Symbiosis Centre for Distance Learning

2 Decades of Excellence in

Online Education

Experience Best Practices in a Classroom That Stretches Across the Globe…

Online Query Solving

Self Learning Material

E-Learning

Online Classes

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From The President's Desk

Dr. S. B. Mujumdar

Founder and President, Symbiosis
Chancellor, Symbiosis International
(Deemed University)

Dr. S. B. Mujumdar was conferred Padma Bhushan in 2012 and Padma Shree in 2005 in recognition to his significant contribution to the field of Education.

Distance learning is the education of the 21st century. The traditional method of teaching in a classroom, called brick and mortar education, has failed to reach millions of those thirsty for getting knowledge, in an age marked by Knowledge Revolution. Open and online learning fulfils this need.

Symbiosis, which is always on the vanguard of making bold innovations, has established Symbiosis Centre for Distance Learning (SCDL) to offer different academic programs through distance education. Symbiosis Centre for Distance Learning (SCDL) is a centre of excellence offering quality distance education. I am sure those who aspire to acquire education at a time and place of their choice will be immensely benefited and will be qualified to fill posts of their choice with credit and confidence. I wish the Centre success.

Symbiosis: 52 Years of Excellence in Education

Founded by visionary Dr. S. B. Mujumdar in 1971 as an International Cultural and Educational Centre, Symbiosis provides a 'home away from home' to a large number of students, including foreign students who come to Pune in pursuit of higher education. Living up to its name, which is a botanical term meaning 'living together for mutual benefit', Symbiosis has grown over the past five decades into a family of more than 48 academic institutions, providing education from Kindergarten to Post Graduation.

Symbiosis Open Education Society has established India's first Skill Development Universities at Pune and Indore respectively.

Today, Symbiosis International (Deemed University) is one of the India's Top Deemed Universities (established after 2000) and is known in India and abroad as one of the best educational institutes imparting quality education in various fields such as Management, Law, Computers, Health Care, Arts and Commerce.

Symbiosis Open Education Society (SOES)

About Symbiosis Open Education Society (SOES)

A society committed to the cause of quality distance education, Symbiosis Open Education Society (SOES) is registered under the Societies Registration Act on 9th May, 2008 and is also registered as a public trust under Maharashtra Public Trust Act on 10th October, 2008. The objectives of SOES are:

➤ To promote, advance and disseminate knowledge through the open and distance learning system.

➤ To provide education, skill development and lifelong learning opportunities to all segments of the population from India and other countries.

➤ To enable development and growth of individuals, society and community at large.

Symbiosis Skills and Professional University (SSPU)

Taking the mission of Skill India forward, SOES has established India's first Skill Development University, Symbiosis Skills and Professional University at Pune, Maharashtra. The state-of-the-art campus is spread over 15 acres of land and has specialised laboratories, workshops, learning factories and centres of excellence established in collaboration with Industries. The University offers skill-based degree programs in high growth sectors such as Automobile, Mechatronics, Construction, Architecture, Retail, Ports & Terminal Management, Beauty & Wellness, Computer Science, Data Science etc. The objective of the University is to create 'industry ready' youth who can be gainfully employed upon completion of their courses.

Symbiosis Junior College of Arts, Science & Commerce (SJC)

Symbiosis Junior College of Arts, Science, and Commerce-established in the year 2018-19, is a new initiative undertaken by Symbiosis Open Education Society. College campus comprises of Academic buildings, spacious classrooms, advanced well-equipped Science labs and library. The college has dedicated, highly qualified and experienced faculty, which guide and mentor its students to achieve their potential in the field that they wish to pursue.

The college's vision is to create an inspiring learning environment that helps students to understand their aptitude & achieve their career aspirations. The college offers full-time education at 10+2 level in the streams of Arts, Science, and Commerce.

From The Director's Desk

Global boundaries are vanishing, merging people of diverse cultures, nationalities and age groups. Education is emerging as the most powerful platform in the ' boundary less' world. Online learning opens new dimensions of opportunities for students to obtain higher education without the constraint of location and time. Symbiosis Centre for Distance Learning (SCDL) offers a chance to enhance your career and life through the medium of quality education.

Symbiosis Centre for Distance Learning (SCDL) has pioneered in India interactive e-learning content in the curriculum as a supplementary learning methodology, in order to improve the understanding of concepts through cases and examples. SCDL has, for the first time in India, introduced online assessment system, to pursue our mission of 'flexible learning opportunities anywhere, anytime' and to provide ultimate convenience, ease and flexibility to our students.

The Corporate Business Administration program has also gained tremendous popularity and SCDL is now an education provider to leading companies in India, such as Airtel, Bajaj Finance Ltd., Bharti Pvt. Ltd., Cipla, Cognizant, Collabera, Eaton Technologies Pvt. Ltd., HCL, Hindalco Industries Ltd., IBM, Vodafone, Walmart, Eaton, Wipro, TATA AIA, EFL Pvt. Ltd., SBI General Insurance, Arvind Ltd., Zydus Wellness, TAFE Ltd., Finolex, Garrett Motion, Mphasis, TietoEvry India, Conneqt Business Solutions, Capital Via, Shriram Finance Ltd. UPL, Mankind Pharma, Centrient Pharma, Krsnaa Diagnostics etc. SCDL has been invited by foreign universities for collaboration; which is a mark of our excellent quality education. I welcome each one of you to our 'Global Campus' where latest technology, innovative teaching methodologies and quality resources, are blended to create unique learning experiences.

We have embarked on a new mission, that of creating skilled youth by establishing the Symbiosis Skills & Professional University at Pune, Maharashtra.

I am hopeful that this new University shall be a torch bearer in the field of skill-based education.

Dr. Swati S. Mujumdar
Pro Chancellor, Symbiosis Skills & Professional University, Pune & Symbiosis University of Applied Sciences, Indore
Principal Director, Symbiosis Open Education Society

Symbiosis Centre
For Distance Learning (SCDL)

Vision

To create a Global Campus to provide education and training opportunities beyond the boundaries of a classroom, so as to transform the way people learn.

To provide learners with flexible learning opportunities anywhere, anytime.

Mission

Symbiosis Centre for Distance Learning (SCDL) is one of the largest private distance learning educational institutes in India.

It is located in the heart of India's premier educational centre, the city of Pune. SCDL has one of the finest interiors with state-of-the-art infrastructure and a skilled and dedicated team available to help learners fulfil their dreams. Since its inception in 2001, SCDL has made rapid strides in providing quality education to thousands of students in India and abroad, making it one of the largest and most sought after distance learning institutes.

SCDL offers Post Graduate Diploma programs across industry sectors. In addition, our team partners with local, national and international organizations to offer corporate programs. Leading organizations, including Airtel, Bajaj Finance Ltd., Bharti Pvt. Ltd., Cipla, Cognizant, Collabera, Eaton Technologies Pvt. Ltd., HCL, Hindalco Industries Ltd., IBM, Vodafone, Walmart, Zydus Wellness, Wipro,

TATA AIA, EFL Pvt. Ltd., SBI General Insurance, Arvind Ltd., EPIC Research, TAFE Ltd., Finolex, Garrett Motion, Mphasis, TietoEvry India, Conneqt Business Solutions, Capital Via, Shriram Finance Ltd., UPL, Mankind Pharma, Centrient Pharma, Krsnaa Diagnostics etc. have collaborated with SCDL for corporate programs.

Through the means of online learning, SCDL aims at creating a virtual 'Global Campus', uniting students from all nationalities, regions, age groups and occupations, opening new directions of opportunities for obtaining higher education and enhancing one's career and life. SCDL is committed to providing quality distance education and dedicated student care services to all its students from across the globe. SCDL strives to create an environment of academic excellence offering programs that are need-based and value-added, thereby creating opportunities for lifelong learning, personal growth, improving skills and generating livelihoods. SCDL will continue on its mission of *"providing learners with flexible learning opportunities anywhere, anytime"*.

Innovative Student Services

STUDENT CALL CENTRE

WALK-IN ADMISSIONS

Student Call Centre: SCDL has a dedicated call centre with counsellors to give prompt response and help answer student queries via telephone. It has introduced an integrated voice response system, which provides automated data to students prior to connecting with the counsellors.

Walk-in Admissions: SCDL has designed a walk-in admission process for the convenience of students, wherein a student may walk-in to the institute with all the required eligibility documents and walk out in 45 minutes with the admission confirmation letter.

E-COMMUNICATION CENTRE

ONLINE COUNSELLING

E-Communication Centre: The E-Communication Centre answers student queries via e-mail and guarantees a response time of one business day.

Online Counselling: SCDL provides online counselling to prospective students, facilitating their selection of programs.

Symbiosis World Campus

'Symbiosis World Campus' is a centre of learning with facilities such as Online Assignment Submission, Online Classrooms, e-Learning and e-Mentoring. Following services are made available to students via our virtual campus:

- Counselling and Mentoring
- Induction programs
- Online Query Solving
- Online Faculty Interaction
- Online Live Classes
- On-Demand Exam Booking System
- Exam Guidance

- 'Post My Query' Facility
- e-Books
- e-Learning
- e-Library
- Message Board
- Tracking Dispatched Materials
- Timely Updates by Email & SMS

- Webinars
- Guest Lectures
- Value-Added Services
  - Career Continuation
  - Mentorship Training
  - Placement Assistance
  - Career Relaunch

Faculty of Management

Post Graduate Diploma in Human Resource Management (PGDHRM)

Eligibility
- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

Duration
- The duration of the program is two years.
- The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment
General	₹ 58,000/-
Defence	₹ 55,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 28,000/-
Defence	₹ 35,000/-	₹ 25,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview
PGDHRM focuses on developing HR leaders by stimulating critical thinking and focusing on innovations in this field. The program offers an extensive curriculum. Students learn right from the basic functions such as Human Resource Planning to HR Audit and Organizational Development.

Emphasis is laid on the remuneration strategies, motivation of staff through Training and Development, strategies and processes for effective resolution of Industrial conflict. All these are packaged to ensure that the students learn all the important aspects of HR. The program aims to prepare students for a variety of roles including HR generalist or specialist in compensation/benefits, global human resources, employment relations and employee development.

PGDHRM program is AICTE approved.

Evaluation Methodology
- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part.
- In Semester IV, students are required to submit online project of 100 marks.

Award of Diploma
Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project, subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Career Opportunities
HR Officer, Senior HR Officer, Administrative Head, Placement Officer, Recruitment Coordinator, Recruiter, HR Consultant, HR Manager, Training and Development Officer, Learning and Development Officer etc.

PGDHRM Program Structure

Credit Points: 80

Semester - I

Course	e-Learning	Book
Human Resource Management	e	📖
Human Resource Development		📖
Industrial and Labour Economics		📖
Leadership and Personality Development		📖

Semester - II

Course	e-Learning	Book
Performance and Potential Management	e	📖
Labour Welfare and Industrial Safety	e	📖
Labour Laws - I		📖
Compensation Management	e	📖

Semester - III

Course	e-Learning	Book
Employee Relations		📖
Organisational Development	e	📖
Human Resource Information System		📖
Labour Laws - II		📖

Semester - IV

Course	e-Learning	Book
TQM and HR Audit	e	📖
Research Methodology and Statistical Quantitative Methods	e	📖
Project		

e e-Learning Available   📖 Book Available

> "
> It was a good decision to pursue PGDHRM program from SCDL. It has added great value to my professional career and also enhanced my personality to a great extent. I found the course very interesting and comprehensive. I am a full time employee and studying from home at my own pace was easier for me. The course materials, flexible exam dates, online support, faculty chat forums and web communication made completing the program easy. I definitely recommend this course to others.
>
> **Bharat Nahata**

Admission Process

Student Categories

➤ **GENERAL CATEGORY:**

Students who have completed their education in India, take their exams from India and avail all services in India fall under the General Category.

➤ **DEFENCE CATEGORY:**

Special fee concession is offered to retired / active Personnel of Paramilitary / Police / Defence Personnel (Army, Navy and Air Force) and their dependents (spouse/child), as a token of appreciation and recognition of their services to our nation. Fee concession is not available to civilian category, personnel working in Defence establishments (Ministry of Defence / D.R.D.O. etc.)

➤ **INTERNATIONAL CATEGORY:**

International students are those who hold the passport issued by a foreign country, including people of Indian origin (NRIs) who have acquired the nationality of a foreign country.

➤ **SAARC CATEGORY:**

South Asian Association for Regional Cooperation (SAARC) is an organization of South Asian nations of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. Students, holding passport issued by a SAARC country (except India), including people of Indian origin (NRI's) who have acquired the nationality of a SAARC country, will fall under SAARC category.

Students holding Indian passport but residing in SAARC/ International Country, at the time of applying for admission, irrespective of the duration of their stay and having valid visas will also fall under SAARC / International category.

How to Apply?

Step 1: Purchase Application Form

➤ The fee to purchase the application form for applicants of General / Defence category is ₹1,200/- and for International / SAARC category is US $100.

➤ You can purchase the application form online via our website: www.scdl.net.

Note: Application form fee is non-refundable. We do not accept any request to purchase application form, by post.

Step 2: Registration

Upload your Academic Records in the prescribed format, Work Exp. Certificates (If any), passport size recent colour photograph, Govt. Identity Proof (Passport or Aadhar card copy)

➤ Applicants applying under Defence Category have to produce active service certificate or dependent certificate or discharge book copy as applicable.

➤ For International and SAARC Students, an address in a foreign country is mandatory, along with address proof or copies of passport page showing visa of the foreign country.

Step 3: Payment of Fee

➤ Submit your complete program fee as per time-lines specified online through payment gateway or by demand draft (DD) for the enrolled program. The DD should be in favour of **"The Director SCDL, Pune"** payable at Pune.

Apply in 3 Easy Steps

1 Scan QR to Purchase Form

2 Register & Submit Docs.
- ✓ PP Photo
- ✓ Govt. ID
- ✓ Grad. Cert.

3 Payment of Fees
- ✓ Online or
- ✓ Demand Draft
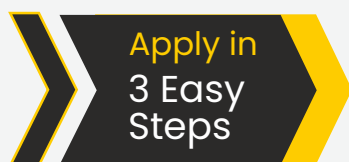
List of Documents for Admissions

Fill the application form online with all required information. In case, applicant is providing incomplete or incorrect information, the application form stand rejected. Student to sign the application form electronically.

➤ One coloured passport size recent photograph. childhood photo, side face & selfies are not accepted.

➤ Govt. photo Identity proof, any one: Passport or Aadhar Card. Govt. ID proof with childhood photo is not accepted.

➤ Applicant signature in soft copy.

➤ Photocopy of the Bachelor's Degree Certificate / Provisional or Passing Certificate / all year marksheets, duly self-attested or attested by class one Gazette Officer or notarised by a notary as per the applicable eligibility for the applied program.

➤ Degree Equivalence letter issued from Association of Indian Universities (AIU) for graduation completed from an International University

➤ XII standard marksheet photo copy duly attested by class 1 gazette officer or notarised by notary.

➤ Defence category proof: service certificate / discharge book / dependent certificate (if any)

➤ Applicants applying under Defence Category have to submit active service certificate or dependent certificate or discharge book copy as applicable.

➤ Name change document (if applicable).

➤ For International/SAARC students, photocopy of passport page showing valid visa of the foreign country.

Note: Students should not send any original academic documents to SCDL. SCDL is not liable for return/loss of original academic documents sent by students. SCDL will not accept any fees in cash, sent by post / courier to SCDL. **Submission of documents within the timelines, for confirmation of admission, is the sole responsibility of the student.**

Admission Type

Confirmed Admission

Students who fulfil all the admission related eligibility criteria as per SCDL policies get **Confirmed** admission. We provide an admission letter along with student ID card to the student by post. In addition, students get access to pay program fee online through payment gateway and the **Student Handbook** in their respective student login.

Provisional Admission

Students admitted on **Provisional** basis do not receive SCDL student ID card till their admission is **Confirmed.** We provide provisional Admission, when admission related eligibility criteria is not fulfilled as per SCDL policies and documents are having deficiencies like:

➤ Coloured passport size recent photograph is either not submitted or are improper or are not clear.

➤ Academic Qualification documents neither are self-attested nor attested by any class 1 gazette officer: in addition, if the documents are incomplete, unclear or not submitted in prescribed format.

➤ Defence category proof: service certificate / Discharge book / Dependent certificate (if any) is not, attached / attested / correct / unclear / is not in prescribed format.

➤ Visa / Passport copy (for International / SAARC students) is not enclosed / is expired / is incorrect.

➤ Name change document copy (if any) is, not enclosed / not clear / in local language & is not readable.

➤ Application form not signed by applicant / not submitted the self-signature.

➤ Inadequate document attached or application form is incomplete.

Provisionally admitted students must submit required documents and comply with the deficiencies immediately upon receipt of email sent by SCDL with respect to provisional admission status, as specified, and ensure to get confirmed admission.

The admissions of provisionally admitted students, who fail to submit the required documents, within the last date specified (refer last date under section Important Dates) in the prescribed format, will stand cancelled. Such students will not be entitled for refund of any paid fees. It is the sole responsibility of the students to submit all the required documents in the prescribed format within timeline specified by SCDL.

Fee Policies and Guidelines

Mode of Payments

➤ **Online:** Students can pay application form fees, program fees and all exam fees online.

➤ **Demand Draft:** Students can pay fees via Demand Draft (DD) drawn in the favour of **"The Director SCDL, Pune" payable at Pune.** All DDs should be sent by Post/Courier to SCDL, Pune only. **Student must mention their name, registration number, contact number, program enrolled and type of fees being remitted on the reverse side of the Demand Draft using ball-pen only.** Students must retain a photocopy of the Demand Draft sent to SCDL. SCDL will not be responsible for lost / delayed / unidentified DDs. SCDL is not liable for loss of financial instruments in transit or for unidentified financial instruments, i.e. without sender's details or reason of fee remittance on the reverse of the DD. Cash must not be sent to SCDL by Post/Courier. SCDL will not be responsible for depositing of any DD which is not **payable in Pune** or cash sent by post/courier. **Payments made via cheque and or any co-operative banks DD are not accepted.**

Note: International/SAARC students: Such students must remit all fees in USD or INR equivalent, as prescribed by SCDL. The exchange rate applicable will be ₹ 84 against 1 USD for the current financial year.

Fee Policies for Payment of Fees

➤ Students have two options to pay the program fees as per below specified timelines.

- **Option 1: One-Time Payment:** Pay full program fees in one-time payment, as specified for respective program, within 30 days from the date of grant of confirmed admission.

- **Option 2: Two-Instalments:** Pay full program fees in two-instalments, as specified for respective program:

  - Pay 1st instalment within 15 days from the date of grant of confirmed admission.

  - Pay 2nd instalment within 45 days of payment of 1st Instalment payment or on or before the last date to pay full fees, whichever is earlier, as per policy.

  Note: Installment option closes 15 days before the last specified date of admission.

➤ Students who are admitted on provisional basis (irrespective of their fee payment status), will not be allowed to access any student related services and learning facilities. They are not allowed to appear in any examinations or submit any assignments for the enrolled program, until they comply with all the deficiencies mentioned in the provisional admission letter.

➤ **Students with confirmed admission, who fail to pay fees within specified timeline will not be allowed to access any student, related services and learning facilities. They neither will be allowed to appear in any examinations nor can they submit any assignments for the enrolled program.**

➤ Students with confirmed admission and those who have paid full fees can avail, Student Services and Learning facilities like: Online Classes, Online query solving with Faculty, E-Library and E-Learning, Assignments and Personal Contact Programs.

➤ Students will be able to book exam slot for Computer-Based Examinations in their student login, only after their admission is **CONFIRMED** and they have **paid the FULL FEES of the enrolled program.**

➤ Students who fail to pay complete fees or those who have paid only the 1st instalment will have to pay late fees over and above the **outstanding Program fees amount as per timelines given by SCDL.**

➤ **The applicable late Program fees is as under:**

Program Duration	General	Defence	SAARC	International
All 2 years	₹6,000	₹6,000	US $150	US $300
All 1 year	₹4,000	₹4,000	US $100	US $200
2 to 6 months	₹1,500	₹1,500	US $25	US $30

Fee Policies and Guidelines

➤ Failure to pay complete program fees, even with late fees as per the prescribed deadline, will result in the cancellation of admission.

➤ A student, with admission cancelled by SCDL due to non-compliance of eligibility or non-payment of program fees within the prescribed timeline, will not be eligible for any refund of paid fees. Moreover, any such refund request shall not be entertained.

➤ Exam fees is to be paid separately, per paper per attempt and is not included in program fees. Exam fees are non-refundable and non-transferable.

➤ Students are required to pay ₹450/- [for General and Defence category], **US** $25 (for International category) and **US** $20 (for SAARC category) per exam, for the enrolled program respectively.

➤ Student gets 2 free attempts of assignments (in case of failure) and subsequently have to pay ₹350/- [for General and Defence category], **US** $20 (for International category) and **US** $15 (for SAARC category) per attempt.

➤ Students are required to submit project / submission / case study, as per the enrolled program, if applicable & its submission fees.

➤ Students are required to read the detailed guidelines, polices and timelines of various processes, activities and access related to admissions, academics, evaluations along with the fee details with respect to project, case studies, submission, re-submission can be referred in the Student Handbook and Exam Handbook made available in student login.

➤ Students can refer administrative charges for other services available in student login. There is no facility for improvement in passed components of the applied course / program.

➤ SCDL is not liable to refund any excess/ unidentified fee(s) paid by the student towards program/ course/ examination or any other fees. Such excess fees may be utilised for any other applicable services (as allowed by SCDL) by the student in the same financial year subject to the Director's approval. Students must submit a formal application to SCDL through the Service Request Form (SRF) for the same, on or before **March 1, 2024**. Students must ensure and retain proof of receipt for the SRF sent to SCDL.

➤ Students will not receive credit of fees or any other documents, unless they mention their proper admission details on the reverse of the DD or any other documents. It is the sole responsibility of the student to mention registration number, program name and type of fee details, while sending the fees or any other documents, to enable SCDL to identify the student and the purpose of remitting the fees or sending the document. The student is entitled to claim such unidentified amounts (upon providing sufficient proof) on or before **March 1, 2024**. Failing this, we forfeit such unidentified amount and the student will have no claim whatsoever on the said amount.

➤ SCDL processes demand drafts received without any information of the student and/or type of fee(s) remitted under suspense account. Such demand drafts may be, transferred to the respective student's account in the same financial year, i.e. until **March 1, 2024**, after which such queries/applications will not be entertained/processed. Students must submit a formal application along with proof for the same on or before **March 1, 2024**.

➤ **As per RBI rules, a demand draft is valid only for 90 days. SCDL will accept DDs till 60 days from the date of issuance of a DD.**

➤ **SCDL will not accept any banker's cheque or any co-operative bank demand drafts for any kind of fee payment.**

➤ **SCDL does not take any responsibility to return such banker's cheque or co-operative bank demand drafts or to credit the same to the student's account.**

➤ For payment of fees, students are, instructed to use either SCDL payment gateway or send Demand Drafts or Cheque to SCDL, Pune Head Office. Students should not pay any fees directly to any centre / bank / office, other than SCDL Pune Head Office. SCDL shall not responsible for any loss incurred by students in regards to any fees paid to any other centre / bank / office, other than SCDL Pune Head Office.

Fee Policies and Guidelines

➤ SCDL does not accept any type of fees in cash. Students are informed and advised not to send any type of fees in the form of cash by post / courier. SCDL will not accept and will not be responsible for the return of cash sent by post / courier.

➤ Each student has to send a separate DD/cheque towards any applicable fees. Consolidated DD/cheque of two or more students or student services will not be accepted.

➤ International / SAARC students have to pay all types of fees in dollar. The exchange rate applicable will be ₹84/- against US $1 for the current financial year.

➤ Students can apply for change of category from International / SAARC to General (refer to student handbook for details), but there will be no refund of the paid program fees.

➤ If a student wants to change category from General to International / SAARC, he/she will have to pay the difference in the program fees, submit photocopies of valid visa and address proof.

Cancellation of Admission

➤ It is, the sole responsibility of the student to pay all prescribed fees, as per the timelines mentioned in the prospectus for the program in which he/she has enrolled. If a student fails to pay the fees as per the timelines, then in such a case, his/her admission shall stand cancelled.

➤ If the document/s required for the purpose of eligibility are not submitted or are submitted with deficiencies (i.e., not in the manner prescribed) and the deficiencies are not made good within the last date specified (refer to last date under section Important Dates), or within 15 days of communication to that effect, his/her admission shall stand canceled.

➤ If a student does not complete the programme within the time/validity period specified by SCDL, their student login will be locked, and their admission will be revoked.

➤ In all the cases, as mentioned above, the student is not entitled to any refund of the amount paid.

Refund of Program Fees

➤ Students desiring to cancel their admission need to submit an application for cancellation of admission (Application for Refund of Program Fees) only in the prescribed format, available in the student login on SCDL website, within the last date specified (refer last date under section Important Dates) for the enrolled program.

➤ Students will receive only the refund for program fees paid by them after deduction of ₹1000/- as administrative charges, on the paid amount. **Application form fee is non-refundable & non-transferable.**

➤ Refund application will be processed only after the student returns to SCDL the self-learning material, confirmed / provisional admission letter, student ID card or any other SCDL material that the student has in his/her custody. In case, the study material and/or the student ID card is/are not returned to SCDL on or before the prescribed deadline. ₹1000/- and ₹200/- [for General and Defence/ Paramilitary/Police category], **US** $60 and **US** $35 (for International category) & **US** $52 and **US** $25 (for SAARC category) will be deducted from the refunded amount for Study Material and ID card respectively.

➤ **Any application for refund of program fees will not be accepted if received after the last date specified (refer last date under section Important Dates) .**

Examinations

Students can appear for exams through e-proctored mode from the comfort of their homes. SCDL does not provide facility to reserve / guarantee availability of exam slots. Booking of exam slots is on first come first served basis. Slots once booked cannot be changed. Exam fee is to be paid separately per paper per attempt and is not included in course / program fees. Exam fees is non-refundable and non-transferable. Students are informed to go through the exam handbook for detailed procedures and policies applicable to be followed to take up on demand online exams. Exam handbook is made available in student login. Students should go through the Technical Requirements, Exam Instructions and FAQ's uploaded in the Student Login prior to making the exam fee payment and booking of exam slot.

Important Dates (AY 2023-24)

➤ Program commences: **01 January 2024.**

➤ Admission last date: **29 Feb 2024.**

➤ Classes commences from: **02 January 2024.**

➤ Last date for change in Specialisation: **29 Feb 2024.**

➤ Last date for change in program: **29 Feb 2024.**

➤ Pay program fee as per,

- Option 1: One Installment, pay Full Fee Within 30 days of grant of confirmed admission or on or before **29 Feb 2024** whichever is earlier

  Or

- Option 2: Two Installments pay 1st Installment within 15 days of admission. Pay 2nd Installment within 45 days of payment of 1st inst. payment or on or before **29 Feb 2024** whichever is earlier, as per policy.
  Note: Installment option closes 15 days before the last specified date of admission.

➤ Last date to submit eligibility deficient document/s for confirmation of admission, for provisionally admitted students: **29 Feb 2024.**

➤ Last date to pay complete program fee: **29 Feb 2024.**

➤ Last date to pay complete program fee with late fee: **15 March 2024.**

➤ Last date for cancellation of admission & refund of paid program fee: **29 Feb 2024.**

Important Points

➤ SCDL is a stand-alone institute and is not part of any University.

➤ Students must retain with them a photocopy of the Prospectus, duly filled in application form, demand drafts / Cheque (if any), case studies and other paper submissions sent to SCDL.

➤ Instructions given in the Student Handbook, Exam Handbook and any other instructions given through print or website are the rules and policies of the Institute.

➤ There is no facility for improvement in passed components of the applied course / program.

➤ SCDL shall provide Self-Learning Material in printed form (Books) or in soft copy (e-Books) for specific programs in English language only. SCDL is not liable to provide the aforesaid material in any other form or in any other language as specified under the respective program/s.

➤ Students enrolling themselves for any program of SCDL should ensure that they have necessary computer-based operational knowledge and access to internet, as majority of the services & communications related to the programs are computer-based. SCDL shall not be liable for any operational loss/damage arising out of deficiency of such knowledge/computer skills.

➤ Students must ensure that they meet the pre-requisites, if any, as specified for respective programs.

➤ It is also clarified here that differently abled students shall make necessary provisions / arrangements at their own cost and expenses to understand the self-learning material and or to appear for examination and or to perform any action related to the program. SCDL shall not be liable to incur any expense on such account. SCDL shall also not be liable for any loss/damage arising out of negligence / inability of differently abled students to understand the self-learning material and or to appear for examination and or to perform any action related to the program.

➤ Students are informed on their personal email and or mobile number, (by email/sms/call) various updates and important information about activities taking place at SCDL from time to time.

➤ SCDL shall not be responsible for any loss incurred by student due to non-receipt of updates on timely basis due to incorrect contact details. Students must ensure that their contact details are up to date at SCDL and inform SCDL immediately in case of any changes.

➤ The student login is locked, in an event of successfully completing the program in the specified duration or on expiry of validity period of the enrolled program.

Disclaimers

Right to Amend Rules

The Institute reserves the right to amend the rules and regulations, whenever and wherever considered necessary and appropriate. Such amendments will be informed to students. Therefore, these publications, and the descriptions contained herein, are not to be construed as a contract binding on the Institute to any specific policies. Possible changes include, but are not limited to, course content, passing requirements, eligibility criteria for examinations, fee structure, refund policy, admission cancellation policies and rules, curriculum and course content, examination pattern, policies and timelines, certification and designation, assignment pattern, examination, online class/lectures and contact program centres and such other matters, as may be considered relevant.

Student Undertaking

➤ It is assumed that all students seeking admission to SCDL programs have carefully read the Prospectus and website and further agree to abide by the rules and regulations of the Institute.

➤ Students submitting the application form for seeking admission to any program/course at SCDL are assumed to have read the rules and policies related to eligibility, provisional admission, fees, cancellation of admission, refund of program fees & disclaimers mentioned above and agree to the same, as mentioned in the application form and prospectus.

➤ Students submitting the application form and documents for seeking admission to the applied program at SCDL is true and correct to the best of his/her knowledge. Student is fully aware that in case, any information provided by them is found false or erroneous, it will result in immediate cancellation of his/her registration / admission and no refund of fees shall be applicable.

➤ Students are instructed to carry their respective SCDL student ID card, exam hall ticket and government ID proof in original hard copy to appear for exam. If the student fails to carry any one of the above specified items, the student shall not be allowed to appear for exam.

➤ Students are instructed not to use any unfair means in the examination hall. Students are not allowed to bring any materials such as digital diary, cell phone, pager, palmtop in the examination hall. In case a student is found using any of these items as mentioned above during the examination, in the examination hall or in the premises where the examination is being conducted, SCDL has the right to cancel that student's admission and, in such a case, the student shall not be entitled to any refund of fees.

➤ Students are requested to immediately intimate SCDL for any change in their communication address / email-id / mobile number etc. SCDL shall not be responsible for non-receipt of ID card / Admission Letter / Study Material / any other correspondence done by SCDL with the student. If the change of contact details are not communicated to SCDL well before the schedule of dispatch of their material / any other important updates, as notified on the website, the student will have to bear the cost of delivery.

➤ Students to take note that, dispatch details with respect to ID card / Admission Letter / Study Material / any other correspondence dispatched to student is updated on the website, in student login after 24-48 hrs. from the date of dispatch of the correspondence.

➤ Students are requested to take note about SCDL's Right to Amend Rules (specified above) & agree to the same through this understanding.

➤ No donation or capitation fee is charged for admission to any course at any institute of Symbiosis.

Jurisdiction

All disputes between the applicant / student and the Institute, including any dispute relating to purchase of application form, payment of fees, refund of fees, admission, examination, certification etc. shall be exclusively subject to jurisdiction of only Pune Courts.

Faculty Details

Dr. Manas Ranjan Panigrahi
Professor
Dean Academics

Academic Qualification : Ph.D.,
MA (Education), MA (History), LLB, B.Ed., PGDCA
Academic Experience : 25 Years
Research Areas : Strategic Planning & Development
Education Technology, Distance Education,
Online Education, Leadership and Management.

Dr. Padmpriya Anand Irabatti
Professor

Academic Qualification : Ph.D., M.Phil
MBA-Marketing, B.Sc
Academic Experience : 25 years
Research Areas : Marketing Management, Market
Research, Consumer Buying Behaviour, Entrepreneurship
Development, Retail Management, Strategic Management
Research Methodology, Principles and Practices
of Management

Dr. Uttara Deolankar
Assistant Professor

Academic Qualification : Ph. D. in Education,
M A, M Ed, UGC - NET in Education
Academic Experience : 23 Years
Research Areas : Virtual Learning Environments, Massive
Open Online Courses, Synchronous and Asynchronous
Learning, Web tools, Instructional Design, Teachers
Training, Thinking skills, Leadership & Self-Development

Dr. Radhika Mulay
Associate Professor

Academic Qualification :
Ph.D. (Marketing), M.com (Marketing),
M.B.S (HRM), PGDBM, PGPBA
Academic Experience: 9 Years
Industry Experience: 1.5 years
Research Areas:
Marketing, Entrepreneurship

Dr. Prashant B. Ubarhande
Assistant Professor

Academic Qualification : Ph.D., MBA, NET,
Academic Experience : 14 Years
Research Areas : Credit Analysis,
Financial Analysis, Risk Management and
Learning Analytics.

Faculty Details

Vijay H. Masarkar
Assistant Professor

Academic Qualification : MIRPM, ADCSSAA, PGDLS (MLS), NET (HR), MBA, SET (Mgmt.), Pursuing Ph.D.
Academic Experience : 21 Years
Industry Experience : 5.5 Years
Research Areas : HRM, Organizational Behaviour, Industrial and Labour Laws, Organizational Development & Change Management.

Shashank Bhandakkar
Assistant Professor

Academic Qualification : Master in Management Science, B.E. (Mechanical), Diploma in Import Export
Academic Experience : 3+ Years
Industry Experience : 25 Years
Research Areas : Operations Management, Supply Chain Management, International Supply Chain management, Cost Optimisation, Value Engineering

Ms. Tejaswini Shevate
Assistant Professor

Academic Qualification :
M.Com, SET, PhD (Pursuing)
Academic Experience : 9 Years
Industry Experience : 2 Years
Research Areas : Finance

Ms. Pallavi Ligade
Assistant Professor

Academic Qualification : MPM, LLM, Ph.D. (Pursuing)
Academic Experience : 16 years
Research Areas : Law, Commerce, Management

R. SARALA
Assistant Professor

Education Qualifications: B.Tech(IT), M.Tech (IT), PGD in DS (Data science & Analytics) Ph.D - Machine Learning (Pursuing)
Work Experience : 17 Years
Research Area and Specialization:
Data Science & Analytics (Machine Learning, Deep Learning, and Artificial Intelligence)

Faculty Details

Pallavi Tembhurnikar
Assistant Professor

Academic Qualification :
M.E(Computers) B.E(IT)
Academic Experience : 2 yrs teaching
Industry Experience : 8 Years
Research Areas :
Computer Management

Suhas Bhosale
Librarian

Academic Qualification :
M.Lib & Isc, UGC-NET
Academic / Industry Experience:
1 year in DMH (Medical Library), Pune
3.8 Years in ISB&M School of Technology, Pune
7.6 Years in Symbiosis Centre for Distance Learning (SCDL)

Yogesh M Bhosle
Editor

Academic Qualification : B. Sc.
Academic / Industry Experience : 10 Years
Content Editing, Language Editing, AQuity Solutions India Limited, Pune
Copyediting and proofreading Level 2 Language Editor with Springer Nature Publishing India Limited
BluePlanet Infosolutions India Limited, Pune

ISO 9001:2015 Certification for Quality

Symbiosis Centre for Distance Learning (SCDL) is an ISO Certified institution since last 11 years. In 2018, SCDL has been certified with ISO 9001:2015 certification. This certificate is awarded to SCDL for successful establishment of "Quality Management System". The certification demonstrates our strong commitment to excellence in providing quality education through open and distance learning mode for the purpose of professional growth and skill development. The ISO certification is reviewed annually.

Managing Committee of SOES

Symbiosis Centre for Distance Learning (SCDL) is a constituent of Symbiosis Open Education Society (SOES). The Managing Committee is the principal executive authority of SOES. It is empowered to deal with and take decisions in respect of the entire academic, administrative and financial matters of SOES and its constituent institutes including SCDL.

Dr. S B Mujumdar

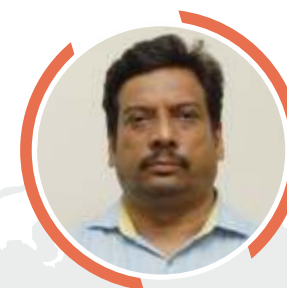Dr. Swati Mujumdar   Mrs. Sanjivani Mujumdar   Dr. Vidya Yeravdekar

Mrs. Devika Khandekar   Ms. Soniya Ghatpande   Mr. Jitendra Pawar

Academic Council

The Academic Council is the principal academic authority of SCDL and is responsible for monitoring the academic activities/matters of SCDL. Academic Council is responsible and has control over the maintenance of learning, training, research, examination, assignments etc.

Board of Studies

The Board of Studies is one of the academic authorities and is responsible for monitoring academic activities relating to the development of course material and allied activities. It exercises general supervision and coordinates various activities right from introduction of new programs up to designing the course curriculum and program structure, content, syllabi, evaluation methodology, development of question banks, credit policy, standard of passing etc.

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Symbiosis Centre for Distance Learning