

Bridging the Distance for you

Dear Student,

Welcome to MIT School of Distance Education!

Congratulations on your decision to enroll in our **Post Graduate Diploma in Management specialising in Operations Management** Management this semester.

Your Registration Number for your course enrolled is MIT2022C00483

Please note always keep this registration number handy for all your calls and emails to enable to answer you immediately.

Distance Learning will require you to be self-motivated, and you may find that it takes more time and effort than a traditional face-to-face classroom, so please plan your study meticulously. We are here to help and guide you, you can contact us at +91 7722017705. You have a dedicated relationship manager who will provide you all the assistance during your course. To find your relationship manager you need to click on the link provided below and enter your registration number.

<https://www.mitsde.com/findRM>

Please note in case your admission is Provisional then you are required to complete your pending documentation within 90 working days and change your admission status from Provisional to Confirmed.

In case you are not able to complete your documentation within 90 working days due to any reason, then please intimate to us so that we can take special approval to keep your admission till you complete your documentation.

In case we do not receive your documentation within 90 days nor any intimation from you then your admission will stand cancelled and the fees paid would be forfeited, so we request you to kindly keep us informed so that we can support you.

In the Provisional Status of Admission, we will book your admission and give you hard copy of the first semester books, however you will not be able to access the Learning Management System and fill the exam form.

In case your admission is confirmed, you will have access to your course through our Learning Management System beginning <https://lms.mitsde.com/index.php/login> by using the user ID and password provided to you. You can also access MITSDE Lab and Library for any portion. If that is your plan, you must produce your student ID card to assess the Lab and Library. Please note that no children/guests are allowed to accompany you.

The course is valid till 16 Dec 2024 including exams. Please note if you do not complete your course during this duration, you would get a grace period of six months to complete the course. In case you do not complete the course in this grace period, your course would stand cancelled.

Deadlines are firm and you are responsible for meeting them. There would be two assignments for each subject, which needs to be completed at the time of filling the exam form. You also need to earn the required credits for each subject. For earning the credits you need to complete all the reading, presentations, videos, quizzes and online tests on your learning management system.

Although the emphasis of the class is technical skills and concepts, many of the assignments you will complete promote skills which will help you to be effective in your present and future learning as well as in the community and business world. They include critical thinking, team work through collaborative learning, ethics, interpersonal skills, civic engagement, and organization.

The schedules for the webinar sessions for course orientation will be informed to you on your registered email address, please ensure to attend it. In case you are not able to attend then kindly go through the recording of the webinar session.

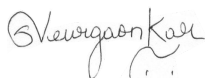
If you are on campus, please feel free to stop in and say hello. Our office hours will be posted on our home page.

Remember though this is a distance learning course, we are not very distant from you. Every individual at MITSDE is geared up to deliver EXCELLENCE!

This Letter is accompanied by Self Learning Printed Study Material, Brochure, Curriculum, Academic and Exam Calendars, your payment receipt and Student ID Card.

Wishing you the very best.

Sincerely,



Prof. Suhrud Neurgaonkar
Dean – Academics