

# Student Guide For Apply Online

## Fill Online Application Form

### Step 1: Purchase Application Form

Purchase Application form online through SCDL website <http://www.scdl.net/applyonline>. Below the Program tab, click the drop list given & select the desired program.

### Purchase Application Form — General

**Note:** Student can enroll for maximum 1 Post Graduate Diploma program and 4 Single Courses/1 PG Certificate Course at a time.

**Education Completed:**  
Bachelor Degree

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

**Program \***  
PGDBF

**Total Payable Fee: \***  
INR, 1000

**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 PG 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 [online@scdl.net](mailto:online@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.

<b>For Credit Cards :</b>	a. Visa & Master card at 2.00% + Taxes* b. Amex & Amex eZclick at 3.00% + Taxes*
<b>For Internet banking :</b>	a. At 2.00% + Taxes*
<b>For Debit cards :</b>	a. For transactions Less than INR 2000 at 0.75% + Taxes* b. For transactions Greater than INR 2000 at 1.00 % + Taxes*
<b>For Cash Cards :</b>	a. At 2.00% + Taxes*
<b>For IMPS :</b>	a. At 1.00 % + Taxes*
<b>For Wallets :</b>	a. JioMoney at 0.49% + 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.

I understand that Program structure and Program fees shall be revised. Yes, I (xxxxx xxxxx) have thoroughly read the instructions and accept them.\*

You will Purchase Application form for 'PGDBF'.

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

Select the appropriate payment option to pay online & purchase the application form.

### Symbiosis Centre for Distance Learning

English

**Payment Information**

Credit Card > Card Number

Debit Cards

Net Banking

Cash Card

Mobile Payments

Wallet

**ORDER DETAILS**

Order #: P150420191517155499U142

Order Amount	1000.00
Convenience Fee	20.00
Tax(18%)	3.50
<b>Total Amount</b>	<b>INR 1023.60</b>

Expiry Date: Month  Year  CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 1023.60** (Total Amount Payable)

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

If the payment is successful, you will get the option to fill application form online, else in case of failed transaction you will have to attempt to pay again after 30 mins.

*Note: If the payment is made using NETBANKING option and transaction is failed you will have to attempt to pay again after 48 hrs.*

# Student Guide For Apply Online

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After successfully purchasing the application form you will be redirected to Dashboard. Click on **Fill Application Form** to proceed further and fill application form online. Please be noted you have to fill and print this form in the end.

Click on the option **Fill Application Form**.

The screenshot shows a dashboard with a red header labeled 'Dashboard'. Below the header are two buttons: 'Purchase Application form' and 'Download e-Prospectus'. A table lists application forms with columns: Date, Program, Application Form Number, Application Form, and Payment History. The row for '15 Apr 2019' and 'PGDBF' has '90138' in the Application Form Number column and '90138\_Fill Application Form' in the Application Form column. A red arrow points to this link. Below the table, there are 'Notes' regarding payment details.

Date	Program	Application Form Number	Application Form	Payment History
15 Apr 2019	PGDBF	90138	<a href="#">90138_Fill Application Form</a>	<a href="#">Payment Details</a>

**Notes :**  
1) To see the transaction status check **Payment Details** under Payment History tab.  
2) If your online payment status is "SUCCESSFUL", then you are allowed to go to the next step.

### Basic:

Check the program name which you have applied for seeking admission.

- **If program applied is PGDBA Select** only one specialisation. E.g. Marketing. Select One elective each for 3<sup>rd</sup> and 4<sup>th</sup> sem under the selected specialisation
- Select the option, as how you received information about SCDL programs e.g. Newspaper, and the Profession you are into: Working.

The screenshot shows the 'Basic Details' form with a progress bar at the top indicating five steps: STEP 1 Basic/Personal Details, STEP 2 Postal Address, STEP 3 Work Details, STEP 4 Academics, and STEP 5 Finish & Submit. The form is divided into 'Basic Details' and 'Personal Details' sections. The 'Basic Details' section includes fields for Course (PGDBA), How do you know about SCDL? (Newspaper), Profession (Select...), Specialization (Finance), Electives 1 Sem.III (Project Finance), and Electives 2 Sem.IV (Strategic Finance). The 'Personal Details' section includes fields for First Name (abcd), Middle Name, Last Name, Email Id (abcd@gmail.com), Category (General), Caste Category (OBC), Gender (Female), Date of Birth (18/01/1954), Marital Status (Married), Mobile No (90xxxxxx456), Alternate Contact No (02095211090), and Are you physically handicapped? (No). A 'Next' button is located at the bottom right. A 'Note' at the bottom left states that fields with an asterisk are mandatory and that there is no caste-based reservation or fee concession for SCDL programs.

### Personal Details:

- ✓ On the same page fill in your correct personal details e.g. name, DOB, Gender, Marital status etc.
- ✓ Select the Caste Category as applicable. The caste details are captured only for Statistical Analysis ONLY. There is no caste based reservation or fee concession for seeking admission to programs offered by SCDL.

# Student Guide For Apply Online

## Fill Online Application Form

### Postal Address:

Mention your detailed Communication Address & Permanent Address. Mention Landmark, if any. All correspondence by post shall be couriered/dispatched to the Communication address. It has to be given accurately. Give your direct contact mobile number & 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 a web form with a progress bar at the top indicating five steps: STEP 1 Basic/Personal Details, STEP 2 Postal Address, STEP 3 Work Details, STEP 4 Academics, and STEP 5 Finish & Submit. The current step is STEP 2. The form is divided into two main sections: 'Communication Address' and 'Permanent Address'. Each section has a red header bar. The 'Communication Address' section includes fields for Address Line 1, Address Line 2, Land Mark, Pin Code/PO Box No., Country (dropdown with 'India' selected), State (dropdown with 'Madhya Pradesh' selected), and City (dropdown with 'Indore' selected). The 'Permanent Address' section has a checkbox for 'Same as Communication Address' and similar fields for Address Line 1, Address Line 2, Land Mark, Pin Code/PO Box No., Country (dropdown with 'Select...' selected), State, and City. A note at the bottom states: 'Note: All fields mark with (\*) are mandatory to fill.' Navigation buttons for 'Previous', 'Next', and 'Back' are visible at the bottom right.

### Work Details

- Working Professionals who are not under Defence category, but are working have to mention their name & address of organization etc.

The screenshot shows a web form with a progress bar at the top indicating five steps: STEP 1 Basic/Personal Details, STEP 2 Postal Address, STEP 3 Work Details, STEP 4 Academics, and STEP 5 Finish & Submit. The current step is STEP 3. The form is titled 'Working Details' and includes fields for Company Name, Contact Tel No., Location, Address Line 1, Address Line 2, Employee Id, Designation, and Official Email Id. There is a section for 'Total Work Experience' with radio buttons for 'No Exp. or Less than 3 Years' (selected) and '3 Years/ More than 3 Years'. A note at the bottom states: 'Note: All fields mark with (\*) are mandatory to fill.' Navigation buttons for 'Previous' and 'Next' are visible at the bottom right.

- Defence / Paramilitary / Police personnel's have to fill in the service related information like, Service no., rank date of commission & retirement. They are also required to attach active service certificate duly signed by their competent authority.

**Note:** Fee concession is not available to civilian category, personnel working in Defence establishments (Ministry of defence / D.R.D.O. etc.) and Retired Defence / Paramilitary / Police Personnel and their dependents.

The screenshot shows a web form with a progress bar at the top indicating five steps: STEP 1 Basic/Personal Details, STEP 2 Postal Address, STEP 3 Work Details, STEP 4 Academics, and STEP 5 Finish & Submit. The current step is STEP 3. The form includes fields for Service No. (text input with '295299'), Rank (dropdown with 'Fig. Off.' selected), Arms/Service (dropdown with 'AirForce' selected), Commission Date (dd/mm/yyyy) (dropdowns for '18', '08', '2014'), and Retirement Date (dd/mm/yyyy) (dropdowns for '18', '08', '2034'). A note at the bottom states: 'Note: All fields mark with (\*) are mandatory to fill.' Navigation buttons for 'Previous' and 'Next' are visible at the bottom right.

# Student Guide For Apply Online

## Fill Online Application Form

### Academics Details

Academic Details are to be filled in by students. Select the mode of education (Distance or Regular) in which you have completed. Finally click on **Save Academic Details**.

**Note:** In case applicant has appeared for final year of exams at graduation / bachelor's degree program in current year & is waiting for the result & marksheet, they should mention the year of passing as 2018, & under the % Marks column mention the percentage scored in the previous year/semester & mention "Result Awaited" by hand after taking print out of application form.

The screenshot shows the 'Academic Details' section of an online application form. It is divided into five steps: STEP 1 Basic/Personal Details, STEP 2 Postal Address, STEP 3 Work Details, STEP 4 Academics, and STEP 5 Finish & Submit. The 'Academic Details' section is highlighted in red and contains the following fields:

- Examination:\* (Dropdown menu)
- University/Board:\* (Dropdown menu)
- Year of Admission:\* (Dropdown menu)
- Passing Year:\* (Dropdown menu)
- Percentage(%):\* (Text input field)
- Medium:\* (Dropdown menu)
- Mode of Education:\* (Dropdown menu)

Below the fields is a red button labeled 'Save Academic Details'. Underneath, there are three bullet points providing instructions and disclaimers. At the bottom, there is a table with the following data:

Examination	University/Board	Year of Admission	Passing Year	Percentage(%)	Medium	Mode of Education
B. Advt	A.P.J. Abdul Kalam Technological University	2002	2006	68	English	Regular

At the bottom right, there are two red buttons: 'Previous' and 'Next'. A note at the bottom left states: 'Note: All fields mark with (\*) are mandatory to fill.'

You are required to submit photocopy of your XIIth Std. Mark sheet and 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.

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

# Student Guide For Apply Online

## Fill Online Application Form

### Finish & Submit

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

STEP 1 Basic/Personal Details	STEP 2 Postal Address	STEP 3 Work Details	STEP 4 Academics	STEP 5 Finish & Submit
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Name	Course
Ms. abcd	PGCCL

**Certificate of Undertaking**  
I (abcd) declare to agree to abide by all the rules and policies of the institute and understand that:

1. I am enrolling for session commencing from July and I have read in the prospectus the fee policies, eligibility criteria and all other information carefully.
2. I am aware that there is no caste based reservation or fee concession for seeking admission to programs offered by SCDL. The caste details are captured only for Statistical Analysis.
3. Program validity of my enrolled program & registration validity will remain the same as mentioned on the ID card & understand that the information/policies & details given herein website, prospectus & any other communications of SCDL is subject to change from time to time.
4. The information provided by me in this application form is true and correct to the best of my knowledge. And I am fully aware that in case any information provided is found false or erroneous, it will result in cancellation of my registration / admission.
5. I have read the prospectus carefully and have understood the rules specially:-
  - a. Provisional admission
  - b. Payment of program fees, exam fees & mode of payment
  - c. Cancellation of admission
  - d. Rules of Refund of program fees
  - e. Rules related to forfeiture of unidentified fees, excess fees other unclaimed fees
  - f. Rules regarding evaluation, registration validity, additional re-attempts & award of Diploma
  - g. Jurisdiction.
6. SCDL shall be conducting online classes & online faculty chat as per schedule decided by SCDL. I have also understood that the examination system & assignments at SCDL are computer based & I have to appear for exams at nearest designated SCDL exam centre.
7. 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 Grievance Redressal Forum to get my grievance, if any, redressed before taking any legal recourse.
8. The institute reserves the right to amend the rules and regulation, whenever and wherever considered necessary and appropriate related to course content, passing requirements, eligibility criteria for examinations, fee structure, refund policy, admission cancellation policies and rules, curriculum and course content, examination pattern, policies and timelines, certification and designation, assignment pattern, examination and contact program centres and such other matters, as may be considered relevant.
9. I have to immediately inform SCDL if there is any change in communication details.
10. 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.
11. I have read the refund policy of the institute, mentioned in the prospectus, and I will not claim/apply for any refund of fees paid, after due date (31 Aug 2019) for the enrolled program at SCDL as specified in the prospectus.
12. I may be informed on my personal email id and or mobile no., (by email / sms / call) various updates and important information about activities taking place at SCDL from time to time with respect to my admission.

**Note:** Application form without signature and having any other deficiencies will not be processed and application fee will not be refunded.

**Yes, I have thoroughly read the instructions and accept to follow.**

[Previous](#) [Finish](#)

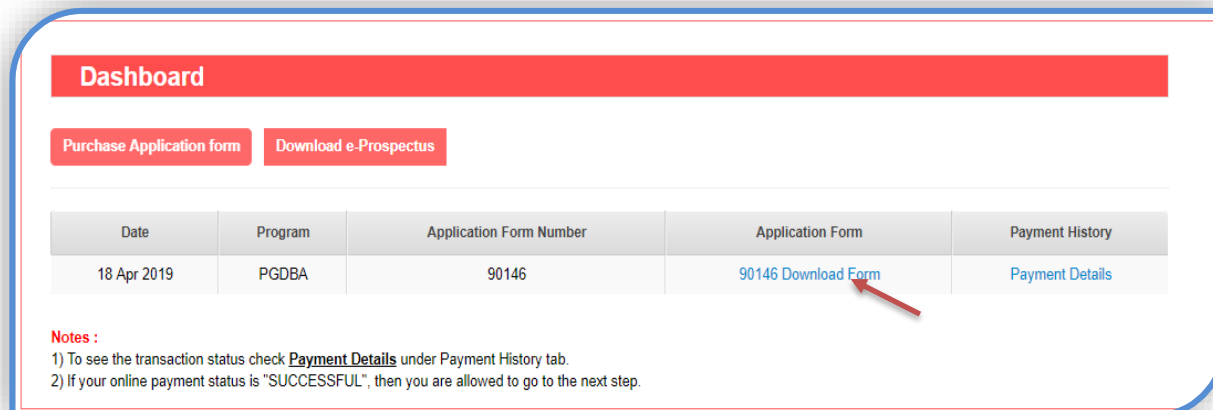
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## Fill Online Application Form

### Step 2: Registration Process

#### Print Application Form:

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



- a. Check list of documents to be attached with the application form:
- ✓ 2 recent passport size colour photograph (Selfie & 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, and is not black or blur.
  - ✓ Photocopy of your XIIth Std. Mark sheet and 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 3: Payment of Program Fee:

Submit complete program fee as per timelines specified online through payment gateway or by demand draft for the enrolled program. The Demand Draft should be in favour of "**The Director SCDL, Pune**" payable at Pune.

Applicant is recommended to attach a program fee DD with the application form & 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 or any co-operative banks or any incorrect or altered 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 & 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, India*