

Instructions

To fill Online Application Form

Step 1: Purchase application form online through SCDL website <http://www.scdl.net/applyonline>. Click below the Program tab and select the desired program.

Purchase Application Form -- General

Note: Admission are open currently for below four programs only, for admission to other programs please visit SCDL website for updates.

Education Completed:
Bachelor Degree

Following are the eligible program list with respect to the Education Completed selected.

Program:
PGDITM

Total Payable Fee:
INR. 1800

Terms and Conditions:

- Kindly note: Students not residing in India need to select category as 'International'. Students from SAARC countries (Pakistan, Nepal, Sri Lanka, Afghanistan, Bhutan, Maldives) need to select 'SAARC' category. Other category is applicable only to students residing in India.
- Student can enroll for maximum only one PG program and four single courses at a time provided this single course/s is/are not a part of enrolled PG program.
- Students may enroll for Certificate programs along with one PG Diploma or one Diploma program in one academic year.
- Student will have to purchase separate application forms for every program / course.
- In case of transaction status as Aborted, No record found and Failure, students may try again after 1 hr to pay again the fees to purchase the APPLICATION FORM.
- In case of transaction status other than those mentioned in above point have to wait for the status updates for 24 hrs., and then take necessary actions accordingly.
- For any queries write to us at onlineeregistration@scdl.net
- We request you to please [click here](#) to have a look at the Terms & Conditions and [click here](#) to have a look at the Privacy Policy before proceeding.

For Credit Cards :	a. Visa & Master card at 2.00% + Taxes* b. Amex & Amex eZclick at 3.00% + Taxes*
For Internet banking :	a. At 2.00% + Taxes*
For Debit cards :	a. For transactions Less than INR 2000 at 0.75% + Taxes* b. For transactions Greater than INR 2000 at 1.00% + Taxes*
For Cash Cards :	a. At 2.00% + Taxes*
For IMPS :	a. At 1.00% + Taxes*
For Wallets :	a. JioMoney at 0.48% + Taxes* b. All other wallets at 2.00% + Taxes*

*Taxes = Taxes is applicable at a rate of 15.00% on the transaction commission rates.
*Taxes rate is according to Govt. Rules/notification and subject to change whether display or not on this website.

Yes, I (yogesh shelar) have thoroughly read the instructions and accept them.
You will Purchase Application form for "PGDITM".

[Pay Online](#) [Reset](#)

Step 2: Select the appropriate payment option to pay online and purchase the application form.

Symbiosis Centre for Distance Learning

English

Payment Information

Credit Card → Card Number **VISA**

Debit Cards

Net Banking

Cash Card

Mobile Payments

Wallet

Expiry Date: Month Year CVV

INR 1635.40 (Total Amount Payable)

[Make Payment](#) [Cancel](#)

ORDER DETAILS

Order #: P050520181415336954U59

Order Amount: 1500.00

Convenience Fee: 30.00

Tax(18.00%): 5.40

Total Amount: INR 1635.40

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Step 3: After successfully purchasing the application form click on Home button and re-login to proceed further.

Application Payment Receipt

ORDER DETAILS:

Order No.	P070520181107431000U73
Transaction Status	Success
Transaction Amount (INR)	1505.4
Bank Transaction Id	307000763662
Remark	Y

Please Note:

- Kindly note down the Order No. you may require in further communication.
- Services are subject to realization of the remittance amount.
- For any queries please send e-mail on online-regstation@pscd.net.

[Print](#) [Home](#)

Next step to proceed further :

Now, click on Home option to fill the application form.

[Close](#)

Step 4: Click on the option Fill Application Form.

Application Details

[Purchase Application form](#) [Download e-Prospectus](#)

Date	Course	Application Form Number	Application Form	Entrance Fee	Payment History
07 May 2018	PGDITM	60076	60076_Fill Application Form		Payment Details

Notes :

- 1) Students seeking admission to PGDBA program who have not appeared in any of the State Level or equivalent management entrance test at State or National level, valid for current academic year have to qualify in the SCOL-PGDBA Entrance Test. Students have to pay separate entrance test fee to appear and then qualify in the SCOL-PGDBA Entrance Test. [click here](#)
- 2) Entrance Test is Applicable for course PGDBA ONLY.
- 3) To see the transaction status check **Payment Details** under Payment History tab.
- 4) If your online payment status is "SUCCESSFUL", then you are allowed to go to the next step.
- 5) In case if your Online payment status is other than "SUCCESSFUL", for Entrance test fee then you will be able to pay again next working day.

• **Basic:**

Select the program name which you wish to apply for admission.

If program applied is PGDBA

- Select only one specialisation. E.g. Marketing.
- Select One elective for 3rd sem under the selected specialisation e.g. Techniques of Operations Efficiency
- Select One elective for 4th sem under the selected specialisation e.g. Business Process ReEngineering

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The screenshot shows the 'Basic Details' section of an online application form. It features a navigation bar at the top with tabs for 'Basic', 'Personal Details', 'Postal Address', 'Work Details', 'Academics', and 'Finish & Submit'. The 'Basic' tab is active. Below the navigation bar, the 'Basic Details' section contains several dropdown menus: 'Course:' (PGDBA), 'How do you know about SCDL?:' (Newspaper), 'Profession:' (Working), 'Specialization:' (Marketing), 'Electives 1 Sem.III Electives:' (Consumer Behaviour), and 'Electives 2 Sem.IV Electives:' (Virtual Marketing). A 'Note' section at the bottom left states: 'All fields mark with (*) are mandatory to fill. Please read the instructions on website before filling the Application Form.' A red 'Next' button is located at the bottom right.

Other than PGDBA

- Select any one program other than PGDBA.
 - Select the option, as how you received information about SCDL programs e.g. Newspaper. And the Profession you are into: Working.
- Personal Details:

Fill in your correct personal details e.g. name, DOB, Gender, Marital status etc.
Select the Admission Category as applicable.

 - General Category: Students, who have completed their education in India and would like to take their examination from India and avail of all services in India, will be considered in the General Category
 - Defence / Para-Military / Police Category: Applicable to actively serving personnel's only. Personnel in civilian category, working in Defence establishments (Ministry of defence/D.R.D.O. etc...), dependents / retired / ex service men will be considered under General category.
 - 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: The South Asian Association for Regional Cooperation (SAARC) is an organisation 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.

Note: 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 visa will also be considered as SAARC / International country students.

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To fill Online Application Form

The screenshot shows the 'Personal Details' section of an online application form. The navigation bar at the top includes 'Basic', 'Personal Details', 'Postal Address', 'Work Details', 'Academics', and 'Finish & Submit'. The 'Personal Details' section is highlighted in blue. It contains the following fields:

- First Name:** Text input field with 'vj' entered.
- Middle Name:** Text input field.
- Last Name:** Text input field with 'jagdale' entered.
- Email id:** Text input field with 'odladmissions@ssou.ac.in' entered.
- Category:** Dropdown menu with 'General' selected.
- Gender:** Two dropdown menus with 'Female' and 'Ms.' selected.
- Date Of Birth:** Three dropdown menus for day (17), month (10), and year (1980).
- Marital Status:** Dropdown menu with 'UnMarried' selected.

A note at the bottom states: "Note: All fields mark with (*) are mandatory to fill." There are 'Previous' and 'Next' buttons at the bottom right.

- Communication Address and Permanent Address:

Mention your detailed postal address. Mention Landmark, if any. All correspondence by post shall be couriered/dispatched to this address. It has to be given accurately. Give your direct contact mobile number and an alternate contact number. Give your active personal email id, to receive all information by email. Note: in case contact details are not mentioned clearly the form shall not be considered. Mention your permanent address clearly. Pincode for the address is mandatory.

The screenshot shows the 'Communication Address' and 'Permanent Address Details' sections of an online application form. The navigation bar at the top includes 'Basic', 'Personal Details', 'Postal Address', 'Work Details', 'Academics', and 'Finish & Submit'. The 'Postal Address' section is highlighted in blue.

Communication Address

- Address Line 1:** Text input field with 'Symbiosis bhavan' entered.
- Address Line 2:** Text input field with '1065b gokhale cross road model colony' entered.
- Land Mark:** Text input field with 'opp. polytechnic playground' entered.
- Country:** Dropdown menu with 'India' selected.
- State:** Dropdown menu with 'Madhya Pradesh' selected.
- City:** Dropdown menu with 'Babal' selected.
- Pin Code/PO Box No.:** Text input field with '411045' entered.
- Alternate Contact No.:** Text input field with '02006211000' entered.
- Mobile No.:** Text input field.

Permanent Address Details

Same As Comm. Address

- Address Line 1:** Text input field with 'Symbiosis bhavan' entered.
- Address Line 2:** Text input field with '1065b gokhale cross road model colony' entered.
- Land Mark:** Text input field with 'opp. polytechnic playground' entered.
- Country:** Dropdown menu with 'India' selected.
- State:** Dropdown menu with 'Madhya Pradesh' selected.
- City:** Dropdown menu with 'Babal' selected.
- Pin Code/PO Box No.:** Text input field with '411045' entered.

A note at the bottom states: "Note: All fields mark with (*) are mandatory to fill." There are 'Previous' and 'Next' buttons at the bottom right.

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- Work Experience Details

Other Working Professionals who are not under Defence category, but are working have to mention their name and address of organization etc. for PGDBA program applicant, if you have applied for exemption from appearing in SCDL PGDBA Entrance Test, subject to have 3 or more than 3 years of work experience, you have to fill the working details and attach supporting documents in the prescribed format.

The screenshot shows the 'Working Details' section of an online application form. The navigation bar at the top includes 'Basic', 'Personal Details', 'Postal Address', 'Work Details' (highlighted), 'Academics', and 'Finish & Submit'. The 'Working Details' section contains the following fields:

- Company Name: Tech Mahindra Pvt. Ltd.
- Contact Tel No: [Empty]
- Location: [Empty]
- Address Line 1: [Empty]
- Address Line 2: [Empty]
- Total Work Experience: No Exp. or Less than 3 Years 3 Years/ More than 3 Years
- Employee Id: [Empty]
- Designation: manager
- Official Email Id: [Empty]

A note at the bottom states: "Note: All fields mark with (*) are mandatory to fill." There are 'Previous' and 'Next' buttons at the bottom right.

Defence / Paramilitary / Police personnel's have to fill in the service related information like, Service no., rank date of commission and retirement.

The screenshot shows the 'Working Details' section of an online application form for defence/paramilitary/police personnel. The navigation bar at the top includes 'Basic', 'Personal Details', 'Postal Address', 'Work Details' (highlighted), 'Academics', and 'Finish & Submit'. The 'Working Details' section contains the following fields:

- Service No.: 205299
- Rank: Flg. Off.
- Arms/Service: AirForce
- Commission Date(dd/mm/yyyy): 18/08/2014
- Retirement Date(dd/mm/yyyy): 18/08/2034

A note at the bottom states: "Note: All fields mark with (*) are mandatory to fill." There are 'Previous' and 'Next' buttons at the bottom right.

Academics Details

Academic Details are to be filled in by students. Note: In case applicant has appeared for final year of exams at graduation / bachelor's degree program in current year and is waiting for the result and marksheet, they should mention the year of passing as 2018, and under the % Marks column mention the percentage scored in the previous year/semester and mention "Result Awaited" by hand after taking print out of application form. Select the mode of education (Distance or Regular) in which you have completed. Finally click on **Save Academic Details** and then click **Next**.

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The screenshot shows the 'Academic Details' section of an online application form. At the top, there are tabs for 'Basic', 'Personal Details', 'Postal Address', 'Work Details', 'Academics', and 'Finish & Submit'. The 'Academics' tab is selected. Below the tabs, there is a section titled 'Academic Details' with several input fields: 'Examination:' (dropdown menu), 'University/Board:' (dropdown menu), 'Passing Yr:' (dropdown menu), 'Percentage(%):' (text input), 'Medium:' (dropdown menu), and 'Mode of Education:' (dropdown menu). Below these fields is a red button labeled 'Save Academic Details'. Underneath, there is a paragraph of text and a list of bullet points. Below the text is a table with columns: Examination, University/Board, Passing Yr., Percentage(%), Medium, and Mode of Education. The table contains one row with the following data: Examination: B.Arch, University/Board: Acharya N. G. Ranga Agricultural University, Passing Yr.: 2005, Percentage(%): 89, Medium: English, Mode of Education: Regular. Below the table is a note: 'Note: All fields mark with (*) are mandatory to fill.' At the bottom right, there are two red buttons: 'Previous' and 'Next'.

Examination	University/Board	Passing Yr.	Percentage(%)	Medium	Mode of Education
B.Arch	Acharya N. G. Ranga Agricultural University	2005	89	English	Regular

• Finish and Submit

Applicant is recommended to go through the points mentioned under the certificate of undertaking carefully and click the check box and then click on finish tab to submit your application form online.

The screenshot shows the 'Finish & Submit' section of an online application form. At the top, there are tabs for 'Basic', 'Personal Details', 'Postal Address', 'Work Details', 'Academics', and 'Finish & Submit'. The 'Finish & Submit' tab is selected. Below the tabs, there is a section titled 'Name' and 'Course' with a table containing the following data: Name: Ms. vj, Course: PGOBA : Specialization: Customer Relationship Management. Below this is a section titled 'Certificate of Undertaking' with a list of 11 numbered points. Below the list is a note: 'Note: Application form without signature and having any other deficiencies will not be processed and application fee will not be refunded.' At the bottom left, there is a checkbox labeled 'Yes, I have thoroughly read the instructions and accept to follow.' At the bottom right, there are two red buttons: 'Previous' and 'Finish'.

• Entrance Test :

Entrance test is neither applicable for any student nor any program.

Step 5: Registration Process

• Print Application Form:



To fill Online Application Form

- a. After filling the application form online successfully. Again login to your apply online account and click on **Download Form** to print the application form. Sign the application form, mention the date and place.

Application Details

[Purchase Application form](#) [Download e-Prospectus](#)

Date	Course	Application Form Number	Application Form
07 May 2018	PGDBA	80077	80077 Download Form



To fill Online Application Form

b. Check list of documents to be attached with the application form:

2 recent passport size colour photograph (Selfie and side face photo are not accepted).

Clear xerox copy of your govt. photo identity proof (e.g. Passport / PAN / Aadhar Card / Election Card / Driving Licence). Ensure your photo is clear in the xerox, & is not black or blur.

Photocopy of your Bachelor's degree program degree certificate/provisional or passing certificate, duly attested by a Gazette Officer or Notary, as per the applicable eligibility for the desired program.

Attach any other document as applicable as per the applied program.

[Note: Click here for more information on Attestation of document by a Gazette Officer or Notary.](#)

Step 6: Payment of Program Fee:

Applicant is recommended to attach a program fee DD with the application form and mention the Demand Draft (dd) details like, dd no., dd date, dd amt. and bank name from where the dd is prepared. **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 cheques and or any co-operative banks DD are not accepted.**

[Refer the sample of DD, attached here for your reference.](#)

Attach with the application form, the program fee DD, and the other documents as per the check list and courier it to SCDL Pune head office at the below given postal address.

Postal Address of SCDL Pune Head Office:

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