

DISCLOSURES

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MAEER'S MIT

Maharashtra Institute of Technology (MIT) is the first private Engineering Institute to be established in the city of Pune, Maharashtra. It is one of the premier institutes for Indian and international students offering Undergraduate and Postgraduate courses in Engineering, Management, Medicine, Pharmacy, Design, and so on.

Contributing towards the industrial, economic, and social growth of the society for over a quarter of a century, Maharashtra Academy of Engineering Education and Research (MAEER)'s MIT Group of Institutions has helped realize the dreams and aspirations of thousands of students. The group has spread its wings across Maharashtra with campuses in Kothrud, Alandi, and Loni- Kalbhor within Pune, along with Latur, Talegaon, Ambejogai, and Pandharpur.

Being the brainchild of its visionary founder, Prof. Vishwanath D. Karad, MAEER established in 1983, managed to craft a niche position for being a one-of-its-kind undertaking that focused on value-based education.

Honorable Prime Minister of India, Shri Narendra Modi in conversation with Prof. Vishwanath D. Karad, Executive President & Managing Trustee, MIT, Pune on the future of Indian education during his visit to MIT campus. Shri Modi was the chief guest to honor Sanskrit scholar Shri Vasant Rao Gadgil and launch Sanskrit Mahakavya Book 'Bheemayanam'.

In Perspective, MIT group has 4 Universities, 72 + institutions, 50000+ students, 3000+ faculty and 100000+ alumni

MIT SCHOOL OF DISTANCE EDUCATION

MIT School of Distance Education (MITSDE) is the distance education campus of MAEER's MIT Pune, established in year 2008. MAEER's MIT was founded in the year 1983 by Dr. Vishwanath D. Karad, (Founder, Executive President & Managing Trustee) along with the collective efforts of many Educationists, Scientists and Social thinkers. MIT is among the first in professional education offering academic programmes at more than 72 institutions and 4 universities across India.

Drawing on the rich history of excellence in education and innovation, MITSDE's course programmes and delivery methodology are unique and hence they come together to offer the best-designed distance education programmes that efficiently bridge the skills gap for working professionals.

MITSDE offers Diploma and Post Graduate Diploma with specializations in various domains such as Marketing, Finance, Human Resource, Operations & Logistics, Information Technology, Supply Chain, Risk and Insurance, Retail etc. The courses and specializations offered continue to grow with the latest developments and needs of various businesses.

Recognition: MITSDE has got DEC Recognition for offering Open and Distance Learning Programmes for the academic year 2016-2017 for the below mentioned courses only contained in UGC letter F.No. UGC/DEB/MIT/PUNE/MAH/2016 dated 15th July, 2016

No.	Course Name	Duration
1	Post Graduate Diploma in Business Administration	2 years course
	Post Graduate Diploma in	1 year course
2	Risk and Insurance	
3	Energy	

4	Project Management	
5	Retail	
6	Finance	
7	Information Technology	
8	Marketing	
9	Human Resource	
10	Operations	
11	Wealth	
12	Supply Chain	
13	Material	
14	Infrastructure	
15	Telecom	
16	Diploma in Retail Management	1 year course
17	Diploma in Business Administration	1 year course

MITSDE was established in the year 2005 as one of the 65 institutions under MIT World Peace University, a **Private University** established in 1983.

The national and regional needs

With the growing youth work force in the most economic explosive country where industrial needs not only are growing but also changing dynamically, it is very essential to keep abreast of the changing trends to keep the current employment and to have a good career progression at the same time.

But how can one study while they are working to get the right skills. This dilemma keeps many from upgrading to the new techniques and end up some times losing their jobs.

To bring a solution to this crisis MITSDE has designed a learning technology where anybody at any level can start learning or upgrading their skills without giving up their employment but still availing a full fledged learning base which can bring in the same competencies that could be achieved through full time campus learning.

UGC and DEB Requirements

MITSDE has developed a complete technology enabled learning which complies with all the UGC guidelines of providing distance learning.

Syllabus: Upgraded as per international standards and industrial requirements every year.

- Self learning materials printed and digitilised
- Learning Management System
- Chat Sessions
- Self –evaluating practice questions and assignments

Academic Staff

MITSDE is known for its excellence in education for 35 glorious years which is at par with international standards of teaching. MITSDE's blended learning technology is the outcome of fine blend of the experts from the academia and the industry. The institute has more than 3000 faculty members comprising in-house and visiting faculty, 50000 students

1) At Headquarters of MITSDE – Distance Education

1. Leadership

Dr. Sunil Karad, Executive Director and Trustee

Dr. Nitin Rane Director MITSDE

2) Academic staff strength

No.	Faculty	Particulars
1	Dr. Nitin Rane	Head of the Institution
2	Dr. Jaideep Jadhav	PGDBA – Faculty
3	Dr. Prasheel Suryawanshi	PGD in Energy Management – Faculty
4	Mr. Amol Suresh Mane	PGD in Risk and Insurance Management – Faculty
5	Mr. Makrand Hardas	PGD in Project Management – Faculty & Industry Expert
6	Mr. Pravin Devdas Kharat	Diploma in Retail Management – Faculty
7	Mr. Mangesh Mahadeo Bhople	PGD in Finance Management – Faculty
8	Dr. Vachaspati Mishra	PGD in Information Management – Faculty
9	Dr. Malhar Pangrikar	PGD in Marketing Management – Faculty
10	Mr. Sharad S. Kadam	PGD in Human Resource Management – Faculty
11	Mr. Vijay Khode	PGD in Operations Management – Faculty
12	Mr. Abhijit Naganath Netke	PGD in Wealth Management – Faculty
13	Dr. Neerja Aswale	PGD in Supply Chain Management – Faculty
14	Mr. Shailesh Pawar	PGD in Infrastructure Management – Faculty
15	Dr. Milind Pande	PGD in Telecom Management – Faculty
16	Dr. Avadhut Patvardhan	PGD in Retail Management – Faculty
17	Mrs. Rajashri Kadam	Diploma in Business Administration – Faculty
18	Mr. Suhrud Nelgaonkar	PGD in Finance Management- Faculty

3) Non Teaching Staff

Sr. No	Name	Qualification	Designation
1	Mr. Sameer Gorde	MBA	Deputy Director
2	Mr. Amit Dalvi	B. com.	Deputy Registrar
3	Ms. Annie Lincoln Francis	M com	Assistant Registrar
4	Mr. Roshan More	M Sc	Section Officer
5	Mr. Jayjeet Deshmukh	MBA	Laboratory Assistant (Audio Visual)
6	Mr. Pravin Patare	BE	Laboratory Assistant (Computer Lab)
7	Mr. Shekhar Pawar	B Com	Assistant (Enrolment and Verification)
8	Mr. Kiran Ghuge	BA	Assistant (Enrolment and Verification)
9	Mr. Milind Arge	B. com.	Assistant (Purchase and Dispatch)
10	Ms.Aishwarya More	DIT	Assistant (Purchase and Dispatch)
11	Mr. Vinay Garud	B Com	Assistant (Student Support)
12	Ms. Amruta Mitkar	B Com	Assistant (Student Support)
13	Ms. Neha Thakur	DTL	Assistant (Examination)
14	Mr. Vivek Pawar	B. Sc.	Assistant (Examination)
15	Mr. Sagar Mapari	B Com	Computer Operator
16	Ms. Rupali Raut	MBA	Computer Operator
17	Ms.Arati Kunal Butkar	MPM/MA	Assistant Manager HR
18	Mr. Sanjay Gaikwad	MCM	Software Developer
19	Mr. Sachin Konde	M Com	Senior Accountant
20	Mr. Sandeep Pardeshi	M com	Accounts Executive
21	Mr. Abhishek Kalyana	MBA	Assistant Manager
22	Ms. Azma Javid Solkar	BCA	Team Manager
23	Mr. Prathamesh Gawas	B. com.	Sr. Executive -MIS
24	Mrs.Priyanka Tyagi	MA	Team Leader
25	Mr.Ubedullah Khan	MBA	Team Leader
26	Mrs.Priti Thakare	BBA	Team Leader
27	Mr. Abhishek Nalgirkar	B E	Team Leader
28	Ms. Gayatri Tiwari	BE	Team Leader
29	Ms. Shehal Jakkal	B E	Team Leader
30	Ms. Neha Ningurkar	DTL	Sr. Counselor
31	Ms. Seema Patil	B com	Sr. Counselor
32	Mr. Praveen Shukla	MBA	Counselor
33	Ms.Chitransjali gadale	B Tech	Counselor
34	Ms. Ashwini Kakade	MEM	Counselor
35	Ms. Kalpana Bangar	MBA	Counselor

36	Ms.Priyanka Nikam	B com	Counselor
37	Mr.Ashok Jogdand	BBA	Counselor
38	Ms.Dhanvanti Maurya	B Com	Counselor
39	Ms.Jayasree Majumder	BE	Counselor
40	Ms.Priyanka Razdan	MBA	Counselor
41	Mr. Ravi Kulmutkar	B Sc	Counselor
42	Mrs.Akruti Trivedi	B Com	Counselor
43	Ms.Apeksha Dattatraya	MBA	Counselor
44	Ms.Ankita Kachwaha	MBA	Counselor
45	Mr. Chirag Chauhan	Deploma	Counselor
46	Ms.Rasika Malwade	MBA	Counselor
47	Mr.William Murmu	BBA	Counselor
48	Ms.Nivedita Dawate	MBA	Counselor
49	Ms. Gayatri Yadav	BE	Counselor
50	Mr. Krishna Nana Giri	BE	Counselor
51	Ms. Sneha Jaish	MBA	Counselor
52	Ms. Rajashree Kamble	MBA	Counselor
53	Ms.Shweta Walke	BE	Counselor
54	Ms. Jyothi Pawar	MBA	Counselor
55	Ms. Sushmita Basak	MBA	Counselor
56	Mr. Dnyaneshwar Nimje	MBA	Counselor
57	Mrs. Iteesha Pandagre	M. Tach	Counselor
58	Ms. Nidhi Pathak	BE	Counselor
59	Ms. Rani Deshmukh	BE	Counselor
60	Mr. Jagannath Lande	MA	Counselor
61	Mr. Nagargoje Sandip	BE	Counselor
62	Ms. Hemangi Dabholkar	MBA	Counselor
63	Ms. Nayana Khemwani	BA	Counselor
64	Ms. Meera Bugad	BE	Counselor
65	Ms. Arti Mehta	M Com	Counselor
66	Ms. Madhuri Sonone	MCA	Counselor
67	Ms. Ruchi Ravi Sunkarwar	BE	Counselor
68	Ms. Megha Wakade	B E	Counselor
69	Ms. Yogita Nikam	B E	Counselor
70	Ms. Nikita Thorat	B E	Counselor
71	Mr. SK Golam Kader	B E	Counselor
72	Ms. Sonal Jadhav	B E	Counselor
73	Ms. Pallavi Pendse	M Com	Counselor
74	Mr. Narendra Bhangale	HSC	Peon

III) Statutory Committees:**Academic Council:** The Academic Council shall consist of:

- a) Head of the Institution : Chairman
- b) Two subject experts from the Industry /
Corporate Sector : Member
- c) An Educationist of repute to be nominated
by the Sponsorer from any premier Institute /
Industry : Member
- d) Any Two Faculty Members : Member
- e) Registrar / Dy. Registrar :Member Secretary

The Academic Council, being the principle academic body of the Institution shall co-ordinate and exercise general supervision over the academic policies of the Institution.

- The Academic Council shall from time to time meet at least once in a year at such time and place chairperson may think fit.
- The Registrar / Dy. Registrar shall issue notice for the meeting of the Academic Council, under the direction of the Head of the Institution.
- One-third of the members of the Academic Council, including the Chairperson shall constitute the quorum at its Meeting.
- Every member of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.

No.	Board Members	Particulars	Designation
1	Dr. Nitin Rane	Head of the Institution	Chairperson
2	Mr. Makarand Hardas	Subject Expert from PMI	Member
3	Dr. Manjusha Kadam	Subject Expert	Member
4	Dr. Mahesh Deshpande	Educationist of repute nominated by Sponsorer	Member
5	Dr. Prasheel Suryawanshi	Faculty	Member
6	Dr. Amol Mane	Faculty	Member
7	Mr. Amit Dalvi	Registrar / Dy. Registrar	Member Secretary

The Academic Council shall have the following powers, duties and functions, namely, to:

1. Prescribe admission and examination procedures for the students of the Institution;
2. Approve the academic programmes of the Institution, including the integrated and dual-degree programmes to promote inter-disciplinary studies; and prescribe intake for each academic year.
3. Approve the curriculum and syllabi for the courses programmes
4. Approve award of diplomas to candidates who have successfully pursued the course of study and fulfilled the academic requirements.
5. Review and monitor the standards of instruction, education, training and research carried on or imparted in the Institution.
6. Advise and recommend the requirement of faculty, their qualifications and emoluments.

7. Approve recognition and equivalence of the certificates, diplomas and degrees of other Universities and Institutions
8. Maintain contacts with employer organisations with a view to assess their current and emerging manpower needs, the pattern of education and skills required; and to consider appropriate changes in the course content, course design and instructional methodology etc.
9. To recommend policies concerning student selection, progression and advise improvements.
10. To review and advise on student assessment and academic standards
11. To review the quality of service delivery and feedback, and advise the improvements for annual academic audit review report.
12. To review and advise on the operating procedures for ensuring academic quality, integrity and security of assessment tasks and results.
13. To monitor and advise on the policies and activities directed to continuous improvement in education

Board of Studies: MITSDE has Board of Studies of Twenty One Members. The constitution of the Board of Studies was agreed in the Board Resolution.

The Board of Studies will consist of:

- a) Head of the Department/ Institution : Chairman
- b) All faculty (for all specialisation)
- c) Two experts from Industry, nominated by Academic Council : Member
- d) One postgraduate meritorious alumnus : Member

The Board of Studies will be responsible for all the Course Curriculum of the courses offered by the institution

- The Board of Studies shall from time to time meet at least once in a year at such time and place chairperson may think fit.
- The Registrar/Dy. Registrar shall issue notice for the meeting of Board of Studies, under the direction of the Head of the Institution.
- One-third of the members of the Board of Studies including the Chairperson shall constitute the quorum at its Meeting.
- Every member of the Board of Studies, other than the ex-officio members, shall hold office for a term of three years.

No.	Board Members	Particulars	Designation
1	Dr. Nitin Rane	Head of the Institution	Chairman
2	Dr. Jaideep Jadhav	PGDBA - Faculty	Member
3	Dr. Prasheel Suryawanshi	PGD in Energy Management – Faculty	Member
4	Dr. Amol Suresh Mane	PGD in Risk and Insurance Management - Faculty	Member
5	Mr. Makrand Hardas	PGD in Project Management – Faculty & Industry Expert	Member

6	Mr. Pravin Devdas Kharat	Diploma in Retail Management - Faculty	Member
7	Mr. Mangesh Mahadeo Bhople	PGD in Finance Management - Faculty	Member
8	Dr. Vachaspati Mishra	PGD in Information Management - Faculty	Member
9	Dr. Malhar Pangrikar	PGD in Marketing Management - Faculty	Member
10	Mr. Sharad S. Kadam	PGD in Human Resource Management - Faculty	Member
11	Mr. Vijay Khode	PGD in Operations Management - Faculty	Member
12	Mr. Abhijit Naganath Netke	PGD in Wealth Management - Faculty	Member
13	Dr. Neerja Aswale	PGD in Supply Chain Management - Faculty	Member
14	Dr. Nitin Rane	PGD in Materials Management - Faculty	Member
15	Mr. Shailesh Pawar	PGD in Infrastructure Management - Faculty	Member
16	Dr. Milind Pande	PGD in Telecom Management – Faculty	Member
17	Dr. Avadhut Patvardhan	PGD in Retail Management - Faculty	Member
18	Mrs. Rajashri Kadam	Diploma in Business Administration - Faculty	Member
19	Mr. Suhrud Nelgaonkar	PGD in Finance - Faculty	Member
20	Mr. M.K. Gandhi	Industry Expert	Member
21	Mr. Abhishek Kalyana	Post graduate Alumnus	Member

The Board of Studies shall have the following powers, duties and functions, namely, to:

1. Prepare syllabi for various courses keeping in view the objectives of the institution, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for innovative teaching and evaluation techniques
3. Suggest names for the panel of examiners and panel of evaluators
4. Co-ordinate teaching , extension and other academic activities.
5. Propose to introduce any new programme or specialisations in the existing programme
6. Propose any major or minor revisions to curriculum of existing programs.
7. Lay out the credit system for the course and monitor that it is being followed by conducting quality audits for each course
8. Ensure and prescribe that all the adequate study materials and reference books are provided in the Library
9. Ensure that the chat sessions are conducted regularly by publishing the dates in the academic calendar
10. Compare the syllabus with other institutions from time to time and get it evaluated or weighted by relevant industry experts.

Board of Examinations:

The Board of Examinations will consist of:

Registrar / Dy. Registrar	: Chairman
Section Officer – Examination	: Member
Any two members from the Panel of Examiners and Panel of Evaluators	: Member

No.	Board Members	Particulars	Designation
1	Mr. Amit Dalvi	Registrar / Dy. Registrar	Chairman
2	Mr. Roshan More	Section Officer - Examination	Member
3	Dr. Girija Nimgaonkar	Member – Panel of Examiners	Member
4	Dr. Kirti Dharwadkar	Member – Panel of Evaluators	Member

1. The Board of Examinations will be responsible for the Examination and Evaluation Methodology and the entire process of examination and evaluation for the courses offered by the institution
2. The Board of Examinations shall from time to time meet at least once in a year at such time and place chairperson may think fit.
3. The Registrar / Dy. Registrar shall issue notice for the meeting of Board of Examinations, under the direction of the Head of the Institution.
4. One-third of the members of the Board of Examinations including the Chairperson shall constitute the quorum at its Meeting.
5. Every member of the Board of Examinations, other than the ex-officio members, shall hold office for a term of three years.

The Board of Examinations shall have the following powers, duties and functions, namely, to:

- Prepare the exam paper pattern and evaluation methodology for various courses keeping in view the objectives of the institution, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
 - Suggest methodologies for conducting examinations and evaluation techniques
 - Suggest names for the panel of examiners and panel of evaluators and finalise them.
 - Suggesting the emolument rates for the examiners and evaluators
11. Deciding the examination schedule and declaration of the results.
 12. Process of Certification.
 13. Process for Safe custody of exam paper and its confidentiality
 14. Monitoring the maintenance of proper gradebook records of the students.
 15. Frame rules for academic matters including the structure of student evaluation, conduct of examination and declaration of results.
 16. Recommend the rates of remuneration and allowances for the examination work.

Faculty Development Programmes: There are periodical compulsory seminars, workshops and training programmes made available to the faculty to groom them up for delivering the lectures in the most innovative teaching methodologies so that effecting learning are implemented.

National and International conferences are made available to the faculty members so that they get good exposure to international developments and enrich their teaching methodology with the new learning they derive.

Printed Study Material

Study Material : covers the entire syllabus with a number of illustrations, case studies and practical examples that gives a good understanding of the concept. There are enough practice questions to give a good grip over the topic.

Adequate practice questions and past exam questions with solutions with tips and suggestions to make the students exam ready

e-books : The soft copy of books are made available on the learning management system which the student can access from any device at any point of time from any place. The student can use book marks to mark any page. He can also make his own notes in the margins given.

Learning Management System

Every student can access their student account with the login credentials provided. Each student gets access to their e-books in their student account.

In addition to the e-books students will have access to the video lectures provided on each topic which they can watch at their own convenience.

There are student handbooks which has got space to make notes and suggestions beside the teach ppt slides to help the student to recall the point explained.

Assignments and mock exams help the student to understand their exam readiness.

Credit System

MITSDE has developed a credit system that facilitates a student who is employed full time and is trying to upgrade his skill by opting to study from open and distance learning. MITSDE understands that the student will not be able to give more than four hours per day for study as he has to fulfill his commitments at work and home.

A credit measure is the unit to measure the effort taken by the student to study the subject. Therefore 30 hours of study is marked to one credit point. So a student can earn his/her credit points by the time spend on studying the content or doing a practical assignment.

What kind of studying will be eligible for earning your credit points?

- Reading the self learning study content
- Learning the e-learning modules
- Attending chat sessions
- Assignment submissions
- Exam practice
- Visiting the Library
- Project Report submission

Admission Assistance:

Counselling: MITSDE's dedicated and well trained counselors understand the students need, verifies the documents provided by the students, analyses and consults if required to the relevant authority and then provides the student with the right information and guidance on selecting the course, mode of payment, choosing the right payment option.

Eligibility of the Course: MITSDE follows the strict guidelines of the DEC laid down for eligibility of its specified courses. The same is displayed on its website, admission forms and the students account.

Admission Cycle: The admission cycle for the July 2018 exams is from July 2017 to December 2017 and the admission cycle for the January 2019 exams is from January 2018 to June 2018.

Admission Process: The student is properly guided in filling the admission form and going through the terms and conditions of the institute in case of cancellation and refund. All the documents that need to be sent with self-attestation is properly listed out to the student along with complete handholding through the payment process. Once the admission is completed the student gets an immediate auto acknowledgment by mail on the receipt of their admission form and payment.

Admission Confirmation: The admission is confirmed once all the documents are verified and confirmed by the admissions department and the accounts department within 7 days of the admission application and payment made by the student. The student received their welcome letter along with their registration number to confirm their admission is approved and accepted.

Admission Rejected / Cancelled: In case the admission is rejected then the student receives a mail about the rejection of admission stating the reason for rejection and along with the refund of their fees after deduction of the administration fees within 15 days of the admission application and payment made by the student.

Student Service

Welcome Call: The student receives a welcome call within 24 hours of the welcome mail received. The welcome call is made by counselors who confirm all the details of the student's admission to just eliminate the possibility of any difference in the admission form. In case discrepancy found then to rectify that immediately if possible. The student is advised on the receipt of their study materials, on how to use the LMS, their login credentials, how to get in touch with their dedicated counselor.

Dispatch of Study Material: The published hard copies of the study content is dispatched to the address mentioned in the address for correspondence in the admission form within 24 hrs of the admission is confirmed and the docket number for the same is informed to the student by mail and SMS.

In case the study material is returned, it is informed by way of mail, SMS and call to the student to see that the study content reaches the student.

Learning Management System

The learning management system on a cloud based portal where the students unique account is created, the student can access all the study content, which can be viewed at their own convenience, can give assignments and do practice questions, keep a track of their grade book and payment status. They can access it in their student account any time.

The login credentials to the LMS is provided within 24 hours of confirming their admission.

Library

Open source library: All students are given access to this free library 24 x 7 where there are a number of reference books and resources available

Exclusive Library: This library is exclusively for registered students for that particular course 24 x 7 online to all resources, international publications.

Learner Support Mechanism

There is a well-designed learner support mechanism in place for the student to approach the support staff any time. They can contact their counselors by Call or Email. The call is answered by the relevant course administrator who is well trained and developed to understand and resolve the students query immediately. The resolution is also mailed to the student with 24 hours of the query raised.

The student is able to rate the services rendered on mail or in his student account.

The student can also raise a ticket from the student account for any query which gets resolved within 24 hours of the query being raised.

Duration of the Course and Validity of the Course:

According to the guidelines provided by DEC the Diploma and Post Graduate Diploma is a One year course, so the course duration is one year and the course validity is for two years which means that the student can complete his study and exams in two years' time

Similarly the Post Graduate Diploma in Business Administration is a Two year course, so the course duration is for two years and the course validity is for four years which means that the student can complete his course and exams in four years.

Course Administration

Every student has a dedicated course administrator who guides the students during their study in addition to the study content and lectures available for any additional guidance and explanation required. The course administrator is available by email, phone or on chat sessions.

There is a student handbook provided to every student in their welcome kit which states the entire process followed during the student's life cycle.

IV) Evaluation System

Examination is important element in assessment of academic value addition. To make assessment more comprehensive and credible the examination pattern has been developed.

MITSDE's Board of Exams has devised the following examination and evaluation system as per the DEB norms. The exam papers are prepared by the exam department and are approved by the board of exams.

The exam papers are kept confidential and under the strict custody of the exams department. All precautions are taken in the software and the physical custody of the exam papers.

Exams are conducted at the same time at all exam centers to control the availability of exam paper to the students appearing for the exams. Every student gets a different exam paper, the questions are randomly chosen by the computer out of the question bank of 2000 questions per subject.

External Exams: Exams are conducted twice a year. The students who have taken admission till March 2018 are eligible for the June 2018 exam cycle and the students who have taken admission till September 2018 are eligible for the December 2018 exams.

Internal Exams: Assignments can be done from your learning management system by solving multiple choice questions.

Breakup of Marks and Weightage:

- Each course final assessment will be of total 100 Marks.
- External examination will carry weightage of 70% and internal assignment will be for 30%.
- External examination will be of 100 marks based on entire syllabus for course. It will be converted to 70% weightage.
- Internal assignments will be of 100 marks based on the entire syllabus for the course. It will be converted to 30% weightage.

Details of Assessment:

Internal Assessment

Assignment will be objective type of assignment which will have 60 questions for 60 marks. It is to be solved online using LMS within one hour. Evaluation of objective type questions will be done by computer on the basis of choice of options.

Total the assignment will be converted to 30%.

External Assessment

External objective type of examination will be done at the Examination Centers.

Question paper of 50 Objective types of randomly generated questions from question bank to be solved in 1 hour duration and will be considered for 100 marks and will be converted to 70%.

Passing Criteria

For passing a component it is essential to obtain minimum 50% marks in each component. However, unless otherwise specified the aggregate pass percentage is 50.

Re-evaluation:

There is no scheme of re-totalling or re-evaluation of examination answer scripts, assignments and projects. Marks once given are final.

Eligibility and Registration for External Examination:

In order to appear for examination students are required to submit examination registration form which will be made available on the MITSDE's website. Students are eligible for examination only after:

- Completion of minimum required duration for the programme / semester as per the institute's requirement. For details refer Institute's handbook hardcopy provided or refer softcopy on LMS.
- Submission of completed internal assessment on LMS is mandatory. Examination form will not be accepted if internal assignments are not submitted or not completed before filling examination form.
- Successful submission of examination form which will be available on students corner section on the institute's web site.
- Payment of applicable programme fee till the time of examination.
- Payment of applicable examination fees for backlogs.
- Only students with confirmed admission status are eligible. Others in case of admission is not confirmed are required to complete pending formalities like incomplete documents, fees etc. before examination and get admission confirmed in order to be eligible.
- There has to be a gap of six months between two fresh semester appearances, however backlogs can be attempted along with the fresh semester attempt in consequent examination cycle.

Examination Schedule:

- End semester examination will be conducted 2 times in a year in the month of July and January for newly admitted students.
- Result of each examination cycle will be declared within 45 days from the last date of examination.
- Students can check their examination results on "My Account" section accessible on the website.
- In case of any error in result declared, student has to inform in writing / email to Examination Department through student support services within 15 days.

Certification:

Student who has cleared all the applicable examinations and assignments will get consolidated Marksheet and Certificate within 90 days from the date of the results declared.

Evaluation & Report Management

- Assessments and Surveys
- Grade Book on ERP
- Reporting and Performance Dashboard
- Assignments

V) Delivery System

The course content is delivered in published hard copies and is also made available on the students learning management system in digitilised format. The students are also given access to library where the student can access reference books and other resources for understanding the content.

Video Lecture Room are provided on all the topics and chat sessions which are organized by MOOCs

The students can get all the counseling help from their course administrators through emails, calls and conference calls or one to one sessions.

The students can access the website for getting information on exam schedule, chat sessions, FAQs, student support assistance etc.

VI) Infrastructural Facilities

MITSDE is located in Pune, Kothrud within the premises of MAEER's World Peace University.

Students can avail facilities like:

1. Library Facility
2. Reading Rooms
3. Audio – Video Lecture Rooms
4. Seminar Hall
5. Chat Sessions
6. Counsellors to clear your doubts

The contact address is displayed on the website www.mitsde.com . The contact address is displayed on all brochures, prospectus, handbook and admission form.

The contact details, email address, website, phone numbers landline and helpline numbers are also provided in every document and website.

VII) Library and Resource Centre

Library

Open source library: All students are given access to this free library 24 x 7 where there are a number of reference books and resources available

Exclusive Library: This library is exclusively for registered students for that particular course 24 x 7 online to all resources, international publications including Harvard and Princeton.

VIII) Audio – Visual Production Facility

MITSDE will be providing lectures on all the topics by expert faculty by video lectures which will be uploaded on the learning management system and also by DVDs, where they would be able to view the tutor along with the teaching slides. They can make their tutor notes. They can have live interaction with the tutors during their PCP sessions.

IX) ICT Facilities

ERP System

MITSDE has an ERP system to enter the student's database and manage their records. All the students' data is entered from the admission form into the ERP system after eligibility check and confirmation of the student's admission.

The registration number is generated and there is a system generated welcome mail sent and the students course system and grade book is generated, this is integrated with the learning management system. Therefore the same details reflect in the learning management system and the course is correctly mapped and all the relevant resources become available to the student.

The ERP system can provide you with the following reports of the students.

1. Male /Female Students Ratio
2. Student category ratio
3. Year wise, batch wise admission report
4. Exam reports
5. Exam form reports
6. Fees Payment Reports month wise, year wise, course wise
7. Admission reports, month wise, year wise course wise
8. Geographical distribution of students
9. Exam Result Report
10. Course Completed Students Report
11. Cancelled students Report
12. Pending payment , ageing reports
13. Any Customized Report
14. Tabulated Exam Result Report
15. Tickets raised – complain report
16. Resolution reports
17. Reporting and performance dashboard
18. Exam eligibility report
19. Lead management report

LMS System

The LMS system provides us with the following reports

1. Assignments given by students report

2. Study hours spend by students report
3. Attendance report
4. Video lectures attended report
5. Project evaluation report
6. Course completion and closure report

Website

The website provides us with the following reports

1. Leads generation report
2. Enquiry report
3. Survey report
4. Admission report
5. Fees payment report

Thus MITSDE has developed a strong database to facilitate the effective delivery of programmes and information.

MITSDE uses an office automation tools digital voice integrated system for effective communication which is at par with the DEC norms

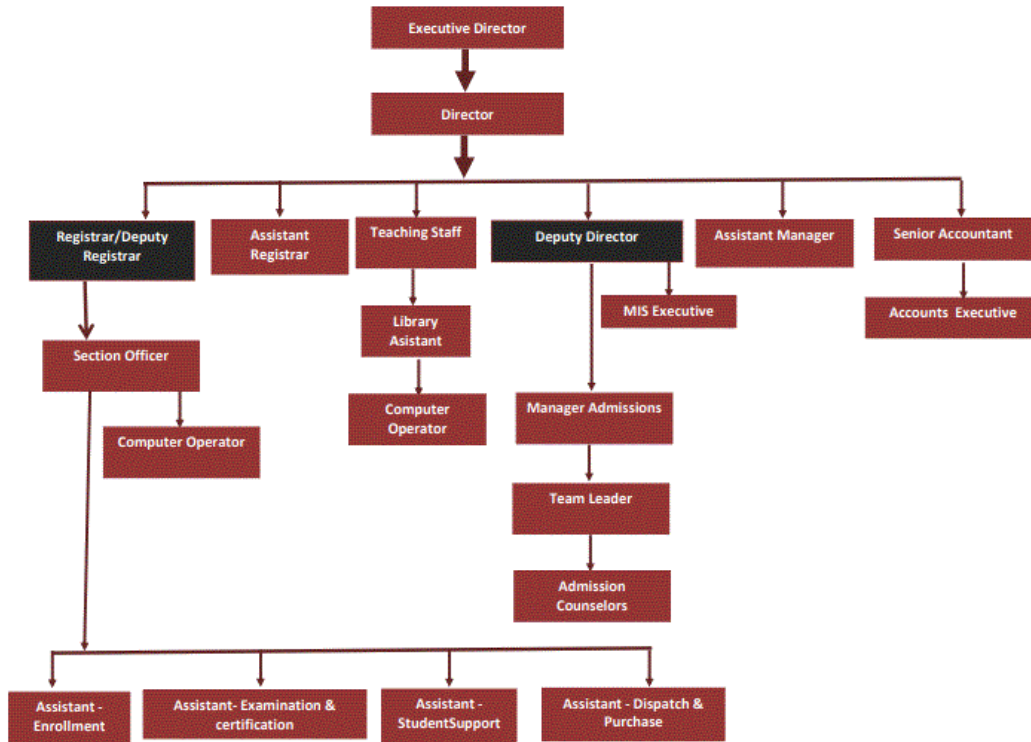
MITSDE has its website www.mitsde.com for its online distance learning system and all the contact details and communication lines are available 24 x 7.

Admission can be done online through the website, and the delivery of the course is through video lectures made available on the learning management system with counseling available on phone, email and chat.

The assignments can be done on the learning management system and also gets marked automatically by the computer. The latest marking and course conduct technologies are used by MITSDE to ensure that the course is delivered at the highest international standards to keep its legacy of growing excellence.

Organisation Chart

MIT SDE Organization Chart



DIRECTOR
DR.NITIN RANE