



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 | www.scdl.net

**Please read the instructions before filling the form
Application Form For Admission 2011**

Application No. 103038

To,
The Director,
I request for grant of admission to the below mentioned program being offered by your institute for the academic year starting from July 2011.

Paste one recent
passport size colour
photo & attach
another photo
at the top right corner

A Personal Details (IN BLOCK LETTERS) (Name of the applicant should be as per Degree / Diploma Certificate attached. In Case of name change, attach the required document.)

Last Name: KADAM First Name: DHAVAL
Middle Name: ASHOK Date of Birth: DD 15 MM 03 YYYY 1985
Gender: Male

B Address (IN BLOCK LETTERS) Please use spaces and / or commas wherever applicable.

Communication Address: (Students should take utmost care in writing complete address so as to receive all communication, Study kit, ID Card, etc on this address without any delay. Re-dispatch due to incorrect address will be at an extra cost to be paid by the student.)

Address: FLAT # 1, RAHI PEARL APARTMENT,
GOKUL NAGAR,
NEAR OLD DHANESHWAR SCHOOL,
Taluka: DHANORI, District: PUNE
City: PUNE State: MAHARASHTRA
Country: INDIA Pin Code: 411015
Phone No: 8956661900 Mobile No: 8956661900
Email: dk@aol.in

(Ensure your contact no. is correctly recorded as SCDL sends important messages via SMS. Any change in Address / Contact No. / Email must be communicated to SCDL immediately.)

Permanent Address:

Address: C/O PRANAY MORE
F704, GOYAL GARIMA,
Taluka: CHINCHWAD District: CHINCHWAD
City: PUNE State: MAHARASHTRA
Country: INDIA Pin Code: _____
Phone No: 02027612019 Mobile No: 8956661900
Email: _____

Application No.: 103038

(Signature of Applicant)

Are you an active student of SCDI? If yes please write your registration no. _____

C Student Category

Civil

D Programs

Tick the appropriate Program / Course. Student can register for only one PG program at a time. Along with the PG program, you can choose either one more certificate program or four single courses at a time.

• **One Year Post Graduate Diploma Programs**
Program:

Post Graduate Diploma in Supply Chain Management

E Address of Organization for Working Professionals is Compulsory

(To be filled by Defence / Para/ Police Personnel Only)

Service Number: _____

Rank / Cadre: _____

Date of Commissioning / Enrollment: _____

Arms / Service: _____

Likely Date of Retirement: _____

(Personnel from Armed Forces / Para-military / Police are required to attach a letter of active service on official letterhead, duly signed by the competent authority.)

(To be filled by Working personnel / Self Employed / State / Central Government Employee only)

Name & Address of Organization: _____

IBM Global Process Services

Address: _____

Yerwada, Pune

Current Designation: Senior Executive

Company Tel. No.: 02040006851

Email: dk@aol.in

Application No.: 103038

(Signature of Applicant)

F Academic Details (Degree / Diploma)

Examination / Degree / Diploma	School/College University	Specialization	Year of Passing	Class / Grade	% Marks	Medium of Instruction of School/ College
BSc	Bundaekhand		2007	First	66	English

G Registration Fee (Registration fees has to be paid in cash/DD/Online.)

The Demand Draft should be drawn in favour of "The Director, SCDL, Pune" Payable at pune.

Registration Fees: (Non Refundable)

Student	Programs	Six month Certificate / Single Courses
Civil / Defence	Rs. 1000/- <input type="text"/>	Rs. 1000/- <input type="text"/>
International Student	US \$ 100 or Rs. 4600/- <input type="text"/>	US \$ 35 or Rs. 1610/- <input type="text"/>
SAARC	US \$ 75 or Rs. 3450/- <input type="text"/>	US \$ 25 or Rs. 1150/- <input type="text"/>

Mode of Payment: Cash (Only for Walk-ins) DD (for others) Online

DD No: _____ DD Date: _____ Bank Name: _____

Online Transation ID: _____

H. Other InformationHow did you know about SCDL Programs? Print AD No Refer By A friend: Yes Radio: No Website: Yes Walk In: NoTV: No Help Desk: No Others Please Specify: _____

Information Center: _____

Check List

- Application form completely filled and signed.
- Two passport size color photos, one pasted and another attached to the application form.
- Photocopy of Graduation / Diploma / Provisional Certificate attested by a gazetted officer.
- Photocopy of Marksheets of Graduation or Diploma (all years) duly stamped and signed by Principal (if it is internet downloaded copy)
- Attested Photo idenity with age proof document (only for DCW & DTE Program).
- Service / Experience certificate (if applicable)
- Name change document (if applicable)
- Single Demand Draft for non - refundable registration fee (giving candidates name / details on the reverse side of the DD)
- Online Payment Status Report
- Photocopy of the passport page showing vailid visa of the country (for International / SAARC Students).

(Signature of Applicant)**FOR SCDL USE ONLY**

Reason for admission being provisional

Admission Status

Confirmed	Provisional
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Form Status

C	I
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Date of Registration

DD	MM	2011
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Registration Number

2	0	1	1								
2	0	1	1								

For Program

For Single Course

Application No.: 103038

3 of 5

Please read cancellation of admission and refund of program fees policies carefully before signing the form.

Cancellation of Admission

In case of students enrolled on provisional basis and unable to provide the required document as per eligibility criteria on or before 30th Nov 2011 or within 15 days of communications to that effect which ever is latest, those students admission will stands cancelled.

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

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 time-line. SCDL does not hold any responsibility ,in case the refund application / documents are lost in transit, are received at SCDL without sender's identification or are received after the prescribed time-line.
- 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.
- 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 time-line, i.e. on or before 30th September 2011.
- Students have to send back the study kit 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 theprescribed deadline, the following charges will be deducted from the refund amount:
Rs. 800 for Study Kit not returned
Rs. 100 for ID Card not returned
- Any application for refund of program fees received after 30th September 2011 will not be entertained.
- 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 are not entitled to any refund of program fees.
- SCDL will not accept any requests for admission cancellation sent by e-mail or fax.

Certificate of Undertaking

I declare that the information provided by me in this application form is true and correct to the best of my knowledge. I am fully aware that in case any information provided is found false or erroneous, it will result in cancellation of my registration / admission. I have read the prospectus carefully and understood the rules, especially related to:

1. Provisional admission
2. Payment of program fees, exam fees & mode of payment
3. Cancellation of admission
4. Rules for Refund of program fees
5. Rules related to forfeiture of unidentified fees, excess fees & other unclaimed fees
6. Rules regarding evaluation, registration validity, additional re-attempts & award of Diploma
7. Jurisdiction

I have also understood that SCDL only shall be conducting the virtual classes and online faculty chat as per the scheduled as decided by SCDL. I have also understood that the examination system and assignments at SCDL are ONLINE and I have to appear for examination at the nearest ATTEST CENTER.

I also agree to abide by all the rules and policies of the Institute.

I absolve Symbiosis Centre for Distance Learning (SCDL) from any responsibility arising out of false information / errors / mistakes / delay in adhering to prescribed time-lines on my part.

I also understand that SCDL has provided Student Grievance Redressal Forum, a body independent of SCDL headed by legal luminary to enable the students to get their grievances, if any, redressed. I undertake that I will approach the said Student Redressal Grievance Forum to get my grievance, if any, redressed before taking any legal recourse.

I also, understand that the information/policies & details given here in the website, e-prospectus any other communications of SCDL is subject to change from time to time.

Place: _____

Date: _____

(Signature of Applicant)

(Note: Application forms without signature will not be processed & registration fees will not be refunded)

Application No.: 103038

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Students are requested to read the instructions carefully before filling the application form

A. STUDENT CATEGORY

Tick the appropriate student category. Retired Defence / Para-military / Police personnel dependents and civilians working in defence establishments will be considered as civilian students. Personnel from Armed Forces / Para-military / Police are required to attach a letter of active service on official letterhead, duly signed by the competent authority.

Applicants from the SAARC countries [Afghanistan, Bangladesh, Bhutan, The Maldives, Nepal, Pakistan and Sri Lanka]. (Except India) have to pay Registration Fees as Mentioned under SAARC Category.

Applicants who are holding passport issued by a foreign country including people of Indian origin (NRIs) who have acquired nationality of a foreign country. Students holding Indian passport 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.

B. PROGRAMS (Students enrolling for Category -1 Programs can not seek admission to Category-2 Single Courses)

Students cannot select more than one diploma or certificate program. In case the student selects two diploma programs, the 1st program selected in the list will be considered. If the specialization for PGDBA is not selected, Marketing will be entered as default specialization and in case of PGDIM, General Insurance will be entered as a default.

To apply for additional specialization, please send a separate application with the Service Request Form (available on the website). Additional specialization is applicable for PGDBA & PGDIM only. Refer to the prospectus for details.

SINGLE COURSE REGISTRATION:

Students who have registered for any Program with SCDL will not be allowed to register for such single courses which are already included in their curriculum. Single course registration is also admissible to students who have not registered for any other diploma / certificate courses offered by SCDL.

C. PERSONAL DETAILS

The name should be written in block letters and should match with the name mentioned on the qualification document. In case of name change, attach any one of the following documents.

a. Name change certificate b. Marriage certificate c. Affidavit

Due to space constraints, the middle name will not appear on the ID card. However, full name will appear in the admission letter, student login and on the diploma issued after successful completion of the program.

D. ADDRESS

It is mandatory to mention the, communication / permanent address & e-mail ID. The address should be written in block letters. Ensure that you mention the complete postal address with the city pin code, contact number and e-mail ID. All postal correspondence will be done on the communication address. SCDL will not be responsible for non-delivery of study kit & other material if communication address is not given correctly. Please use spaces, comma wherever applicable between the words.

ADDRESS OF ORGANIZATION

Students from Defence / Para-military / Police should clearly mention the service, rank along with the date of commissioning / enrollment and retirement and submit the proof of active service. Working professionals should provide their complete organization name and address.

E. ACADEMIC DETAILS

It is compulsory to mention the education details Degree / Diploma as applicable for all programs except for Diploma in Creative Writing in English. Students enrolling for DCW in English should submit the attested true copy of photo identity with age proof document. The following documents will be accepted:

1. Driving License 2. Passport 3. Election Card 4. PAN Card 5. Birth Certificate

F. REGISTRATION FEES

The registration fees can be paid in cash at the SCDL office in Pune only, if the admission is sought in person. Registration fees can also be paid **Online** or remitted through a single Demand Draft drawn in favor of "The Director, SCDL, Pune" payable at Pune or **online**. Mention the **application no., full name and contact no.** on the reverse side of the DD, in case of **online mode of payment please** mention the online transaction id on the admission form. Registration fees are non-refundable and non-transferable and are separate from the applicable program fees.

G. OTHER IMPORTANT INSTRUCTIONS

1. Students should retain a photocopy of the application form, DD, Transaction ID (in case of online payment) and all documents submitted to SCDL for future reference. All DDs & documents must carry student's full name, address, form no. and contact no.

2. Do not send any original documents. SCDL will not be responsible for the loss or return of all such documents.

3. Experience certificate should be on the company's letterhead as per the performa attached. Service Certificate is required for Defence / Para-military and Police personnel only.

4. Mention the application no., full name and contact no. on the reverse of the attached photographs.

5. The application forms will not be considered and processed if :

- It is incomplete.
- It is not signed by the applicant.
- Registration fee DD is not of the correct amount or name of the beneficiary is incorrect.
- Unsuccessful online transaction

(Signature of Applicant)