

Ref. – MITSDE/Exam/2024/01

Examination Guidelines & Process

- **Exam Cycle & Eligibility:**
 - Students receive their first exam notification **5-6 months after enrollment**.
 - A **minimum 5–6-month gap** is required between two fresh semester appearances.
 - Failed subjects (backlogs) can be reattempted along with fresh semester exams in the next cycle.
 - Course status must be **confirmed or provisional** to attend exams.
 - **Exam Schedule & Notifications:**
 - Exam schedule notifications are sent via email from **exam@mitsde.com** to students' registered email.
 - Schedule details are available on the **E-Library portal**.
 - A tentative exam schedule is also listed in the **study plan** on the Learning Management System (LMS).
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- **Mandatory Exam Prerequisites: For attending the external exam**
 - Exam Form, Internal Assignments & Fee Payment**
 - **Submit the exam form** before the deadline mentioned in the exam schedule.
 - Complete **Assignment 1 & Assignment 2** before appearing for the external exam.
 - Achieve **50% passing marks** in all internal assignments.
 - Pay the applicable **exam fee/backlog fee of ₹500 per subject**.
 - **Internal Assignments:**
 - Submit assignments via **learn.mitsde.com** using login credentials.
 - Each subject has **two assignments (Assignment 1 & 2)**.
 - Each assessment consists of **15 MCQs**, worth **2 marks each**, with **30 minutes** to complete.
 - A **minimum of 50% (16 marks)** is required to pass.

- If failed **after 3 attempts**, students must create a ticket via the **E-Library portal** for further action.
 - **Exam Form Submission Process:**
 - Fill out the **exam form online** through the **E-Library portal**.
 - Log in, navigate to the **Exam Form section**, review details, enter Aadhaar number, select subjects, and submit.
 - Watch the **exam form video guidelines** for detailed instructions.
 - **Exam Fee Payment Process:**
 - Pay the **₹500 per subject** exam fee online.
 - The fee must be paid before the deadline (not included in the course fee).
 - Payment confirmation and exam details will be displayed after successful payment.
 - If a student receives the examination link but does not attend the exam, it will be considered a backlog, and a backlog fee of Rs. 500 per exam will be applicable.
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External Examination & Proctored Exam Guidelines

- **Exam Format & Schedule:**
 - Exams are conducted **only in Proctored/Online mode**.
 - External exams consist of **20 MCQs, totaling 40 marks**, with a **45-minute duration**.
 - A **minimum of 50% passing marks** is required in external exams.
 - Students can appear for a **maximum of 12 exams per cycle** (suggested limit: **3 per day**).
 - The **exam link remains active 24x7** during the schedule.
- **Technical Requirements for Proctored Exam:**
 - Use a **Laptop/Desktop** (Windows PC or Mac).
 - A stable **Internet Connection (minimum 1 Mbps)** is required.
 - **Latest Google Chrome browser** (pre-installed).
 - **Mobile or tablet usage is NOT recommended**.
 - Ensure a **working webcam** and good lighting for face verification.
 - **Calculator & pen-paper** can be used for calculations in front of the camera.

- **Proctored Exam Rules & Violations:**
 - Exam login credentials are sent to the registered **email & SMS** if all prerequisites are met.
 - Violating instructions will lead to **exam termination after 10 warnings**.
 - Turn off **notifications on your device** before starting the exam.
 - **Technical Support:**
 - For exam-related technical issues, contact the **tech support team** (10 AM - 7 PM).
 - Email: **examtechsupport@mitsde.com** (CC to **exam@mitsde.com**).
 - **Exam Interruptions & Resume Option:**
 - If a **power cut or network issue** occurs, re-login with the same exam link and **click 'Resume'**.
 - The exam will restart from where it left off.
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Exam Results, Project Submission & Course Completion

- **Exam Results & Eligibility:**
 - Results are published within **30-45 days** from the last exam date.
 - No **re-evaluation** as exams is computer-based.
 - If the results are not visible, check if:
 - Course status is **deactivated**.
 - Internal assignments are not submitted with passing criteria.
- **Project Submission & Evaluation:**
 - Submit the **final project report** after the last semester exam or by the deadline mentioned in the exam schedule.
 - Follow **Project Report Guidelines** available in the **E-Library**.
 - Project reports are evaluated within **30-45 days**.
 - **Project Evaluation Fee: ₹1500/-** (to be paid before submission).
- **Course Completion & Certification:**
 - Students must pass **internal (Assignments) and external (Proctored Exam)** components with **50% marks**.
 - Certification documents are provided **within 30-45 days** after course completion.

- **Support & Queries:**

- For any queries, create a **ticket through the E-Library portal.**

Important Links for Easy Access

[E-Library](#) – Examination Schedule Details, Exam Form, Create a Ticket for Assistance, Progress Report, Project Submission, Guidelines.

[Learning Management System](#) – Online Study Materials, Assignment Submission, Practice Questions, Recordings, Live Session Details.

[Click here to know the LMS function](#)

[Click here to find out about the exam form submission](#)

[Click here to find out about Proctored exam video guidelines](#)

[Click here to find out about Project Report Guidelines](#)

Email ID's - examtechsupport@mitsde.com, exam@mitsde.com, projectreport@mitsde.com

[Pay the exam fee here](#)



Prof. (Dr.) Suhrud Neurgaonkar

Director, MITSDE

MIT Alandi Campus, Pune Moshi-Alandi Road, Opposite to Gajanan Maharaj Sansthan, Alandi-412105, Pune Maharashtra (India)