

Ref. – MITSDE/Certification /2024/01

## Certification Guidelines & Process

### 1. Course Completion and Certification

Upon successful completion of the course and declaration of exam results, learners will receive their semester grade sheets as follows:

- ✦ **Physical Copies:** Dispatched to the learner's registered address within 40 to 45 working days. Learners will receive a Google link from **certification@mitsde.com** to confirm their latest address. Failure to share the required details may delay processing their documents.
- ✦ **Digital Copies:** Uploaded to the E-Library Portal for online access.

### 2. Online Access to Grade Sheets

Learners can view and download their semester grade sheets from the **E-Library Portal** using their login credentials. It is the learner's responsibility to ensure the security of their credentials to prevent unauthorized access.

Access the E-Library Portal at: <https://elibrary.mitsde.com/>

### 3. Dispatch and Tracking Updates

- ✦ Learners will receive an email notification with tracking details once their grade sheets have been dispatched.
- ✦ Learners must ensure that their residential address is accurate and up-to-date in the institute's records to avoid delivery issues.
- ✦ Incorrect or incomplete address details may result in delays in dispatch and delivery.
- ✦ After submitting details on the mentioned link, we will start processing the dispatch of documents within **5 to 10 working days**.

#### 4. Additional Documents Process

The following documents are available for eligible learners:

- ✚ **Transcript Certificate:** Available for learners who have successfully completed their course.
- ✚ **Bonafide Certificate:** Available for learners who are currently enrolled in a course.
- ✚ **Applicable Charges:** Details on applicable charges can be found at: <https://mitsde.com/payment-gateway>

#### 5. Important Instructions

- ❖ Grade sheets will be printed and dispatched only after successful completion of all academic and administrative formalities.
- ❖ Learners with pending fee payments or incomplete documentation must clear all dues to avoid delays in receiving their certification.
- ❖ If a learner does not receive their grade sheet within the specified timeline, they must contact the support team for assistance.
- ❖ Any requests for re-dispatch due to incorrect address submission by the learner may be subject to additional charges.
- ❖ Physical copies of grade sheets will be sent via a trusted courier service, and delivery timelines may vary depending on the learner's location.



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