



# All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg VasantKunj, New Delhi-110067  
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

Date: 30-April-2019

To,

**The Principal / Director,**  
Symbiosis Centre for Distance Learning,  
Pune, Maharashtra -411016

## Sub: Extension of Approval for the Academic Year 2019-20

Sir/Madam,

In terms of the norms, standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-3898569091	Application Id	1-3898569091
Name of the Institution	Symbiosis Centre for Distance Learning	Institution Address	1065B, Symbiosis Bhawan, Gokhale Cross Road, Model Colony Shivaji Nagar, Pune, Maharashtra -411016
Institution Type	Unaided – Private	Region	Western

To conduct following Courses through ODL Mode with the intake indicated below for the academic year 2019-2020

Sr. No	Level	Specialization	Course Duration in years	Intake Approved 2018-19
1	PG	PG Diploma in Business Administration (Specialization in Marketing, Finance, HR, Operations, CRM, Management Accounting)	2	6800
2	PG	PG Diploma in International Business	2	500
3	PG	PG Diploma in Banking and Finance	2	1250
4	PG	PG Diploma in Information Technology Management	2	950
5	PG	Corporate PG Diploma in Business Administration	1.5	350
6	PG	PG Diploma in Human Resource Management	1.5	1450
7	PG	PG Diploma in Insurance Management (Specialization – General & Life)	1.5	100
8	PG	PG Diploma in Retail Management	1.5	200
9	PG	PG Diploma in Customer Relationship Management	1.5	250
10	PG	PG Diploma in Supply Chain Management	1.5	850
11	PG	PG Diploma in Export and Import Management	1.5	250
12	PG	PG-Diploma in Technical Writing in Business Management	1.5	100
13	PG	PG Diploma in Business and Corporate Law	1.5	350
14	PG	PG Certificate Program in Management Accounting	1	100
15	PG	PG Certificate Program in Entrepreneurship Development	1	100
16	PG	PG Certificate Program in Cyber law	1	150
17	PG	PG certificate program in Digital Marketing	1	150

The Applicant Society/ Trust/ Institution shall send information about commencement of the above courses to AICTE including the number of candidates admitted in each course latest by 30/08/2019.



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The Institution shall fulfill the following general conditions:

1. The Institution shall publish details regarding the Institution, courses / programs being conducted, eligibility criteria for admission, academic calendar, fees charged, details of infrastructural facilities, faculty members, mode of examination/ examination Centers and the last date of admission in the form of mandatory disclosure and shall be displayed on the Institution's website. The information shall be revised every year with updated information about all aspects of the Institution and the whole process shall be made in accordance with the same.
2. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action, as per the norms of AICTE, shall be initiated against the Institution.
3. In the event of a student / candidate cancelling admission before the last date of admissions, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
4. The Institution shall constitute an Academic Council/Board to decide on curriculum and examination. The curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE from time to time.
5. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
6. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the norms of AICTE shall be initiated against the Institution.
7. The accounts of the Institution should get audited annually by a certified Chartered Accountant by the Institution and shall be open for inspection by the Council or persons authorized by it.
8. If the Institution fails to disclose the information or suppresses and / or misrepresents the information, appropriate action as per the norms of AICTE shall be initiated against the Institution.
9. Institution shall become a member of National Academic Depository (NAD) and shall submit details of certification of all candidates on NAD. This information shall also be shared with AICTE every year.
10. All financial transactions shall be effected only through digital means.
11. The Institution shall establish a grievance redressal committee and shall have an online mechanism to address the grievances of students and stakeholders.
12. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any misrepresentation, violation of norms & standards, mal-practices etc.
13. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
14. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institution, the Council shall take appropriate action as per the norms.



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The Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observes any violation of the above conditions and/or non-adherence to the norms and standards prescribed by the Council, Mis-representation of facts and submitting factually incorrect information to it.

**Prof. Alok Prakash Mittal**  
**Member Secretary, AICTE**

Copy to:

- 1. The Regional Officer,**  
All India Council for Technical Education  
2<sup>nd</sup> Floor, Industrial assurance Building,  
Veer Nariman Road, Church Gate,  
Mumbai-400020
- 2. The Principal Secretary (Technical),**  
4<sup>th</sup> floor, Mantralaya, Mumbai
- 3. Guard File(AICTE)**

**Note: \*\*-Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned.**