

Step 1: Please click on the 'Admission' link.

The screenshot shows the StudentSeva website interface. At the top, there is a navigation bar with tabs for 'iLearn', 'StudentSeva', 'Programs', 'Admissions', 'Evaluation Methodology', 'Placements', and 'Alumni'. The 'Admissions' tab is highlighted with a red box. Below the navigation bar, there is a 'Director's Forum' section with a 'Submit' button. To the right, the 'Admissions' section is active, displaying 'Admission Procedure' information. Below the procedure, there are three tabs: 'General Admissions', 'International Admissions', and 'SAARC Countries Admissions'. On the left side, there is a form titled 'Please fill in your details to know more about Programs' with fields for Name, Email, Mobile No., Course interested in, State, and City.

Step 2: Click on 'Admission Form' link from the left menu.

The screenshot shows the StudentSeva website interface. On the left side, there is a vertical menu with links for 'Counselling', 'Information Center Search', 'e-Prospectus', and 'Admission Form'. The 'Admission Form' link is highlighted with a red box. To the right, there is a section titled 'Admission Procedure' with sub-sections for '1) Online Admission' and '2) Walk-In Admission'. The 'Walk-In Admission' section includes a bullet point: 'Students can collect the admission form at SCDL Pune office, pay registration fee at SCDL cash or DD at the cash counter with all required documents attached to the completely filled form and submit the same.'

Step 3: Fill personal details and click on 'Proceed to Download Form'.

The screenshot shows the StudentSeva website interface. At the top, there is a navigation bar with tabs for 'eProspectus', 'Admission Form', and 'Online Payment'. The 'Admission Form' tab is highlighted. Below the navigation bar, there is a section titled 'SCDL Admission Form 2011 is available as a free download online. Hard copy of Admission form is also available only at SCDL Pune, Nashik, Bangalore, Noida and SCDL Information Centre's'. Below this, there are two instructions: 'A) If you want to download please fill following personal details & click on 'Download' button.' and 'B) If you want to fill the admission online please fill following personal details and click on 'Fill Online Form' button'. Below the instructions, there is a section titled 'Please Enter Your Personal Details' with a form containing fields for Name, Email, Phone, and Mobile. The 'Proceed to Download Form' button is highlighted with a red box.

Step4: 'Download Application Form' by clicking on the download link, and take the printout. Fill the form in **BLUE INK**, attach the necessary documents, payment details and send it to SCDL, Pune.

The screenshot shows a Microsoft Internet Explorer browser window displaying the StudentSeva website. The browser's address bar shows the URL: http://www.scdl.net/scdl/OnlineApplicationNewUser_P.aspx?id=A. The website header includes the StudentSeva logo and navigation tabs for iLearn, StudentSeva, Programs, Admissions, Evaluation Methodology, and Placements. The main content area is titled 'Online Admission Form' and contains the following text: 'Thanks for interest shown, please [Thanks, click here to download 'Application Form'](#).' Below this, a note states: 'Please note: You need 'Adobe Acrobat Reader' to view the PDF file, if you don't have please [click here](#) to download.' A red-bordered box with the text 'Click here' is positioned below the note, with a black arrow pointing from the box to the 'click here' link in the text above. On the left side of the page, there is a 'Director's Forum' section with a form for providing details: Name, Email, Mobile No., Course interested in, State, City, and Query, followed by a 'Submit' button. At the bottom left, there is a 'Counselling' link with a speech bubble icon.

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.



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: TEMBHEKAR
First Name: ARPIITA
Middle Name: AMOGH
Date of Birth: dt: 05 / mm: 01 / yyyy: 1980 Gender: Male Female

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. NO 2, DATIKRUPA APT,
GANANTAY SOCIETY, KOTHRUD
Taluka: _____ District: PUNE
City: PUNE State: MAHARASHTRA
Country: INDIA Pin Code: 411038
Tel No.: _____ Mobile No.: 9900000025
E-mail ID: arpita.tembhekar@gmail.com

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

Permanent Address:

Address: FLAT NO. 001, NISHTGANODHA, APT
ANANT WADI, SAI NAGAR,
Taluka: _____ District: AMRAYATI
City: AMRAYATI State: MAHARASHTRA
Country: INDIA Pin Code: 444607
Tel No.: _____ Mobile No.: _____
E-mail ID: _____

Arpita Tembhekar

(Signature of Applicant)

It is mandatory to mention your academic details; without which your form will not be processed.

Examination Degree / Diploma	School / College University	Specialisation	Year of Passing	Class / Grade	% Marks	Medium of instruction of School / College
B.Sc	Amravati	Computer	1999	1 st class	65%	English

G. Registration Fee (Registration fees has to be paid in cash/ DD/Online.)
The Demand Draft should be drawn in favor of "The Director, SCDL, Pune" payable at Pune.

> Registration Fees (Non Refundable)

Student	Programs		Six month Certificate / Single Course/s
Civil / Defence	Rs. 1000/-	<input checked="" type="checkbox"/>	Rs. 1000/-
International	US \$ 100 or Rs. 4800/-	<input type="checkbox"/>	US \$ 35 or Rs. 1610/-
SAARC	US \$ 75 or Rs. 3450/-	<input type="checkbox"/>	US \$ 25 or Rs 1150/-

Mode of Payment: Cash (Only for Walk-ins) DD Online
 DD No: 100001 DD Date: 25/5/2011 Bank Name: State Bank of India
 Online Transaction ID: Y

H. Other information

How did you know about SCDL Programs

Print AD Referred by a friend Radio TV
 Website Walk-in Any other please specify _____
 Information Center _____

Check List

- Application form completely filled and signed.
- Two passport size colour photos, one pasted and another attached to the application form.
- Photocopy of Graduation / Diploma / Provisional Certificate attested by a gazetted officer.
- Photocopy of Marksheet of Graduation or Diploma (all years) duly stamped and signed by Principal.
- Attested photo identity 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 valid visa of the country (for International / SAARC students).

Debnaker
 (Signature of Applicant)

FOR SCDL USE ONLY

Reason for admission being provisional: _____

Admission Status	Form Status	Date of Registration	Registration Number	
		2011	2 0 1 1	For Program
			2 0 1 1	For Single Course

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

Cancellation of Admission

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.

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.

Cancellation of Admission

- 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 15th 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 15th 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 the prescribed deadline, the following charges will be deducted from the refund amount:
Rs. 800 for Study Kit 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 15th 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

Place: PUNE

Date: 06/05/2011

Manjula Kulkarni
(Signature of Applicant)

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

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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 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:

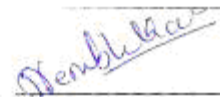
1. Driving License 2. Passport 3. Election Card 4. PAN Card 5. Birth Certificate

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



(Signature of Applicant)

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Please Note: Prospective Students need to go through the content of each page and sign it.