



# SYMBIOSIS CENTRE FOR DISTANCE LEARNING

Symbiosis Bhavan, 1065-B Gokhale Cross Road, Model Colony, Pune: 411016, Maharashtra  
Tel: 020-66211000 | Fax: 020-66211040 / 41 | Website: www.scdl.net

## SERVICE REQUEST FORM

Student Query related to (▼)

### Section A. Student Details

(TO BE FILLED IN BLOCK LETTERS ONLY)

Section B

Section C

Section D

Registration No: \_\_\_\_\_ Full Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_  
Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Address / Email id / Contact # has changed pl ✓ here and fill Section C. pt. # 1.

Note: \*Symbolizes Administrative Charges applicable. Student has to pay the Charges through DD in favour "The Director SCDL", at Pune or by cash at the SCDL office at Pune. Refer the revised rate card for the charges applicable, put up on website.

### Section B. Enrollment

(Please Tick a the appropriate box & attach attested documents & DD respectively, if applicable)

- 1) Admission Letter & Confirmation Kit Not Received  Redispatch at above address
- 2) Request Duplicate ID/Barcode\*  Photo (required for duplicate ID Card)  Barcode
- 3) Request to confirm Adm'n status  Grad. / Prov.Cert.  Diploma Cert.  Work Exp. or DOB Cert.  Photographs  Name Change (Marriage Cert./Affidit.)
- 4) Request Adm'n Reactivation\*  Did not pay complete program fees  Admission Provisional (if applicable fill section B pt. # 3)

### Section C. Profile / Demographic

(Please Tick ✓ the appropriate box & attach attested documents & DD respectively, if applicable)

- 1) Address/Email id/Contact # Change \_\_\_\_\_  
\_\_\_\_\_

- 2) Profile Change  DOB (SSC Marklist)  Name Change (Marriage Cert./Affidivate)  Spz Change : \_\_\_\_\_ (Mention any one Spz) (PGDIM : GI, LI) (PGDBA : MRK, FIN, HR, CRM, OPR)

- 3) SLM Dispatches\*  Kit Purchase / Returned & Redispatch  Loose Book/s  E-Learning CD  Recorded Video Lecture DVD  
 Semester: 1 / 2 / 3 / 4 / 5 / 6 (Mention the semester number in the check box)

Mention subject name for loose book / CD / Recorded Video Lecture CD:

- 4) DD Transfer from Suspend a/c:  DD Copy  Bank Issue letter  Bank Encashment Letter (Applicable only if DD is paid but not traceable)
- 5) Program Fee Receipt  Dup. Fee Receipt\*  Fee Structure (Only for Educational Loan Purpose)
- 6) Online Assignment Additional Attempt Release  Subj. Name/s

Note: Apply only if failed in all previous attempts provided by SCDL.

- 7) Final Project Submission\*  Late Submission  Re-Submission
- 8) IT Project Submission\*  Late Submission  Re-Submission  
 C Program Exam Project  C Program Assignment Project  
 Java Exam Project  Java Assignment Project  
 Web Technology Exam Project  Web Technology Assignment Project

- 9) Program Change\* New: \_\_\_\_\_ Spz(if any): \_\_\_\_\_  SLM Returned

- 10) Dual Specialization\* Applied for: \_\_\_\_\_ (Mention any one Spz) (PGDIM : GI, LI) (Applicable only for PGDBA and PGDIM Enrolled students) (PGDBA : MRK, FIN, HR, CRM, OPR)

- 11) Category Change\*  a) International  Address proof  Visa copy  Passport copy  
 b) SAARC  Address proof  Visa copy  Passport copy

For the category change student has to attach all the attested photocopy of the documents and the DD with the Service Request Form.

### Section D. Evaluation

(Please Tick ✓ the appropriate box & attach the Demand Draft & documents as applicable.)

- 1) Academic Status\*  Re-evaluation (Project reports/ submission/case studies)  Provisional Cert.  Dup. Mark Sheet  Dup Diploma Cert. (Attach FIR copy)  Transcripts (Attach Dip.cert. & mrkshst copy)
- 2) Educational Verification\*  Student Verification
- 3) Grace Marks  Examination  Projects / Case Studies  Submissions

(For 2 & 1 Year PGD Programs only)

(Note: Mention subject name & marks required (<=10). No Grace Marks will be awarded for Assignments)

(Note: Overall Maximum 10 grace marks can be granted in only three subjects in exam Or 5 Grace marks in project / case studies / submission, subject to all subjects assignments, exams, projects, case studies, practicals etc., if any, are cleared by the student).

### Section E. Payment Details

(Cash payment is accepted only at SCDL cash counter, Pune. And mention your registration # behind the demand draft. Attach the original Demand draft with this form if applicable and fill the following details.)

Demand Draft Details: DD No.: \_\_\_\_\_ DD Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Bank: \_\_\_\_\_

Reason For Request / Payment :

Declaration: I here by confirm that the above details provided by me are correct to the best of my knowlegde and I am aware that the above payment is non-refundable and non-transferable and agree the same.

Date of application: \_\_\_\_\_

Student Signature: \_\_\_\_\_