

# SYMBIOSIS

*Centre for Distance Learning*

*Study Anywhere Any Time...*



*One World One Campus*

# Experience Best Practices in a Classroom That Stretches Across the Globe...



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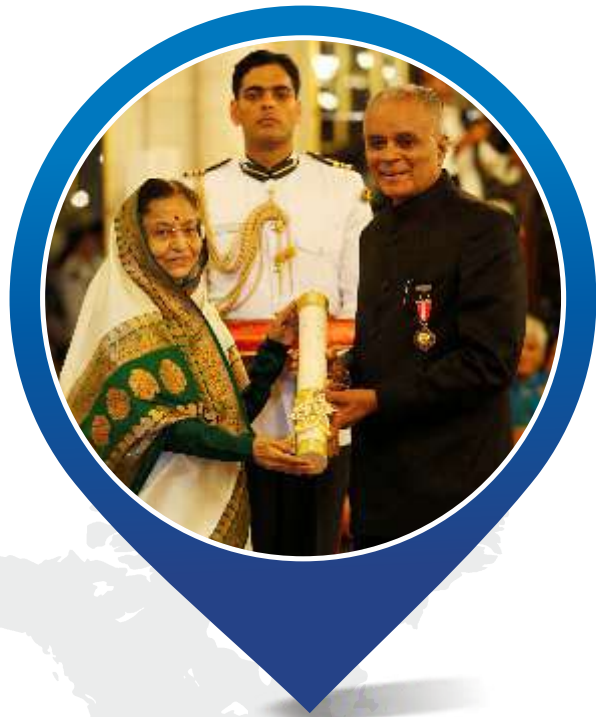
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## From The President's Desk



### **Dr. S. B. Mujumdar**

Founder and President, Symbiosis  
Chancellor, Symbiosis International (Deemed University)

Dr. S. B. Mujumdar was conferred **Padma Bhushan** in 2012 and **Padma Shree** in 2005 in recognition for his significant contribution to the field of Education.

## Symbiosis 48 Years of Excellence in Education

Founded by visionary Dr. S. B. Mujumdar in 1971 as an International Cultural and Educational Centre, Symbiosis provides a 'home away from home' to a large number of students, including foreign students who come to Pune in pursuit of higher education. Living up to its name, which is a botanical term meaning 'living together for mutual benefit', Symbiosis has grown over the past two decades into a family of more than 48 academic institutions, providing education from Kindergarten to Post Graduation.

Distance learning is the education of the 21st century. The traditional method of teaching in a classroom, called brick and mortar education, has failed to reach millions of those thirsty for getting knowledge, in an age marked by Knowledge Revolution. Open and distance learning fulfils this need.

Symbiosis, which is always on the vanguard of making bold innovations, has established Symbiosis Centre for Distance Learning (SCDL) to offer different academic programs through distance education. Symbiosis Centre for Distance Learning (SCDL) is a centre of excellence offering quality distance education. I am sure those who aspire to acquire education at a time and place of their choice will be immensely benefited and will be qualified to fill posts of their choice with credit and confidence. I wish the Centre success.

Symbiosis has under its aegis India's first Skill Development Universities at Pune and Indore respectively.

Today, Symbiosis International University is one of the India's Top Deemed Universities (established after 2000) and is known in India and abroad as one of the best educational institutes imparting quality education in various fields such as Management, Law, Computers, Health Care, Arts and Commerce.

# Symbiosis Open Education Society (SOES)

## About Symbiosis Open Education Society (SOES)

A society committed to the cause of quality distance education, Symbiosis Open Education Society (SOES) is registered under the Societies Registration Act on 9<sup>th</sup> May, 2008 and is also registered as a public trust under Maharashtra Public Trust Act on 10<sup>th</sup> October, 2008. The objectives of SOES are:

- To promote, advance and disseminate knowledge through the open and distance learning system.
- To provide education, skill development and lifelong learning opportunities to all segments of the population from India and other countries.
- To enable development and growth of individuals, society and community at large.

## SYMBIOSIS SKILLS AND OPEN UNIVERSITY (SSOU)

Taking the mission of Skill India forward, SOES has established India's first Skill Development University, Symbiosis Skills and Open University at Pune, Maharashtra. The state-of-the-art campus is spread on 15 acres of land and has specialised laboratories, workshops, learning facilities and centres of excellence established in collaboration with Industries. The University offers skill based degree programs in high growth sectors such as Automobile, Mechatronics, Construction, Architecture, Retail, Ports & Terminal Management, Beauty & Wellness etc. The objective of the University is to create 'industry ready' youth who can be gainfully employed upon completion of their courses.



## SYMBIOSIS VOCATIONAL JUNIOR COLLEGE (SVJC)

Symbiosis Vocational Junior College provides full-time vocational education at 10+2 level with an objective to interweave general education with skill-based work oriented competencies. Hands-on practical training blended with life coping skills, which is a combination of Personality Development, Communication Skills and Soft Skills, is the most important component of Symbiosis Vocational Junior College. The college offers programs in Business & Commerce group and Engineering & Technology group.



## From The Director's Desk



### **Dr. Swati S. Mujumdar**

Principal Director, Symbiosis Open Education Society  
Director, Symbiosis Centre for Distance Learning

The Corporate Business Administration program has also gained tremendous popularity and SCDL is now an education provider to leading companies in India, such as Airtel, Bajaj Finance Ltd., Bharti Pvt. Ltd., Cipla, Cognizant, Collabera, Eaton Technologies Pvt. Ltd., HCL, Hindalco Industries Ltd., IBM, Vodafone, Walmart, Wipro, TATAAIA, EFL Pvt. Ltd., SBI General Insurance, Arvind Ltd., Zydus Wellness, TAFE Ltd., etc. SCDL has been invited by foreign universities for collaboration; which is a mark of our excellent quality education. I welcome each one of you to our 'Global Campus' where latest technology, innovative teaching methodologies and quality resources, are blended to create unique learning experiences.

We have embarked on a new mission, that of creating skilled youth by establishing the Symbiosis Skills & Open University at Pune, Maharashtra.

I am hopeful that this new University shall be a torch bearer in the field of skill based education.

Global boundaries are vanishing, merging people of diverse cultures, nationalities and age groups. Education is emerging as the most powerful platform in the 'boundary less' world. Distance learning opens new dimensions of opportunities for students to obtain higher education without the constraint of location and time. Symbiosis Centre for Distance Learning (SCDL) offers a chance to enhance your career and life through the medium of quality education.

Symbiosis Centre for Distance Learning (SCDL) has pioneered in India interactive e-learning content in the curriculum as a supplementary learning methodology, in order to improve the understanding of concepts through cases and examples. SCDL has, for the first time in India, introduced online assessment systems, to pursue our mission of 'flexible learning opportunities anywhere, anytime' and to provide ultimate convenience, ease and flexibility to our students.

# Symbiosis Centre For Distance Learning (SCDL)

## Vision

To create a Global Campus to provide education and training opportunities beyond the boundaries of a classroom, so as to transform the way people learn.

## Mission

To provide learners with flexible learning opportunities anywhere, anytime.

### Symbiosis Centre for Distance Learning (SCDL)

is one of the largest private distance learning education institutes in India.

It is located in the heart of India's premier educational centre, the city of Pune. SCDL has one of the finest interiors with state-of-the-art infrastructure and a skilled and dedicated team available to help learners fulfil their dreams. Since its inception in 2001, SCDL has made rapid strides in providing quality education to thousands of students in India and abroad making it one of the largest and most sought after distance learning institutes.

SCDL offers Post Graduate Diploma programs across industry sectors. In addition, our team partners with local, national and international organisations to offer corporate programs. Leading organisations, including Airtel, Bajaj Finance Ltd., Bharti Pvt. Ltd., Cipla, Cognizant, Collabera, Eaton Technologies Pvt. Ltd., HCL, Hindalco Industries Ltd.,

IBM, Vodafone, Walmart, Zydus Wellness, Wipro, TATA AIA, EFL Pvt. Ltd., SBI General Insurance, Arvind Ltd. EPIC Research, TAFE Ltd. etc., have collaborated with SCDL for corporate programs.

Through the means of open and distance learning, SCDL aims at creating a virtual 'Global Campus', uniting students from all nationalities, regions, age groups and occupations, opening new directions of opportunities for obtaining higher education and enhancing one's career and life. SCDL is committed to providing quality distance education and dedicated student care services to all its students from across the globe. SCDL strives to create an environment of academic excellence offering programs that are need based and value-added, thereby creating opportunities for lifelong learning, personal growth, improving skills and generating livelihoods. SCDL will continue on its mission of *"providing learners with flexible learning opportunities anywhere, anytime"*.



# Innovative Student Services

## STUDENT CALL CENTRE



**Student Call Centre:** SCDL has a dedicated call centre with counsellors to give prompt response and help answer student queries via telephone. It has introduced an integrated voice response system, which provides automated data to students prior to connecting with the counsellors.

## WALK-IN ADMISSIONS



**Walk-in Admissions:** SCDL has designed a walk-in admission process for the convenience of students, wherein a student may walk in the institute with all the required eligibility documents and walk out in 45 minutes with the admission confirmation letter.

## E-COMMUNICATION CENTRE



**E-Communication Centre:** The E-Communication Centre answers student queries via e-mail and guarantees a response time of one business day.

## ONLINE COUNSELLING



**Online Counselling:** SCDL provides online counselling to prospective students, facilitating their selection of programs.

# Symbiosis World Campus

'Symbiosis World Campus' is a centre of learning with facilities such as Online Assignment Submission, Online Classrooms, E-Learning and E-Mentoring. Following services are made available to students via our virtual campus:

- Counselling and Mentoring
- Online Query Solving
- Online Faculty Interaction
- Online Live Classes
- On-Demand Exam Booking System
- Exam Guidance
- E-Learning
- E-Library
- Dispatch Tracking
- 'Post My Query' Facility
- Message Board
- Placement Assistance



# Programs

## Faculty of Management

- Post Graduate Diploma in Business Administration (PGDBA)  
(Specialisations: Finance / Marketing / Management Accounting / Human Resource / Operations / Customer Relationship Management)
- Post Graduate Diploma in International Business (PGDIB)
- Post Graduate Diploma in IT Management (PGDITM)
- Post Graduate Diploma in Banking & Finance (PGDBF)
- Post Graduate Diploma in Human Resource Management (PGDHRM)
- Post Graduate Diploma in Insurance Management (PGDIM)  
(Specialisations: General / Life)
- Post Graduate Diploma in Retail Management (PGDRM)
- Post Graduate Diploma in Customer Relationship Management (PGDCRM)
- Post Graduate Diploma in Supply Chain Management (PGDSCM)
- Post Graduate Diploma in Export & Import Management (PGDEXIM)
- Post Graduate Diploma in Business and Corporate Law (PGDBCL)
- Post Graduate Diploma in Technical Writing in Business Management (PGDTWBM)
- Post Graduate Diploma in Media and Event Management (PGDMEM)
- Post Graduate Diploma in Labour Laws and Employee Relations (PGDLL&ER)
- Post Graduate Diploma in Renewable Energy Management (PGDREM)
- Post Graduate Diploma in Project Management (PGDPM)
- Post Graduate Diploma in Data Science and Statistics (PGDDSS)
- Diploma in Container Terminal Management (DCTM)
- Diploma in Logistics Management (DLM)
- Diploma in Taxation Laws (DTL)
- Post Graduate Certificate in Entrepreneurship Development (PGCED)
- Post Graduate Certificate in Management Accounting (PGCMA)
- Post Graduate Certificate in Digital Marketing (PGCDM)
- Post Graduate Certificate in Cyber Laws (PGCCL)
- Certificate Course in Blockchain Technology (CCBT)

## Faculty of Education, Humanities and Social Sciences

- Post Graduate Diploma in Educational Administration (PGDEA)
- Post Graduate Diploma in School Counselling (PGDSC)
- Post Graduate Diploma in Instructional Design (PGDID)
- Post Graduate Diploma in Pre-Primary Teacher's Training (PGDPTT)
- Diploma in Creative Writing in English (DCWE)
- Diploma in English Language Teaching (DELT)

## Single Courses (List on Page 65)

# Faculty of Management

## Post Graduate Diploma in Business Administration (PGDBA)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is two years.
- The registration period is valid for four academic years.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 46,000/- |
| <b>Defence</b>       | ₹ 43,000/- |
| <b>International</b> | US \$2400  |
| <b>SAARC</b>         | US \$1300  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 31,000/- | ₹ 20,000/- |
| <b>Defence</b>       | ₹ 30,000/- | ₹ 17,000/- |
| <b>International</b> | US \$1600  | US \$1100  |
| <b>SAARC</b>         | US \$900   | US \$600   |

**Specialisations:** Finance, Marketing, Management Accounting, Human Resource, Operations, Customer Relationship Management

### Overview

The objective of Post Graduate Diploma in Business Administration program at Symbiosis Centre for Distance Learning is to help participants pursue leadership positions in competitive business environments. The curriculum has been designed by a select panel of business professionals and prominent academicians and focuses extensively on business case studies and examples.

PGDBA program structure is based on compulsory core courses and specialisations. The first two semesters focus on core courses. Students can choose two electives from a long list of possible specialisations. It includes six specialisations: Marketing, Finance, Management Accounting, HR, Operations and Customer Relationship Management. Students have an option of dual specialisation for multi-disciplinary approach.

At Symbiosis, we help students create their path for a successful career and surge ahead of competition. Experienced academicians and guest lecturers from industry, dynamic content and live online sessions make learning at SCDL one of its kind and highly rewarding.

PGDBA program is AICTE approved.

### Dual Specialisation

Dual Specialisation option is available for the PGDBA program. Dual Specialisation can be pursued only after successful completion of the first (primary) specialisation subjects / courses.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- Research Methodology and Statistical Quantitative Methods (RMSQM): Students are required to appear for assignment on RMSQM for 30 marks and submit a project of 70 marks in hard copy.

Credit Points: 72

## Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

## Career Opportunities






Finance Manager, Financial Analyst, Business Analyst, Marketing Manager, Sales Manager, Brand Manager, Senior HR Officer, Placement Officer, Recruitment Coordinator, HR Head, Administrative Head, Purchase Manager, Operations Head, Branch Head, Team Leader, Customer Service Manager, Project Manager, Business Development Manager etc.

## Exit Policy






Students who have successfully completed one full year of study (I & II Semesters) and have passed the examination & assignment corresponding to first two semesters, but are unable to complete the III & IV Semesters due to unavoidable circumstances will be eligible for Diploma in Management.


An eligible student will have to send an application to SCDL to opt out of the PGDBA program within the registration validity period. Fees paid for PGDBA are non-refundable and non-transferable.

### Semester - I

|  |   |
|--|---|
| Principles and Practices of Management |  |
| Organisational Behaviour               |  |
| Management Accounting                  |  |
| Managerial Economics                   |  |
| Business Law                           |  |

### Semester - II

|                                    |   |
|------------------------------------|---|
| Production / Operations Management |    |
| Financial Management               |   |
| Human Resource Management          |  |
| Marketing Management               |  |
| Management Information Systems     |  |

 e-Learning Available



“ I am a mechanical engineer having 17-year of work experience. I was thinking about learning something for my personal and professional growth. But, after such a long gap, I thought it will be difficult to pursue any degree with office work schedule. However, SCDL provided me the perfect opportunity to achieve my dream of acquiring higher education with guidance from expert faculty at SCDL. Today I find learning easy & I have found my path towards career growth. ”

**Sachin S. Yeole**  
PGDBA

## Specialisations

### Finance

#### Semester - III

|  |  |
|--|--|
| Capital Market                             |  |
| Corporate Governance                       |  |
| Strategic Management                       |  |
| <b>Electives (Any One)</b>                 |  |
| Financial Institutions and Banking         |  |
| Project Finance                            |  |
| Security Analysis and Portfolio Management |  |

#### Semester - IV

|   |  |
|---|--|
| Direct Taxation   |  |
| Research Methodology and Statistical Quantitative Methods and Project |  |
| <b>Electives (Any One)</b>  |  |
| Indirect Taxation   |  |
| International Finance   |  |
| Strategic Finance   |  |

### Marketing

#### Semester - III

|                                  |  |
|----------------------------------|--|
| Services Marketing               |  |
| Marketing Research               |  |
| Strategic Management             |  |
| <b>Electives (Any One)</b>       |  |
| Advertising and Public Relations |  |
| Consumer Behaviour               |  |
| Industrial Marketing             |  |

#### Semester - IV

|   |  |
|---|--|
| Sales and Distribution Management                                     |  |
| Research Methodology and Statistical Quantitative Methods and Project |  |
| <b>Electives (Any One)</b>  |  |
| B2B Marketing   |  |
| International Marketing   |  |
| Virtual Marketing   |  |

### Human Resource

#### Semester - III





|                                      |  |
|--------------------------------------|--|
| HR Development and Training          |  |
| Industrial Relations and Labour Laws |  |
| Strategic Management                 |  |
| <b>Electives (Any One)</b>           |  |
| Personnel Administration             |  |
| Compensation Management              |  |
| Industrial and Labour Economics      |  |

#### Semester - IV



|   |  |
|---|--|
| Performance and Potential Management                                  |  |
| Research Methodology and Statistical Quantitative Methods and Project |  |
| <b>Electives (Any One)</b>  |  |
| Human Resource Information System                                     |  |
| Organisational Development  |  |
| Strategic HR and TQM  |  |

## Operations

### Semester - III




|                                      |   |
|--------------------------------------|---|
| Quantitative Techniques              |  |
| Materials Management                 |  |
| Strategic Management                 |  |
| <b>Electives (Any One)</b>           |   |
| Project Management (Operations)      |   |
| Operations Strategy                  |   |
| Techniques for Operations Efficiency |  |

### Semester - IV




|   |   |
|---|---|
| Supply Chain Management   |  |
| Research Methodology and Statistical Quantitative Methods and Project |  |
| <b>Electives (Any One)</b>  |   |
| Business Process Re-Engineering                                       |   |
| Technology Management   |   |
| World-Class Manufacturing   |   |

## Management Accounting

### Semester - III






|                                  |   |
|----------------------------------|---|
| Project Financial Management     |   |
| Cost Planing and Analysis        |   |
| Budgeting and Management Control |   |
| <b>Electives (Any One)</b>       |   |
| Strategic Finance                |  |
| Strategic Management Accounting  |  |
| Strategic Management             |  |

### Semester - IV



|   |   |
|---|---|
| Group Financial Statements  |   |
| Research Methodology and Statistical Quantitative Methods and Project |   |
| <b>Electives (Any One)</b>  |   |
| Corporate Governance  |   |
| International Finance   |  |
| Capital Market  |  |

## Customer Relationship Management

### Semester - III

|                                  |   |
|----------------------------------|---|
| Customer Relationship Management |  |
| Consumer Behaviour               |  |
| Strategic Management             |  |
| <b>Electives (Any One)</b>       |   |
| B2B Markets and CRM              |  |
| Business Communication           |  |
| Consumer Protection Act, 1986    |  |

### Semester - IV

|   |   |
|---|---|
| Advanced CRM  |  |
| Research Methodology and Statistical Quantitative Methods and Project |  |
| <b>Electives (Any One)</b>  |   |
| Technology in CRM   |   |
| CRM in Service Industry   |  |
| Marketing Research  |  |

# Faculty of Management Post Graduate Diploma in International Business (PGDIB)

## Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

## Duration

- The duration of the program is two years.
- The registration period is valid for four academic years.

## Overview

The international business environment is dynamic. A new and very different market reality is emerging. Students of today need to adopt flexible patterns of thinking and behaviour to succeed as the managers of tomorrow. Post Graduate Diploma in International Business program has been designed to explore in detail the nature and implications of these changes and provide students with the skills and mind-sets that will allow them to operate effectively within and lead the organisations of the future.

The participants learn export-import policies, documentation, international finance, in addition to the functioning of various financial institutes and banking. The program emphasises contemporary issues including international commercial law and business environment. Knowledge of India's foreign trade along with international marketing prepares the students to strike the right note when they enter the demanding world of corporate management.

PGDIB program is AICTE approved.

## Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 46,000/- |
| <b>Defence</b>       | ₹ 43,000/- |
| <b>International</b> | US \$2400  |
| <b>SAARC</b>         | US \$1300  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 31,000/- | ₹ 20,000/- |
| <b>Defence</b>       | ₹ 30,000/- | ₹ 17,000/- |
| <b>International</b> | US \$1600  | US \$1100  |
| <b>SAARC</b>         | US \$900   | US \$600   |

## Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.

## Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination and each assignment subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

## Career Opportunities

Business Development Manager, International Marketing Manager, International Financial Analyst, International Product Manager, Procurement Manager in an Import-Export House etc.

Credit Points: 72

## Semester - I

|  |   |
|--|---|
| Principles and Practices of Management | e |
| Organisational Behaviour               | e |
| Management Accounting                  | e |
| Managerial Economics                   | e |
| Business Communication                 | e |

## Semester - II


|   |   |
|---|---|
| International Economics                                   | e |
| International Business Management                         |   |
| Economic Environment and Business                         | e |
| Management Information Systems                            | e |
| Research Methodology and Statistical Quantitative Methods | e |

## Semester - III

|                                    |   |
|------------------------------------|---|
| International Commercial Law       |   |
| International Trade Logistics      | e |
| Financial Institutions and Banking | e |
| Strategic Management               | e |
| Foreign Exchange Management        |   |

## Semester - IV

|                              |   |
|------------------------------|---|
| International Marketing      | e |
| Marketing Research           | e |
| Exim Policies and Procedures |   |
| International Finance        | e |
| Corporate Governance         |   |

 e-Learning Available



“I gladly admit that the program has provided necessary insights into management principles applicable to the business world. Being a banker dealing with high value advances to medium enterprises, it is imperative to look beyond the financial statements of the companies. The course has given me a broader perspective of the business, helping me to understand my clients in a much better way.”

**Mandeep Singh**  
PGDIB

# Faculty of Management

## Post Graduate Diploma in IT Management (PGDITM)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is two years.
- The registration period is valid for four academic years.

### Overview

The IT industry has emerged as one of the fastest growing sectors of the Indian economy. Given the unprecedented growth of IT industry, organisations require manpower that is proficient in both information technology as well as business aspect. A successful IT enterprise will have the right mix of sterling technology systems and proven business strategies. Developing systems requires extensive communication between technical developers, business managers and users.

With the rapid growth in international trade in various countries, Post Graduate Diploma in IT Management program with an emphasis on utilising information technologies for productivity and competitiveness, prepares you to succeed in your IT management career. The program's unique focus on the management of technology effectively prepares students for successful careers in the dynamic and fast-paced information technology marketplace.

The curriculum will help students acquire IT management positions, which are projected to be amongst the fastest growing through the next decade.

PGDITM program is AICTE approved.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 46,000/- |
| <b>Defence</b>       | ₹ 43,000/- |
| <b>International</b> | US \$2400  |
| <b>SAARC</b>         | US \$1300  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 31,000/- | ₹ 20,000/- |
| <b>Defence</b>       | ₹ 30,000/- | ₹ 17,000/- |
| <b>International</b> | US \$1600  | US \$1100  |
| <b>SAARC</b>         | US \$900   | US \$600   |

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester IV, students are required to submit an online project of 100 marks.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities

Project Managers, IT Managers, Team Leaders, System Analyst, Business Analyst, Software Consultants etc.



Credit Points: 65

## Semester - I

|  |   |
|--|---|
| Principles and Practices of Management | e |
| Business Communication                 | e |
| Information Technology Concepts        |   |
| Database Management Systems            | e |
| Algorithms and Programming Concepts    | e |

## Semester - II


|                               |   |
|-------------------------------|---|
| Business Requirement Analysis |   |
| Project Management (IT)       |   |
| Business Applications and ERP |   |
| Software Engineering with UML | e |

## Semester - III

|                                  |   |
|----------------------------------|---|
| Software Quality Management      |   |
| Data Warehousing and Data Mining |   |
| E-Business                       | e |
| Information Security Management  |   |
| Software Documentation           | e |

## Semester - IV

|                           |   |
|---------------------------|---|
| Current Trends in IT      |   |
| Business Process Modeling |   |
| Cloud Computing           | e |
| Project                   |   |

 e-Learning Available



“PGDITM program has added an edge to my professional career. Now I know how IT department works in an organization. Course content is in very simple language and up to date. The best thing about SCDL is hassle-free enrolment, live faculty lectures and on-demand examination. All the things worked like a charm for me. At last I would like you guys to know, this diploma is accepted by almost all the big companies.”

**Snehil Kaushik**  
PGDITM

# Faculty of Management

## Post Graduate Diploma in Banking and Finance (PGDBF)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is two years.
- The registration period is valid for four academic years.

### Overview

Increased complexity and changes in Banking and Finance business demand an entire new generation of banking and finance professionals. Post Graduate Diploma in Banking and Finance is innovative, comprehensive and prepares future banking and finance professionals. This program not only provides participants the knowledge of operational aspects of banking and finance but also builds on their managerial and technical skills. There is an emphasis on contemporary practices such as Micro Finance and Global perspective in Banking and Finance, which will give insights into the current industry trends.

PGDBF program is AICTE approved.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 46,000/- |
| <b>Defence</b>       | ₹ 43,000/- |
| <b>International</b> | US \$2400  |
| <b>SAARC</b>         | US \$1300  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 31,000/- | ₹ 20,000/- |
| <b>Defence</b>       | ₹ 30,000/- | ₹ 17,000/- |
| <b>International</b> | US \$1600  | US \$1100  |
| <b>SAARC</b>         | US \$900   | US \$600   |

- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester IV, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities

Banking Officer and Bank Manager in Nationalised, Private and Foreign Banks, Financial Analyst, Financial Planner, Portfolio Manager, Treasurer, Controller, Financial Manager, Accountant, Financial Agents etc.

Credit Points: 72

## Semester - I

|  |   |
|--|---|
| Principles and Practices of Management | e |
| Management Accounting                  | e |
| Managerial Economics                   | e |
| Indian Banking and Financial System    |   |
| Marketing of Banking Services          |   |
| Banking Regulations and Laws           |   |

## Semester - II


|   |   |
|---|---|
| Financial Management                                      | e |
| Management Information Systems and Technology in Banking  |   |
| Leadership and Personality Development                    |   |
| Global Banking and Finance                                | e |
| Research Methodology and Statistical Quantitative Methods | e |
| Financial Institutions and Markets                        |   |

## Semester - III

|  |   |
|--|---|
| Capital Market                             | e |
| Accounting Systems and Financial Analysis  |   |
| Management of Bank                         |   |
| Security Analysis and Portfolio Management | e |
| Bank Lending Policies and Procedures       |   |
| Project and Infrastructure Financing       |   |

## Semester - IV

|                               |   |
|-------------------------------|---|
| Macro Economics               |   |
| Micro Financing               |   |
| Risk Management               | e |
| Rural and Cooperative Banking |   |
| Project                       |   |

 e-Learning Available



“The PGDBF program has excellent curriculum, assessments and exam pattern. Study material provides updated content and insight into Banking & Finance sector. Subject faculty is also very supportive. After completing the program from SCDL, I have enhanced my skill set which is helping me in my professional growth.”

**Kelam Koteswara Rao**  
PGDBF

# Faculty of Management

## Post Graduate Diploma in Human Resource Management (PGDHRM)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

PGDHRM focuses on developing HR leaders by stimulating critical thinking and focusing on innovations in this field. The program offers an extensive curriculum. Students learn right from the basic functions such as planning and organising to compensation management and performance appraisals.

Emphasis is laid on the remuneration strategies, motivation of staff and analysis of conflict in organisations, strategies and processes for effective resolution of conflict. All these are packaged to ensure that the students learn all the important aspects of HR. The program aims to prepare students for a variety of roles including HR generalist or specialist in compensation/benefits, global human resources, employment relations and employee development.

PGDHRM program is AICTE approved.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.

### Fee Structure

| * Option 1           |  | One Time Payment           |                            |
|----------------------|--|----------------------------|----------------------------|
| <b>General</b>       |  | ₹ 35,000/-                 |                            |
| <b>Defence</b>       |  | ₹ 30,000/-                 |                            |
| <b>International</b> |  | US \$1500                  |                            |
| <b>SAARC</b>         |  | US \$850                   |                            |
| * Option 2           |  | 1 <sup>st</sup> Instalment | 2 <sup>nd</sup> Instalment |
| <b>General</b>       |  | ₹ 26,000/-                 | ₹ 14,000/-                 |
| <b>Defence</b>       |  | ₹ 23,000/-                 | ₹ 12,000/-                 |
| <b>International</b> |  | US \$1200                  | US \$600                   |
| <b>SAARC</b>         |  | US \$700                   | US \$300                   |

- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities

HR Officer, Senior HR Officer, Administrative Head, Placement Officer, Recruitment Coordinator, Recruiter, HR Consultant, HR Manager, Training and Development Officer, Learning and Development Officer etc.

Credit Points: 42

## Semester - I


|  |   |
|--|---|
| Human Resource Management              | e |
| HR Development and Training            | e |
| Performance and Potential Management   | e |
| Industrial and Labour Economics        |   |
| Leadership and Personality Development |   |

## Semester - II

|   |   |
|---|---|
| Industrial Relations and Labour Laws                      | e |
| Labour Welfare and Industrial Safety                      | e |
| HR Audit and TQM  | e |
| Compensation Management                                   | e |
| Research Methodology and Statistical Quantitative Methods | e |

## Semester - III

|                                   |   |
|-----------------------------------|---|
| Organisational Development        | e |
| Human Resource Information System |   |
| Project                           |   |

 e-Learning Available



“It was a good decision to pursue PGDHRM program from SCDL. It has added great value to my professional career and also enhanced my personality to a great extent. I found the course very interesting and comprehensive. I am a full time employee and studying from home at my own pace was easier for me. The course materials, flexible exam dates, online support, faculty chat forums and web communication made completing the program easy. I definitely recommend this course to others.”

**Bharat Nahata**  
PGDHRM

# Faculty of Management Post Graduate Diploma in Insurance Management (PGDIM)

## Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

## Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

## Fee Structure

| * Option 1           |                            |                            |
|----------------------|----------------------------|----------------------------|
| One Time Payment     |                            |                            |
| <b>General</b>       | ₹ 35,000/-                 |                            |
| <b>Defence</b>       | ₹ 30,000/-                 |                            |
| <b>International</b> | US \$1500                  |                            |
| <b>SAARC</b>         | US \$850                   |                            |
| * Option 2           |                            |                            |
|                      | 1 <sup>st</sup> Instalment | 2 <sup>nd</sup> Instalment |
| <b>General</b>       | ₹ 26,000/-                 | ₹ 14,000/-                 |
| <b>Defence</b>       | ₹ 23,000/-                 | ₹ 12,000/-                 |
| <b>International</b> | US \$1200                  | US \$600                   |
| <b>SAARC</b>         | US \$700                   | US \$300                   |

## Specialisations: General Insurance and Life Insurance

### Overview

Today's dynamic insurance sector offers excellent employment opportunities. Besides the Government organisations and several private insurance companies have entered the insurance market. This has increased the demand of professionally qualified personnel. PGDIM aims at creating professionals who can carve a rewarding and promising career in the insurance industry. PGDIM explores the multi-faceted world of insurance management and reflects on the growing interplay between insurance, risk management and financial services. The curriculum has been designed and developed in collaboration with industry experts and academicians. The program offers specialisation in General Insurance as well as Life Insurance with emphasis on legal aspects and risk management involved in the insurance sector.

PGDIM program is AICTE approved.

### Evaluation Methodology

- Each course comprises of an Assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities

Insurance Consultant, Business Development Manager, Insurance Agent, Development Officer in an Insurance Organisation.


Credit Points: 42

## Semester - I

|  |   |
|--|---|
| Principles and Practices of Management | e |
| Principles of Insurance Including IT   | e |
| Legal Aspects of Insurance             |   |
| Indian Insurance Environment           | e |
| Business Communication                 | e |

### Note:

1. Semester I & Semester III are common for both Specialisations.
2. The curriculum of the program is based on the Indian Legal System practices and applications of Life Insurance in India.

 e-Learning Available

## General Insurance Specialisation

### Semester - II

|   |   |
|---|---|
| Practices of General Insurance Including Insurance Accounting | e |
| Property and Liability Insurance                              | e |
| Marketing of General Insurance                                |   |
| Risk Management in General Insurance                          |   |
| Personal and Health Insurance                                 | e |

## Life Insurance Specialisation

### Semester - II

|  |  |
|--|--|
| Underwriting and Claims Management           |  |
| Practices and Applications of Life Insurance |  |
| Life Insurance Marketing                     |  |
| Risk Management in Life Insurance            |  |
| Life Insurance Products                      |  |

### Semester - III

|                         |   |
|-------------------------|---|
| Consumer Behaviour      | e |
| CRM in Service Industry | e |
| Project                 |   |



“ I am a marine chief engineer and after sailing for 17 years at sea, joined as vice president in Indaust Maritime Pvt. Ltd. I have keen interest in insurance field, hence enrolled for Insurance Management program at SCDL. After completing the program, I must agree that the course has tremendously increased my knowledge in Insurance and it will help me in my insurance surveyor job.”

**Raj Gudela**  
PGDIM

# Faculty of Management

## Post Graduate Diploma in Retail Management (PGDRM)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

Retail is a major sector of the Indian and Global economy. Retailers today deal with challenges like increased levels of competition, growth of the internet, new forms of technology and satisfying consumer demands. As a result, retail organisations require leaders with the necessary skills to address these challenges.

Post Graduate Diploma in Retail Management covers a range of retail and distribution channels issues like service operations, consumer behaviour, sales and marketing management, Brand management and supply chain issues related to the business. With an emphasis on retail management and marketing topics, this program explores key developments and trends in this area.

PGDRM program is AICTE approved.

### Fee Structure

| * Option 1           |  | One Time Payment           |                            |
|----------------------|--|----------------------------|----------------------------|
| <b>General</b>       |  | ₹ 35,000/-                 |                            |
| <b>Defence</b>       |  | ₹ 30,000/-                 |                            |
| <b>International</b> |  | US \$1500                  |                            |
| <b>SAARC</b>         |  | US \$850                   |                            |
| * Option 2           |  | 1 <sup>st</sup> Instalment | 2 <sup>nd</sup> Instalment |
| <b>General</b>       |  | ₹ 26,000/-                 | ₹ 14,000/-                 |
| <b>Defence</b>       |  | ₹ 23,000/-                 | ₹ 12,000/-                 |
| <b>International</b> |  | US \$1200                  | US \$600                   |
| <b>SAARC</b>         |  | US \$700                   | US \$300                   |

### Evaluation Methodology

- Each course comprises of an Assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.






### Career Opportunities

Stores Manager, Manager Operations, Senior Sales Manager etc.






Credit Points: 44

## Semester - I


|  |   |
|--|---|
| Principles and Practices of Management |  |
| Retail Management – I                  |  |
| Consumer Behaviour                     |  |
| Services Marketing                     |  |
| Sales Management                       |  |

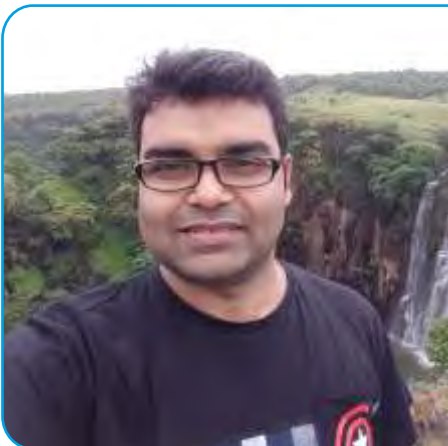
## Semester - II

|                                     |   |
|-------------------------------------|---|
| Marketing Management                |  |
| Retail Management – II              |  |
| Management Information Systems      |  |
| Concepts in Supply Chain Management |   |

## Semester - III

|                        |  |
|------------------------|--|
| Brand Management       |  |
| Merchandise Management |  |
| Research Methodology   |  |
| Project                |  |

 e-Learning Available



“It was really a privilege to be part of SCDL. Reason for choosing SCDL is the kind of flexibility it provides to working professionals. Course content is also self-explanatory and easy to understand. It helped me to enhance my skills in retail business.”

**Raj Kumar Pathak**  
PGDRM

# Faculty of Management

## Post Graduate Diploma in Customer Relationship Management (PGDCRM)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

Post Graduate Diploma in Customer Relationship Management program aims to address the growth in service industry and the need for leadership skills in services marketing and managing the customer supplier relationship. The program curriculum is designed to equip students with knowledge and skills related to services marketing, customer service, customer retention / relationship management, call centre management, account management, service design and service quality management. Emphasis is laid on customer satisfaction and loyalty, data management, sales force automation and the current and future status of CRM.

PGDCRM program is AICTE approved.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

- In Semester III, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities




Manager-Client Servicing, Customer Relationship Manager, CRM Specialist, Relationship Manager, Product Manager etc.

Credit Points: 47



## Semester - I


|                                   |   |
|-----------------------------------|---|
| Customer Relationship Management  |  |
| Consumer Behaviour                |  |
| Sales and Distribution Management |  |
| Services Marketing                |  |
| CRM in Service Industry           |  |

## Semester - II

|                     |   |
|---------------------|---|
| Advanced CRM        |  |
| B2B Markets and CRM |  |
| Marketing Research  |  |
| E-Business          |  |

## Semester - III

|                               |   |
|-------------------------------|---|
| Business Communication        |  |
| Consumer Protection Act, 1986 |  |
| Research Methodology          |   |
| Project                       |   |

 e-Learning Available



“SCDL is a great platform to do PG while pursuing work. The program is designed in such a way that it helps you apply the theoretical knowledge in your job role. The provided study material has the relevant examples that helps you to understand the concepts clearly. I chose a program that is related to my profile and after completing it, I could see the changes in my approach towards my working style.”

**M N Renuka**  
PGDCRM

# Faculty of Management

## Post Graduate Diploma in Supply Chain Management (PGDSCM)

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduate from a recognised / accredited University / Institution.
- ▶ Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one and half years.
- ▶ The registration period is valid for two academic years.

### Overview

In the recent years, Supply Chain, Transportation, Procurement and Logistics have played an increasingly important role within the corporate world. It holds the potential for creating value for the end customer and differentiating the company strategically in terms of services rendered. SCM and logistics have now become the pulse of business.

PGDSCM program provides an opportunity for vertical growth. Students will acquire professional competencies in materials management & logistics, leading to an improvement in their job skills and self-enrichment. The program begins by laying the ground work for a comprehensive understanding of what supply chain management is and how it can be effectively used to increase an organisation's efficiency and profitability.

The program further examines different Supply Chain Management strategies and methods of forecasting demand, aggregate planning and network design. The program spans through the whole gamut of Supply Chain strategies, processes, operations management and imbibes in the learner professional skills.

PGDSCM program is AICTE approved.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

### Evaluation Methodology

- ▶ Each course comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- ▶ Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester III, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Credit Points: 47

## Career Opportunities

Purchase Manager, Strategic Planner, Purchase Analyst/Assistant, Materials Analyst, Materials Manager, Procurement Manager, Supply Chain Manager, Commodity Manager, Inventory Manager, Strategic Sourcing Manager, Operations Manager, Sourcing Manager, Warehousing Manager etc.

### Semester - I


|  |   |
|--|---|
| Production / Operations Management       | e |
| Materials Management                     | e |
| Logistics and Distribution Management    | e |
| Concepts in Supply Chain Management      |   |
| Legal Aspects of Supply Chain Management |   |

### Semester - II

|                                   |   |
|-----------------------------------|---|
| Strategic Supply Chain Management |   |
| E-Business                        | e |
| Project Management (Operations)   |   |
| World Class Manufacturing         |   |

### Semester - III

|   |   |
|---|---|
| Warehouse Management                        |   |
| Entrepreneurship Development and Management | e |
| Research Methodology                        |   |
| Project                                     |   |

 e-Learning Available



“ I did PGDBA (Operations Management) from SCDL in 2010 which helped me understand the complex business environment & pursue a career in business management. I also did PGDSCM in 2016. SCM has become an integral part of any organization & specialized study of this field is a need of the hour. SCDL has been a gift to students who want to pursue education along with their employment. The flexibility & the quality of learning is excellent here. ”

**Ronak Khopkar**  
PGDBA (Operations), PGDSCM

# Faculty of Management

## Post Graduate Diploma in Export & Import Management (PGDEXIM)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

Post Graduate Diploma in Export and Import Management gives a foundation to participants who seek a career in international markets and trade. The program focuses on international business practices, customs, policies and international issues such as International Supply Chain Management, Marine Insurance, Export Import Documentation and Procedures, International Trade Barriers and Risk Management.

The program also includes a project on EXIM, which will give the student an opportunity to learn the practical aspects of international trade.

With the rapid growth of international trade in various countries, several highly rewarding job opportunities have opened up for participants trained in export import transactions. Some of the sectors that offer ample scope in export management include trading houses, export departments of companies, development authorities and commodity boards, marine insurance companies, export processing zones, export promotion councils and export oriented units, among other organisations.

PGDEXIM program is AICTE approved.

### Fee Structure

| * Option 1           |  | One Time Payment           |                            |
|----------------------|--|----------------------------|----------------------------|
| <b>General</b>       |  | ₹ 35,000/-                 |                            |
| <b>Defence</b>       |  | ₹ 30,000/-                 |                            |
| <b>International</b> |  | US \$1500                  |                            |
| <b>SAARC</b>         |  | US \$850                   |                            |
| * Option 2           |  | 1 <sup>st</sup> Instalment | 2 <sup>nd</sup> Instalment |
| <b>General</b>       |  | ₹ 26,000/-                 | ₹ 14,000/-                 |
| <b>Defence</b>       |  | ₹ 23,000/-                 | ₹ 12,000/-                 |
| <b>International</b> |  | US \$1200                  | US \$600                   |
| <b>SAARC</b>         |  | US \$700                   | US \$300                   |

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Credit Points: 40

## Career Opportunities

Exporter, Importer, International Logistics Provider, Entrepreneur, Risk Manager, Deemed Exporter, International Supplier, Government Official in Export Promotion Councils, Trading Houses, Commodity Boards etc.


### Semester - I

|   |   |
|---|---|
| EXIM Policy Framework                     |   |
| International Business Environment        |   |
| Insurance and Inspection in Foreign Trade |   |
| International Supply Chain Management     |  |


### Semester - II

|   |   |
|---|---|
| Procedures and Practices in EXIM Management |   |
| Export Import Regulations                   |  |
| Risk Management in Import Export Business   |   |
| Export Import Promotional Schemes in India  |   |

### Semester - III

|                               |   |
|-------------------------------|---|
| Foreign Exchange Management   |   |
| International Trade Logistics |  |
| Research Methodology          |   |
| Project                       |   |

**Note:** The curriculum of the above mentioned program is based on the Indian Legal System and Indian Laws.

 e-Learning Available



“PGDEXIM program has been a boost to my career, enabling me to find a job as customer service manager in Trade Forex. Initially, I was uncertain about pursuing a distance learning course, but the faculty and staff at SCDL guided me well. The constant online support, live lectures and flexible exam system made pursuing this program very easy.”

**Sachin Chouhan**  
PGDEXIM

# Faculty of Management Post Graduate Diploma in Business and Corporate Law (PGDBCL)

## Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

## Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

## Overview

To deal with the new challenges in the corporate world, legal professionals with the ability to unravel legal complexities are in demand. Understanding the laws of the land is important to avoid time-consuming and expensive litigations. PGDBCL program aims at imparting knowledge of various businesses and corporate legislations.

PGDBCL program covers various facets of business and corporate legislation and is a judicious mixture of the two. It includes recent acts such as the Limited Liability Partnership Act, 2008, the Companies Act, 2013 with recent amendments and the Insolvency and Bankruptcy Code, 2016. Besides, the program familiarises students with international business laws and laws related to banking. Keeping in focus the needs of the open economy, this program includes areas such as mergers and acquisitions, foreign direct investment, due diligence procedure, alternative dispute resolution mechanisms etc.

PGDBCL program is AICTE approved.

## Fee Structure

| * Option 1           | One Time Payment           |                            |
|----------------------|----------------------------|----------------------------|
| <b>General</b>       | ₹ 35,000/-                 |                            |
| <b>Defence</b>       | ₹ 30,000/-                 |                            |
| <b>International</b> | US \$1500                  |                            |
| <b>SAARC</b>         | US \$850                   |                            |
| * Option 2           | 1 <sup>st</sup> Instalment | 2 <sup>nd</sup> Instalment |
| <b>General</b>       | ₹ 26,000/-                 | ₹ 14,000/-                 |
| <b>Defence</b>       | ₹ 23,000/-                 | ₹ 12,000/-                 |
| <b>International</b> | US \$1200                  | US \$600                   |
| <b>SAARC</b>         | US \$700                   | US \$300                   |

## Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit a project of 100 marks in hard copy.

## Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.


## Career Opportunities

Legal Officer, Compliance Officer, Consultant, Assistant Manager, Legal Manager, as also a wide range of opportunities in Legal Process Outsourcing (LPO), Knowledge Process Outsourcing (KPO) and in various law firms.



Credit Points: 43

## Semester - I


|   |   |
|---|---|
| Law of Contracts  |   |
| Corporate Law   |   |
| Laws Related to Banking                                 |   |
| Consumer Protection Act, 1986 and Competition Act, 2002 |  |

## Semester - II

|                                |   |
|--------------------------------|---|
| Corporate Restructure Law      |  |
| Corporate Finance Law          |   |
| Dispute Resolution Law         |  |
| Insolvency and Bankruptcy Laws |   |

## Semester - III

|                           |  |
|---------------------------|--|
| Corporate Governance      |  |
| Intellectual Property Law |  |
| Research Methodology      |  |
| Project                   |  |

 e-Learning Available

**Note:** The curriculum of the program is based on Indian Legal System and Indian Laws.



“Dynamic course curriculum, comprehensive self learning materials, live online classrooms and flexibility of scheduling computer based examinations as per student's convenience are the main attractions. In order to do my job with greater efficiency, I have pursued PGDBCL which has certainly improved my skills. Thanks to Symbiosis; I firmly believe that PGDBCL would open an array of opportunities for me in future.”

**Dhrub J Sen**  
PGDBCL

# Faculty of Management

## Post Graduate Diploma in Technical Writing in Business Management (PGDTWBM)

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduate from a recognised / accredited University / Institution.
- ▶ Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one and half years.
- ▶ The registration period is valid for two academic years.

### Overview

In recent years, with tremendous growth in trade and commerce coupled with technological advancements, communication expertise gives an extra edge over others. Technology has become an essential part of business.

Technical communication is considered to be a professional task to be performed by people who specialise in the domain. This gives rise to a definite need for specialists in Technical Writing. PGDTWBM Program prepares such personnel and thereby caters to the need of the industry.

This program aims at acquainting and preparing the learners for the theoretical and practical aspects of Technical Writing. The program focuses on producing competent technical communicators who would prove to be proactive and responsible for working at every level of profession. This program even aims at developing creativity, eye for detail and process discipline among the students.

PGDTWBM program is AICTE approved.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

### Evaluation Methodology

- ▶ Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- ▶ Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester III, students are required to submit a project of 100 marks online.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities



Technical Writer, Online Technical Writer, Technical Web Writer, Usability Tester and Information Designer etc.

Credit Points: 45


## Semester - I


|   |  |
|---|--|
| Introduction to Technical Communication |  |
| Information Development Life Cycle - I  |  |
| Information Development Life Cycle - II |  |
| Technical Writing Style and Editing     |  |
| English Grammar                         |  |

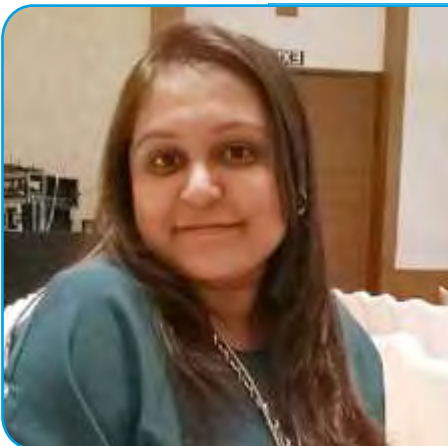
## Semester - II

|  |   |
|--|---|
| Technical Communication Software Tools       |   |
| Advanced Concepts in Technical Communication |  |
| Technical Communication Project Management   |   |
| Principles and Practices of Management       |  |

## Semester - III

|   |   |
|---|---|
| Business Communication                          |  |
| Instructional Design for Business Communication |   |
| Research Methodology                            |   |
| Project   |   |

 e-Learning Available



“I was looking for a post graduate program in the field of technical writing which I wanted to complete within a short period. SCDL offered the best option to complete the program without compromising any office and personal work. Student's login on the website of SCDL is very user-friendly and provides an excellent platform for live online lectures and e-learning. Study material is really helpful to study independently.”

**Neha Mule**  
PGDTWBM

# Faculty of Management

## Post Graduate Diploma in Media and Event Management (PGDMMEM)

### Eligibility

- Bachelor's Degree holder / Graduate in any discipline from a recognised university.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

Event Management is a dynamic and exciting industry that has vast opportunities and growth potential. The program in Media and Event Management covers all aspects of event planning, concept development, managing resources, logistics, planning and executing marketing, branding, delivering the actual event and financial costing & budgeting. Students will be given a holistic understanding of organising all types of events such as - musical shows, concerts, exhibitions, product launch, conferences, fashion shows, corporate events, weddings etc.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

exam centres across the country.

- In Semester I and II students are required to submit one online case study of 50 marks each and an online "Research Project" of 100 marks at the end of semester III.

### Award of Diploma






Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment, case study & Research Project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities






Event Manager, Event Supervisor, Event Planner, Special Event Planner, Social Media Event Planner, Wedding Planner, Conference Planner, Entrepreneur etc.

Credit Points: 42




## Semester - I


|                        |   |
|------------------------|---|
| Event Marketing        |    |
| Business Communication |   |
| Consumer Behaviour     |   |
| Case Study - I         |   |


## Semester - II

|                               |   |
|-------------------------------|---|
| Event Production              |    |
| Marketing Research            |   |
| Advertising & Public Relation |   |
| Case Study - II               |   |

## Semester - III

|                           |   |
|---------------------------|---|
| Special Event Topics      |  |
| Media Planning and Buying |  |
| Brand Management          |  |
| Research Project          |   |

 e-Learning Available

 e-Book Available  
Students will be provided downloadable e-books.

**Note:** PGDMMEM program is an autonomous program.

# Faculty of Management

## Post Graduate Diploma in Labour Laws and Employee Relations (PGDLL&ER)

### Eligibility

- Bachelor's Degree holder / Graduate in any discipline from a recognised university.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

This PG Diploma Program provides an opportunity for the students to receive an in-depth insight into organisational relationship and interplay between existing labour-related legislation and changing industrial scenario.

The program is especially designed to meet the needs of those whose prior education has been in a field other than law and who would like to supplement their skills with in-depth knowledge of labour laws. The program is ideal for the students seeking employment in the field of HR across industry sectors.

### Evaluation Methodology

- Each subject comprises of an online assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Online assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In all three Semesters (I, II & III) students are required to submit one online case study of 100 marks each.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

### Award of Diploma




Diploma will be awarded only after the student passes in all elements of assessments, i.e. each computer based examination, online assignment and case study subject to fulfilment of all criteria laid down by SCDL as well as payment of all fees/dues.

### Career Opportunities




HR Officer, Employee Relation / Industrial Relation Manager, Labour Laws Consultant, Labour Welfare In charge etc.

Credit Points: 42



## Semester - I

|                                      |   |
|--------------------------------------|---|
| Industrial Relations                 |  |
| Laws Relating to Industrial Relation |  |
| Laws Related to Wages                |  |
| Case Study - I                       |   |

## Semester - II

|   |   |
|---|---|
| Labour Welfare  |  |
| Laws Related to Specific Industries   |  |
| Laws Related to Equality and Empowerment of Woman and Laws Related to Deprived and Disadvantaged Section of the Society |  |
| Case Study - II   |   |

## Semester - III

|   |   |
|---|---|
| Laws Related to Social Security                                       |  |
| Laws Related to Employment and Training and Miscellaneous Labour Laws |  |
| Case Study - III  |   |



e-Book Available

Students will be provided downloadable e-books.

**Note:** PGDLL&ER program is an autonomous program.

# Faculty of Management

## Post Graduate Diploma in Renewable Energy Management (PGDREM)

### Eligibility

- ▶ Bachelor's Degree holder / Graduate in any discipline from a recognised university.
- ▶ International / SAARC Graduates from a recognised / accredited University / Institution.
- ▶ Students appearing for their final graduation exam may also apply, subject to completion of graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one and half years.
- ▶ The registration period is valid for two academic years.

### Overview

The renewable energy sector is growing at an exponential rate creating new job opportunities across the globe. This program aims to develop competency in the areas of energy policy making, financing, energy management, auditing and infrastructure provisioning.

### Evaluation Methodology

- ▶ Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- ▶ Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester III, students are required to submit an online project of 100 marks.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.




### Career Opportunities

Business Development Manager (Renewable Energy), Consultant, Chief Investment Officer in Renewable Energy, Project Manager Energy etc.






Credit Points: 30



## Semester - I

|  |   |
|--|---|
| Conventional Energy and Environmental Implications |  |
| Fundamentals of Heat and Electricity               |  |
| Renewable Energy Sources                           |  |

## Semester - II

|                                     |   |
|-------------------------------------|---|
| Government Policies and Regulations |  |
| Renewable Energy Technologies       |  |
| Shared Energy Infrastructure        |  |

## Semester - III

|  |   |
|--|---|
| Renewable Energy Economics                     |  |
| Introduction to Energy Management and Auditing |  |
| Project  |   |



e-Book Available

Students will be provided downloadable e-books.

**Note:** PGDREM program is an autonomous program.

# Faculty of Management

## Post Graduate Diploma in Project Management (PGDPM)

### Eligibility

- ▶ Bachelor's Degree holder / Graduate in any discipline from a recognised university.
- ▶ International / SAARC Graduates from a recognised / accredited University / Institution.
- ▶ Students appearing for their final graduation exam may also apply, subject to completion of graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one and half years.
- ▶ The registration period is valid for two academic years.

### Overview

Project Management is the art and science of converting Vision into Reality and Abstract into Concrete. Project Management addresses the issues of change and transition throughout the project life cycle starting from need awareness, initiation, planning, implementation, control and closing in the most effective manner.

This program is based on the Project Management Body of Knowledge (PMBOK) 6th edition released by PMI. Students will learn five basic processes i.e. Initiating, Planning, Executing, Monitoring & Controlling and Project Closing. The program intends to cover the overview of ten knowledge areas that are typical in almost all projects.

### Evaluation Methodology

- ▶ Each subject comprises of an online assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- ▶ Online assignments are objective type and are available in the student login. Examinations

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 46,000/- |
| <b>Defence</b>       | ₹ 43,000/- |
| <b>International</b> | US \$2400  |
| <b>SAARC</b>         | US \$1300  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 31,000/- | ₹ 20,000/- |
| <b>Defence</b>       | ₹ 30,000/- | ₹ 17,000/- |
| <b>International</b> | US \$1600  | US \$1100  |
| <b>SAARC</b>         | US \$900   | US \$600   |

include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.

- ▶ In Semester III, students are required to submit an online Project of 100 marks.

### Award of Diploma





The Diploma will be awarded only after the student passes in all elements of assessments, i.e. each computer based examination, online assignment and project, subject to fulfilment of all criteria laid down by SCDL as well as payment of all fees/dues.

### Career Opportunities


Qualified project managers are in high demand in today's workplace in both large and small organisations. It opens opportunities in a wide range of industries like construction, automotive, information technology, pharmaceutical, telecommunications, oil, gas and petrochemical, finance, government and all project based organisations.

Credit Points: 46




## Semester - I

|  |   |
|--|---|
| Introduction to Project Management and Processes |  |
| Project Scope Management                         |  |
| Project Schedule Management                      |  |
| Project Cost Management                          |  |

## Semester - II

|   |   |
|---|---|
| Project Quality Management                                  |  |
| Project Human Resource and Project Communication Management |  |
| Project Risk Management                                     |  |
| Introduction to Agile Methodology                           |  |

## Semester - III

|                                |  |
|--------------------------------|--|
| Project Procurement Management |   |
| Project Integration Management |   |
| Project Stakeholder Management |  |
| Project                        |  |



e-Book Available

Students will be provided downloadable e-books.

**Note:** PGDPM program is an autonomous program.

# Faculty of Management

## Post Graduate Diploma in Data Science and Statistics (PGDDSS)

### Eligibility

- Bachelor's Degree holder / Graduate in any discipline from a recognised University with Maths as compulsory subject in XII std.
- International / SAARC Graduates from a recognised / accredited University / Institution.
- Students appearing for their final graduation exam may also apply, subject to completion of graduation within the time period specified by SCDL.

### Prerequisites

Basic understanding of C/C++ Programming.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

Data Science is an interdisciplinary field about scientific methods, processes and systems to extract knowledge or insights from data in various forms. This course equips learner with all the conceptual and technical skills required for the ultimate position in the analytics industry. The course introduces the learner to business analytics using the most in-demand analytics technologies like R and Python and teaches implementation of various data science concepts such as data exploration, visualisation, and hypothesis testing. Special focus has been placed on Machine Learning techniques used for regression, classification and clustering.

PG Diploma in Data Science and Statistics is designed for the people who wish to expand their proficiency in Data Science.

### Evaluation Methodology

- Each subject comprises of an online assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit a Case Study of 50 marks and submit a project of 100 marks online.

### Award of Diploma





The Diploma will be awarded only after the student passes in all elements of assessments, i.e. each computer based examination, online assignment case study and project, subject to fulfilment of all criteria laid down by SCDL as well as payment of all fees/dues.

### Career Opportunities





Data Scientist, Statistics Consultants and Business Analyst etc.

Credit Points: 42

## Semester - I

|                                |   |
|--------------------------------|---|
| Basics of Statistics           |  |
| Introduction to Data Science   |  |
| Data Structures and Algorithms |  |
| Introduction to R Programming  |  |

## Semester - II

|  |   |
|--|---|
| Python Programming                     |  |
| Machine Learning with R and Python     |  |
| Advanced Statistics with Data Analysis |  |
| Emerging Trends in Data Science        |  |

## Semester - III

|            |  |
|------------|--|
| Case Study |  |
| Project    |  |



e-Book Available

Students will be provided downloadable e-books.

**Note:** PGDDSS program is an autonomous program.

# Faculty of Management

## Diploma in Container Terminal Management (DCTM)

### Eligibility

- Bachelor's Degree holder / Graduate in any discipline from a recognised university.
- Diploma in Engg. or equivalent from any State Technical Board .
- International / SAARC Graduates from a recognised / accredited University / Institution.
- Students appearing for their final graduation exam may also apply, subject to completion of graduation or Diploma within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

India is the 16<sup>th</sup> largest maritime country in the world with 95% of India's trading being done through maritime transport. Diploma in Container Terminal Management will create career opportunities in the high growth sectors of Terminal Management.

This program will give the students an understanding of the processes that fall into the working of a typical container terminal at sea port and also at inland container terminal. The program covers concepts of ports and different facets of container terminal operations.

### Evaluation Methodology

- Each subject usually comprises of an Assignment (30 marks) and Computer-Based Examination (70 marks). Students are requested to appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester III, students are required to submit an online Submission of 100 marks.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

### Award of Diploma





Diploma will be awarded only after the student passes in all elements of assessment, i.e. each computer based examination, each assignment & submission, subject to completion of program duration and fulfilment of all other criteria laid down by SCDL as well as payment of all fees / dues.

### Career Opportunities

Commercial Manager, Freight Manager, Import Export Executive, Operations Superintendent, Manager Inland Container Terminal, Terminal In-charge.


Credit Points: 46

## Semester - I

|   |   |
|---|---|
| Introduction to Harbours, Ports and Terminals |  |
| Introductions to Ships and Containers         |  |
| Basics of Multimodal Transport                |  |
| Commercial Geography                          |  |



## Semester - III

|   |   |
|---|---|
| Risk and Insurance Management                     |  |
| Marketing in Shipping and Logistics               |  |
| Industrial Relations and Labour Laws in Logistics |  |
| Submission  |   |

 e-Book Available  
Students will be provided downloadable e-books.

**Note:** DCTM program is an autonomous program.

## Semester - II

|   |   |
|---|---|
| Management and Operations of Container Terminal     |  |
| Role of Technology in Container Terminal Operations |  |
| Financial Aspects of Ports                          |  |
| Maritime and Commercial Laws                        |  |

# Faculty of Management

## Diploma in Logistics Management (DLM)

### Eligibility

- Bachelor's Degree holder / Graduate in any discipline from a recognised university.
- Diploma in Engg. or equivalent from any State Technical Board .
- International / SAARC Graduates from a recognised / accredited University / Institution.
- Students appearing for their final graduation exam may also apply, subject to completion of graduation or Diploma within the time period specified by SCDL.

### Duration

- The duration of the program is one and half years.
- The registration period is valid for two academic years.

### Overview

Logistics is the backbone of every commercial activity. For Indian economy, the key challenge is to create a robust logistics infrastructure. With implementation of GST in India, the logistics sector is expected to gain and become a major factor for growth of our economy. This sector is expected to become a major employer in coming decades.

Diploma in Logistics Management will open doors to careers in the high growth sectors of Logistics Management.

This program will give the students a holistic understanding of different facets of logistics operations, SCM, Warehouse Management, International Conventions and latest trends in logistic sector.

### Evaluation Methodology

- Each subject usually comprises of an Assignment (30 marks) and Computer-Based Examination (70 marks). Students are requested to appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 35,000/- |
| <b>Defence</b>       | ₹ 30,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 26,000/- | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 23,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

part. Examinations are conducted at designated exam centres across the country.

- In Semester III, students are required to submit an online Submission of 100 marks.

### Award of Diploma

The Diploma will be awarded only after the student passes in all elements of assessment, i.e. each computer based examination, each assignment and submission, subject to completion of program duration and fulfilment of all other criteria laid down by SCDL as well as payment of all fees / dues.

### Career Opportunities

Commercial Managers, Warehouse Supervisor, Warehouse Manager, Logistics Manager, Supply Chain Manager, Manager Inland Container Terminal.



Credit Points: 45




## Semester - I


|   |   |
|---|---|
| Basics of Logistics Management          |  |
| Warehousing and Supply Chain Management |  |
| Basics of Multimodal Transport          |  |
| Commercial Geography                    |  |


## Semester - II

|   |   |
|---|---|
| International Transport Conventions               |    |
| Documentation and Clearance Processes             |    |
| Industrial Relations and Labour Laws in Logistics |    |
| Techniques of Operations Efficiency               |   |

## Semester - III

|                                     |   |
|-------------------------------------|---|
| Risk and Insurance Management       |  |
| Marketing in Shipping and Logistics |  |
| Trends in Logistics                 |  |
| Submission                          |   |

 e-Learning Available

 e-Book Available  
Students will be provided downloadable e-books.

**Note:** DLM program is an autonomous program.

# Faculty of Management

## Diploma in Taxation Laws (DTL)

Credit Points: 28

### Eligibility

- XII pass from any stream.
- Diploma holder in any discipline from a recognised Board / University.
- International / SAARC candidates with XII equivalent qualification.

### Duration

- The duration of the program is one year.
- The registration period is valid for two academic years.

### Fee Structure

|                              |            |
|------------------------------|------------|
| <b>General &amp; Defence</b> | ₹ 17,000/- |
| <b>International</b>         | US \$450   |
| <b>SAARC</b>                 | US \$350   |




### Overview

Diploma in Taxation Laws is designed for people who wish to expand their proficiency & blend it with the wide tax assessment structure. Diploma in Taxation Laws provides the opportunity to learn Indian taxation system and related laws in detail. Taxation is an important part of the work of many tax planners and advisers therefore sound knowledge of laws and procedures become must. Diploma in Taxation Laws caters to the same. The Diploma is designed by an Academic Board of distinguished tax practitioners and academicians in the areas of taxation. Holders of the Diploma shall be eligible to provide tax plan, advice as tax consultant and file various returns. Diploma includes enactments with recent changes in Income Tax Act and Goods and Services Tax Act, 2017. This program is ideal for individuals seeking career as Tax Consultants, Tax Analyst etc.




### Career Opportunities

After completing this diploma course a candidate can work as Tax consultant, Tax Accountant, Tax Analyst, Business Tax / Income Tax / Property Tax Advisor etc.

### Semester - I

|                                   |   |
|-----------------------------------|---|
| Managerial Accounting             |  |
| Introduction to Taxation in India |  |
| Income Tax Act, 1961              |  |
| Submission I                      |   |

### Semester - II

|                                      |   |
|--------------------------------------|---|
| Direct Tax - Application & Procedure |  |
| GST I                                |  |
| GST II                               |  |
| Submission II                        |   |

**Note:** Curriculum of program is based on Indian Taxation Laws.



e-Book Available

Students will be provided downloadable e-books.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester I & II students are required to submit one online submission of 100 marks each.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & submissions subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

**Note:** DTL program is an autonomous program.

# Faculty of Management

## Post Graduate Certificate in Entrepreneurship Development (PGCED)

Credit Points: 35

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduate from a recognised / accredited University / Institution.
- ▶ Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one year.

### Fee Structure

|                              |            |
|------------------------------|------------|
| <b>General &amp; Defence</b> | ₹ 17,000/- |
| <b>International</b>         | US \$450   |
| <b>SAARC</b>                 | US \$350   |

### Overview

PGCED is designed as an experiential learning activity that enables students to do research for new products/service ideas, business plan with projected financial statements, resource planning and implementation.






Students get familiar with the characteristics of successful entrepreneurs. Students also get basic knowledge of accounting practices and finance. The core course in Entrepreneurship Development and Management equips students with skills and knowledge required to start and sustain their own business.

PGCED program is AICTE approved.


### Career Opportunities


There are many routes of becoming an entrepreneur: Starting a new business concept, buying a franchise, buying an existing business, starting a "Work At Home" business or becoming a consultant.

### Semester - I

|   |   |
|---|---|
| Principles and Practices of Management      |  |
| Management Accounting                       |  |
| Marketing Management                        |  |
| Management Information Systems              |  |
| Entrepreneurship Development and Management |  |

### Semester - II

|                                       |   |
|---------------------------------------|---|
| Startup and Venture Funding           |   |
| Introduction to Legal System          |  |
| Logistics and Distribution Management |  |
| Risk Management                       |  |
| Project                               |   |

 e-Learning Available

### Evaluation Methodology

- ▶ Each course comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- ▶ Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester II, students are required to submit a project of 100 marks.

### Award of Certificate

Certificate will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & project subject to completion of program duration & fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

# Faculty of Management

## Post Graduate Certificate in Management Accounting (PGCMA)

Credit Points: 28

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduate from a recognised / accredited University / Institution.
- ▶ Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one year.

### Fee Structure

|                              |            |
|------------------------------|------------|
| <b>General &amp; Defence</b> | ₹ 17,000/- |
| <b>International</b>         | US \$450   |
| <b>SAARC</b>                 | US \$350   |

### Overview

PG Certificate in Management Accounting is designed to give knowledge regarding various areas of Accounting. As Management Accountant, one can work for public companies, private companies and government agencies at all levels.

The most fundamental skills, which are needed in order to be a Management Accountant, are strong knowledge of management accounting concepts, updates and principles. Management accountants need a solid foundation in hard-core accounting skills, including knowledge of basic accounting, Generally Accepted Accounting Principles (GAAP) and basic tax principles. This program helps to build these skills by giving the student multiple perspectives towards management accounting.

PGCMA program is AICTE approved.


### Career Opportunities


Accounts Professional, Accounts Manager, Cost Planner, IFRS Expert etc.

### Semester - I

|                                  |   |
|----------------------------------|---|
| Cost Planning and Analysis       |   |
| Budgeting and Management Control |   |
| Group Financial Statements       |   |
| Strategic Management Accounting  |  |
| Project Financial Management     |   |

### Semester - II

|                      |   |
|----------------------|---|
| Corporate Governance |   |
| Strategic Finance    |  |
| Research Methodology |   |
| Project              |   |

 e-Learning Available

### Evaluation Methodology

- ▶ Each course comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessment on a timely basis and complete the program in the validity period.
- ▶ Assignments are of objective type and are available in the student login. Examination includes a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester II, students are required to submit a project of 100 marks in hard copy.

### Award of Certificate

Certificate will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & project subject to completion of program duration & fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

# Faculty of Management

## Post Graduate Certificate in Digital Marketing (PGCDM)

Credit Points: 31

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduate from a recognised / accredited University / Institution.
- ▶ Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- ▶ The duration of the program is one year.

### Fee Structure

|                              |            |
|------------------------------|------------|
| <b>General &amp; Defence</b> | ₹ 17,000/- |
| <b>International</b>         | US \$450   |
| <b>SAARC</b>                 | US \$350   |

### Overview

Digital media includes web-based & mobile based technologies which turn communication into interactive dialogue among organisations, communities & individuals. Knowledge and understanding the scope of digital marketing have become necessary for every marketing professional. In today's world it is a driver for a company's bottom line by using cutting edge techniques and platforms to market products and acquire newer users and capture wider markets. PGCDM will give a richer understanding of the foundations of new digital marketing landscape & enable student to understand concepts and tools which will help organisations to move to digital channels. The program focuses on developing & planning a digital offering, gaining proficiency in social advertising & enhancing the customer engagement by use of e-CRM.

PGCDM program is AICTE approved.

### Career Opportunities


Digital Marketing Manager, Social Media Marketing Experts, Search Engine Marketers, E-Customer Relationship Manager.

### Semester - I

|                                    |   |
|------------------------------------|---|
| E-Customer Relationship Management |  |
| E-Supply Chain Management          |  |
| Internet and Web Optimisation      |  |
| Integrated E-Marketing             |  |
| Online Market Research             |  |

### Semester - II

|                                |   |
|--------------------------------|---|
| Search Engine Optimisation     |  |
| Search Engine Marketing        |  |
| Social Media Marketing         |  |
| Email Marketing and Mobile SEO |  |
| Project                        |   |

 e-Book Available  
Students will be provided downloadable e-books.

### Evaluation Methodology

- ▶ Each course comprises of 2 online submissions (15 marks each) and an assignment (30 marks) and computer based examination (70 marks). The average marks scored in an assignment and in the submission of respective course shall be considered. Students should appear for the assessment on timely basis & complete the program within the validity period.
- ▶ Assignments are of objective type and are available in the student login. Examination includes a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester II, students are required to submit a project of 100 marks in hard copy .

### Award of Certificate

Certificate will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment, submission & project subject to completion of program duration & fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

# Faculty of Management

## Post Graduate Certificate in Cyber Laws (PGCCL)

Credit Points: 29

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduate from a recognised / accredited University / Institution.
- ▶ Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

**Note:** Students in their 4/5 year of the five years law course, may apply, subject to successful completion of previous 3 years of law course.

### Duration

- ▶ The duration of the program is one year.

### Fee Structure

|                   |            |
|-------------------|------------|
| General & Defence | ₹ 17,000/- |
| International     | US \$450   |
| SAARC             | US \$350   |

### Overview



In recent years, the use of computers and internet has risen. Now computers are an integral & indispensable part of any professional, commercial and industrial activity. The development of information technology continues to give rise to novel and complex legal problems related to the use of internet and computers. To ensure the appropriate and lawful use of technology, it is necessary to have certain rules and regulations. Rules and regulations that govern the transactions carried out with the use of computers and internet comprise Cyber Laws. It is also referred to as information and communications technology law and covers electronic commerce, electronic governance, intellectual property, data protection and privacy, telecommunications, cybercrimes.

PGCCL program is AICTE approved.

### Career Opportunities

The program will help practicing lawyers and those working in IT companies to update their knowledge of Cyber Laws.


### Semester - I

|  |   |
|--|---|
| Introduction to Legal System           |  |
| Introduction to Information Technology |   |
| IT Act (Cyber Context)                 |  |

### Semester - II

|                                 |  |
|---------------------------------|--|
| Information Privacy             |  |
| E-Commerce Related Laws         |  |
| Information Security Management |  |
| Research Methodology            |  |
| Project Report                  |  |

**Note:** The curriculum of the program is based on Indian Legal System and Indian Laws.

 e-Learning Available

### Evaluation Methodology

- ▶ Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students are requested to appear for the assessments on a timely basis and complete the program in the validity period.
- ▶ Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- ▶ In Semester II, students are required to submit a project report of 100 marks in hard copy.

### Award of Certificate

Certificate will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & project subject to completion of program duration & fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

# Faculty of Management

## Certificate Course in Blockchain Technology (CCBT)

### Eligibility

- ▶ Bachelor's degree holder / Graduate in any discipline from a recognised University.
- ▶ International / SAARC Graduates from a recognised / accredited University / Institution.
- ▶ Students appearing for their final graduation exam may also apply, subject to completion of graduation within the time period specified by SCDL.

### Prerequisites

Basic understanding of Networking Concepts.

### Overview

Blockchain Technology is a growing field that has already caught everyone's attention all over the world. It is a universal open source digital ledger in which transactions are recorded chronologically and publicly. The demand for Blockchain talent is skyrocketing, thereby offering plethora of opportunities for learners in many companies and startups alike. With business benefits such as accurate tracking, reduced operating costs, quicker transactions, and increased transparency, the global market for Blockchain-related products & services is expected to explode more.

The course intends to develop a thorough understanding of fundamentals of Blockchain Technology. It does not include programming.

### Award of Diploma

The certificate will be awarded only after the student passes in all elements of assessments, i.e. each computer based examination & online submissions, subject to fulfilment of all criteria laid down by SCDL as well as payment of all fees/dues.

### Fee Structure

|                   |            |
|-------------------|------------|
| General & Defence | ₹ 20,000/- |
| International     | US \$1100  |
| SAARC             | US \$600   |

### Duration

- ▶ The duration of the program is two months.
- ▶ The registration period is valid for four months.

### Credit Points: 02



e-Book Available

Students will be provided downloadable e-books.

### Evaluation Methodology

- ▶ Students have to submit online submission I & II of 25 marks each, with 50% passing respectively, as per the guidelines.
- ▶ Students have to appear for computer-based examination of 50 marks. Examinations include a subjective element (30 marks) in addition to the objective part (20 marks). Examinations are conducted at designated exam centres across the country.
- ▶ Students should appear for the assessments on a timely basis and complete the same in the validity period.

### Career Opportunities

Blockchain Consultant, Managers, Designers and Quality Engineers in a wide range of industries like Supply Chain, Finance, Health Care, Information Technology, Telecommunications, Renewable Energy.

**Note:** CCBT program is an autonomous program.

# Faculty of Education, Humanities and Social Sciences

## Post Graduate Diploma in Educational Administration (PGDEA)

### Eligibility

- Bachelor degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time Period specified by SCDL.

### Duration

- The duration of the program is two years.
- The registration period is valid for four academic years.

### Overview

The Post Graduate Diploma in Educational Administration (PGDEA) is a diploma program which focuses on skills in human relationship, problem solving, community relationship and community cooperation. Other topics covered include information technology and its application in educational administration, evaluation methodology and research. The PGDEA program also focuses on the Legal Aspects of Educational Administration and Guidance and Counselling. At the end of the program the candidates are supposed to complete a "Project". Project-based learning is a dynamic approach to teaching in which candidates explore real-world problems and challenges. With this type of active and engaged learning, candidates shall be inspired to obtain a deeper knowledge of the courses they are studying.

### Evaluation Methodology

- Each subject comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program within the validity period.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 46,000/- |
| <b>Defence</b>       | ₹ 43,000/- |
| <b>International</b> | US \$2400  |
| <b>SAARC</b>         | US \$1300  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 31,000/- | ₹ 20,000/- |
| <b>Defence</b>       | ₹ 30,000/- | ₹ 17,000/- |
| <b>International</b> | US \$1600  | US \$1100  |
| <b>SAARC</b>         | US \$900   | US \$600   |

- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester IV, students are required to submit a project of 100 marks in hard copy.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.




### Career Opportunities

Registrar, Vice Principal, Administrative Officer, Counsellor, Placement Co-ordinator, Academic Consultant, Office Superintendent, Centre Head, Examination controller, etc.





Credit Points: 64

## Semester - I

|                            |   |
|----------------------------|---|
| Foundations of Education   |  |
| Educational Administration |  |
| ICT in Education           |  |

## Semester - II

|   |   |
|---|---|
| Educational Psychology                  |  |
| Legal Aspects of Educational Management |   |
| Educational Evaluation                  |  |
| Effective Communication in Education    |   |

## Semester - III

|   |  |
|---|--|
| Infrastructure and Resource Management in Education |  |
| Value Education                                     |  |
| Trends in Educational Administration                |  |
| Organisational Behaviour                            |  |

## Semester - IV

|                                       |  |
|---------------------------------------|--|
| Community Development in Education    |  |
| Guidance and Counselling in Education |  |
| Research Methodology                  |  |
| Project                               |  |

**Note:** PGDEA program is an autonomous program. International and SAARC students seeking admission to this program may kindly note that the curriculum of the above-mentioned program is based on the Indian Education System.



“ I wanted to update myself in education sector as I am doing my doctorate in the field of education. I am very obliged to SCDL, for giving me this opportunity to study without disturbing my current profession. PGDEA is truly helping me a lot in my current profession by giving me an idea about how an educational institution is run. ”

**Kanchan Deshpande**  
PGDEA

# Faculty of Education, Humanities and Social Sciences

## Post Graduate Diploma in School Counselling (PGDSC)

### Eligibility

- Bachelor degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time Period specified by SCDL.

### Duration

- The duration of the program is one year.
- The registration period is valid for two academic years.

### Overview

In a rapidly changing socio-economic environment, the children of today are constantly under stress. This has created a need for school counsellors at all levels of school education. Thus school counsellors have become vital members of the education team and are responsible for the mental well being of the students. This program will build concepts of the child psychology, abnormal psychology and learning difficulties, enabling students to identify the psychological need of the school children & provide guidance. Students enrolling for this program will learn basic counselling techniques and methods of psychological testing.

PG Diploma in School Counselling thus will equip students to effectively work as a school counsellor at all levels.

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 23,000/- |
| <b>Defence</b>       | ₹ 21,000/- |
| <b>International</b> | US \$ 1500 |
| <b>SAARC</b>         | US \$ 850  |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 18,000/- | ₹ 10,000/- |
| <b>Defence</b>       | ₹ 17,000/- | ₹ 8,000/-  |
| <b>International</b> | US \$ 1200 | US \$ 600  |
| <b>SAARC</b>         | US \$ 700  | US \$ 300  |

part. Examinations are conducted at designated exam centres across the country.

- In Semester II students are required to submit one online submission of 100 marks.

### Award of Diploma





Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & submission subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

### Career Opportunities




After completing this PG diploma, a candidate can work as a School Counsellor.

Credit Points: 36

## Semester - I

|  |   |
|--|---|
| Introduction to Psychology                 |  |
| Developmental Psychology                   |  |
| Foundation of Mental Health and Adjustment |  |
| Abnormal Psychology                        |  |

## Semester - II

|   |   |
|---|---|
| Learning Difficulties                           |  |
| Basics of Counselling, Techniques and Practices |  |
| Psychological Testing                           |  |
| Submission                                      |   |



e-Book Available

Students will be provided downloadable e-books.

**Note:** PGDSC program is an autonomous program.

# Faculty of Education, Humanities and Social Sciences

## Post Graduate Diploma in Instructional Design (PGDID)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one year.
- The registration period is valid for two academic years.

### Overview

Instructional design is the process of converting information into rich learning content, using established learning theories. It is a systematic process that involves analysing learner profiles and training needs, organising information according to established standards and creating learning plans and content to achieve specific goals. Traditional training methodology focuses on a predominantly one-way transfer of information. The theories of instructional design, however, focus on a result-oriented learning approach in which the users are able to achieve specific goals in a given environment. It is primarily used to develop computer based and web-based content.

PGDID program provides basic theoretical and practical skills needed to design, deliver and evaluate courseware. Students explore the theories of Instructional Design through reading, viewing e-learning modules and practical applications. The program aims at acquisition of professional qualification in Instructional Design as well as self-enrichment and improvement of job-related skills.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 29,000/- |
| <b>Defence</b>       | ₹ 25,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 22,000/- | ₹ 11,000/- |
| <b>Defence</b>       | ₹ 18,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

### Evaluation Methodology

- Each course comprises of an assignment (30 marks) and computer based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.
- In Semester II, students are required to submit an online project of 100 marks.

### Award of Diploma




Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.


### Career Opportunities

Content Editor / Reviewer / Writer, Instructional Designer, Technical Writer, Entrepreneur in e-Learning, Instructional Writer and e-Content Developer etc.

Credit Points: 32



## Semester - I

|  |   |
|--|---|
| Principles and Practices of Management |  |
| Instructional Design                   |  |
| Effective Communication                |  |

 e-Learning Available

**Note:** PGDID program is an autonomous program.

## Semester - II

|                               |   |
|-------------------------------|---|
| Advanced Instructional Design |   |
| Educational Psychology        |  |
| Course Design                 |  |
| Project                       |   |



“I have pursued PGDID program from SCDL in 2018. Being in HR (Learning and Development) vertical, this course has enabled me to understand the various areas of content development & Instructional Design. Overall, I would certainly recommend working professionals to pursue programs from SCDL as there are various advantages like flexibility of time & affordability which will help individual to upgrade their skillset while continuing to work.”

**Naresh Shivani**  
PGDID

# Faculty of Education, Humanities and Social Sciences

## Post Graduate Diploma in Pre-Primary Teacher's Training (PGDPTT)

### Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Duration

- The duration of the program is one year.
- The registration period is valid for two academic years.

### Overview

In recent years, there is an increasing demand for qualified personnel to work with young children in pre-primary schools. Not all pre-primary schools, however, are run by trained teachers who know how to best facilitate learning in young children. This program is designed to reduce the gap between the available and demanded competencies in this field. It equips teachers with the knowledge of various teaching aids and classroom management. The practice teaching session gives them practical exposure.

This program will enable candidates to teach at the pre-primary level and help in-service teachers who want to upgrade their skills and qualifications. Knowledge of various aspects of child education is also perfect for mothers who want to teach their children at home. It gives a direction to those who would like to open a pre-primary school.

### This program helps an individual to:

- Understand the needs & cognitive development of children.
- Understand child psychology especially that of young children in the age group of 3-6 years, who would be stepping out of the familiarity of their homes for the first time.
- Recognise the healthy physical and mental developmental patterns in a young child.

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 29,000/- |
| <b>Defence</b>       | ₹ 25,000/- |
| <b>International</b> | US \$1500  |
| <b>SAARC</b>         | US \$850   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |            |
|----------------------|------------|------------|
| <b>General</b>       | ₹ 22,000/- | ₹ 11,000/- |
| <b>Defence</b>       | ₹ 18,000/- | ₹ 12,000/- |
| <b>International</b> | US \$1200  | US \$600   |
| <b>SAARC</b>         | US \$700   | US \$300   |

- Decode a child's learning style, which is essential for ensuring that what is being taught within the classroom is absorbed by the child with minimum exertion.

### Evaluation Methodology

- Each course comprises of a submission (30 marks) and computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- The examinations include a combination of objective and subjective element. Examinations are conducted at designated exam centres across the country.
- Students are required to submit Submissions (30 marks each) in hard copy for all subjects at the end of the semester.
- Submissions are a compulsory academic component of curriculum, where student is required to submit submissions in the form of Resource File. The resource file comprises of lesson plan which the student needs to conduct in a preschool, do teaching and learning activities, prepare school observation report, case study report etc.

Credit Points: 34

## Award of Diploma




Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & submissions, subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

## Career Opportunities




Teacher for Children with Special Needs, Pre-Primary Teacher or Counsellor, Administrator in Pre-School and Pre-Primary Supervisor. One can also start one's own Pre-Primary School or Day Care Centre.


**Note:** PGDPTT program is an autonomous program.

### Semester - I

|                                   |   |
|-----------------------------------|---|
| Child Development I               |  |
| Early Childhood Curriculum I      |  |
| Pre-Primary School Administration |  |

### Semester - II

|                               |   |
|-------------------------------|---|
| Child Development II          |  |
| Early Childhood Curriculum II |  |
| Children with Special Needs   |  |

 e-Learning Available



“I have successfully completed DELT and PGDPTT from SCDL. I live in Singapore so these courses helped me to start my teaching career. Symbiosis programs are accepted overseas as well. Now after successfully completing the program from SCDL, I am working at Little Gryphons Montessori as a Lead Teacher and heading the school.”

**Anita Josinho Demelo**  
DELT & PGDPTT

# Faculty of Education, Humanities and Social Sciences

## Diploma in Creative Writing in English (DCWE)

### Eligibility

- XII Standard pass-out with minimum 50% marks in English Subject.
- Diploma holder / Bachelor's Degree Holder / Graduate in any discipline from a recognised University with 50% marks in English subject.
- Completed Diploma / Bachelor's Degree / Graduation in English medium.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Overview

Diploma in Creative Writing in English program enables one to further nurture one's aptitude for creative writing by polishing one's writing skills and honing one's potential to be a professional writer. It can help one to creatively write in different genres / forms, including poetry, screen writing and memoir. If one is interested in writing, there are a number of related fields that one may join, such as journalism, communication and media, advertising and public relations, corporate communications, professional writing and rhetoric, publishing etc.

### This program helps learners to:

- Get an exposure to different forms of writing.
- Stimulate their creative thinking and writing.
- Dwell in the realm of imagination and bring out the fascinating insights through writing.
- Get introduced to the lives and views of well-known writers and media personalities.

### Fee Structure

| * Option 1           | One Time Payment           |                            |
|----------------------|----------------------------|----------------------------|
| <b>General</b>       | ₹ 29,000/-                 |                            |
| <b>Defence</b>       | ₹ 25,000/-                 |                            |
| <b>International</b> | US \$1500                  |                            |
| <b>SAARC</b>         | US \$850                   |                            |
| * Option 2           | 1 <sup>st</sup> Instalment | 2 <sup>nd</sup> Instalment |
| <b>General</b>       | ₹ 22,000/-                 | ₹ 11,000/-                 |
| <b>Defence</b>       | ₹ 18,000/-                 | ₹ 12,000/-                 |
| <b>International</b> | US \$1200                  | US \$600                   |
| <b>SAARC</b>         | US \$700                   | US \$300                   |

### Duration

- The duration of the program is one year.
- The registration period is valid for two academic years.

### Evaluation Methodology

- Each course comprises of a submission (30 marks) and computer based examinations (70 marks each). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- The examinations include a combination of objective and subjective element. Examinations are conducted at designated exam centres across the country.
- Students are required to submit submissions (30 marks) in the form of Submissions I and II at the end of each semester.
- Submissions should be submitted in hard copy for all three courses of Semester I and II.



Credit Points: 30

## Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & submissions, subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

## Career Opportunities

Career in Journalism, Communication and Media, Advertising and Public Relations, Corporate Communications, Professional Writing, Publishing etc.

**Note:** DCWE program is an autonomous program.

### Semester - I

|                       |  |
|-----------------------|--|
| The Expressive Self   |  |
| Experiencing the Word |  |
| Creative Lives        |  |

### Semester - II

|   |  |
|---|--|
| Sources of Creativity                     |  |
| Preparatory Practices                     |  |
| Introduction to Creative Forms of Writing |  |



“ I chose SCDL because it's the only institute providing Creative Writing related course in India. The program has an insightful, rich and resourceful curriculum. It has a good concept of virtual classroom which enabled me to interact with the mentors to get guidance and support. Learning was fun more than a burden with SCDL. My confidence & profile both have been enhanced to greater levels. Moreover, this course took me nearer to my goal of writing a book on anthology and has given me wings to fly towards my dreams.”

**Monali Parmar**  
DCWE

# Faculty of Education, Humanities and Social Sciences

## Diploma in English Language Teaching (DELT)

### Eligibility

- XII Standard pass-out with minimum 50% marks in English Subject.
- Diploma holder / Bachelor's Degree Holder / Graduate in any discipline from a recognised University with 50% marks in English subject.
- Completed Diploma / Bachelor's Degree / Graduation in English medium.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

### Overview

Diploma in English Language Teaching program is designed to help students develop proficiency in teaching English. One of the ways of learning a language well is to prepare oneself to teach it. This program trains students to learn different aspects of the English language, from a teacher's point of view. Individuals, who wish to teach English, may opt for this program.

The objective of the program is to bridge the gap between theory and practice in the methodology of teaching English. The program also aims at developing reading and writing skills and English vocabulary.

### Evaluation Methodology

- Each course comprises of a hard copy submission (30 marks) and computer based examinations (70 marks each). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- The examinations include a combination of objective and subjective element. Examinations

### Fee Structure

\* Option 1 One Time Payment

|                      |            |
|----------------------|------------|
| <b>General</b>       | ₹ 14,000/- |
| <b>Defence</b>       | ₹ 14,000/- |
| <b>International</b> | US \$400   |
| <b>SAARC</b>         | US \$350   |

\* Option 2 1<sup>st</sup> Instalment 2<sup>nd</sup> Instalment

|                      |            |           |
|----------------------|------------|-----------|
| <b>General</b>       | ₹ 10,000/- | ₹ 6,000/- |
| <b>Defence</b>       | ₹ 10,000/- | ₹ 6,000/- |
| <b>International</b> | US \$300   | US \$200  |
| <b>SAARC</b>         | US \$300   | US \$100  |

### Duration

- The duration of the program is one year.
- The registration period is valid for two academic years.

are conducted at designated exam centres across the country.

- Students are required to submit submissions (30 marks) in the form of Resource File I and II at end of each semester.
- Submissions are to be submitted in hard copy for all three courses of Semester I and II.

### Award of Diploma

Diploma will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment and submissions, subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Credit Points: 32

## Career Opportunities

After completing this course, a student will develop a clear understanding of teaching and learning of English. It will help one to effectively teach English when one takes up the career as an English teacher, either in schools or in professional private classes, besides improving one's own English language skills.

**Note:** DELT program is an autonomous program.

## Semester - I

|   |  |
|---|--|
| Introduction to the Study of English Language   |  |
| Structure of English Language                   |  |
| Instructional Methodologies of English Language |  |

## Semester - II

|   |  |
|---|--|
| A study in English Grammar                              |  |
| Teaching English at Primary and Secondary Level         |  |
| Teaching and Learning of English through Constructivism |  |



“The program has been a source of empowerment to me. Through the unique design of the course and its logical sequencing, DELT unfolds a whole new vista of teaching English. As an English teaching professional, I've been greatly benefited by the practical activities given along. It provides scope for an interactive classroom environment while enriching the professional capability of one.”

**Ushita**  
DELT

# Single Courses

## Eligibility

- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.
- Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time period specified by SCDL.

## Duration

- The duration of each course is six months.
- The registration period is valid for one academic year.

## Overview

SCDL offers a range of single courses with multi-entry facility and credit banking. Students can enroll for single courses offered by SCDL with a view to develop area-specific skills and obtain subject-specific knowledge.

The credits accumulated by a student can be transferred to other SCDL programs, providing them flexible learning pathways. Students can enroll for one or more (maximum of 4) single courses offered by SCDL. However, students who have registered for any other programs with SCDL cannot enroll for a single course that is already included in their program curriculum. Students are required to fill separate admission forms (and go through all procedures for admission) for each course they wish to enroll for.

## Award of Certificate


Certificate will be awarded only after student passes in all elements of assessments i.e. each computer based examination and each assignment subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

## Evaluation Methodology

- Each single course comprises of an assignment (30 marks) and computer-based examination (70 marks). Students are requested to appear for the assessments on a timely basis and complete the program in the validity period.

## Fee Structure

|                      |           |
|----------------------|-----------|
| <b>General</b>       | ₹ 8,000/- |
| <b>Defence</b>       | ₹ 8,000/- |
| <b>International</b> | US \$200  |
| <b>SAARC</b>         | US \$175  |

|   |   |
|---|---|
| Advanced Instructional Design                             |   |
| Cloud Computing   |    |
| Customer Relationship Management                          |    |
| Cyber Law in Corporate Practice                           |    |
| Financial Management                                      |    |
| HR Development and Training                               |    |
| Human Resource Management                                 |    |
| Industrial Relations and Labour Laws                      |    |
| Instructional Design                                      |   |
| Marketing Management                                      |  |
| Materials Management                                      |  |
| Performance and Potential Management                      |  |
| Production / Operations Management                        |  |
| Project Management (IT)                                   |   |
| Research Methodology and Statistical Quantitative Methods |  |
| Sales and Distribution Management                         |  |
| Strategic Management                                      |  |

**Note:** Single Courses are autonomous courses.



e-Learning Available



e-Book Available

Students will be provided downloadable e-book.

- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part. Examinations are conducted at designated exam centres across the country.

# Admission Process

## Student Categories

- **GENERAL CATEGORY:** Students, who have completed their education in India and would like to take their examination from India and avail all services in India, will be considered in the General Category.
- **DEFENCE CATEGORY:** Special fee concession is given to active Defence Personnel (Army, Navy and Air Force) and Paramilitary / Police Personnel, as a token of appreciation and recognition of their services to our nation. 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.
- **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:** 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 will be considered under SAARC category.

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 visas will also be considered under SAARC/ International country students.

## How to Apply?

### Step 1: Purchase Application Form

- The fee to purchase the application form for applicants of General/Defence category is Rs 1,000/- and for International/SAARC category is USD 100 or Rs 7,100/-.
- You can purchase the application form online via our website: [www.scdl.net](http://www.scdl.net).
- You can also purchase the application form from SCDL Campus, by hand in person.

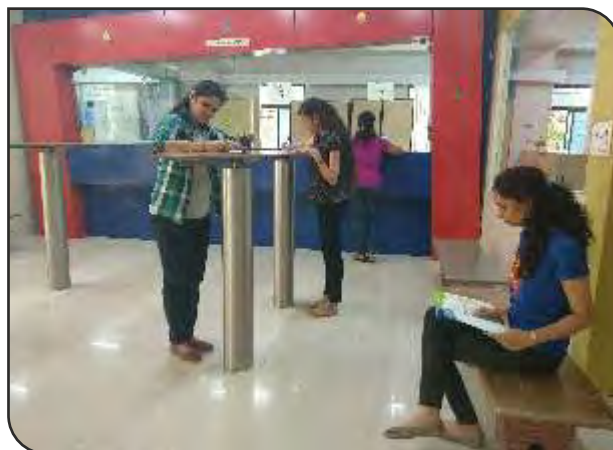
**Note:** No request shall be accepted to purchase application form by post. Application form fee is non-refundable.

### Step 2: Registration

Submit by hand or by registered post or by courier, the duly filled application form along with photo copies of academic documents duly attested by class one gazette officer or notarised from notary, copy of work experience documents (if any), name change document (if any), 2 passport size recent photographs, copy of Govt. photo identity proof and complete program fee, to SCDL Pune Campus.

### Step 3: Fee Payment

- Submit your 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.



## Enclosures with the Application Form

- The application form should be filled with all required information. In case incomplete or incorrect information is provided, the application form shall be rejected. Application form should be signed by the student.
- Two coloured passport size recent photographs. Childhood photo, side face & selfies are not accepted.
- Govt. photo Identity proof, clear copy (e.g. Passport, PAN Card, Driving Licence, Adhar Card, Election Card).
- Photocopy of the Bachelor's Degree Certificate / Provisional or Passing Certificate / all year marksheets, duly attested by class one Gazette Officer or notarised by a notary as per the applicable eligibility for the applied program. Local language, Self-attested document or photocopy of attested document is not accepted.
- XII Standard Marksheet photo copy duly attested by class 1 gazette officer or notarised by notary.
- Service certificate (applicable for active Defence Personnel only).
- Name change document (if applicable).
- Single Demand Draft for Program Fee (giving candidate's name/details on the reverse side). The Demand Draft should be in favour of: **“The Director SCDL, Pune”** payable at Pune.
- For International/SAARC students, photocopy of passport page showing valid visa of the foreign country.

**Note:** Students should not send any original academic documents to SCDL. SCDL is not liable for return/loss of original academic documents sent by students. SCDL will not accept any fees in cash, sent by post / courier to SCDL. **Submission of documents within the timelines, for confirmation of admission, is the sole responsibility of the student.**

## Admission Type

### Confirmed Admission

Students who fulfil all the admission related eligibility criteria as per SCDL policies get **Confirmed** admission. An admission letter along with a student ID card is sent to the students by post. In addition, students get access to pay program fee online through payment gateway and the **Student Handbook** in their respective student login.

### Provisional Admission

Students admitted on **Provisional** basis do not receive SCDL student ID card till their admission is **Confirmed**. Provisional Admission is given, when admission related eligibility criteria as per SCDL policies is not fulfilled and documents are having deficiencies like:

- 2 coloured passport size recent photographs are not attached or are improper or are not clear.
- Academic Qualification related documents photocopy is self-attested / is photocopy of attested document / attested by Non-Gazette Officer / attested in local language & is not readable / attestation is not clear.
- Govt. Photo identity proof is not attached or the attached photocopy is not clear.
- Service Certificate (for Active Defence Personnel ) is not, attached / attested / correct.
- Visa / Passport copy (for International / SAARC students) is not enclosed / is expired / is incorrect.
- Name change document copy (if any) is, not enclosed / not clear / in local language & is not readable.
- Application form is not signed. Inadequate document attached or application form is incomplete.

**Provisionally admitted students must submit required documents and comply with the deficiencies immediately upon receipt of email sent by SCDL with respect to provisional admission status, as specified, to get confirmed admission.**

The admissions of provisionally admitted students, who fail to submit the required documents within the last date specified (refer last date under section Important Dates) in the prescribed format, will stand cancelled. Such students will not be entitled for refund of any fees paid. It is the sole responsibility of students to submit all the required documents in the prescribed format within timeline specified by SCDL.

## Examination Centres

Students can appear for exams through SCDL Designated Exam Centres across the country. SCDL does not provide facility to reserve / guarantee availability of exam slots at any exam centres. Booking of exam slots is on first come first basis. Slots once booked cannot be changed. Exam fee is to be paid separately per paper per attempt and is not included in course / program fee. **Exam fee is non-refundable and non-transferable.** List of states where SCDL exam centres are located is given below;

### State wise exam centre list:

|                |                   |
|----------------|-------------------|
| Andhra Pradesh | Goa               |
| Assam          | Gujarat           |
| Bihar          | Haryana           |
| Chandigarh     | Himachal Pradesh  |
| Chhattisgarh   | Jammu and Kashmir |
| Delhi          | Karnataka         |

|                |               |
|----------------|---------------|
| Kerala         | Rajasthan     |
| Madhya Pradesh | Tamil Nadu    |
| Maharashtra    | Uttar Pradesh |
| Odisha         | Uttarakhand   |
| Punjab         | West Bengal   |

\* Detailed list of SCDL exam centres is available on SCDL website.

**Note:** In an event of any force Majeure due to which the student is unable to attempt the exam in his/her slot or at the exam hall, SCDL will make required arrangements for such student(s) to reattempt the exam at another convenient date/time at no cost to the student(s). Force Majeure is described as natural disasters, sudden / unexpected failure of electricity / computer hardware and software, local unrest, riots etc.

# Fee Policies and Guidelines

## Mode of Payment

- **Online:** Students can pay application form fees, program fees and all exam fees online.
- **Demand Draft:** Students can pay fees via Demand Draft (DD) drawn in the favour of “**The Director SCDL, Pune**” payable at Pune. All DDs should be sent by Post/Courier to SCDL, Pune only. **Student must mention their name, registration number, contact number, program enrolled and type of fees being remitted on the reverse side of the Demand Draft using ball-pen only.** Students must retain a photocopy of the Demand Draft sent to SCDL. SCDL will not be responsible for lost / delayed / unidentified DDs. SCDL is not liable for loss of financial instruments in transit or for unidentified financial instruments, i.e. without sender's details or reason of fee remittance on the reverse of the DD. Cash must not be sent to SCDL by Post/Courier. 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.**

**Note:** International/SAARC students: Such students must remit all fees in USD or INR equivalent, as prescribed by SCDL. The exchange rate applicable will be Rs. 71/- against 1 USD for the current financial year.

## Fee Policies for Payment of Fees

- Students have two options to pay the program fees as per below specified timelines.
  - **Option 1: One-Time Payment:** Pay full program fee in one-time payment, as specified for respective program, within 30 days from the date of grant of confirmed admission.
  - **Option 2: Two-Instalments:** Pay full program fee in two-instalments, as specified for respective program:
    - Pay 1<sup>st</sup> instalment within 15 days from the date of grant of confirmed admission.
    - Pay 2<sup>nd</sup> instalment within 30 days from the date of payment of 1<sup>st</sup> instalment.
- Students admitted on provisional basis and irrespective of their fee payment status, will not be allowed to access any student related services and learning facilities. They are not allowed to appear in any examinations or submit any assignments for the enrolled program, until the time they comply with all the deficiencies mentioned in the provisional admission letter.
- **Students with confirmed admission, who fail to pay fee within specified timeline will not be allowed to access any student related services and learning facilities. They will not be allowed to appear in any examinations or submit any assignments for the enrolled program.**
- Students with confirmed admission and full fee paid will be able to avail, Student Services and Learning facilities like: Online Classes, Online query solving with Faculty, E-Library and E-Learning, Assignments and Personal Contact Programs.
- Students will be able to book exam slot for Computer Based Examinations in their student login, only after their admission is **CONFIRMED** and they have **paid the FULL FEE of the enrolled program.**
- Students, who fail to pay complete fee or those who have paid only the 1st instalment, will have to pay late fee over and above the **outstanding Program fee amount as per timelines given by SCDL.**
- **The applicable late fee is as under:**

| Program Duration | General | Defence | SAARC   | International |
|------------------|---------|---------|---------|---------------|
| All 2 years      | ₹ 5,000 | ₹ 4,500 | USD 150 | USD 300       |
| All 1.5 years    | ₹ 3,000 | ₹ 2,500 | USD 100 | USD 200       |
| All 1 year       | ₹ 1,000 | ₹ 1,000 | USD 25  | USD 30        |



## Fee Policies and Guidelines

- Failure to pay complete program fees, even with late fee as per the prescribed deadline will result in the cancellation of admission.
- A student, with admission cancelled by SCDL due to non-compliance of eligibility or non-payment of program fees within the prescribed timeline, will not be eligible for any refund of paid fees and any such request will not be entertained.
- Exam fee is to be paid separately, per paper per attempt and is not included in program fee. Exam fee is non-refundable and non-transferable.
- Students are required to pay Rs 400/- [for General and Defence category], USD 25 (for International category) and USD 20 (for SAARC category) per exam, for the enrolled program.
- Students get 2 free attempts of assignments (in case of failure) and subsequently have to pay Rs 350/- [for General and Defence category], USD 20 (for International category) and USD 15 (for SAARC category) per attempt.
- SCDL is not liable to refund any excess/ unidentified fee(s) paid by the student towards program/ course/ examination or any other fees. Such excess fees may be utilised for any other applicable services (as allowed by SCDL) by the student in the same financial year subject to the Director's approval. Students must submit a formal application to SCDL through the Service Request Form (SRF) for the same, on or before **March 1, 2020**. Students must ensure and retain proof of receipt for the SRF sent to SCDL.
- Students will not receive credit of fees or any other documents, unless proper details are mentioned on the reverse of the DD or any other documents. It is the sole responsibility of the student to mention registration number, program name and type of fee details, while sending the fees or any other documents, to enable SCDL to identify the student and the purpose of remitting the fees or sending the document. The student is entitled to claim such unidentified amounts (upon providing sufficient proof) on or before **March 1, 2020**. Failing this, such unidentified amounts will be forfeited and the student will have no claim whatsoever on the said amount.
- Demand Drafts received without any information of the student and/or type of fee(s) remitted is processed under suspense account. Such demand drafts may be transferred to the respective student's account in the same financial year, i.e. till **March 1, 2020**, after which such queries/applications will not be entertained/processed. Students must submit a formal application along with proof for the same on or before **March 1, 2020**.
- **As per RBI rules, a demand draft is valid only for 90 days. SCDL will accept DDs till 60 days from the date of issuance of a DD.**
- **SCDL will not accept any personal/ banker's cheque or any co-operative bank demand drafts for any kind of fee payment.**
- **SCDL does not take any responsibility to return such personal/ banker's cheque or co-operative bank demand drafts or to credit the same to the student's account.**
- For payment of fees, students are instructed to use either SCDL payment gateway or send Demand Drafts to SCDL, Pune Head Office. Students should not pay any fees directly to any centre / bank / office, other than SCDL Pune Head Office. SCDL shall not be responsible for any loss incurred by students in regard to any fees paid to any other centre / bank / office, other than SCDL Pune Head Office.
- Students are informed and advised **not to send** any type of fees in the form of cash by post / courier. SCDL will not accept and will not be responsible for the return of cash sent by post / courier.
- Each student has to send a separate DD towards any applicable fees. Consolidated DD of two or more students or student services will not be accepted.
- International/ SAARC students can pay the program fees in INR, the **exchange rate applicable will be Rs. 71/- against 1 USD** for the current Financial Year.

## Fee Policies and Guidelines

- Students can apply for change of category from International / SAARC to General (refer to student handbook for details) but there will be no refund of the paid program fees.
- If a student wants to change category from General to International/SAARC, he/she will have to pay the difference in the program fees in INR or USD (as per prescribed exchange rate) and submit photocopies of valid visa and address proof.
- The detailed guidelines, policies and timelines of various activities and access related to admissions, academics, evaluations and fee details with respect to project, case studies, resource file submission, re-submission can be referred in the Student Handbook and Exam Handbook made available in student login.
- Students can refer administrative charges for other services available in student login.

## Cancellation of Admission

- It is the sole responsibility of the student to pay all prescribed fees as per the timelines mentioned in the prospectus for the program in which he/she has enrolled. If a student fails to pay the fees as per the timelines, then in such a case, his/her admission shall stand cancelled.
- In case of students enrolled on a provisional basis, if the documents required for the purpose of eligibility are not submitted or if submitted with deficiencies (i.e. not in the manner prescribed) and the deficiencies are not made good within the last date specified (refer last date under section Important Dates) or within 15 days of communication to that effect, whichever is later, then his/her admission shall stand cancelled.
- In an event of not completing the program within the time / validity period specified by SCDL, the student login shall be locked and admission shall stand cancelled.
- In all the cases as mentioned above the student is not entitled to any refund of paid fees.

## Refund of Program Fees

- Students desiring to cancel their admission need to submit an application for cancellation of admission (Application for Refund of Program Fees) only in the prescribed format, available in the student login on SCDL website, within the last date specified (refer last date under section Important Dates) for the enrolled program.
- Students will receive only the refund for program fees paid by them after the deduction of ₹ 1000/- as administrative charges, on the paid amount. **Application form fee is non-refundable & non-transferable.**
- Refund application will be processed only after the student return to SCDL, the self-learning material, confirmed / provisional admission letter, ID card or any other SCDL material that the student has in his/her custody. In case the study material and/or ID card are not returned to SCDL on or before the prescribed deadline. ₹ 1000/- and ₹ 150/- [for General and Defence/ Paramilitary/Police category], USD 60 and USD 35 (for International category) & USD 52 and USD 25 (for SAARC category) will be deducted from the refunded amount for Study Material and ID card respectively.
- **Any application for refund of program fees will not be accepted if received after the last date specified (refer last date under section Important Dates) .**

## Important Dates (AY 2019-20)

- Program commences: **July 01, 2019.**
- Classes commences from: **August 03, 2019.**
- Last date for change in specialisation: **July 31, 2019.**
- Last date for change in program: **July 31, 2019.**
- Pay program fee as per,
  - Option 1: One Time Payment, within 30 days from the date of grant of confirmed admission. Or
  - Option 2: Two Instalments: Pay 1<sup>st</sup> instalment within 15 days from the date of grant of confirmed admission and Pay 2<sup>nd</sup> instalment within 30 days of payment of 1<sup>st</sup> instalment.
- Last date to submit eligibility deficient document/s to SCDL for admission confirmation, for provisionally admitted students: **August 10, 2019.**
- Last date to receive application form with necessary documents at SCDL for admission:
  - By Post: **August 05, 2019.**
  - By Hand: **August 10, 2019.**
- Last date to pay complete program fee: **August 10, 2019.**
- Last date to pay complete program fee with late fee: **August 24, 2019.**
- Last date for cancellation of admission & for refund of paid program fee: **August 30, 2019.**

## Important Points

- SCDL is a stand-alone institute and is not part of any University.
- Students must retain with them a photocopy of the duly filled in application form, demand drafts, case studies and other paper submissions sent to SCDL.
- Instructions given in the Student Handbook, Exam Handbook and any other instructions given through print or website are the rules and policies of the Institute.
- There is no facility for improvement in passed components of the applied course / program.
- SCDL shall provide Self-Learning Material in printed form/Online learning material in soft copy (e-Books) for specific programs in English language only. SCDL is not liable to provide the aforesaid material in any other form or in any other language as specified under the respective program/s.
- Students enrolling themselves for any program of SCDL should ensure that they have necessary computer-based operational knowledge and access to internet, as majority of the services & communications related to the programs are computer-based. SCDL shall not be liable for any operational loss/damage arising out of deficiency of such knowledge/computer skills.
- Students must ensure that they meet the pre-requisites, if any, as specified for respective programs.
- It is also clarified here that differently abled students shall make necessary provisions / arrangements at their own cost and expenses to understand the self-learning material and or to appear for examination and or to perform any action related to the program. SCDL shall not be liable to incur any expense on such account. SCDL shall also not be liable for any loss/damage arising out of negligence / inability of differently abled students to understand the self-learning material and or to appear for examination and or to perform any action related to the program.
- Students will be informed on their personal email and or mobile no., (by email/sms/call) various updates and important information about activities taking place at SCDL from time to time.
- SCDL shall not be responsible for any loss incurred by student due to non-receipt of updates on timely basis due to incorrect contact details. Students must ensure that their contact details are up to date at SCDL and inform SCDL immediately in case of any changes.
- In the event of successfully completing the program in the specified duration or validity period, the student login shall be locked.

# Disclaimers

## Right to Amend Rules

The Institute reserves the right to amend the rules and regulations, whenever and wherever considered necessary and appropriate. Such amendments will be intimated to the students. Therefore, these publications, and the descriptions contained herein, are not to be construed as a contract binding on the Institute to any specific policies. Possible changes include, but are not limited 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, online class/lectures and contact program centres and such other matters, as may be considered relevant.

## Student Undertaking

- It is assumed that all students seeking admission to SCDL programs have carefully read the Prospectus and website and further agree to abide by the rules and regulations of the Institute.
- Students submitting the application form for seeking admission to any program/course at SCDL are assumed to have read the rules and policies related to eligibility, provisional admission, fees, cancellation of admission, refund of program fees & disclaimers mentioned above and agree to the same, as mentioned in the application form and prospectus.
- Students are instructed to carry their respective SCDL student ID card, exam hall ticket and government ID proof in original hard copy to appear for exam. If the student fails to carry any one of the above specified items, the student shall not be allowed to appear for exam.
- Students are instructed not to use any unfair means in the examination hall. Students are not allowed to bring any materials such as digital diary, cell phone, pager, palmtop in the examination hall. In case a student is found using any of these items as mentioned above during the examination, in the examination hall or in the premises where the examination is being conducted, SCDL has the right to cancel that student's admission and in such a case, the student shall not be entitled to any refund of fees.
- Students are requested to immediately intimate SCDL, for any change in their communication address / email-id / mobile no. etc. SCDL shall not be responsible for non-receipt of ID card / Admission Letter / Study Material / any other correspondence done by SCDL with the student, if the change of contact details are not communicated to SCDL well before the schedule of dispatch of their material / any other important updates, as notified on the website, the student will have to bear the cost of delivery.
- Students to take note that, dispatch details wrt ID card / Admission Letter / Study Material / any other correspondence dispatched to student is updated on the website, in student login after 24-48 hrs from the date of dispatch of the correspondence.
- Students are requested to take note about SCDL's Right to Amend Rules (specified above) & agree to the same through this understanding.
- No donation or capitation fee is charged for admission to any course at any institute of Symbiosis.

## Jurisdiction

**All disputes between the applicant / student and the Institute, including any dispute relating to purchase of application form, payment of fees, refund of fees, admission, examination, certification etc. shall be exclusively subject to jurisdiction of only Pune Courts.**

## Faculty Details



**Dr. Padmpriya Irabatti**  
*MBA, M.Phil,  
Ph.D*

**Teaching / Industry Experience:**

15 yrs teaching and 6.5 yrs industry experience

**Teaching Areas:**

Research Methodology, Entrepreneurship Development, Strategic Management, Marketing Research, Consumer Behaviour, Services Marketing



**Dr. Pallavi Soman**  
*M.Ed, M.A (English),  
Ph.D, SET*

**Teaching / Industry Experience:**

24.5 yrs teaching experience

**Teaching Areas:**

Education, English, Educational Psychology, Instructional Design



**Dr. Narendra Parchure**  
*M.Com, M.Phil,  
Ph.D*

**Teaching / Industry Experience:**

18.5 yrs teaching and 8 yrs industry experience

**Teaching Areas:**

Business Communication, Industrial Marketing, Marketing Management, CRM



**Dr. Sudeep Limaye**  
*PGDBM, M.Com,  
Ph.D, NET*

**Teaching / Industry Experience:**

11 yrs teaching and 18 yrs industry experience

**Teaching Areas:**

Marketing, Logistics, Risk Management in Insurance, Retail, Banking, Sales and Distribution Management, Advertising and Public Relations



**Vijay H. Masarkar**  
*B.Com, MBA, ADCSSAA,  
PGDLS (MLS), MIRPM,  
SET, NET*

**Teaching / Industry Experience:**

16 yrs teaching and 4 yrs industry experience

**Teaching Areas:**

Human Resource Management, Organizational Behaviour, Industrial Relations, Labour Laws, Business Administration, Training & Development, Performance Management

## Faculty Details



**Uttara Deolankar**  
*M.A, M.Ed,  
NET (Education),  
Ph.D Pursuing*

**Teaching / Industry Experience:**

19 yrs teaching experience

**Teaching Areas:**

Educational Psychology, Educational Evaluation, Instructional Design, Educational Administration, Educational Technology



**Prashant B. Ubarhande**  
*MBA, NET,  
Ph.D Pursuing*

**Teaching / Industry Experience:**

10.5 yrs teaching experience

**Teaching Areas:**

Business Accounting, Economics, Business Statistics, Financial Management, Taxation, Capital Market, Banking, Financial Services & Insurance (BFSI)



**Sonali G. Karale**  
*MCA, SET,  
Ph.D Pursuing*

**Teaching / Industry Experience:**

9.5 yrs teaching and 1 yr industry experience

**Teaching Areas:**

Image Processing, Video Summarisation, Compiler Construction, Parallel Processing, Quality Management, IS, Technical Writing



**Vishal B. Ranaware**  
*BSL, LLM,  
NET in Law*

**Teaching / Industry Experience:**

3 yrs teaching and 4 yrs industry experience

**Teaching Areas:**

Business & Corporate Law, Cyber Law, Intellectual Property Laws, Insurance Law, Banking Laws, Labour Laws

## ISO 9001: 2015 Certification for Quality

Symbiosis Centre for Distance Learning (SCDL) is an ISO Certified institution since last 6 years. In 2018, SCDL has been certified with ISO 9001:2015 certification. This certificate is awarded to SCDL for successful establishment of "**Quality Management System**". The certification demonstrates our strong commitment to excellence in providing quality education through open and distance learning mode for the purpose of professional growth and skill development. The ISO certification is reviewed annually.

# Authorities of the Institute

## Managing Committee of SOES

Symbiosis Centre for Distance Learning (SCDL) is a constituent of Symbiosis Open Education Society (SOES). The Managing Committee is the principal executive authority of SOES. It is empowered to deal

with and take decisions in respect of the entire academic, administrative and financial matters of SOES and its constituent institutes including SCDL.



Left to Right Mr. Sameer Desai (Member), Dr. Rajiv Yeravdekar (Member), Dr. Vidya Yeravdekar (Member), Mr. S K Jain (Member), Dr. S B Mujumdar (President), Mrs. S S Mujumdar (Member), Dr. Swati Mujumdar (Principal Director), Mrs. Vijaya Shete (Member), Ms. Devika Khandekar (Member)

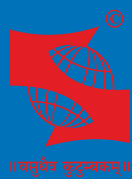
## Academic Council

The Academic Council is the principal academic authority of SCDL and is responsible for monitoring the academic activities/matters of SCDL. Academic Council is responsible and has control over the maintenance of learning, training, research, examination, assignments etc.

## Board of Studies

The Board of Studies is one of the academic authorities and is responsible for monitoring academic activities relating to the development of course material and allied activities. It exercises general supervision and coordinates various activities right from introduction of new programs up to designing the course curriculum and program structure, content, syllabi, evaluation methodology, development of question banks, credit policy, standard of passing etc.

Study Anywhere Anytime...



# SYMBIOSIS

*Centre for Distance Learning (SCDL)*

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