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**MIT WORLD PEACE
UNIVERSITY** | PUNE

TECHNOLOGY, RESEARCH, SOCIAL INNOVATION & PARTNERSHIPS

FREQUENTLY ASKED QUESTIONS

Department of Examinations

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Grade Card

Q. What if I need to know my correct CGPA?

Ans. CGPA is seen on the grade card. The CGPA count can be verified by referring to the passing criteria mentioned in Examination Ordinance 2022 which is available on official website.

Q. I have cleared my backlog but the result sheet does not show GPA and CGPA. Why?

Ans. GPA and CGPA are not mentioned on backlog grade cards. GPA, CGPA will be highlighted on regular trimester grade card only.

Q. I have cleared my backlog, but the result on ERP is not updated. It still shows earlier CGPA. As a result, it is affecting my CGPA of next trimesters also. How do I get it corrected?

Ans. Grade card shows first attempt GPA and CGPA only. Hence, even if you have cleared backlog, improved CGPA for that trimester will not be seen on regular grade card. However improved CGPA is considered while calculating the CGPA of the succeeding trimesters. To see the improved GPA and CGPA of that particular trimester on grade card, you may apply for a Consolidated Grade Card of that Trimester.

Q. What do I do if I have not received my grade card?

Ans. Grade cards should be collected from the Program Office of your Department. If your grade card is not available at the Program Office, then an official mail from the Program Office is required stating that mentioned grade card is not received. You will receive the grade card within 5 working days after the official mail is received from Program Office. (Note: Official mail from Program Office is mandatory)

Q. My grade card is torn and hence I require another grade card. What is the procedure?

Ans. You need to submit the original grade card at Department of Examinations and apply in Google form and pay the applicable charges. Only then the new grade card can be issued.

Q. I have 'R' grade for a course. What does it mean?

Ans. 'R' means deficiency at attendance, formative assessments. The student with "R" shall repeat the complete teaching-learning process with next available opportunity.

Q. In the new semester pattern, will I get semester wise grade card?

Ans. No. Semester wise grade card will be available in your ERP login only. From Academic year 2022-23 Annual grade cards shall be issued to the students admitted for first year in the Academic Year 2022-23 onwards. This grade card shall display course wise performance of the respective academic year.

Corrections on grade card /PDC

Q. My name/Father's Name/Mother's name is incorrect on grade card. How do I get it corrected?

Ans. Name correction on grade cards/PDC needs to be done in ERP at the Program Office of your Department. You have to collect the 'Name Correction Request Form' from Department of Examinations and submit it along with your original grade cards/PDC to Program Office. When the corrections reflect in ERP, corrected grade cards will be issued. You will be informed accordingly through what's app or mail. Then, you should collect the same from the Department of Examinations. Moreover, student must check his/her personal details from time to time in their ERP login.

Q. What if I have some of my grade cards with my parents' full name & some with only the first name of parents?

Ans. Grade cards will have Parent's name as per the current approved format only. The difference observed is due to the changed format and hence all grade cards are acceptable.

Q. From where should I collect the corrected grade cards/PDC?

Ans. You have to collect the corrected grade cards/PDC from Department of Examinations only after you receive the completion message or are informed accordingly on mail.

Q. What will be the procedure if I send someone on my behalf to collect my grade cards?

Ans. Send an authority letter to exam.helpdesk@mitwpu.edu.in clearly mentioning the name of person who will collect the grade cards and inform concerned person to bring his/her original identity proof for verification.

Q. In how many days will I get the corrected grade cards?

Ans. Once the 'Name Correction Request Form' (duly signed) along with your earlier grade cards/PDC is received at the Department of Examinations from Program Office and the required corrections are reflecting in ERP, process of correction on grade cards

will be done. It requires at least 5 working days, thereafter. Once complete, you will be informed on what's app to collect the grade cards. Note: You have to pay the applicable charges for grade card correction (Rs.100/- per grade card) at accounts section and show the receipt at Department of Examinations at the time of collecting your corrected grade cards.

Exam Form Issues

Q. Do I need to submit an Exam form for the end term exam?

Ans. Yes, it is necessary to fill exam form for every end term exam.

Q. I have an internal backlog; do I need to submit an exam form?

Ans. Yes, it is necessary to fill exam form for internal backlog also.

Q. I have yet to pay the outstanding fees, can I still submit the exam form?

Ans. No, you must first clear your outstanding fees. Only then, you will be allowed to fill the exam form.

Q. I have paid all my outstanding fees. do I still have to submit the exam form?

Ans. You are required to submit an exam form. There is no connection between outstanding fees and an exam form. Exam form filling is mandatory for

Q. How can I know whether I have an internal backlog or external backlog?

Ans. After you fill and submit the exam form, you should download the PDF of your application which shows you the details of subjects you applied for, as well as, whether you have to appear for internal or external or both for the mentioned subjects.

Q. How can I know if my exam form has been submitted or not?

Ans. Click on the print button, the subjects that you have applied for in the examination form will be seen. Download the PDF document.

Q. How much I have to pay for the exam fees?

Ans. For regular exams (summative) exam fees is Rs.500/- and for backlog exams (summative – Rs.300/- per course and formative – Rs. 100/- per course)

Q. What if I was unable to fill the exam form in time?

Ans. It is mandatory to fill the exam form within the stipulated time only to appear for the examinations as an eligibility. Under any circumstances, you will not be allowed to fill exam form after the date for exam form filling is over.

Q. Do I have to pay exam fees for regular and backlog separately?

Ans. No, Regular and Backlog fees have to be paid together.

Examination related queries (Applicable for Offline and Online Term End Exam)

Q. How to fill an Examination form?

Ans. Select Exam, Course Year and Click on Show. Submit the application and take printout of your exam application form. Submit the print along with complete exam fees (regular + backlog as applicable) to Program Office. Save the receipt.

Q. What is the mode of Exam conduction?

Ans. In MIT WPU, the examinations are conducted in digital form by implementing the 'Bring Your Own Device' policy where in the students shall bring their own digital device(s) as per the examination instructions (mobile/Laptop/Tablet). The student may avail the network facilities of the University. The examination modes may be On campus digital or may be Off campus digital. The examination time table displayed on the website will have the mention of applicable examination mode.

Qs. What are the requisites for digital examinations?

Ans. Student is expected to fulfill the following requirements for digital examinations:

- The device compatible in terms of camera. Microphone, OS & other tech specifications informed from time to time.
- Fully charged device (smart phone/laptop/tablet/etc. as directed)
- The charging life of device more than maximum examination duration
- Data network with data-pack in case of emergency
- Handy power backup device.

Qs. Will the University provide Wi-Fi connectivity for digital Examinations?

Ans. Yes, University provide Wi-Fi connectivity for digital Examinations. The student may avail the network facilities of the University. The required instructions about the examination platform are available in Student Instruction manual. The Student Instruction Manual is accessible through Examination Website. Scan QR code to download the same.

Q. If I want to know about digital platform used for online Exam conduction, where do I need to contact?

Ans. The required instructions about the examination platform are available in Student Instruction manual. The Student Instruction Manual is accessible through Examination Website. Scan QR code to download the same.

Q. Where can I find any notification about change in Time Table schedule etc.?

Ans. For all such requirements ensure visiting University website on regular basis. (Notification menu option).

Q. Where do I need to register my query, during Online Exam conduction?

Ans. For login issues, you should contact the mentioned support numbers only. The queries during the examinations shall be addressed by the technical support center or online proctor. You can raise the help request to proctor.

Q. What is the marks distribution in terms of Internal and Term End Exam (TEE)?

Ans. The evaluation scheme – **60:40** i.e. (60 % Formative and 40 % Summative), except for few programs.

Q. If I fail in internal assessment, am I eligible to appear for TEE?

Ans. No, it is mandatory to pass in internal assessment also to be eligible for Term End Exam. Refer Examination Ordinance 2022, available on website, for more details.

Q. What would be the mode of exam?

Ans. There shall be On-campus digital exam (ONDE) for regular examinations and may be Off campus digital exams (OFDE) for backlog exam.

Q. What is the Examination scheme?

Ans. The Examination scheme is a combination of formative and summative assessments with weightage of 60% for formative assessment and 40% for summative assessment.

Separate passing shall be applicable with minimum 40% in each assessment.

Q. Is the examination scheme (60:40) applicable to all?

Ans. The examination scheme shall be applicable to all the regular courses from AY 2022-2023 even for trimester-transited batches. Backlog courses examination scheme shall remain as per the previous examination ordinances (2017, 2020) for students admitted before AY 2022-2023.

Q. What is the pattern of Question Paper?

Ans. The pattern of question paper will be one of the following

- Multiple Choice Questions(MCQ)/Objective
- Descriptive/Subjective
- Hybrid/blended (i.e combination of Objective & Subjective)

Q. How do I give on-campus digital exam?

Ans. You should appear for the examinations at the designated block/center. The seating arrangement shall be displayed/notified before the commencement of examination. You must bring your own device (smart phone/laptop) to the campus for exam and fulfill all requirements.

Q. Is there any provision to repeat an exam immediately after even semester exam?

Ans. Yes. Make up exam facility available, but It is applicable only for final year students for maximum two courses.

Q. I have completed my first year in 2021-22 in trimester pattern and now taking admission for second year in 2022-23, which pattern will be applicable?

Ans. Semester Pattern. Transition rules will be applicable. Refer Examination Ordinance 2022 , available on website, for more details.

Q. What is the criteria for eligibility to appear for TEE ?

Ans. The criteria for eligibility to appear for TEE are

1. Student should have minimum 75% attendance in a semester considering all the concessions given for sports, sick leave etc.
2. Minimum 40% marks in formative assessments shall be mandatory.
3. Exam form filling within the stipulated time.

Q. Is there any exemption for attendance if I have represented University in Sports or Cultural activities at National/ International level?

Ans. Yes, the exemption from minimum attendance criteria can be considered for students participating consistently for minimum one academic year in sports, cultural as well as academic activities to represent International, National, State, University, MIT-WPU. Extent of exemption shall be based on case to case as approved by the Vice Chancellor.

Q. What is the criteria for promotion to next academic year?

Ans. The promotion criteria will be as follows

1. If score of CGPA ≥ 5 AND 50% of total credits are earned for particular A.Y then considered 'Pass' and promoted to next academic year.
2. If score of CGPA ≥ 5 OR 50% of total credits are earned, then the considered as under the category ATKT i.e. allowed to take admission in next academic year.
3. If score of CGPA < 5 AND 50% of total credits are not earned the considered as FAIL and Year down. You will not be NOT allowed to take admission in next year unless they fulfill the condition 1 or 2 stated above.
4. The student shall be granted admission only in the odd term of the respective odd term of the AY. No admission at the even semester under any situation.

Q. Do I have exemption for Ph.D. coursework?

Ans. Yes, exemption for coursework applicable, as per the approval by the research committee.

Q. Is there any academic benefit, if I have represented University in Sports or Cultural activities at National/ International level?

Ans. Yes, Students participating consistently in sports, cultural as well as academic activities to represent MIT WPU at International, National and State level will be eligible for additional marks (facility of additional marks or grace marks, note: either of it, not both). The request shall be validated by the Dean-Student Affairs in consultation with Director-Physical education/Cultural Head/Head-Social initiates/Dean and must be approved by the Vice-Chancellor. Refer Examination Ordinance 2022, available on website. for further details.

Q. Is any assistance provided during examination for Divyangjan students.?

Ans. Yes, assistance is provided with respect to writer, extra time as per the MIT WPU policy.

Q. Where do I get the details of Examination rules?

Ans. Refer Examination Ordinance 2022 available on Examination webpage of University website for more details.

Q. During Exams, I received wrong question paper. Where do I need to contact?

Ans. You can contact Examination Help desk and seek the guidance to submit your query.

Result related queries

Q. My result is not visible on ERP. It says 'Result is withheld. Contact Examination Department'. What is the reason?

Ans. This message occurs because your result is withheld due to non-submission of eligibility documents, outstanding fees, etc. You need to contact Program Office for further clarification.

Q. I have paid my instalment. Yet, why is my result withheld?

Ans. Your result may be withheld for any administrative issue. Contact Program Office for further clarification.

Q. When will I get my result in ERP?

Ans. Your result will be seen in ERP only after an official release order is received from the Program Office.

Q. I want to give my paper for re-checking/revaluation. What is the procedure?

Ans. Application for Re-evaluation through ERP.

Q. How can I know my internal and external marks obtained in a particular subject?

Ans. Course wise Internal and External marks obtained are visible in your own ERP Login.

Rechecking and Revaluation (Applicable for Offline and Online Term End Exams)

Q. What is the procedure to obtain a photocopy of answer booklet?

Ans. Pay the required fee at Department of Examinations and fill student assistance form. Photocopy will be made available within two days when revaluation dates are declared.

Q. What is the process of revaluation? How to upload the form and pay fees?

Ans. In student module, Click on University examination. Select application form and enter necessary information. Take printout of your application form and payment done and submit it to student section.

Q. Where should I submit the revaluation fee?

Ans. Fees to be paid online in ERP.

Q. When will the revaluation results be declared?

Ans. Revaluation result will be declared after 12 Days from application of revaluation.

Q. I have already paid the revaluation fees. But in ERP, it is seen as outstanding. What is the reason?

Ans. The amount must have been deducted against any other outstanding fee. Contact Program Office for clarification.

Q. I have to apply for revaluation but subject is not seen in re-evaluation list. What could be the reason?

Ans. Either the student was absent for that particular subject or result is withheld from Program Office, hence subject shall not be seen in the revaluation list.

Q. Why is it that the payment done for revaluation not being reflected on my ERP payment section?

Ans. Contact Program Office for clarification.

Provisional Degree Certificate

Q. How do I apply for Provisional Degree Certificate?

Ans. You don't have to apply separately for a Provisional Degree Certificate. If you have successfully completed your course, Provisional Degree Certificate will be issued along with your final trimester grade card.

Q. From where and when should I collect the Provisional Degree Certificate?

Ans. Provisional Degree Certificate will be given from the Program Office after 15 days from date of declaration of your final trimester result.

Duplicate Grade Card

Q. I have lost my grade card? Can I get another copy of grade card?

Ans. Grade card is issued only once. In case, you have lost your grade card, you can apply for a duplicate grade card only.

Q. How do I apply for a duplicate grade card?

Ans. Submit your query on Google form(Link - <https://forms.gle/EbsrT87114AD14HY9>) under 'Duplicate Grade Card' and attach the necessary documents i.e Police FIR and Affidavit on Rs.100/- stamp paper as well as the receipt of payment. Process of application is clearly explained in Google form.

Q. What documents are required while applying for the duplicate grade card?

Ans. FIR copy, Affidavit on Rs.100/- stamp paper giving details and receipt of fee for duplicate grade card.

Q. What are the charges for obtaining a duplicate grade card?

Ans. Fee of Rs.500/- + Rs. 100/- per trimester grade card.

Q. What is the mode of payment for Duplicate grade card?

Ans. You must pay online. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Note: Payment screenshot should clearly show amount, date of payment, transaction Id & University account number.

Q. When and how will I receive the duplicate grade card?

Ans. You will have to collect it from Department of Examinations after you receive the 'Completion' message on what's app / email.

Q. If I find the original document after I obtain the duplicate, can I use the original one?

Ans. Once you have obtained a duplicate in place of a lost document, always use the duplicate document. If the original document is found, return it to WPU. Do not use the found original document after it has been replaced by a duplicate because of the following reasons:

- 1) When a document is replaced by a duplicate, the original is marked as lost in the WPU database. The data of the duplicate document is entered into the database. 2) If a document that is marked as lost is sent to WPU for verification, it will be reported as

lost and therefore not genuine.

Consolidated Grade Card

Q. Can I get backlog and regular result on a single grade card?

Ans. Yes, you can apply for a consolidated grade card.

Q. What is a consolidated grade card?

Ans. A consolidated grade card will show consolidated result of a trimester (Regular & cleared backlog together). It shows revised GPA and CGPA for that trimester.

Q. How is a Consolidated Grade Card different from a transcript?

Ans. Consolidated grade card shows revised result of only one trimester with revised GPA and CGPA where as a transcript is a document that includes updated results of all trimesters with revised GPA and CGPA trimester wise.

Q. How do I apply for a consolidated grade card?

Ans. Submit your query on Google form (Link - <https://forms.gle/EbsrT87114AD14HY9>) under 'Consolidated Grade Card' and attach the receipt of payment. Process of application is clearly explained in Google form.

Q. What documents are required while applying for the consolidated grade card?

Ans. No additional documents are required. However clearly mentioned all details specified in the google form correctly.

Q. What are the charges for obtaining a consolidated grade card?

Ans. Processing fee for one consolidated grade card is Rs.200/-.

Q. What is the mode of payment for consolidated grade card?

Ans. You must pay online. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Attach it at the time of application via Google Form.
Note: Payment screenshot should clearly show amount, date of payment, transaction Id & University account number.

Q When and how will I receive the consolidated grade card?

Ans. Processing requires minimum 5 working days from date of application. You will be informed through what's app /e-mail when your document is ready. You will have to collect the requested document from Department of Examinations only after you receive the 'Completion' message.

Q. Can I get scan copy of Consolidated Grade Card?

Ans. Scan copy of consolidated grade card will not be sent. You should collect the hard copy of consolidated grade card only.

Q. Can I get the Consolidated Grade cards by post?

Ans. Yes, it can be posted within India. You have to pay the additional postal charges of Rs.100/- for the same and mention your complete postal address with pin code. Attach screenshot of payment (Processing charges + Postal charges) in the google form at time of application.

Course Completion Certificate/Bonafide Certificate/Medium of Instruction/ Certificate of Backlog Summary

Q. I need to submit a Course completion certificate / Bonafide in my Company. What is the procedure?

Ans. Submit your query on Google form (Link - <https://forms.gle/EbsrT87114AD14HY9>) under 'Certificates'.

Q. In how many days, can I get the Certificate?

Ans. Processing requires at least 5 working days from date of application. Once it is ready, you will be notified on mail/what's app.

Q. Will I get a soft copy/hard copy of the Certificate?

Ans. The soft copy of the Certificate will be provided, only if required. You have to mail to exam.helpdesk@mitwpu.edu.in for the same after you receive the completion message. You must collect the hard copy from Department of Examinations within a week after it is ready.

Q. I need a certificate of backlog summary. How do I apply for it?

Ans. Mail to exam.helpdesk@mitwpu.edu.in and give all details – Trimester number, course, course code, number of attempts and month& year of clearing the course. After verification, the said certificate will be issued within 5 working days from date of application.

Equivalent Percentage Certificate

Q. How do I apply for Equivalent Percentage Certificate?

Ans. Submit your query on Google form under 'Equivalent Percentage Certificate'.

Q. In how many days, can I get the Equivalent Percentage Certificate?

Ans. Processing requires minimum 5 working days from date of application.

Q. Will I get a soft copy/hard copy of the Equivalent Percentage Certificate?

Ans. Soft copy of Equivalent Percentage Certificate will be provided, only if required. You have to mail to exam.helpdesk@mitwpu.edu.in for the same after you receive the completion message. You must collect the hard copy from Department of Examination within a week after it is ready.

Q. From where do I collect the Equivalent Percentage Certificate?

Ans. You will be informed through what's app /e-mail when your document is ready. You will have to collect the requested document from Department of Examination after you receive the 'Completion' message.

Trimester to Semester Conversion Certificate

Q. I require trimester to semester mark sheet conversion certificate? What is the procedure?

Ans. Submit your query on Google form (Link - <https://forms.gle/EbsrT87114AD14HY9>) under 'Trimester to Semester Conversion Certificate.'

Q. What documents are required for applying for a trimester to semester conversion certificate?

Ans. Documents required are scan copy of grade card of final trimester and receipt of payment done for conversion certificate. Note: Payment screenshot should clearly show amount, date of payment, transaction ID & University account number.

Q. What are the charges for trimester to semester conversion certificate?

Ans. The processing charges for one trimester to semester conversion certificate are Rs.250/-

Q. What is the mode of payment for trimester to semester conversion certificate?

Ans. Do online payment. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Attach the screenshot of payment while applying via Google form.

Q. In how many days can I get the trimester to semester conversion certificate?

Ans. The processing of trimester to semester conversion certificate takes atleast 5 working days from date of application with all required documents.

Q. From where do I collect the trimester to semester conversion certificate?

Ans. You will be informed through what's app /e-mail when your document is ready. You will have to collect the requested document from Department of Examination after you receive the 'Completion' message.

Q. Will I get a soft copy/hard copy of the Certificate?

Ans. The soft copy of the Certificate will be provided, only if required. You have to mail to exam.helpdesk@mitwpu.edu.in for the same after you receive the completion message. You must collect the hard copy from Department of Examination within a week after it is ready.

OFFICIAL TRANSCRIPT

Q. What is an official transcript?

Ans. An official transcript is an authentic document that includes updated results of all trimesters declared till date of application and it is signed by the Controller of Examinations.

Q. What documents are required for applying for a transcript?

Ans. Receipt of payment done for transcript processing.

Q. How do I apply for a transcript?

Ans. Submit your application for transcript on Google form (<https://forms.gle/EbsrT87114AD14HY9>) under 'Official Transcript' and receipt of payment done for transcript processing.

Q. What are the charges for applying for an official transcript?

Ans. The processing charges for transcript are Rs.200/- for one copy of transcript. If the transcript is to be sent on postal address, then additional postal charges of Rs.100/- for each copy of transcript.

Q. What is the mode of payment for a transcript?

Ans. Do online payment for transcript. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination/student> assistance). Attach the screenshot of payment at time of application for transcript through Google form. Note: Payment screenshot should clearly show amount, date of payment, transaction Id & University account number.

Q. In how many days can I receive the transcript after application?

Ans. Processing of transcript takes minimum 5 working days from date of application with all required documents.

Q. Will I get a soft copy/hard copy of the transcript?

Ans. Soft copy of the transcript will be sent, only if required and mentioned so in the Google form. You should collect the hard copy of the transcript from Department of Examinations within 15 days, after it is ready. Bring your identity proof and show the completion message received on what's app. If you have paid postal charges, then it will be sent by speed post at the address mentioned in Google form and soft copy will be sent on mail. Transcripts are sent in a sealed envelope. (One Transcript per envelope)

Q. Why are transcripts sent in a sealed and signed envelope?

Ans. The transcript is sealed in order to assure the recipient of the document that the transcript is genuine.

Q. I am planning for require WES evaluation. However, it is stated on the WES website that the transcripts should come directly from the university and not the student. Do you provide the facility of directly sending transcripts to WES?

Ans. Yes. Transcripts can be posted to WES Canada. Postal charges to send transcript to Canada are Rs.1600/-per copy of transcript. Do payment online. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Note: Payment screenshot should clearly show amount, date of payment, transaction ID & University account number. You also must apply for transcript through Google form mentioning correct and complete postal address along with pin code and attach screenshot of successful payment (Processing + Postal charges). Also send duly filled Academic Record Request form (Part A filled by you) and WES reference number to exam.helpdesk@mitwpu.edu.in.

Q. I want the University to send the soft copy of my transcript to WES, Canada? What is the procedure for it?

Ans. Soft copy of your transcript can be sent from official email of MIT University to WES Canada. Fill Google Form (Link <https://forms.gle/MBzfrqAMuZarej3k7>) and attach educational documents (PDF format) and duly filled Academic Record Request form (Part A filled by you). After verification of documents, it will be sent by mail and you will be informed accordingly.

Q. I want my transcript to be sent to a different university through University's official email Id. What should be done?

Ans. Soft copy of your transcript can be sent from official email of MIT University to WES Canada. Fill Google Form (Link <https://forms.gle/MBzfrqAMuZarej3k7>) and attach educational documents (PDF format) . Also mention email id where the documents have to be sent. After verification of documents, it will be sent by mail to the mentioned e-mail id and you will be informed accordingly.

MITSOB Transcripts to WES

Qs. I am a student of MITSOB. I want a transcript. What is the procedure?

Ans. Send scan copies of mark sheets of both years and screenshot of payment for transcript to exam.helpdesk@mitwpu.edu.in. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>).

Q. What are the charges for transcript?

Ans. Processing charges for MITSOB transcript differ batch wise. Send mail to exam.helpdesk@mitwpu.edu.in and mention your Batch and PR No. We will convey the processing charges for transcript accordingly.

Q. How should I do the payment for MITSOB transcript?

Ans. You must pay online for the transcript. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Send the screenshot of payment to exam.helpdesk@mitwpu.edu.in. Note: Payment screenshot should clearly show amount, date of payment, transaction ID & University account number.

Q. I want the University to send the transcript to WES, Canada? What is the procedure?

Ans. The postal charges to Canada Rs.1600/- and USA 1900/- Do payment online. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Send duly filled Academic Record Request Form (Part A filled by you) and reference number and send the screenshot of payment to exam.helpdesk@mitwpu.edu.in.

Q. How much time will it take to process the transcript?

Ans. Transcript processing takes 8 days after receipt of application with all required documents.

Q. How do I collect the MITSOB transcript?

Ans. Transcript can be collected from Department of Examinations after you are informed accordingly. or it can be sent at your postal address if you have paid for the postal service.

Q. What are the postal charges for MITSOB transcript? How do I do the payment?

Ans. Postal charges (within India only) for MITSOB transcript are Rs.500/-. You must do online payment. The payment details are mentioned on the website. Send screenshot of payment to exam.helpdesk@mitwpu.edu.in

Q. How do I apply for Duplicate Grade Card/Duplicate Degree?

Ans. Mail to exam.helpdesk@mitwpu.edu.in and attach the necessary documents i.e Police FIR and Affidavit on Rs.100/- stamp paper as well as the receipt of payment.

Q. What documents are required while applying for the duplicate grade card?

Ans. FIR copy, Affidavit on Rs.100/- stamp paper giving details and receipt of fee for duplicate grade card.

Q. What are the charges for obtaining a duplicate grade card?

Ans. Processing charges for MITSOB duplicate grade card differ batch wise. Send mail to exam.helpdesk@mitwpu.edu.in and mention your Batch and PR No. We will convey the processing charges for duplicate grade card accordingly.

Q. What is the mode of payment for Duplicate grade card?

Ans. You must pay online. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>). Note: Payment screenshot should clearly show amount, date of payment, transaction Id & University account number.

Q. When and how will I receive the duplicate grade card?

Ans. You will have to collect it from Department of Examinations after you are informed accordingly on mail. If you have paid the postal charges, the same will be sent by post.

Q. Can I get my academic documents by Post? What will be the procedure?

Ans. Yes, The University team is arranging to dispatch your academic documents to your postal address. Kindly fill the required details in the Google form.

Link- <https://forms.gle/PdY3oENAh9so2kK6>

Q. What are the postal charges and how do I do the payment?

Ans. Charges are Rs. 500/- within India and Rs. 1800/- for International courier. Payment should be done online. Payment details are mentioned on contact tab of website (<https://mitwpu.edu.in/examination>).

REFUND QUERIES

Q. I have paid exam fees twice. How do I apply for refund of the exam fees?

Ans. Send an application to exam.helpdesk@mitwpu.edu.in along with Bank Details (Name, Bank Name, Branch, Account number, IFSC code) where the amount should be refunded ,transaction details as well as screenshot of a cancelled cheque. After verification the refund process will be initiated.

Q. I have done excess payment for transcript. How can I get refund?

Ans. Send an application to exam.helpdesk@mitwpu.edu.in along with Bank Details (Name, Bank Name. Branch, Account number, IFSC code) where the amount should be refunded and screenshots of cancelled cheque and transaction details. After verification the refund process will be initiated.

Degree Certificate

Q. Is it compulsory to register for the Convocation?

Ans. Yes, it is compulsory. The registration provides an intimation to the Department of Examinations.

Q. Is the Convocation fees applicable?

Ans. Yes, it is applicable. The charges applicable are separate for receiving the Degree in person on the day of Convocation, receiving in person from Department of Examinations Post Convocation or by post.

Q. How do I register for the Convocation?

Ans. Link of Google form will be sent on your official email id approximately two months before the Convocation. The link will also be made available at the University website under Convocation tab.

Q. When and where is link available for registration for Convocation?

Ans. Link of Google form will be sent on your official email id approximately two months before the Convocation from School/Exam Department.

Q. I registered for convocation, paid the fees but was not able to attend it. How will I receive my Degree?

Ans. Your Degree will be posted to address mentioned in the Google Form at the time of registration for Convocation.

Q. As Convocation is already over, how do I now apply for Degree Certificate by post?

Ans. Link is available on Convocation Tab on Examination Page of website. Fill details

in correct link.

Q. Can I collect my Degree Certificate, in person? From where should I collect it?

Ans. Yes, you may collect your Degree Certificate from Department of Examinations.

Q. Can any of my family member collect Degree Certificate on my behalf?

Ans. Yes, that is permissible, provided you send authority letter 2 days in advance to Department of Examinations via mail to exam.helpdesk@mitwpu.edu.in with attachment of identity proof of person who will be collecting your Degree on your behalf. Inform concerned person to bring his or her original identity proof.

Q. I have registered and attended Convocation. However, due to some documents pending from my end, I had not received my Degree Certificate? How do I proceed?

Ans. At first, you must complete the formalities related to issues pending at your end. Then get clearance (No Dues) remark from the student section and then collect your Degree from Department of Examinations.

Q. I have received the digital degree. When will I get the Hard copy of digital degree?

Ans. The digital Degree provided to you uses the most secure block chain technology and can be verified digitally. However, if you still require a hard copy of Degree Certificate for any official purpose, you may bring a color print of your Digital Degree. After verification, it can be attested and signed by Controller of Examinations.

Q. I wasn't initially eligible for Convocation in October due to backlog, but now I have cleared it in Dec. Now can I get my Degree?

Ans. If you have successfully completed the course, you will be eligible for the next Convocation (In month of October of next academic year).

Qs. My name is misprinted on my Degree Certificate. How do I get it corrected?

Ans. Collect Name correction request form from Department of Examinations and submit it along with your original Degree Certificate at Program Office of your Department.

Qs. I paid for the Convocation but did not attend it. Can I get Refund?

Ans. Amount is not refundable. If eligible for Degree, You will receive it by post at the mentioned address.

Qs. My original Degree is lost. How do I apply for Duplicate Degree?

Ans. The Digital Degree is available on Digi locker. You may take the print of the same.

Q. What documents are required while applying for the duplicate Degree?

Ans. FIR copy, Affidavit on Rs.100/- stamp paper giving details and receipt of fee for duplicate Degree. Note: All documents mentioned are mandatory.

Q. What are the charges for obtaining a duplicate Degree?

Ans. Fee of Rs.2000/- for Duplicate copy of your Degree.

Q. What is the mode of payment for Duplicate Degree?

Ans. You must pay online. Payment details are mentioned on website (<https://mitwpu.edu.in/examination/contact>).

Q. How do I access my Digital Degree Certificate from Digi locker?

Ans. The process for accessing Digital Degree Certificate from Digi locker is clearly mentioned under Convocation tab of examination webpage on University website <https://mitwpu.edu.in/examination>.

Attestation of Grade Cards

Q. I need a set of grade cards attested? How do I proceed?

Ans. You have to bring Xerox copies of your grade cards for attestation along with original grade cards for verification.

Q. In how many days can I get grade cards attested?

Ans. You will get the grade cards attested in 2 working days.

Other Queries

Q. Does the Department of Examination(DOE) have student grievance redressal mechanism?

Ans. Yes, MIT WPU uphold and respect student rights in all situations. Hence, a digital mechanism is available to the student for grievance registration.

Q. What is covered under student grievance?

Ans. If you feel that you have been treated unfairly in terms of students rights related to examinations, then that query will come under grievance.

1. Unfair response to student assessment performance.

2. Recurring complaint not being addressed.
3. Act of defaming an individual.
4. Unfair exam environment.
5. Recurring complaint not being addressed.
6. Discrimination.
7. Deviation to prescribed University processes.

Q. How do I register my grievance?

Ans. Submit grievance through QR code enabled Student Assistant Google form available at the Examination webpage on University website OR send an email to exam.helpdesk@mitwpu.edu.in OR a hand written application submitted in person at the COE office within 2 working days from the day of incidence.

Q. What is the service request?

Ans. If student applies for any of the documents like transcript, consolidated grade card, duplicate grade card, Equivalent Percentage Certificate, etc. issued by Department of Examinations then it is a service request.

Q. What is make-up examination?

Ans. It is an additional summative exam(TEE). The opportunity shall be provided only to students of final (passing out) semester. Student can appear for maximum 2 courses for summative assessments. These examinations shall be treated as backlog examinations and will be conducted preferably in off campus digital examination mode.

Q. Which all documents I shall read and understand before undergoing examinations?

Ans.

1. Examination ordinance 2022 (Available on University website).
2. Student Instruction Manual (Available on University website and at Examination helpdesk).
3. Examination platform instructions (Available on University website).
4. Examination timetable (Available on University website).

Q. Which documents are available on Digi locker?

Ans. Students' Digital Degree Certificate is available on Digi locker. From Academic Year 2022-2023 Semester grade cards will also be made available on the Digi Locker

Q. What is Social Internship?

Ans. Social Internship is a reformatory punishment for students caught indulging in malpractice during the term end examinations. Students have to social internship (1-4 weeks' duration) through University designated NGO only. Result will be withheld till students submit the Internship completion certificate.
