospectus fee must be paid at the time of taking registration.

NRI /Foreign Residents: US \$ 50

Indian Residents: Rs. 500/-

Registration Fee (Non-refundable)

The registration fee must be paid along with the application form, failing which the form will not be processed.

NRI/Foreign Residents: US \$ 50

Indian Residents: Rs. 500/-

Programme Fee

S. No.	Course Title	Duration	Indian Residents Fee	NRI/Foreign Residents Fees
1	Post Graduate Diploma in Business Administration	2 years	Rs. 20000/-	US \$ 2000
2	Post Graduate Diploma in Energy Management	1 year	Rs. 20000/-	US \$ 2000
3	Post Graduate Diploma in Piping Design and Engineering	1 year	Rs. 20000/-	US \$ 2000
4	Post Graduate Diploma in Fire Protection Engineering	1 year	Rs. 20000/-	US \$ 2000
5	Post Graduate Diploma in Risk and Insurance Management	1 year	Rs. 15000/-	US \$ 2000

The fees for the course are to be paid in full at the time of admission. The course material will be made available within 10 days of payment of fees.

Note: Transfer from one course to another is not allowed.

Cancellation of Admission/Refund of Course Fee

Students who submit an admission cancellation application or application for refund of course fee, within a month of admission, will receive a refund of the course fee, after deduction of 25% administrative charges.

The refund is subject to return of the study material kit in good condition to MIT School of Distance Education. If the kit is not returned, the course fee will be refunded after deduction of 50% administrative charges.

Cancellation may be done in writing within a month of taking admission. Any applications received thereafter will not be considered.

Other Fees

First attempt online examination fees is included in the total fees for all the courses and Rs. 200 per paper / US \$ 30 will be charged for the second attempt.

Courier charges for prospectus is Rs. 550 (Rs. 500 for prospectus + Rs. 50 for courier charges) and US \$ 70 (US \$ 50 for prospectus + US \$ 20 for courier charges).

Mode of Payment

Registration fees may be paid in cash or by Demand Draft at the MIT School of Distance Education, Pune office or at selected branches of Bank of India.

Course fee & Dual Specialization fee may be paid by Demand Draft.

All Demand Drafts should be made in favor of “MIT School of Distance Education”, payable at Pune.

Students are required to mention their registration number and type of fee being submitted on the reverse side of the Demand Draft.

Examination fees for each semester for 2nd attempt are to be paid only upon receipt of timetable and instructions from MIT School of Distance Education.