



SYMBIOSIS

Centre for Distance Learning (SCDL)

Virtual
Classroom

Online
Faculty
Chat

e-Learning


StudentSeva
Committed to Student Services

Self
Learning
Material

Lecture
DVDs


mybook

360° Learning
iLearn

Symbiosis Centre for Distance Learning

Symbiosis Centre for Distance Learning (SCDL) is located in the heart of India's premier educational centre, the city of Pune. SCDL has one of the finest interiors with a state of the art infrastructure and a skilled and dedicated team available to help our learners achieve their dreams. Our global family consists of students from all over India and also 63 countries abroad, representing varied educational and cultural backgrounds. At present, SCDL has almost 2,53,429 students studying under various programs.

SCDL unites students of all nationalities, regions, occupations and age groups under one virtual "World Campus" through the mode of open and distance learning (ODL).

SCDL emphasizes on a constantly evolving curriculum which is at par with the full time educational programs and meets the latest needs of a fast growing economy and progressive society. SCDL introduces new and innovative educational programs each year empowering learners to meet the challenges of a dynamic society.

SCDL is housed in 50,000 sq. ft. campus well-equipped with modern technology services and all the required facilities such as Video Conferencing, Training Laboratory, Classrooms, Audio-Visual Hall, Conference Rooms, Library, Corporate Cell, Cafeteria, etc.

One of the only institutes in India, SCDL houses in its campus a professionally managed Call Centre and E-Communication Centre in order to provide prompt and accurate response to student queries.

SCDL has its information centre in Bangalore, Nasik and Noida. These centres provide students with an easy access to all SCDL facilities.



A Source for Top Quality Education

Symbiosis Centre for Distance Learning (SCDL) has, since its inception in 2001, made rapid strides in providing quality education to thousands of students in India and abroad. The student enrollment has grown exponentially during the past five years. Today, the total active student strength of SCDL is more than 2,53,429 making it one of the few large and most sought after distance learning institutes of India.

In order to ensure quality, SCDL gets the best of academic resources for teaching, evaluation, e-learning and self-learning material preparation from its sister management institutes as well as from the industry. The curriculum is comparable to that of any full time management institute. The curriculum is designed and constantly updated by the Academics Department comprising faculty from top ranks of the industry and having several years of teaching experience. SCDL has full time and over 350 adjunct faculty who are available for academic counselling, developing curriculum and assessments and for providing feedback to students on their academic progress.

SCDL has pioneered several innovative concepts in distance education such as:

- Introduction of a “**Blended Learning**” methodology for all our programs, combining all the three forms of learning, namely
 - **Published / Printed:** Self Learning Material / Books
 - **Digital:** e-Learning & Pre-Recorded Lecture DVD
 - **Faculty Interaction:** Virtual Classroom & Online Chat Sessions
- Introduction of highly interactive e-learning content as a supplementary learning methodology to improve the understanding of concepts through case studies and practical examples, thereby bridging the gap between the book and the classroom.
- **Online Assignment** facility to provide students the flexibility and convenience to submit assignments at any time and receive immediate results and feedback.
- **On-Demand Online Examinations** are conducted across India and abroad, to provide students the ultimate convenience of booking a date, time and place of their choice to appear for the examinations.
- **Dedicated Student Call Centre** with dedicated telephone lines supported by call operators and student counsellors to give prompt response / guidance to our students. SCDL has introduced the integrated voice response system which provided automated data to student.
- **E-Communication Centre** which handles all student queries promptly & effectively received via e-mail.
- SCDL has a **Sophisticated Web-Portal, www.scdl.net** providing facilities like - Online Assignment Submission, Online Exam Booking, Message Board, Counselling, Campus-email ID with a 10GB mailbox, ability to view Admission Status and Academic Status etc.
- **Modular Course System with Credit Banking Facility:** Ability to take any Single Course and bank & accumulate credits for future transfer to other programs of SCDL thus providing Flexible Pathways of Learning.

SCDL is an autonomous institute and all programs offered by SCDL are autonomous.

SCDL Placement Cell



Interview in progress for Talent Transformation (Learning Centre) Wipro Ltd.

SCDL offers placement assistance to the students by acting as a facilitator. Many renowned companies such as Upside Learning, Manage-O-Soft, Ayush Software Pvt. Ltd., Talent Transformation (Learning Centre) Wipro Limited, Stylus Systems Pvt. Ltd., Serra International pre school, Brainworks Pre School, Alchemists Ark Pvt. Ltd, Helix Technology Solutions, INNEFU Consulting, iThink Labs Software Pvt. Ltd., Resource PLUS Services Pvt. Ltd., Rubikube Solutions, Sakal Ltd, KeelWorks Foundation (Washington State, USA), NIIT Ltd. Delhi., Symantec Corporation Ltd. (Research and Development), TCS, Silver Oak School, Kotak Mahindra Bank and many others have placed SCDL students.

(Note: SCDL does not guarantee placements but only acts as a facilitator between corporates and students.)

PG Diploma, Certificate Programs & Single Course Admission

SCDL's Post Graduate Diploma Programs, Diploma Programs, Certificate Programs and Single Courses ensure quality education through a self-paced, yet guided learning system. SCDL endeavours to fulfill educational and professional ambitions making them the logical choice for every aspirant seeking knowledge.

Programs and Courses

Faculty of Management (http://www.scdl.net/scdl/Programs_Management.aspx?streamid=1)

Two-Year Programs:

- Post Graduate Diploma in Business Administration (*Splz: Marketing / Finance / HR / Operations / CRM*)
- Post Graduate Diploma in International Business
- Post Graduate Diploma in Banking & Finance **NEW**

One-Year Programs:

- Post Graduate Diploma in Human Resource Management **NEW**
- Post Graduate Diploma in Insurance Management (*Splz: General / Life*)
- Post Graduate Diploma in Retail Management
- Post Graduate Diploma in Customer Relationship Management
- Post Graduate Diploma in Supply Chain Management
- Post Graduate Diploma in Export & Import Management **NEW**

Six-Month Certificate Program:

- Certificate Program in Entrepreneurship and New Venture Creation

Faculty of Information Technology (http://www.scdl.net/scdl/Programs_IT.aspx?streamid=2)

Two-Year Program:

- Post Graduate Diploma in Information Technology

One-Year Program:

- Post Graduate Diploma in Technical Writing

Faculty of Education, Humanities & Social Sciences

(http://www.scdl.net/scdl/Programs_Education.aspx?streamid=3)

Two-Year Programs:

- Post Graduate Diploma in Educational Administration

One-Year Programs:

- Post Graduate Diploma in Instructional Design
- Post Graduate Diploma in Pre-Primary Teacher's Training
- Advanced Diploma in Creative Writing in English
- Diploma in Creative Writing in English
- Diploma in Teaching English **NEW**

Faculty of Law (http://www.scdl.net/scdl/Programs_Law.aspx?streamid=5)

One-Year Program:

- Post Graduate Diploma in Business and Corporate Laws **NEW**

Six-Month Certificate Programs:

- Certificate Program in Cyber Laws
- Certificate Program in Right to Information Act
- Certificate Program in Consumer Protection Act

Six-Month Single Courses: **NEW** (<http://www.scdl.net/scdl/ProgramTypeListing.aspx?Type=4>)

- Single Courses in Faculty of Management
- Single Courses in Information Technology
- Single Courses in Education, Humanities & Social Sciences

The Two-Year Post Graduate Diploma Programs are divided into four semesters. The One-Year Post Graduate Diploma Programs and Diploma Programs are divided into two semesters. Six Months Certificate Programs consist of one semester only. For the benefit of our students, SCDL has introduced 'Single-Course Admission' facility from the last academic year. A list of selected, useful Single Courses has been given in the prospectus and on the website along with details regarding Basic and Advance nature of the Single Courses and Guidelines for Enrollment. Students cannot register for a full program and single course simultaneously. A maximum of four Single Courses can be selected at a time.

SCDL Instructional System

SCDL has introduced “**Blended Learning**” methodology for all our programs, combining all the three forms of learning, namely:

- **Published / Printed:** Self Learning Material / Books
- **Digital:** E-Learning & Pre-recorded Lecture DVD
- **Faculty Interaction:** Virtual Classroom & Online Chat Sessions

The institute has initiated highly interactive supplementary learning methodologies to improve the understanding of concepts through case studies and practical examples also, thereby bridging the gap between the book and the classroom.



Academic Resources

Academics and Research Department

The Academics Development and Research Department plays a key role in designing and constantly updating the curriculum after careful evaluation and study of the course contents offered by full time programs and ensures that the curriculum meets the latest industry / societal trends. The department is responsible for providing academic support to students. The department is assisted by expert faculty in all its activities.

Academic activities at SCDL include research work in “e-learning as growth drivers, its effectiveness and usage” and in Distance Learning Technologies. The department liaises with the Faculty and the Editorial Department.

Faculty Development

SCDL has over 400 visiting faculty members who help Academics Development and Research Department in developing curriculum and providing academic support to students, creating assessments and providing feedback to students on their academic progress. Faculty members attend workshops and training programs to seek innovative teaching methodologies and implement efficient learning systems for the benefit of students.

Train the Trainers

SCDL organizes monthly training workshops for faculty in order to train them on Quality and Standards related to Self Learning Material, E-learning and other content development.

Editorial Department

The editorial department is responsible for editing, proofreading of the self-learning materials (SLMs), prospectus and all other publications of SCDL, the Editorial Department is also responsible for publishing newsletters and journals.

Quality Assurance Cell

Quality Assurance Cell strives towards development of quality models and standards in Distance Education, creating benchmarks and auditing. A six sigma model has been introduced to ensure quality in all departments. This activity has brought about standardization and improvement in all inter-departmental processes. SCDL has developed comprehensive Quality Manual covering Standard Operating Procedures (SOP) for each department and its business processes.

Advisory Committee

The members of the Advisory Committee are experts in the field of education, distance learning, academics and corporate training. The Advisory Committee plays an important role in advising and setting institute policies, in approving new programs, ensuring quality and in taking strategic decisions which are important for the future direction and growth of SCDL.

Academic Council

The Academic Council comprises of experts from academia and industries. The Academic Council plays an important role in establishing quality guidelines, designing curricula for various programs, introducing new programs and faculties, and designing credit system. The council has a combination of experts from education / industry and academia to ensure that SCDL programs and curricula meet the requirements of the industry and the society, meet the guidelines set forth by Distance Education Council and are of the highest academic standards. The Academic Council is assisted by Board of Studies for Curricula and Content development of various programs and to implement academic decisions.

Credit System

Credit System is used to measure the workload of a student's learning effort. Each course of the curriculum carries credit points. One credit point is equivalent to 30 hours of study. Study hours consist of time spent by the students in:

- Reading & understanding the self-learning material
- e-learning
- Integrated Learning
- Preparation and submission of assignments
- Preparation for examinations
- Preparation of Projects / Case Studies, if any

The basic objective of transfer of courses and corresponding credits is to encourage students to continue learning in an 'Open System' thus acknowledging prior learning at SCDL.

From Academic Year 2011, students will be able to transfer courses and corresponding credits earned by taking single courses to other programs of SCDL at a later date and subject to the applicable conditions as laid down by SCDL from time to time.

Credit Transfer System

- The transfer of courses and corresponding credits policy applies to all programs and single courses of SCDL.
- A student can transfer maximum four courses and their corresponding credits if they wish to enroll to a one or two year program offered by SCDL.
- Transfer of courses and corresponding credits are not allowed for any similar courses studied by the student from other institutes / universities other than SCDL.
- For transfer of courses and corresponding credits, a student must have completed and passed with a minimum of 50% in the course(s).
- Transfer of courses and corresponding credits are allowed only within the program validity period whose courses and credits the student wishes to transfer or as particularly specified in case of Single Courses.
- Transfer of courses and corresponding credits are subject to the Director's approval and students are required to submit a written "Request for Transfer of courses and corresponding credits application" to the Director, SCDL.
- There will be no concession in the program fees for the program in which the student wishes to enroll due to transfer of courses and corresponding credits.
- There will be no change in the duration or registration validity of the program in which the student is seeking admission, due to transfer of courses and corresponding credits.

Grading System (applicable for all programs)

Grade	Description	Percentage
A+	Distinction	70% and above
A	First Class	60% - 69.99
B	Second Class	55% - 59.99
C	Pass Class	50% - 54.99
D	Fail	Below 50%

SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Learning Methodology & Student Services

SCDL has developed a unique “blended learning” methodology that combines all three forms of learning, namely, **Publish / Print, Digital and Faculty Interaction**. SCDL’s Integrated Learning Approach is in line with our mission for providing ‘**self-paced, self-styled**’ learning.

Self-Learning Material:

All students are provided with comprehensive self-learning material (SLM) at the beginning of each semester. Renowned authors specially design the self-learning material for each course of the curriculum, with the distance learning methodology in mind. The self-learning material includes self-assessment questions also.

SCDL has introduced a unique course code for each of the courses prescribed for a particular program. The course code includes the academic year, a specific identification number and the version of SLM. e.g. 11.101.01 indicates the academic year 2011, 101 as an identification number of the subject PPM and 01 is the second version of the SLM. SCDL revises SLM frequently once in 1 - 2 years to keep in line with the current market trends.

e-learning:

SCDL has introduced ‘e-learning’ as a supplementary methodology for all its students to enhance understanding of key concepts and bridge the gap between distance and classroom based learning. The e-learning sessions enhance the understanding of the subject matter by presenting scenarios, audio / video clips, case studies, quizzes and activities. Students can go through the e-learning modules available on the SCDL website or CD packed along with the self-learning material.

Pre-Recorded DVD Lecture:

Students can enhance their understanding of key concept by viewing pre-recorded lectures from expert faculty on important courses and areas of the program curricula. Such lectures are in the form of DVD and are available at a nominal cost upon enrollment. Information is provided to students through the SCDL website.

Virtual Classroom Sessions:

In a Virtual Classroom environment, students are able to attend a live online classroom and interact with an expert faculty via the internet. Students can ask questions, have peer interaction and even replay an archived lecture. Virtual classroom sessions are conducted for all courses throughout the year.

Online Faculty Chat Sessions:

Online Faculty Chat Sessions allow students to interact with faculty by typing their questions and receiving immediate answers in an online environment.

E-Mentoring:

SCDL provides an extremely fast and effective e-Mentoring system for academic support to all its students. Through the e-Mentoring system, students can address their specific academic queries via e-mail to SCDL, to which an in-depth reply will be sent within 2-3 days by an expert faculty.

Web-Based Support Services:

SCDL has a sophisticated Web-Portal providing the facilities listed below which the students can use:

- Personalized interface and unique login for each student through the “**Student Centre Login**”.
- Ability to submit online assignments at any time and view immediate results.
- Flexibility to give On-Demand online exams as per desire.
- View important instructions regarding exams, assignments and other activities through a **Message Board**.
- Ability to view fee and academic status.
- Ability to send e-mails to SCDL representatives as per nature of query in order to receive a prompt response.
- Ability to access e-Learning Content through the Student Centre Login on the SCDL website.
- SCDL has introduced interactive lectures on relevant subjects, broadcasted through Video Conferencing / internet throughout the year.
- **Chat Session** with SCDL faculty is also made available on a periodic basis in order to provide academic support.
- SCDL has introduced **Virtual Classroom Sessions**, which is conducted live & online throughout the year for all courses. Students interact with the expert faculty and clarify their doubts.

Admission Procedure

Walk-In Admissions

Students may walk into SCDL with the duly filled application form, registration fee and all other required documents. If the student satisfies all admission and eligibility criteria, then the student can walk out with the Admission Letter, Identity Card (for confirmed admission), Exam Hand-Book and Welcome Kit.

Confirmation of Admission

Application forms sent by post along with registration fees and required documents are scrutinized for eligibility. Confirmed Admission Letter, Identity Card along with the Welcome Kit and Exam Hand-Book is sent to students if the student is found to be eligible for admission.

Provisional Admissions

Provisional Admission is given when the application form has deficiencies such as:

- Documents submitted are not attested
- Insufficient documents
- Incomplete / Unsigned application form
- Photographs (2 copies) not attached
- Service Certificate (for Diploma holders and active Defence Personnel)
- Name Change Certificate
- Visa copy (for International / SAARC students)

Students admitted on provisional basis do not receive an ID card until their admission is confirmed. They must submit required documents or comply with deficiencies immediately upon receipt of provisional admission letter so as to get confirmed admission. Provisional admissions of students failing to submit the required documents on or before 30th November, 2011 are liable to be cancelled. It is the sole responsibility of the student to submit all the required documents within the prescribed timeline.

Late Admission

Students admitted after 30th September 2011 will be considered as late admissions. Late admissions beyond prescribed timeline may be given with the Director's approval only. Late admitted students are required to pay the prescribed fees for the program they have enrolled in full, (i.e. 1st & 2nd installments together) and they will not be eligible for any kind of refund of fees or change of Program / Specialization.

Enclosures with Application

For all PG Diploma Programs, Certificate Programs, Advanced Diploma Programs & Single Courses

- Application form completely filled and signed.
- Two passport size colour photographs, one pasted and another attached to the application form.
- Photocopy of the Graduation / Diploma / Provisional or Passing Certificate duly attested by a Gazetted officer.
- Service Certificate, applicable to Diploma Holders and active Defence Personnel.
- Name Change Document, if applicable.
- Single Demand Draft for Non-Refundable Registration Fee (giving candidate's name / details on the reverse side). The Demand Draft should be in favour of "**The Director, SCDL, Pune**" payable at Pune or attach online payment status report.
- The registration fees can be paid in cash at the SCDL office in Pune only, if the admission is sought in person.
- For International / SAARC students, photocopy of passport page showing valid visa of the foreign country.

For Diploma in Creative Writing and Diploma in Teaching English

- Photocopy of age proof document and photo-identity proof attested by a gazetted officer or notary.
- Two copies of recent passport size colour photographs.
- Single Demand Draft for Non-Refundable Registration Fee (giving candidate's name / details on the reverse side). The Demand Draft should be in favour of "**The Director, SCDL, Pune**" payable at Pune or attach online payment status report.
- The registration fees can be paid in cash at the SCDL office in Pune only, if the admission is sought in person.
- Name Change Document, if applicable.
- For International / SAARC students, photocopy of passport page showing valid visa of the foreign country.

Students should not send any original documents to SCDL. SCDL will not accept any fees in cash by post / courier or at any SCDL Campus / Information Centers / at any SCDL counter, other than Main Pune campus. SCDL is not liable for return / loss of original documents sent by students. Submission of documents for confirmation of provisional admission as per the eligibility criteria and as per the time limit decided by SCDL is the sole responsibility of the student.

Fees Schedule, Timelines & Policies

Program-wise Fees Structure

Categories

General / Civil Category: Students who have completed their education in India and would like to give exams from India and avail all services in India will be considered as General / Civil category.

Defence Category: Special Fee concessions are given to active Defence Personnel (Army, Navy, and Air Force) and Paramilitary / Police Personnel as a token of appreciation and recognition of their services to our nation. Special fee concession is not available for personnel in civilian category working in Defence establishments, Ex / Retired Defence Personnel, dependents of Defence Personnel and Paramilitary / Police Personnel.

International Category: International students are those who are holding passport issued by a foreign country including people of Indian origin (NRIs) who have acquired the nationality of a foreign country. Students holding Indian passport but are residing abroad at the time of applying for admission irrespective of the duration of their stay and have valid visas will also be considered as international students.

SAARC Category: The South Asian Association for Regional Cooperation (SAARC) is an organization of South Asian nations. Its founding members are Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan, and Sri Lanka. SAARC students who are holding passport issued by SAARC country (Except India), including people of Indian origin (NRIs) who have acquired the nationality of a SAARC country, students holding Indian passport but are residing in SAARC Country at the time of applying for admission irrespective of the duration of their stay and have valid visas will also be considered as SAARC country students.

Two Year Post Graduate Diploma Programs

PGDBA, PGDIB, PGDIT, PGDEA, PGDBF

Registration Fees (Non-Refundable):

The registration fees must be paid along with the application form, failing which the form will not be processed. Registration fee implies application processing fees.

- For Indian Residents (General or Civil / Defence Personnel / Paramilitary / Police / Symbiosis employee): Rs. 1000/-
- International Students: US \$100 OR Rs. 4600/-
- SAARC Students: US \$75 OR Rs. 3450/-

Program Fees:

General / Civil

Fee Installments	Amount	Date of Payment
1 st Installment	Rs. 15,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	Rs. 15,000/-	On or before 30 th September 2011
Total	Rs. 30,000/-	

Active Defence / Paramilitary / Police

Fee Installments	Amount	Date of Payment
1 st Installment	Rs. 15,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	Rs. 12,500/-	On or before 30 th September 2011
Total	Rs. 27,500/-	

International Students

Fee Installments	Amount	Date of Payment
1 st Installment	US \$1000 or Rs. 46,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	US \$900 or Rs. 41,400/-	On or before 30 th September 2011
Total	US \$1900 or Rs. 87,400/-	

SAARC Students

Fee Installments	Amount	Date of Payment
1 st Installment	US \$600 or Rs. 27,600/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	US \$400 or Rs. 18,400/-	On or before 30 th September 2011
Total	US \$1000 or Rs. 46,000/-	

Note: Exam fees are not included in the program fees & have to be paid for each exam attempt along with the exam enrollment form, from time to time.

Dual (Additional) Specialization Fees for PGDBA & PGDIM

- Dual (Additional) specialization fees (non-refundable) are to be paid on or before 30th November 2011 along with the Service Request Form available on the website for dual (additional) specialization.
- Students should first complete their primary specialization and only after successfully completing the primary specialization subjects, students can submit online assignment and can appear for online exam of additional specialization. The registration validity for the program remains same; no further extension will be provided for completion of dual (additional) specialization.
- If the student wishes to cancel his or her dual (additional) specialization, the student has to forward a written application to the Director. No refund request towards dual (additional) specialization fees paid will be entertained.

Fee Structure for Dual (Additional) Specialization: PGDBA and PGDIM

Program Name	Student Category	Fees Applicable
PGDBA	General or Civil / Defence Personnel / Paramilitary / Police / Symbiosis Employee	Rs. 7,000/-
	International Students	US \$ 600 or Rs. 27,600/-
	SAARC Students	US \$ 300 or Rs. 13,800/-
PGDIM	General or Civil / Defence Personnel / Paramilitary / Police / Symbiosis Employee	Rs. 3,500/-
	International Students	US \$ 300 or Rs. 13,800/-
	SAARC Students	US \$ 150 or Rs. 6,900/-

Note: Exam fees are not included in the program fees & have to be paid for each exam attempt along with the exam enrollment form, from time to time.

One Year Post Graduate Diploma Programs

PGDIM, PGDRM, PGDCRM, PGDSCM, PGDID, PGDTW, PGDHRM, PGDEXIM, PGDBCL, PGDPTT, ADCW, DCW

Registration Fees (Non-refundable):

The registration fees must be paid along with the application form, failing which the form will not be processed. Registration fee implies application processing fees.

- For Indian Residents (General or Civil / Defence Personnel / Paramilitary / Police / Symbiosis employee): Rs. 1000/-
- International Students: US \$100 OR Rs. 4600/-
- SAARC Students: US \$75 OR Rs. 3450/-

Program Fees:

General / Civil

Fee Installments	Amount	Date of Payment
1 st Installment	Rs. 12,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	Rs. 6,000/-	On or before 30 th September 2011
Total	Rs. 18,000/-	

Active Defence / Paramilitary / Police

Fee Installments	Amount	Date of Payment
1 st Installment	Rs. 10,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	Rs. 5,500/-	On or before 30 th September 2011
Total	Rs. 15,500/-	

International

Fee Installments	Amount	Date of Payment
1 st Installment	US \$800 or Rs. 36,800/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	US \$400 or Rs. 18,400/-	On or before 30 th September 2011
Total	US \$1200 or Rs. 55,200/-	

SAARC

Fee Installments	Amount	Date of Payment
1 st Installment	US \$400 or Rs. 18,400/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	US \$200 or Rs. 9,200/-	On or before 30 th September 2011
Total	US \$600 or Rs. 27,600/-	

Note: Exam fees are not included in the program fees & have to be paid for each exam attempt along with the exam enrollment form, from time to time. (There are no online exams for the PGDPTT, ADCW & DCW programs)

Diploma in Teaching English (DTE)

Registration Fees (Non-Refundable):

The registration fees must be paid along with the application form, failing which the form will not be processed. Registration fee implies application processing fees.

- For Indian Residents (General or Civil/Defence Personnel/Paramilitary/Police/Symbiosis employee): Rs. 1000/-
- International Students: US \$100 OR Rs. 4600/-
- SAARC Students: US \$75 OR Rs. 3450/-

**Program Fees:
General / Civil**

Fee Installments	Amount	Date of Payment
1 st Installment	Rs. 5,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	Rs. 2,000/-	On or before 30 th September 2011
Total	Rs. 7,000/-	

Active Defence / Paramilitary / Police

Fee Installments	Amount	Date of Payment
1 st Installment	Rs. 5,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	Rs. 1,500/-	On or before 30 th September 2011
Total	Rs. 6,500/-	

International

Fee Installments	Amount	Date of Payment
1 st Installment	US \$125 or Rs. 5,750/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	US \$75 or Rs. 3,450/-	On or before 30 th September 2011
Total	US \$200 or Rs. 9,200/-	

SAARC

Fee Installments	Amount	Date of Payment
1 st Installment	US \$125 or Rs. 5,750/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
2 nd Installment	US \$50 or Rs. 2,300/-	On or before 30 th September 2011
Total	US \$175 or Rs. 8,050/-	

Six Month Certificate Courses
Certificate Program in Entrepreneurship and New Venture Creation (CPENVC)
Registration Fees (Non-Refundable):

The registration fees must be paid along with the application form, failing which the form will not be processed. Registration fee implies application processing fees.

- For Indian Residents (General or Civil/Defence Personnel/Paramilitary/Police/Symbiosis employee): Rs. 1000/-
- International Students: US \$35 OR Rs. 1,610/-
- SAARC Students: US \$25 OR Rs. 1,150/-

Program Fees:

Fee Installments	Amount	Date of Payment
General / Civil	Rs. 10,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
Defence / Paramilitary / Police	Rs. 10,000/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
International	US \$300 OR Rs. 13,800/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
SAARC	US \$150 OR Rs. 6,900/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011

CPCL, CPCPA, CPRTI

Registration Fees (Non-Refundable):

The registration fees must be paid along with the application form, failing which the form will not be processed. Registration fee implies application processing fees.

- For Indian Residents (General or Civil / Defence Personnel / Paramilitary / Police / Symbiosis employee): Rs. 1000/-
- International Students: US \$35 OR Rs. 1,610/-
- SAARC Students: US \$25 OR Rs. 1,150/-

Program Fees:

Fee Installments	Amount	Date of Payment
General / Civil	Rs. 3,500/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
Defence / Paramilitary / Police	Rs. 3,500/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
International	US \$200 OR Rs. 9,200/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011
SAARC	US \$125 OR Rs. 5,750/-	Upon receipt of Admission letter (Confirmation or provisional) or before 19 th August 2011

Six Month Single Courses

Registration Fees (Non-Refundable):

The registration fees must be paid along with the application form, failing which the form will not be processed. Registration fee implies application processing fees.

- For Indian Residents (General or Civil / Defence Personnel / Paramilitary / Police / Symbiosis employee): Rs. 1000/-
- International Students: US \$35 OR Rs. 1,610
- SAARC Students: US \$25 OR Rs. 1,150

Program Fees:

Fee Installments	Basic Amount	Advanced Amount	Date of Payment
General / Civil	Rs. 2,500	Rs. 3,500	Upon receipt of Admission letter or before 19 th August 2011
Defence / Paramilitary / Police	Rs. 2,500	Rs. 3,500	Upon receipt of Admission letter or before 19 th August 2011
International	US \$180 OR Rs. 8,280	US \$200 OR Rs. 9,200	Upon receipt of Admission letter or before 19 th August 2011
SAARC	US \$100 OR Rs. 4,600	US \$125 OR Rs. 5,750	Upon receipt of Admission letter or before 19 th August 2011

Note: Exam fees are not included in the course fees & have to be paid for each exam attempt along with the exam enrollment form, from time to time.

Examination & Other Fees

Examination Fees:

- All Exam fees can be paid now, online please refer the website for more information.
- To appear in online exam, examination fee has to be paid along with the exam enrollment form & it is not included in the program fees structure. Examination fee is applicable in any of the below mentioned cases:
 - Student forwards the exam enrollment form and does not book the slot within the specified period.
 - Student remains absent for the exam after booking the slot.
 - Student fails in specific courses after appearing for the exam.
- In case of International / SAARC students, the student can pay exam fees via payment gateway (please refer to welcome kit for details). The student shall select the administrator for the conduct of his / her examination and get the SCDL approval for such an administrator. The International / SAARC student shall select and appoint such administrator entirely at the cost, risk and responsibility of the student. SCDL shall not in any way, be liable in any manner whatsoever to and vis-a-vis the administrator financially or otherwise - so selected by the student. It is the sole responsibility of the student to select an administrator as per SCDL criteria.
- An embassy official, lab instructor, professor, lecturer, principal or immediate supervisor can act as an "Exam Administrator". The Exam Administrator must be a disinterested third party. The examiner cannot be a fellow student, subordinate, co-worker, peer, friend or relative.
- Students must attempt and pass in all assignments, examination, practical, projects, case studies as applicable for each course of the curriculum. Students must pass in any failed courses during the registration validity period only. Students will be required to pay the exam re-appearance fee as mentioned below.
- Projects / Resource file / Submissions / Case Study can be only re-submitted once in case of failure. Class improvement is not allowed for exams, projects reports, case studies.

Note: Please refer below table for applicable exam / other fees for all students.

Other Fees:

Fee Type	Residing in India	International	SAARC
Examination Fee as well as Re-appearance fees	Rs. 250/- per exam / attempt	US \$15 OR Rs. 690/- per exam / attempt	US \$10 OR Rs. 460/- per exam / attempt
Project Re-submission fees (as applicable)	Rs. 300/-	US \$20 OR Rs. 920/-	US \$15 OR Rs. 690/-
Resource file (for PGDPTT only) Re-submission fees	Rs. 300/-	US \$20 OR Rs. 920/-	US \$15 OR Rs. 690/-
Revaluation Fees (for Project / Submission / Case study)	Rs. 500/-	US \$35 OR Rs. 1,610/-	US \$25 OR Rs. 1,150/-
Re-submission of Submission (for DCW / ADCW / DTE only)	Rs. 200/-	US \$15 OR Rs. 690/-	US \$10 OR Rs. 460/-
Late fee for payment of program fee after 30 th September 2011	Rs. 3000/-	US \$300 OR Rs. 13,800/-	US \$200 OR Rs. 9,200/-

Note:

- Re-submission of submission fees are non-refundable and non-transferable.
- Examination / Project / Resource File re-submission fees are non-refundable and non-transferable.
- Class improvement is not allowed for exams, project reports, resource file, submissions.
- Student can re-submit the above only once in case of failure.
- Revaluation is not allowed for online exams & online assignments.

Fee Policies for all Programs

- Students who have been granted admission on a provisional basis are also required to pay program fees as per Installment timeline.
- Students admitted on provisional basis will not be allowed to appear for exams till the time they comply with all the deficiencies mentioned in the provisional admission letter.
- Students who do not pay the program fees as per the Installment timeline will not be allowed to submit assignments and appear for examinations.
- Non payment of Program fees as per the prescribed timeline are subject to late fee charges, as mentioned in “Other Fees” section wherever applicable / mentioned.
- Failure to pay complete program fees as per the prescribed deadline will result in cancellation of admission.
- Students whose admission has been 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 in the program fee and any such request will not be entertained.
- SCDL is not liable to refund any excess / unidentified fees paid by the student towards program / course / exam or any other fees. Such excess fees can 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 Service Request Form (SRF) for the same, on or before 1st March 2012. Students must ensure & retain proof of receipt for the SRF sent to SCDL.
- Demand Drafts received without any information of the student and / or type of fees remitted are processed under suspense account. Such demand drafts can be claimed / transferred to the respective student’s account in the same financial year, i.e. till 1st March 2012, after which such queries / applications will not be entertained / processed. Students must submit a formal application for the same on or before 1st March 2012 along with a proof.
- It is the student’s sole responsibility to mention all the details in all letters while sending the fees, or any other documents to enable SCDL to identify the student and the purpose of remitting the fees for sending the document. The student is entitled to claim for credit to such unidentified amounts (upon providing sufficient proofs) on or before 1st March 2012, failing which such unidentified amounts will be forfeited. The student will have no claim whatsoever on the said amount.
- The amount paid as registration fees, examination fees and revaluation fees are non-refundable / non-transferable.
- Students are informed not to send any type of fees in the form of cash by post / courier. SCDL will not be responsible for the return or loss of cash sent by post / courier, etc.
- Late admissions will not be eligible for any kind of refund or change of Program / Specialization. Late admissions are not eligible for any installments or extension in program fee deadline.
- Each student has to send a separate DD towards any applicable fees. Consolidated DD of two or more students will not be accepted.
- International / SAARC students can pay the program fees in INR, the exchange rate applicable will be Rs. 46/- against 1 USD for the Academic Year 2011-2012.
- Students can apply for change of category from International / SAARC to General / Civil (refer to the welcome kit for details) but there will be no refund of the paid program fees. In case the student wants to change category from General / Civil to International / SAARC, he / she will have to pay the difference in the program fees in INR or US\$ (as per prescribed exchange rate) and submit the photocopies of valid visa and address proof.
- Students paying any amount of program fees (1st installment, 2nd installment or both) after 30th September 2011 will have to pay late fees of Rs. 3000/- (for National), US \$300 (for International) & US \$200 (for SAARC students).

Payment of Dual (Additional) Specialization, Other Fees, Late Fees

- Dual (Additional) Specialization, Other Fees, Late fees - may be paid in cash (at SCDL Pune office only) or by Demand Draft drawn in favour of “**The Director, SCDL, Pune**” payable at Pune.
- Students are required to download the **Service Request Form** (SRF) available on the website. Please send the duly filled SRF along with the Demand Draft of applicable fees. Please write your name, application number, registration number (affix bar code label), contact no. and type of fees remitted [Dual (Additional) specialization, other fees, late fees, etc.] on the reverse side of Demand Draft and retain a photocopy of the demand draft for future reference.
- Clearly mention the type of fees remitted.

Mode of Payment for all Types of Fees

For Indian Residents:

- Students can pay registration fees and exam fees online, other fees can be made via Demand Draft (DD). DD must be 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 affix bar code sent to them with Admission Letter and mention their name, registration no., contact no., program enrolled and type of fees being remitted on the reverse side of the DD. Students must retain a photocopy of the Demand Draft sent to SCDL. SCDL will not be responsible for loss / delayed / unidentified DDs.
- All types of fees can be paid in cash only at SCDL, Main Pune Campus. Students must prepare DD from any nationalized bank. DDs or Cashier Cheques must be payable in Pune, India.) SCDL is not liable for loss of financial instruments in transit or those that are unidentified, i.e. there are no sender's details or reason of fee remittance on the reverse of the DD.

For International / SAARC:

- International/SAARC students can pay registration fees and exam fees online or in the form of Demand Draft / Cashiers Cheque to SCDL. The Demand Draft / Cashiers Cheque must be drawn in the name of “**The Director, SCDL, Pune**” payable at Pune, India. Student must affix bar code sent to them with Admission Letter and mention their name, program enrolled and type of fees being remitted on the reverse side of the DD / Cashiers Cheque. Students must retain a photocopy of the Demand Draft sent to SCDL. SCDL will not be responsible for lost / delayed / unidentified DD / Cashiers Cheque. (Students must prepare DD from any nationalized bank.)
- International / SAARC students must remit all fees in USD or INR equivalent as prescribed by SCDL irrespective of the USD/SAARC conversion rate. Please refer the 'Fee Schedule, Timelines and Policies' for fee details and prescribed conversion rate. The exchange rate applicable will be Rs. 46/- against 1 USD for the Academic year 2011-2012.

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.
- In case of students enrolled on a provisional basis, if the documents required for the purpose of eligibility are not submitted on or before 30th November, 2011 or if submitted with deficiencies (not in the manner prescribed) and the deficiencies are not made good on or before 30th November, 2011 or within 15 days of communication to that effect whichever is later, then his / her admission shall stand cancelled.
- In both the cases as mentioned above, the student is not entitled to any refund of paid fees.
- Any cancellation refund request received after the due date will not be accepted.

Refund of Program Fees

- Students can apply for refund of program fees, whether paid in part or in full, by submitting an application (in the prescribed format only) to The Director, SCDL. It is the sole responsibility of the student to confirm the receipt of this refund application at SCDL within the prescribed timeline. SCDL will not be held responsible in the event the refund application / documents are lost in transit, are received at SCDL without sender's identification or are received after the prescribed timeline.
- Students desiring to cancel their admission need to submit an application for cancellation of admission (application for refund of program fees) in the prescribed format only, available on SCDL website in the student login on or before 30th September 2011. Students will receive the refund of the program fees paid by them, after deduction of 50% administrative charges on the paid amount. Registration fees are non-refundable.
- No refund applications will be entertained by SCDL if received after 30th September 2011. In the event that the student pays the full program fees (1st & 2nd installment) together, then he or she will be eligible to receive the appropriate refund as long as the refund application is submitted within the prescribed timeline, i.e. on or before 30th September 2011.
- Students have to send back the Self Learning Material, Confirmation / Provisional Letter, ID card or any other SCDL material to the institute, after which their applications will be processed. In case the study material and / or ID card are not returned to SCDL on or before the prescribed deadline, the following charges will be deducted from the refund amount:
Rs. 800/- for Study Material not returned and Rs. 100/- for ID Card not returned.

- Any application for refund of program fees received after 30th September 2011 will not be accepted .
- In case of admission being cancelled by SCDL on account of provisional admission status or non-payment / incomplete payment of program fees or both, student is not liable to apply for refund of the paid program fees.
- Program fees refund request received from the students after the due date due to their inability to fulfill the eligibility criteria will not be entertained.
- Students admitted after 30th September 2011 (late admissions) are not entitled to any refund of program fees.
- SCDL will not accept any requests for admission cancellation sent by e-mail or fax.

Important Dates

- Walk-in admission: On all working days till 19th August 2011 from 10.30 am to 4.30 pm Monday to Saturday.
- Last date of submission of application form (by post) for admission to all other programs along with registration fees so as to reach SCDL by 30th September 2011.
- Last date for submitting 1st Installment of program fees so as to reach SCDL by 19th August 2011.
- Last date for application for change of program so as to reach SCDL by 30th September 2011.
- Last date for application (in prescribed format only) for cancellation of admission and fee refund for all programs so as to reach SCDL by 30th September 2011.
- Last date for submitting 2nd Installment of program fees so as to reach SCDL by 30th September 2011.
- Last date for application for change in Specialization so as to reach SCDL by 30th November 2011.
- Last date for all documents to be received by SCDL for admission confirmation of provisionally admitted students is 30th November 2011.
- Last date for applications for Dual (Additional) Specialization (applicable for PGDBA & PGDIM program only) so as to reach SCDL by 30th November 2011.

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 subject to jurisdiction of Pune Courts only.

Important Information

- This prospectus and application form is valid for all programs commencing in July 2011.
- All SCDL programs are autonomous.
- Students can enroll for only one PG Diploma, or a Diploma or a Certificate program in one academic year.
- No student can enroll for more than four single courses at a time from amongst the list of single courses provided.
- For Certificate Programs and Single Courses, activation of online access will be undertaken on receipt of full program fees.
- For all other programs activation of online access for assignments will be undertaken from 22nd August 2011 for those students only, whose 1st installment of program fees are received up to 19th August 2011. Similarly for all subsequent semesters, students can submit assignments only after 1 month from the date of commencement of the concerned semester.
- For Post Graduate Diploma Programs, Single Courses, students can appear for exams only after confirming their admission status and remitting full program fees. Students can book for online exams in the 3rd month from the commencement of the program / subsequent semesters.
- It is mandatory for all students to appear and pass for all exams, assignments, case studies, project as prescribed for the program for which they have enrolled.
- Students who have been given provisional admission will not be allowed to appear for exams unless their admissions are confirmed.
- SCDL shall not be responsible for delay or loss of admission letter / identity card / self-learning material / case studies, etc. in transit.
- Students must keep / retain with them a photocopy of the application form, demand drafts, case studies and / or other paper submissions sent to SCDL.
- Diploma will be generated on successful completion of all examinations, assignments, project report, case study (as applicable). Once the Diploma has been generated, the students will not receive access to any of the facilities of SCDL and his / her admission status will be converted from active to inactive.
- Students who have passed in all examination / assignments will not be allowed to reappear for the same for improvement of marks. Students can only reappear / re-attempt any assignment / examination in which they have failed.
- Communications related to program fees, exams, etc. will not be sent to the students by post. Students should visit the website and / or student centre login regularly for the updates.
- Students admitted after 30th September 2011 will not be entitled to any refund of fees or any change of program / specialization.
- Re-evaluation is not allowed for online exams & online assignments. Students can apply for re-evaluation of project report or submission or case study only in case of failure, on payment of the prescribed fees within one month of the declaration of the result.

Important Information Regarding Single Course Admission

- SCDL has offered more than hundred Single Courses which can be taken up as per individual requirement to develop the management skills and grow. Students should take utmost care while selecting the single courses.
- These courses are Basic and Advanced level courses. It is desirable, although, not mandatory for a student to fulfill the prerequisite eligibility conditions while seeking admission for an Advanced Course or some of the Basic Courses also. It is advised that a student should have some previous knowledge regarding the subject content of the concerned Single Course. However, SCDL does not prohibit a student from seeking admission to an advanced course except seeks to alert the student that he will be doing so at his own risk.
- Students enrolling for Category - 1 Programs cannot seek admission to Category - 2 Single Courses. (refer to the admission form).

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 intimated to the students. Therefore, this publication 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, 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, exam and contact program centres and such other matters, as may be considered relevant.

Important Points

- Instruction given in the '**Welcome Kit & Exam Hand-Book**' are the rules of the institute.
- Self-Learning Material provided by SCDL shall be in printed form, in English language only. SCDL is not liable to provide the aforesaid material in any other form or in other language.
- Students desirous to enroll themselves for any program of SCDL should ensure that they have necessary computer based operational knowledge, as majority of the services / communications related to the programs are computer / web based. SCDL shall not be liable for any operational loss / damage arising out of deficiency of such knowledge / computer skills.
- It is also clarified here that students, who are differentially abled, 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 also 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 differentially abled students to understand the self-learning material and / or to appear for examination and / or to perform any action related to the program.
- SCDL has provided Student Grievance Redressal Forum, a body independent of SCDL headed by legal luminary to enable the students to get their grievances redressed. Students are advised to approach the said Student Redressal Grievance forum to get their grievance, if any, redressed before taking any legal recourse.

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 subject to jurisdiction of Pune Courts only.

Student Undertaking

It is assumed that all students seeking admission to SCDL programs have read the e-prospectus carefully and agree to abide by the rules and regulations of the institute. Students sending the admission / application form to any program / course at SCDL are assumed to have read the rules and policies related to provisional admission, cancellation of admission and refund of fees and disclaimer above and agree to the same, as mentioned on the admission form.

Students are instructed not to use any unfair means in the examination hall. Students are not allowed to bring any materials like 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, then SCDL has the right to cancel his / her admission and in such a case the student shall not be entitled to any refund of fees.

Students are requested to intimate change of their communication address immediately to SCDL. The institute shall not be responsible for non-receipt of ID Card / Admission Letter / Study Material by the student if the change of address is not communicated to SCDL well before the schedule of dispatch of their material, as notified on the website and student will have to bear the cost of delivery.

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

Study Anywhere Anytime...



SYMBIOSIS

Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065 B, Gokhale Cross Road, Model Colony, Pune - 411016, Maharashtra, India.

Tel: 020 - 66211000 **Fax:** 020 - 66211040 / 41 **Web:** www.scdl.net

Nasik Information Centre:

C/o SIOM, Survey No A-23, Shravan Sector, Behind Taj Residency, Nasik - 422008.
Tel: 0253 - 2392689

Bangalore Information Centre:

SIBM Campus #95/1, 95/2, Electronics City, Phase-1, Hosur Road,
Bangalore-560 100, Landmark: Besides CGI Company,
Tel: 080-67139512 /13

Noida Information Centre:

C/o Symbiosis Campus, A47/48, Sector 62, Opposite Nokia Siemens Network,
Near DLF Building, Noida – 201301, Uttar Pradesh
Tel: 0120-2405070