SYMBIOSIS
Centre for Distance Learning

EXPERT FACULTY SUPPORT

EXAMS AT FLEXIBLE DATE & TIME

PLACEMENT ASSISTANCE

SELF LEARNING MATERIAL

ONLINE LECTURES

E-LEARNING

Study Anywhere... Any Time...

One World One Campus

Prospectus 2022

Experience Best Practices in a Classroom That Stretches Across the Globe…

CONTENTS

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 to his significant contribution to the field of Education.

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 online 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 51 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.

Symbiosis Open Education Society has established India's first Skill Development Universities at Pune and Indore respectively.

Today, Symbiosis International (Deemed 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 9th May, 2008 and is also registered as a public trust under Maharashtra Public Trust Act on 10th 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 Professional University (SSPU)

Taking the mission of Skill India forward, SOES has established India's first Skill Development University, Symbiosis Skills and Professional University at Pune, Maharashtra. The state-of-the art campus is spread over 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, Computer Science, Data Science etc. The objective of the University is to create 'industry ready' youth who can be gainfully employed upon completion of their courses.

Symbiosis Junior College of Arts, Science & Commerce (SJC)

Symbiosis Junior College of Arts, Science, and Commerce-established in the year 2018-19, is a new initiative undertaken by Symbiosis Open Education Society. College campus comprises of Academic buildings, spacious classrooms, advanced well equipped Science labs and library. The college has dedicated, highly qualified and experienced faculty, which will guide and mentor its students to achieve their potential in the field that they wish to pursue.

The college's vision is to create an inspiring learning environment that helps students to understand their aptitude & achieve their career aspirations. The college offers full time education at 10+2 level in the streams of Arts, Science, and Commerce.

From The Director's Desk

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. Online 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 an 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.

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, Eaton, Wipro, TATA AIA, EFL Pvt. Ltd., SBI General Insurance, Arvind Ltd., Zydus Wellness, TAFE Ltd., Finolex and Garrett Motion 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 & Professional University at Pune, Maharashtra.

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

Dr. Swati S. Mujumdar
Pro Chancellor, Symbiosis Skills & Professional University, Pune &
Symbiosis University of Applied Sciences, Indore
Principal Director, Symbiosis Open Education Society

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 educational 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 organizations to offer corporate programs. Leading organizations, 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., Finolex and Garrett Motion etc. have collaborated with SCDL for corporate programs.

Through the means of online 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

WALK-IN ADMISSIONS

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

E-COMMUNICATION CENTRE

ONLINE COUNSELLING

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

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
- Induction programs
- Online Query Solving
- Online Faculty Interaction
- Online Live Classes
- On-Demand Exam Booking System
- Exam Guidance

- 'Post My Query' Facility
- e-Books
- e-Learning
- e-Library
- Message Board
- Tracking Dispatched Materials
- Timely updates by email & sms

- Webinars
- Guest Lectures
- Value Add Services
    - Career Continuation
    - Mentorship Training
    - Placement Assistance
    - Career Relaunch

Programs

Faculty of Management

- Post Graduate Diploma in Business Administration
- Post Graduate Diploma in Banking & Financial Services
- Post Graduate Diploma in International Business
- Post Graduate Diploma in Information Technology
- Post Graduate Diploma in Data Science
- Post Graduate Diploma in Project Management
- Post Graduate Diploma in Technical Writing In Business Management
- Post Graduate Diploma in Customer Relationship Management
- Post Graduate Diploma in Human Resource Management
- Post Graduate Diploma in Personnel & HRM [Labour Laws]
- Post Graduate Diploma in Business and Corporate Law
- Post Graduate Diploma in Export & Import Management
- Post Graduate Diploma in Supply Chain Management
- Post Graduate Diploma in Retail Management
- Post Graduate Diploma in Energy Management
- Post Graduate Diploma in Insurance Business Management
- Post Graduate Certificate in Business Analytics
- Post Graduate Certificate in FinTech
- Post Graduate Certificate in Healthcare Management
- Post Graduate Certificate in Design Thinking
- Post Graduate Program in Agribusiness Management
- Post Graduate Program in Strategic Management
- Post Graduate Certificate in Management [Entrepreneurship Development]
- Post Graduate Certificate in Management [Event Management]
- Post Graduate Certificate in Management [Digital Marketing]
- Post Graduate Certificate in Management [Cyber Laws]
- Post Graduate Certificate in Finance [Management Accounting]
- Post Graduate Certificate in Finance [Taxation Laws]

Faculty of Education, Humanities and Social Sciences

- Post Graduate Diploma in Educational Administration
- Post Graduate Diploma in Instructional Design
- Post Graduate Diploma in Pre-Primary Teachers Training
- Post Graduate Diploma in School Counselling
- Post Graduate Diploma in Psychological Counselling
- Post Graduate Diploma in Journalism and Mass Communication
- Diploma in Creative Writing in English
- Diploma in English Language Teaching

Certificate Courses

- Intellectual Property Rights
- Weight Management
- Virtual Workplace Management
- Blockchain Technology
- Single Courses
- AWS Solutions Architect - Associate
- Packaging to Marketing of Food Products

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	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	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 the list of following six specialisations: Marketing, Finance, HR, Operations, Management Accounting & 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.
➤ Research Methodology & Statistical Quantitative Methods (RMSQM): Students are required to appear for assignment on RMSQM for 30 marks and submit a project of 70 marks in soft copy.

PGDBA Program Structure

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 and 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	e 📖
Organizational Behaviour	e 📖
Management Accounting	e 📖
Managerial Economics	e 📖
Business Law	e 📖

Semester - II

Production / Operations Management	e 📖
Financial Management	e 📖
Human Resource Management	e 📖
Marketing Management	e 📖
Management Information Systems	e 📖

e e-Learning Available   📖 Book Available

Lt Cdr Phani Chaitanya Malapaka
Indian Navy

" In Indian Armed Forces, my key role is to lead & manage Men, Money and Material. The theoretical knowledge gained during the course made me a better leader and a manager where I can relate and apply myself in most of the day-to-day work. The Learning Material of SCDL was written in a very lucid, manner and was easy to understand & comprehend. The exam centres all over India helped me to complete my exams on Saturdays/ Sundays in a time-bound manner, without affecting my duties. The live and the recorded video lectures were of immense help to understand difficult topics. The best thing was to get AICTE approved PGDBA in a most economical way. "

Faculty of Management

Post Graduate Diploma in Business Administration (PGDBA)

Specialisations

Finance

Semester - III		Semester - IV	
Capital Market	e	Direct Taxation	
Corporate Governance		Research Methodology and Statistical Quantitative Methods and Project	e
Strategic Management	e		
Electives (Any One)		**Electives (Any One)**	
Financial Institutions and Banking	e	Indirect Taxation	
Project Finance	e	International Finance	e
Security Analysis and Portfolio Management	e	Strategic Finance	e

Marketing

Semester - III		Semester - IV	
Services Marketing	e	Sales and Distribution Management	e
Marketing Research	e	Research Methodology and Statistical Quantitative Methods and Project	e
Strategic Management	e		
Electives (Any One)		**Electives (Any One)**	
Advertising and Public Relations	e	B2B Marketing	e
Consumer Behaviour	e	International Marketing	e
Industrial Marketing		Virtual Marketing	

Human Resource

Semester - III		Semester - IV	
Human Resource Development	e	Performance and Potential Management	e
Industrial Relations and Labour Laws	e	Research Methodology and Statistical Quantitative Methods and Project	e
Strategic Management	e		
Electives (Any One)		**Electives (Any One)**	
Personnel Administration	e	Human Resource Information System	
Compensation Management	e	Organisational Development	e
Industrial and Labour Economics		Strategic HR and TQM	

PGDBA Program Structure

Operations

Semester - III

Quantitative Techniques	e	📖
Materials Management	e	📖
Strategic Management	e	📖
Electives (Any One)		
Project Management (Operations)		📖
Operations Strategy		📖
Techniques for Operations Efficiency	e	📖

Semester - IV

Supply Chain Management	e	📖
Research Methodology and Statistical Quantitative Methods and Project	e	📖
Electives (Any One)		
Business Process Re-Engineering		📖
Technology Management		📖
World-Class Manufacturing		📖

Management Accounting

Semester - III

Project Financial Management		📖
Cost Planing and Analysis		📖
Budgeting and Management Control		📖
Electives (Any One)		
Strategic Finance	e	📖
Strategic Management Accounting	e	📖
Strategic Management	e	📖

Semester - IV

Group Financial Statements		📖
Research Methodology and Statistical Quantitative Methods and Project	e	📖
Electives (Any One)		
Corporate Governance		📖
International Finance	e	📖
Capital Market	e	📖

Customer Relationship Management

Semester - III

Customer Relationship Management	e	📖
Consumer Behaviour	e	📖
Strategic Management	e	📖
Electives (Any One)		
B2B Markets and CRM	e	📖
Business Communication	e	📖
Consumer Protection Act, 2019	e	📖

Semester - IV

Advanced CRM	e	📖
Research Methodology and Statistical Quantitative Methods and Project	e	📖
Electives (Any One)		
Technology in CRM		📖
CRM in Service Industry	e	📖
Marketing Research	e	📖

e e-Learning Available   📖 Book Available

Faculty of Management

Post Graduate Diploma in Banking and Financial Services (PGDBFS)

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
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 Financial Services 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.

PGDBFS 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.
➤ Research Methodology & Statistical Quantitative Methods (RMSQM): Students are required to appear for assignment on RMSQM for 30 marks and submit a project of 70 marks in soft 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.

PGDBFS Program Structure

Credit Points: 80

Semester - I

Principles and Practices of Management	e-Learning	Book
Management Accounting	e-Learning	Book
Managerial Economics	e-Learning	Book
Indian Banking and Financial System		Book
Marketing of Banking Services		Book

Semester - II

Financial Management	e-Learning	Book
Management Information Systems and Technology in Banking		Book
Banking Regulations and Laws		Book
Global Banking and Finance	e-Learning	Book
Financial Institutions and Markets		Book

Semester - III

Capital Market	e-Learning	Book
Accounting Systems and Financial Analysis		Book
Management of Bank		Book
Security Analysis and Portfolio Management	e-Learning	Book
Bank Lending Policies and Procedures		Book

Semester - IV

Macro Economics		Book
Micro Financing		Book
Risk Management	e-Learning	Book
Rural and Cooperative Banking		Book
Research Methodology and Statistical Quantitative Methods and Project	e-Learning	Book

e e-Learning Available   📖 Book Available

> " SCDL is the Best Institute for Distance Learning Programs. SCDL PGDBFS program provides specific course curriculum for working professionals to build their strengths and improve their banking financial services skills. The study materials, flexible exam dates/times, online student support portal, live interactive classes, amazing way of doubt clearing through WhatsApp made completing the course easy. "

Mitali Sharma

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.

Fee Structure

* Option 1 — One Time Payment

General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2

	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 organizations 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.

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.

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.

PGDIB Program Structure

Credit Points: 80

Semester - I

Course	e-Learning	Book
Principles and Practices of Management	e	📖
Organizational Behaviour	e	📖
Management Accounting	e	📖
Managerial Economics	e	📖
Business Communication	e	📖

Semester - II

Course	e-Learning	Book
International Economics	e	📖
International Business Management		📖
Economic Environment and Business	e	📖
Management Information Systems	e	📖
Research Methodology and Statistical Quantitative Methods	e	📖

Semester - III

Course	e-Learning	Book
International Commercial Law		📖
International Trade Logistics	e	📖
Financial Institutions and Banking	e	📖
Strategic Management	e	📖
Foreign Exchange Management		📖

Semester - IV

Course	e-Learning	Book
International Marketing	e	📖
Marketing Research	e	📖
Exim Policies and Procedures		📖
International Finance	e	📖
Corporate Governance		📖

e-Learning Available   📖 Book Available

> " I gladly admit that the PGDIB 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

Faculty of Management

Post Graduate Diploma in Information Technology (PGDIT)

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
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview

The IT industry has emerged as one of the fastest growing sectors of the Indian economy. Given the unprecedented growth of IT industry, organizations 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 emphasises 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.

PGDIT 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.

➤ In Semester IV, students are required to submit an online project of 100 marks.
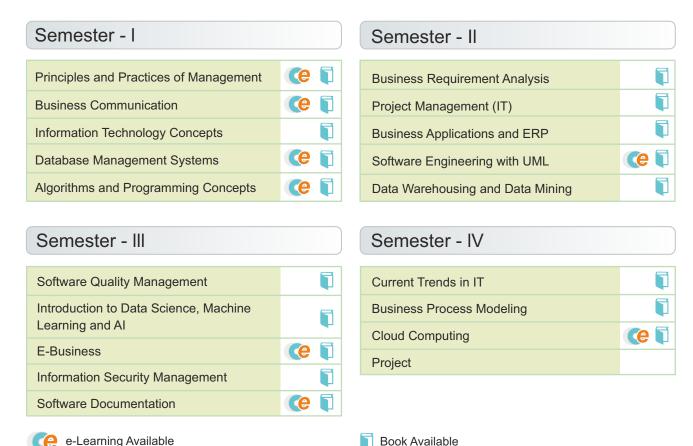
Award of Diploma

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.

PGDIT Program Structure

Credit Points: 80

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 📖
Data Warehousing and Data Mining	📖

Semester - III

Software Quality Management	📖
Introduction to Data Science, Machine Learning and AI	📖
E-Business	e 📖
Information Security Management	📖
Software Documentation	e 📖

Semester - IV

Current Trends in IT	📖
Business Process Modeling	📖
Cloud Computing	e 📖
Project	

e e-Learning Available

📖 Book Available

Faculty of Management

Post Graduate Diploma in Data Science (PGDDS)

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 C/C++ Programming.

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
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 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.

- ➤ Assignments are objective type and are available in the student login. Examinations include a subjective element in addition to the objective part.
- ➤ In Semester II and Semester IV, students are required to submit a submission of 50 marks each and in semester IV submit a project of 100 marks online

PGDDS program is AICTE approved.

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 submission and project, subject to fulfilment of all criteria laid down by SCDL as well as payment of all fees/dues.

Career Opportunities

Data Scientist, Machine Learning Engineer or Scientist, Application Architect, Enterprise Architect, Data Architect, Infrastructure Architect, Data Engineer, Statistics Consultants, Business Analyst and Business Intelligence (BI) Developer etc.

PGDDS Program Structure

Credit Points: 80

Semester - I

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

Semester - II

Python Programming	📖
Advanced Statistics	📖
Big Data with Data Warehousing and Data Mining	📖
Submission I	

Semester - III

No SQL Database	📖
Data Visualization	📖
Machine Learning with R and Python	📖
Ethical and Legal Issues in Data Science	📖

Semester - IV

Emerging Trends in Data Science	📖
Submission II	
Project	

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

Balaji M V

" I am a data scientist in an electronics manufacturing company in Chennai. I had joined this SCDL course to enable myself to understand the concepts within data science. The admission procedure was quite straight forward. 6 months into the course, the content has been excellent. All topics required (statistics, python, R, machine learning) have been covered in a clear and concise manner. The exam dates are flexible and study materials are precise. I highly recommend this course to anyone who wants to kickstart a career in data science. As always, Symbiosis is one of the best distance education institutes in India. "

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 two years.

➤ The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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.

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 include a subjective element in addition to the objective part.

➤ In Semester IV, students are required to submit an online Project of 100 marks.

PGDPM program is AICTE approved.

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 workplaces in both large and small organizations. It opens opportunities in a wide range of industries like construction, automotive, IT, pharmaceutical, telecommunications, oil, gas and petrochemical, finance, government and all project based organizations.

PGDPM Program Structure

Credit Points: 80

Semester - I

Principles and Practices of Management	e-Learning, e-Book
Production / Operations Management	e-Learning, e-Book
Management Information Systems	e-Learning, e-Book
Introduction to Project Management	e-Book

Semester - II

Operations Strategy	e-Book
Project Scope Management	e-Book
Project Schedule Management	e-Book
Project Cost Management	e-Book

Semester - III

Project Quality Management	e-Book
Project Human Resource and Project Communication Management	e-Book
Project Risk Management	e-Book
Project Procurement Management	e-Book

Semester - IV

Introduction to Agile Management	e-Book
Project Integration Management	e-Book
Project Stakeholder Management	e-Book
Project	

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

e-Learning Available

Vishesh Singh

" I am a Project Lead and always wanted to have a certified degree in project. I consulted with many of my colleagues & friends, maximum of them recommended SCDL to me. Through this PGDPM online course I got the opportunity to pursue my dreams through a program that was flexible and convenient for my schedule. In SCDL the video classes are very interactive, you can access it from anywhere & anytime. I would strongly recommend this program to any working professional interested in pursuing a degree in any specific area - SCDL is exactly what you're looking for! "

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 two years.
- ➤ The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 with 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.

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.
- ➤ In Semester IV, 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, Business Writer, Technical Web Writer, Usability Tester and Information Designer etc.

PGDTWBM Program Structure

Credit Points: 80

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	e 📖
Technical Communication Project Management	📖
Principles and Practices of Management	e 📖

Semester - III

Business Communication	e 📖
Instructional Design for Business Communication	📖
Introduction to Creative Writing in Business Communication	📖
Advanced Documentation Types & Processes	📖

Semester - IV

Advanced Technical Writing Tools	📖
Research Methodology	📖
Project	

e-Learning Available   📖 Book Available

Amruta Ravindra Maddel

"I feel honored to be an alumni of Symbiosis, of Technical Writing (PGDTW) course of 2016-2017 batch. This program has definitely helped me to enhance my skills as a technical writer. Due to a break in my career for a year, I wanted to again resume my field with updated skills and knowledge. That is when I found SCDL Technical Writing program and I was deeply satisfied with the course content, material and the flexibility in scheduling exams. This course has instilled a new energy and confidence in me and helped me a lot. I am proudly persuing my career at Mastercard, working happily and with greater confidence."

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 two years.

➤ The registration period is valid for four academic years.

Fee Structure

* Option 1 — One Time Payment

General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2

	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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.

➤ In Semester IV, students are required to submit a project of 100 marks in soft 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.

PGDCRM Program Structure

Credit Points: 80

Semester - I

Principles and Practices of Management	e 📘
Marketing Management	e 📘
Customer Relationship Management	e 📘
Consumer Behaviour	e 📘

Semester - II

Advanced CRM	e 📘
Sales and Distribution Management	e 📘
Services Marketing	e 📘
CRM in Service Industry	e 📘

Semester - III

Business Communication	e 📘
B2B Markets and CRM	e 📘
Marketing Research	e 📘
E-Business	e 📘

Semester - IV

Consumer Protection Act, 2019	e 📘
Research Methodology	📘
Project	

e e-Learning Available　　　　📘 Book 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 relevant examples that help 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

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 two years.
- The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 Human Resource Planning to HR Audit and Organizational Development.

Emphasis is laid on the remuneration strategies, motivation of staff through Training and Development, strategies and processes for effective resolution of Industrial 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.
- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part.
- In Semester IV, students are required to submit 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

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.

PGDHRM Program Structure

Credit Points: 80

Semester - I

Human Resource Management	e-Learning, Book
Human Resource Development	Book
Industrial and Labour Economics	e-Learning, Book
Leadership and Personality Development	Book

Semester - II

Performance and Potential Management	e-Learning, Book
Labour Welfare and Industrial Safety	e-Learning, Book
Labour Laws - I	Book
Compensation Management	e-Learning, Book

Semester - III

Employee Relations	Book
Organisational Development	e-Learning, Book
Human Resource Information System	Book
Labour Laws - II	Book

Semester - IV

TQM and HR Audit	e-Learning, Book
Research Methodology and Statistical Quantitative Methods	e-Learning, Book
Project	

e-Learning Available Book 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

Faculty of Management

Post Graduate Diploma in Personnel and Human Resource Management (LL) (PGDP&HRM (LL))

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
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview

This PG Diploma Program provides an opportunity for the students to receive an in-depth insight into organizational 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.

➤ In first three Semesters (I, II & III) students are required to submit one online Submission of 100 marks each.
➤ In Semester IV, students are required to submit one online project of 100 marks.

PGDP&HRM (LL) program is AICTE approved.

Award of Diploma

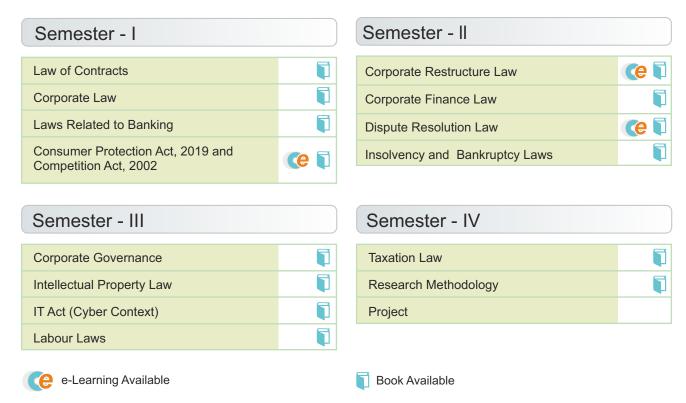Diploma will be awarded only after the student passes in all elements of assessments, i.e. each computer based examination, online assignment, online Submissions and Project subject to fulfilment of all criteria laid down by SCDL as well as payment of all fees/dues.

Career Opportunities

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

PGDP&HRM (LL) Program Structure

Credit Points: 80

Semester - I

Personnel Administration	
Laws Related to Industrial Relations	
Employee Relations	
Submission - I	

Semester - II

Laws Related to Social Security	
Laws Related to Specific Industries	
Human Resource Management	
Submission - II	

Semester - III

Organizational Behaviour	
Laws Related to Employment and Training	
Laws Related to Wages	
Submission - III	

Semester - IV

Labour Welfare	
Laws Related to Equality and Empowerment of Woman and Laws Related to Deprived and Disadvantaged Section of the Society	
Project	

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

e-Learning Available

Vishwanandan Kumar Singh

"In today's fast changing era, all industries now focus on high productivity with optimized head counts. Being an Environment, Health & Safety (EHS) Manager with 14 years of work experience, my job profile includes industrial legal compliances & direct liasoning with Government agencies, so I decided to enhance my knowledge in legal aspects of Human Resource, Employee Relations & Labour Laws. SCDL has provided me opportunity to achieve my goal of acquiring globally accepted degree with guidance from best experts. Today, I feel more confident towards career growth."

Faculty of Management

Post Graduate Diploma in Business and Corporate Laws (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 two years.

➤ The registration period is valid for four academic years.

Fee Structure

* Option 1 — One Time Payment

General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2

	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 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.

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.

➤ In Semester IV, students are required to submit 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

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.

PGDBCL Program Structure

Credit Points: 80

Semester - I

Law of Contracts	📖
Corporate Law	📖
Laws Related to Banking	📖
Consumer Protection Act, 2019 and Competition Act, 2002	e 📖

Semester - II

Corporate Restructure Law	e 📖
Corporate Finance Law	📖
Dispute Resolution Law	e 📖
Insolvency and Bankruptcy Laws	📖

Semester - III

Corporate Governance	📖
Intellectual Property Law	📖
IT Act (Cyber Context)	📖
Labour Laws	📖

Semester - IV

Taxation Law	📖
Research Methodology	📖
Project	

e e-Learning Available   📖 Book Available

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

Dhrub J Sen

" 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. "

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 two years.

➤ The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 organizations.

PGDEXIM 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.

➤ In Semester IV, students are required to submit a project of 100 marks in soft 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

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

PGDEXIM Program Structure

Credit Points: 80

Semester - I

	e-Learning	Book
Principles and Practices of Management	Ce	📘
EXIM Policy Framework		📘
International Business Environment		📘
International Marketing	Ce	📘

Semester - II

	e-Learning	Book
International Supply Chain Management	Ce	📘
Procedures and Practices in EXIM Management		📘
Export Import Regulations	Ce	📘
Risk Management in Import Export Business		📘

Semester - III

	e-Learning	Book
Export Import Promotional Schemes in India		📘
Foreign Exchange Management		📘
International Trade Logistics	Ce	📘
Entrepreneurship Development and Management	Ce	📘

Semester - IV

	e-Learning	Book
Insurance and Inspection in Foreign Trade		📘
Research Methodology		📘
Project		

Ce e-Learning Available   📘 Book Available

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

Sachin Chouhan

" 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. "

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 two years.
- The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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 supply chain management 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 organization's efficiency and profitability. and responsiveness.

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.

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.
- In Semester IV, students are required to submit a project of 100 marks in soft 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

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.

PGDSCM Program Structure

Credit Points: 80

Semester - I

Project Management (Operations)		📘
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	📘
Entrepreneurship Development and Management	Ⓒe	📘
International Supply Chain Management		📘

Semester - III

Warehouse Management	📘
Green Logistics and Supply Chains	📘
Supply Chain Risk Management	📘
Research Methodology	📘

Semester - IV

Knowledge Management In Supply Chain	📘
Supply Chain Performance Measurement	📘
Project	

Ⓒe e-Learning Available

📘 Book 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

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 two years.

➤ The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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.

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.

➤ In Semester IV, students are required to submit a project of 100 marks in soft 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.

PGDRM Program Structure

Credit Points: 80

Semester - I

Principles and Practices of Management	e-Learning, Book
Retail Management – I	e-Learning, Book
Consumer Behaviour	e-Learning, Book
Services Marketing	e-Learning, Book
Sales Management	e-Learning, Book

Semester - II

Marketing Management	e-Learning, Book
Retail Management – II	e-Learning, Book
Management Information Systems	e-Learning, Book
Concepts in Supply Chain Management	Book

Semester - III

Brand Management	Book
Merchandise Management	Book
Customer Relationship Management	e-Learning, Book

Semester - IV

Advertising and Public Relations	e-Learning, Book
Research Methodology	Book
Project	

e-Learning Available

Book 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

Faculty of Management

Post Graduate Diploma in Energy Management (Renewable Energy) (PGDEM(RE))

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 two years.
- The registration period is valid for four academic years.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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.

India has achieved 5th Global position in Solar Power deployment by surpassing Italy. Solar Power capacity has increased more than 11 times in the last 5 years from 2.6GW in Mar 2014 to 30GW in July 2019 (Source: mnre.gov.in/solar).

A unique program that provides an in-depth understanding of various fields including solar, wind energy, biogas & bio mass etc. Through this course, the students are introduced to the alternate forms of energy such as tidal energy, solar energy, Wind energy, etc. along with the insights on waste heat recovery. The program also touches upon the recent topics as Smart Grid.

Aspiring eligible candidates must possess strong analytical skills and have strong desire to study the energy production techniques in order to implement renewable energy strategies & policies. Candidates must be willing to step into the challenging world of renewable energy working sector.

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.
- In Semester IV, students are required to submit an online project of 100 marks.

PGDEM(RE) program is AICTE approved.
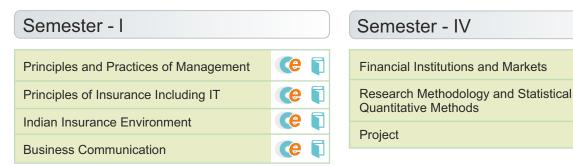
Award of Diploma

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.
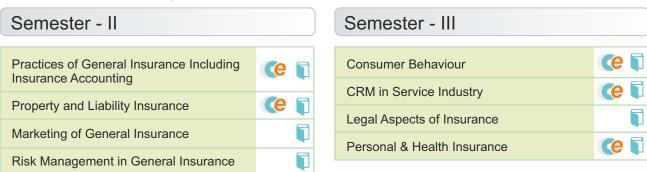
Career Opportunities

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

PGDEM(RE) Program Structure

Credit Points: 80

Semester - I

Conventional Energy and Environmental Implications	e-Book
Fundamentals of Heat and Electricity	e-Book
Renewable Energy Sources	e-Book
Business Law	e-Learning, e-Book

Semester - II

Government Policies and Regulations	e-Book
Renewable Energy Technologies	e-Book
Project Management (Operations)	e-Book
Renewable Energy Economics	e-Book

Semester - III

Shared Energy Infrastructure	e-Book
Introduction to Energy Management and Auditing	e-Book
Environmental and Health Impact of Energy Use	e-Book
Energy Conservation & Management	e-Book

Semester - IV

Fundamentals of Solar Power	e-Book
Integration of Renewable Systems	e-Book
Project	

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

e-Learning Available

Faculty of Management

Post Graduate Diploma in Insurance Business Management (PGDIBM)

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
General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Specialisations: General Insurance and Life Insurance

Overview

Today's dynamic insurance sector offers excellent employment opportunities. Besides, the Government organizations & several private insurance companies have entered the insurance market. This has increased the demand of professionally qualified personnel. PGDIBM aims at creating professionals who can carve a rewarding and promising career in the insurance industry. PGDIBM 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.

PGDIBM 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.

➤ In Semester IV, students are required to submit online project of 100 marks for the Specialisation opted.
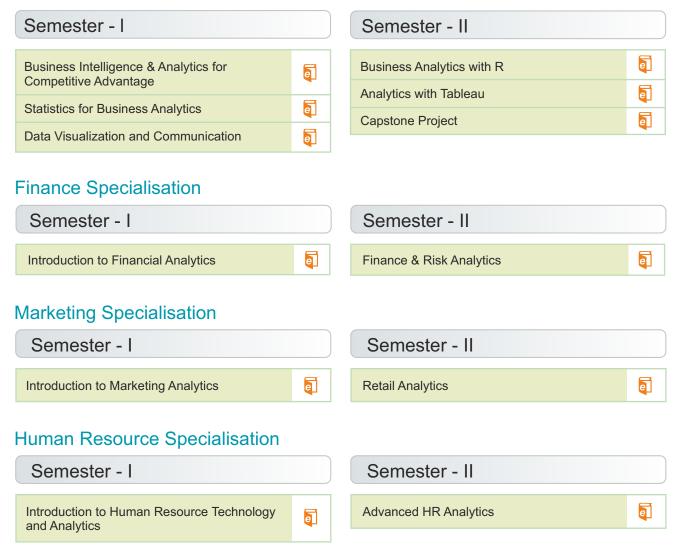
Award of Diploma

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 Organization.

PGDIBM Program Structure

Credit Points: 80

Semester - I

Principles and Practices of Management	e 📖
Principles of Insurance Including IT	e 📖
Indian Insurance Environment	e 📖
Business Communication	e 📖

Semester - IV

Financial Institutions and Markets	📖
Research Methodology and Statistical Quantitative Methods	e 📖
Project	

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	📖

Semester - III

Consumer Behaviour	e 📖
CRM in Service Industry	e 📖
Legal Aspects of Insurance	📖
Personal & 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	📖

Semester - III

Consumer Behaviour	e 📖
CRM in Service Industry	e 📖
Legal Aspects of Insurance	📖
Life Insurance Products	📖

e e-Learning Available   📖 Book Available

Note: Semester I & Semester IV are common for both Specialisations. And the curriculum of the program is based on the Indian Legal System practices and applications of Life Insurance in India.

Raj Gudela

“ 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. ”

Faculty of Management
Post Graduate Certificate in Business Analytics (PGCBA)

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.

Fee Structure

* Option 1 — One Time Payment

General	₹ 50,000/-
Defence	₹ 47,000/-
International	US $1645
SAARC	US $1300

* Option 2

	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Specialisations: Finance, Marketing, Human Resource

Overview
PGC in Business Analytics enables recent graduates and early career professionals to understand the techniques and analytical tools required to engage with complex data with the aim of enhancing business performance. This programme is designed to help learners gain the skills and qualification needed to pursue a career in business analytics. By completing this programme, learners will improve their employability skills by gaining the expertise required to analyse data, improve decision-making, enhance critical thinking and help companies gain a competitive advantage.

The objectives of the programme
1. Analyse modern business analytics techniques
2. Formulate business analytics problems.
3. Imply historical analysis, variance analysis, trend analysis, value-based analysis, correlation, time series, regression, as well as machine and deep learning analysis

PGCBA program is AICTE approved.

Dual Specialisation
Dual Specialisation option is available for the PGCBA 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.
➤ In Semester II, students are required to submit online project of 100 marks for the Specialisation opted.

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 and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Career Opportunities
Market Research Analyst , Technical Team Lead, Data Business Analyst, Predictive Modeller, Analytics Manager, Financial Analyst

PGCBA Program Structure

Credit Points: 40

Semester - I

Business Intelligence & Analytics for Competitive Advantage	e-Book
Statistics for Business Analytics	e-Book
Data Visualization and Communication	e-Book

Semester - II

Business Analytics with R	e-Book
Analytics with Tableau	e-Book
Capstone Project	e-Book

Finance Specialisation

Semester - I

Introduction to Financial Analytics	e-Book

Semester - II

Finance & Risk Analytics	e-Book

Marketing Specialisation

Semester - I

Introduction to Marketing Analytics	e-Book

Semester - II

Retail Analytics	e-Book

Human Resource Specialisation

Semester - I

Introduction to Human Resource Technology and Analytics	e-Book

Semester - II

Advanced HR Analytics	e-Book

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

Faculty of Management
Post Graduate Certificate in FinTech (PGCF)

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.

Fee Structure

* Option 1	One Time Payment	
General	₹ 75,000/-	
Defence	₹ 72,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹48,000/-	₹ 32,000/-
Defence	₹ 46,000/-	₹ 31,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview
Over the past decade emerging technologies and massive changes in regulations, have driven an unprecedented transformation in BFSI sector.

This program is designed to explore FinTech fundamentals and help make sense of these changes as they happens. Start-ups and technology firms are challenging traditional players in BFSI, bringing financial inclusion and disruption. Companies engaged in social media, e-commerce, and telecommunications, as well as, companies and start-ups with large customer data pools, creative energies, and technical capacities, have brought competition to the existing financial infrastructure and are re-defining the BFSI sector.

Transformations in BFSI created challenges as well as opportunities, building synergies with new business and regulatory models across the globe. To meet these changes, students must be equipped with up-to-date knowledge of the industry and its evolution. This program is designed to enable learners with necessary tools to understand finance, technology and regulation. In this program, a series of video lectures, case studies, and assessments are included. With these, student will explore the major areas of FinTech including, Introduction, Financial Aspects, Legal Compliances, Data Mining, Data Analysis and Regulations.

PGCF 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.
➤ In Semester II, students are required to submit an online 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 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
Financial Analyst, WealthTech Advisor, Robo-Advisor, Payments/ Billing/ Money Transfers System Developer, Crowdfunding Expert, Blockchain Developer vis-à-vis Apps Developer (Technical Expertise required).

PGCF Program Structure

Credit Points: 40

Semester - I

FinTech Foundations and Overview	e
Financial Accounting and Business Economics	e
Banking, Insurance and Financial Systems	e
Business Statistics and Data Mining	e

Semester - II

FinTech Disruptive Innovation	e
Understanding the Fintech Models and Products	e
FinTech Risk Management	e
FinTech Security and Regulations	e
Capstone Project	

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

Faculty of Management

Post Graduate Certificate in Healthcare Management (PGCHM)

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.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview

This program allows an individual to enhance and master skills required under healthcare domain. The job of any professional/executive serving under this sector is to plan, coordinate and facilitate various healthcare services to different healthcare stake holders. This course will assist aspirants to enhance their basic managerial and domain skills to get better opportunity in both public, private hospitals and other related fields.

The structure of the program has been created keeping blend of unique management and domain specialised subject to provide wide coverage to latest developments in industry. The pedagogy provides comfort of anytime anywhere learning .Students can access program material and resources online through any device as per their comfort.

PGCHM 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.

➤ In Semester II, students are required to submit an online 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 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

Healthcare Operations Manager, Healthcare Consultant, Healthcare Quality and Improvement Manager, Healthcare Administrator, Patient Service Representative, Healthcare Operation Assistant, Administrative Support Specialist.

PGCHM Program Structure

Credit Points: 40

Semester - I

Management Principles And Organizational Behaviour	e-Book
Fundamentals of Healthcare Administration	e-Book
Entrepreneurship in Healthcare Sector	e-Book
Health Economics	e-Book
Marketing of Healthcare Services	e-Book

Semester - II

Medico Legal Services	e-Book
Healthcare Analytics	e-Book
Telemedicine & Healthcare Tourism	e-Book
Project	

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

Faculty of Management

Post Graduate Certificate in Design Thinking (PGCDT)

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.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview

Design Thinking is about approaching things differently with a strong user orientation & fast iterations with multidisciplinary teams to solve complex problems.

It is a structured methodology used by professionals to develop and deliver products, services and experiences that address unsaid human needs. It is a structured approach that uses empathy and innovative thinking to solve critical business problems and deliver products and services that delight customers.

It equips every professional to understand, solve complex business problems that are difficult to decipher. Professionals with applied skills would provide a positive impact on organizational top line & bottom line. Professionals can develop low cost working prototypes for various needs and test them in real time. Design thinking creates a collaborative, interconnected work environment where decisions are made quickly through research, prototyping, and testing. This mind-set produces customer-driven solutions.

PGCDT 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.

➤ In Semester II, students are required to submit an online 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 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 Analysts (work with design thinking teams), Design Thinking Managers, Design Thinking Leaders, Design Thinking Consultants, Product Manager, Design Architect, HR Operations, Project Manager, Emerging Technologies Architect Manager.

PGCDT Program Structure

Credit Points: 32

Semester - I

Introduction to Design Thinking	e
Empathy with Users	e
Discovery and Interpretation of Challenges	e

Semester - II

Prototypes of a Big Idea	e
Big Ideas with Design Thinking	e
Tracking and Testing of Success	e
Capstone Project	

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

Faculty of Management

Post Graduate Program in Agribusiness Management (PGPAM)

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.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

Overview

The backbone of Indian Economy is – Agriculture and Agribusiness that provides 54% employment to Indian Population. Agriculture has opened up vast opportunities in the industries like packaging, supply of raw material, processed food production, exports and allied fields with the use of modern technology. A lot is available and needed to improve and explore the potential of Agribusiness market with proper management strategy to make it a high growth sector with high return.

With this PG program in Agribusiness, one will be able to establish and develop networks with businesses in the Agri-based industry worldwide & make you capable to start any Agribusiness, particularly in the marketing and distribution of Agri products.

The objectives of the programme is to learn:
➤ The basics of Agribusiness.
➤ The marketing and supply chain functions related to Agribusiness.
➤ The dynamics of Agribusiness in domestic and international market.
➤ Apply ICT and social media tools in Agribusiness management.
➤ Provisions for finance for Agribusiness.

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.
➤ 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

Agri Products Exporter, Agri Products Retailer, Consultancy Services Provider, Inventory Manager, Operations Manager, Project Manager, Sales & Marketing & Supply Chain Manager etc.

In Agribusiness sector there are many Start-ups opportunities.

PGPAM Program Structure

Credit Points: 40

Semester - I

Introduction to Agribusiness Management	📘
Agricultural Marketing	📘
Agri-Supply Chain Management	📘
Agri-Entrepreneurship and Advance Certification	📘

📘 e-Book Available
Students will be provided downloadable e-book.

Semester - II

Agri Exports Management	📘
ICT for Agribusiness Management	📘
Finance and Government Support for Agribusiness	📘
Emerging Trends in Agribusiness Management	📘
Project	

Faculty of Management

Post Graduate Program in Strategic Management (PGPSM)

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 35,000/-
Defence	₹ 27,000/-
International	US $1151
SAARC	US $850

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $825	US $495
SAARC	US $700	US $300

Overview

Today businesses are operating in highly dynamic marketplace. Therefore, it is important to consider not only business projects but also organizations vision and policies.

PGP in Strategic Management fosters the ability to influence the unique facets of an organization, build and recommend a strategy to capitalize on them. It also prepares you to effectively analyze business operations, identifying competition, evolve operations and survive volatile markets in a rapidly growing business environment. It helps organizations to focus on managing resources to achieve their goals and objectives. Functions within strategic management include setting objectives, evaluate and implement strategies. It includes details of economics, HR, marketing, IT & strategy.

Career Opportunities

The candidate who successfully complete this Post Graduate Program in Strategic management would be in high demand in the corporates, NGOs, service sectors, institutions for various strategic positions.

The candidates can also start their enterprise on basis of the inputs learned in this course.

Research Investigator, Project Analyst, Marketing Consultant, Business Development Coordinator, Strategic Initiatives Associate, Consumer Insight Analyst, Product Strategist,

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.
- In Semester II, students are required to submit a 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 & project subject to completion of program duration & fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues

(PGPSM) Program Structure

Credit Points: 40

Semester - I

Business Management and Strategy	e
Strategy and Economics	e
Strategy Formulation: Part I	e
Strategy Formulation: Part II	e

Semester - II

Strategic Implementation & Evaluation	e
Strategic Leadership and Governance	e
Sustainable Business Strategy	e
Disruptive Strategies	e
Project	

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

Faculty of Management

Post Graduate Certificate in Management (Entrepreneurship Development) (PGCM(ED))

Credit Points: 40

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 one & half academic years.

Fee Structure

* Option 1	One Time Payment
General & Defence	₹ 20,000/-
International	US $450
SAARC	US $350

* Option 2	1st Instalment	2nd Instalment
General & Defence	₹ 15,000/-	₹ 10,000/-

Semester - I

Principles and Practices of Management	e	📖
Management Accounting	e	📖
Marketing Management	e	📖
Management Information Systems	e	📖
Entrepreneurship Development and Management	e	📖

Semester - II

Sources of Funds		📖
Introduction to Legal System	e	📖
Logistics and Distribution Management	e	📖
Risk Management	e	📖
Project		

e e-Learning Available   📖 Book Available

Overview

PGCM [ED] 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.

PGCM [ED] 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.

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.
➤ 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 (Event Management) (PGCM(EM))

Credit Points: 40

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 one & half academic years.

Fee Structure

* Option 1	One Time Payment
General & Defence	₹ 20,000/-
International	US $450
SAARC	US $350

* Option 2	1st Instalment	2nd Instalment
General & Defence	₹ 15,000/-	₹ 10,000/-

Semester - I

Event Planning & Production	e-Book
Event Marketing	e-Book
Business Communication	e-Learning e-Book
Consumer Behaviour	e-Learning e-Book
Submission	

Semester - II

Event Matrix	e-Book
Event Laws & Licenses	e-Learning e-Book
Marketing Research	e-Learning e-Book
Advertising & Media Planning	e-Book
Research Project	

 e-Book Available   e-Learning Available

Students will be provided downloadable e-books.

Overview

Event Management is a dynamic and exciting industry that has vast opportunities and growth potential. The program in 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 organizing all types of events such as - musical shows, concerts, exhibitions, product launch, conferences, fashion shows, corporate events, weddings etc.

PGCM(EM) program is AICTE approved.

Career Opportunities

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

➤ In Semester I students are required to submit one online submission of 50 marks and an online "Research Project" of 100 marks at the end of semester II.

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 & Research Project subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Faculty of Management

Post Graduate Certificate in Management (Digital Marketing) (PGCM(DM))

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 one & half academic years.

Fee Structure

* Option 1 — One Time Payment

General & Defence	₹ 20,000/-
International	US $450
SAARC	US $350

* Option 2

	1st Instalment	2nd Instalment
General & Defence	₹ 15,000/-	₹ 10,000/-

Credit Points: 40

Semester - I

E-Customer Relationship Management	e
E-Supply Chain Management	e
Internet and Web Optimisation	e
Integrated E-Marketing	e
Search Engine Optimization (SEO)	e

Semester - II

Online Market Research	e
Search Engine Marketing	e
Social Media Marketing	e
Email Marketing and Mobile SEO	e
Project	

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

Overview

Digital media includes web-based & mobile based technologies which turn communication into interactive dialogue among organizations, 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. PGCM [DM] will give a richer understanding of the foundations of new digital marketing landscape & enable student to understand concepts and tools which will help organizations 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.

PGCM [DM] program is AICTE approved.

Career Opportunities

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

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.
- 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 Management (Cyber Laws) (PGCM(CL))

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.

Fee Structure

* Option 1 — One Time Payment

General & Defence	₹ 20,000/-
International	US $450
SAARC	US $350

* Option 2

	1ˢᵗ Instalment	2ⁿᵈ Instalment
General & Defence	₹ 15,000/-	₹ 10,000/-

Credit Points: 40

Semester - I

Introduction to Legal System	e 📘
Introduction to Information Technology	📘
IT Act (Cyber Context)	e 📘

Semester - II

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

e e-Learning Available   📘 Book Available

Duration

➤ The duration of the program is one year.

➤ The registration period is valid for one & half academic years.

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.

PGCM(CL) 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.

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.

➤ In Semester II, students are required to submit a Research project report online 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 Finance (Management Accounting) (PGCF(MA))

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 one & half academic years.

Fee Structure

* Option 1 — One Time Payment

General & Defence	₹ 20,000/-
International	US $450
SAARC	US $350

* Option 2

	1st Instalment	2nd Instalment
General & Defence	₹ 15,000/-	₹ 10,000/-

Credit Points: 40

Semester - I

Cost Planning and Analysis		📖
Budgeting and Management Control		📖
Group Financial Statements		📖
Strategic Management Accounting	e	📖
Project Financial Management		📖

Semester - II

Corporate Governance		📖
Strategic Finance	e	📖
Research Methodology		📖
Project		

e-Learning Available   Book Available

Overview

PG Certificate in Finance (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.

PGCF(MA) program is AICTE approved.

Career Opportunities

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

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

Award of Certificate

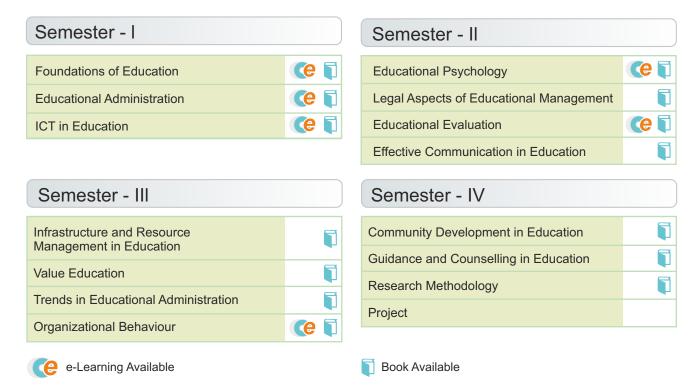Certificate will be awarded only after student passes in all elements of assessments i.e. each computer based examination, each assignment & project subject to completion of program duration & fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Faculty of Management

Post Graduate Certificate in Finance (Taxation Laws) (PGCF(TL))

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 & 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 one & half academic years.

Fee Structure

* Option 1 — One Time Payment

General & Defence	₹ 20,000/-
International	US $450
SAARC	US $350

* Option 2

	1st Instalment	2nd Instalment
General & Defence	₹ 15,000/-	₹ 10,000/-

Credit Points: 40

Semester - I

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

Semester - II

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

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

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

Overview

Post Graduate Certificate in Finance (Taxation Laws) is designed for people who wish to expand their proficiency & blend it with the wide tax assessment structure. Post Graduate Certificate in Finance (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. Post Graduate Certificate in Finance (Taxation Laws) caters to the same. The PG Certificate is designed by an Academic Board of distinguished tax practitioners and academicians in the areas of taxation. Holders of the PG Certificate shall be eligible to provide tax plan, advice as tax consultant and file various returns. This PG Certificate 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

Tax consultant, Tax Accountant, Tax Analyst, Business Tax / Income Tax / Property Tax Advisor 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.

➤ In Semester I & II students are required to submit one online submission of 100 marks each.

PGCF(TL) program is AICTE approved.

Award of Certificate

Certificate 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.

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.

Fee Structure

* Option 1	One Time Payment	
General	₹ 50,000/-	
Defence	₹ 47,000/-	
International	US $1645	
SAARC	US $1300	

* Option 2	1st Instalment	2nd Instalment
General	₹ 35,000/-	₹ 20,000/-
Defence	₹ 35,000/-	₹ 17,000/-
International	US $1151	US $660
SAARC	US $900	US $600

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.

- Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part.
- In Semester IV, students are required to submit a project of 100 marks in soft 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.
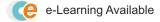
Career Opportunities

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

PGDEA Program Structure

Credit Points: 64

Semester - I

Course		
Foundations of Education	e-Learning	Book
Educational Administration	e-Learning	Book
ICT in Education	e-Learning	Book

Semester - II

Course		
Educational Psychology	e-Learning	Book
Legal Aspects of Educational Management		Book
Educational Evaluation	e-Learning	Book
Effective Communication in Education		Book

Semester - III

Course		
Infrastructure and Resource Management in Education		Book
Value Education		Book
Trends in Educational Administration		Book
Organizational Behaviour	e-Learning	Book

Semester - IV

Course		
Community Development in Education		Book
Guidance and Counselling in Education		Book
Research Methodology		Book
Project		

e e-Learning Available

📘 Book Available

Note: 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

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 35,000/-
Defence	₹ 27,000/-
International	US $ 1151
SAARC	US $ 850

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $ 825	US $ 495
SAARC	US $ 700	US $ 300

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.

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.
- 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.

Semester - I

Principles and Practices of Management	e 📘
Instructional Design	e 📘
Effective Communication	e 📘

Semester - II

Advanced Instructional Design	📘
Educational Psychology	e 📘
Course Design	e 📘
Project	

🌐 e-Learning Available

📘 Book Available

Deepa Urmil

" Being a training professional for the last 15 years, I have been part of all activities that encompass Learning & Development. This course helped me in getting new perspective to these activities & provided a fit for purpose approach towards all learning objectives. It has also enabled me to create better content that is specific to the audience & designed in such a way that learning is not only informative but also fun. Thank you SCDL for creating this specified course for Learning Professionals to build on their strengths & improve the skills for growing in the L&D domain. "

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 35,000/-
Defence	₹ 27,000/-
International	US $1151
SAARC	US $850

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $825	US $495
SAARC	US $700	US $300

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 primary level and help in-service teachers who want to upgrade their skills and qualifications.

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 2 to 8 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.

➤ 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).
➤ The examinations include a combination of objective and subjective element.
➤ Students are required to submit Submissions (30 marks each) in soft copy at the end of the semester.

PGDPTT Program Structure

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 & 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.

Semester - I

Child Development I	e 📖
Early Childhood Curriculum I	e 📖
Pre-Primary School Administration	e 📖

Semester - II

Child Development II	e 📖
Early Childhood Curriculum II	e 📖
Children with Special Needs	e 📖

e e-Learning Available   📖 Book Available

> " I am student of Post Graduate Diploma in Pre-primary Teachers Training (PGDPTT). The program is life changing, and SCDL Team helped shape and make it more valuable. SCDL Team, you have no idea how important a role you play in shaping my research development. I owe my professional success to you. I learnt a lot at SCDL. "

Priyanka Dixit

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 35,000/-
Defence	₹ 27,000/-
International	US $1151
SAARC	US $850

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $825	US $495
SAARC	US $700	US $300

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 part.

➤ In Semester II, students are required to submit a 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 & 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.

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	📖
Project	

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

> This PGDSC program of SCDL provided me the opportunity to study while continuing with my job. Course made me realize my never-ending interest in the field of Psychotherapy and Counseling. For an outstanding course structure with flexibility to study anytime and anywhere and at your own pace, I would strongly recommend SCDL

Pratiti

Faculty of Education, Humanities and Social Sciences

Post Graduate Diploma in Psychological Counselling (PGDPC)

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 35,000/-
Defence	₹ 27,000/-
International	US $1151
SAARC	US $850

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $825	US $495
SAARC	US $700	US $300

Overview

In today's stressful life, it is very common to see people fall sick, not physically but mentally. They majorly require psychosocial counselling. Psychosocial counselling is the process of counselling an individual, family, or group during one or more sessions to support the process of overcoming environmental, emotional, or social problems that are affecting the health and well-being. Counselling psychology is a discipline within professional psychology, focused on improving personal and relational functioning in all spheres of life. It cuts across vocational, emotional, educational, social, health-related, organizational, and developmental needs. They work to reduce psychological distress and promote the well-being of individuals. Counsellors will focus on treatment to help the people who are in discomfort. Counselling is not just a chance to sit and talk; your whole mind-set can be changed and refreshed by doing so. Instead of seeing the person as a problem, counselling focuses on seeing the problem as a whole and to treat the person wholesomely.

This one-year course will help the student to counsel the people to overcome environmental, emotional, or social problems and treat them wholesomely.

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.
- In Semester I & II, students are required to submit a online case study 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 and case study subject to completion of program duration and fulfilment of all other criteria laid down by SCDL, including payment of all fees/dues.

Career Opportunities

Mental Health Counsellors, Counsellors at Hospitals/Colleges/Universities, Counsellors, School Counsellors.

PGDPC Program Structure

Credit Points: 40

Semester - I

Basics of Psychological Counselling	e
Counsellor and Counselling Skills	e
Introduction to Abnormal Psychology	e
Case Study Report 1	

Semester - II

Psychoanalytical Approach of Counselling	e
Humanistic Approaches and Therapies	e
Cognitive Approaches and Therapies	e
Case Study Report 2	

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

Faculty of Education, Humanities and Social Sciences

Post Graduate Diploma in Journalism and Mass Communication (PGDJMC)

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.

Fee Structure

* Option 1	One Time Payment	
General	₹ 35,000/-	
Defence	₹ 27,000/-	
International	US $1151	
SAARC	US $850	

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $825	US $495
SAARC	US $700	US $300

Overview

In recent years, the field of mass media and communication has developed into a partially interactive concept that touches almost every aspect of human life. In addition, with the sheer proliferation of media into our lives through newspaper, television, and the internet.

The field of journalism and mass communication is gaining tremendous popularity. This program involves the study of different forms of mass media including newspapers, radio, television, online journalism, business of media to convey information to a large audience. The course helps students provide advance theoretical as well as practical knowledge in various media professions such as journalism, advertising, public relations 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 of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part.
- 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

News Reporter/Correspondent, Public Relations Officer, News and TV Anchor, Journalist, Content Developer, Blogger.

PGDJMC Program Structure

Credit Points: 40

Semester - I

Introduction to Journalism and Mass Communication	e
Basics of Journalistic Writing	e
Media and Contemporary Issues	e
Development Communication	e
Integrated Marketing and Corporate Communication	e

Semester - II

Print Media and Television Journalism	e
Online Journalism	e
Media Laws and Ethics	e
Business of Media	e
Project	

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

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 35,000/-
Defence	₹ 27,000/-
International	US $1151
SAARC	US $850

* Option 2	1st Instalment	2nd Instalment
General	₹ 25,000/-	₹ 15,000/-
Defence	₹ 25,000/-	₹ 7,000/-
International	US $825	US $495
SAARC	US $700	US $300

Duration

➤ The duration of the program is one year.

➤ The registration period is valid for two academic years.

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.

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.

➤ 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 soft copy for all three courses of Semester I and II.

DCWE Program Structure

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.

Semester - I

The Expressive Self	📘
Experiencing the Word	📘
Creative Lives	📘

Semester - II

Sources of Creativity	📘
Preparatory Practices	📘
Introduction to Creative Forms of Writing	📘

📘 Book Available

Monali Parmar

" 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. "

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.

Fee Structure

* Option 1	One Time Payment
General	₹ 17,000/-
Defence	₹ 17,000/-
International	US $400
SAARC	US $350

* Option 2	1st Instalment	2nd Instalment
General	₹ 13,000/-	₹ 9,000/-
Defence	₹ 13,000/-	₹ 9,000/-
International	US $300	US $200
SAARC	US $300	US $100

Duration

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

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 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.

- 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 soft 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.

DELT Program Structure

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.

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	📕

📕 Book Available

> " 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 benefitted by the practical activities given along. It provides scope for an interactive classroom environment while enriching the professional capability of one. "

Ushita

Certificate Course in Intellectual Property Rights (CCIPR)

Credit Points: 10

Eligibility

- Graduate in any discipline from a recognized University.
- International / SAARC Graduates from a recognized/accredited University / Institution.
- Students appearing for their final year degree course and are yet to pass the final year examination can also apply, subject to completion of graduation in current academic year and within the timelines specified by SCDL.

Duration

- The duration of the program is six months.
- The registration period is valid for one academic year.

Fee Structure

General & Defence	₹ 15,000/-
International	US $350
SAARC	US $300

Module 1: Introduction to Indian Legal System
Module 2: Intellectual Property Rights, its need and awareness
Module 3: Patents
Module 4: Trademarks
Module 5: Copyright
Module 6: Designs
Module 7: Geographical Indication
Module 8: IPRs in Software
Module 9: Key Business Concerns in Commercializing Intellectual Property Rights and IP Strategy
Module 10: Start-ups and IPRs
Case Studies

Note: The curriculum of the program is based on Indian Legal System, lead international cases, conventions and Indian Laws.

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

Overview

The Government, Corporates and the Start-ups today are investing a lot of money in the development of Intellectual Property, which has made the knowledge of Laws related to Intellectual Property Rights indispensable.

This CCIPR program has been designed to meet the specific needs of students aspiring to work and presently working in the corporate sector and other professionals who wish to equip themselves with thorough knowledge of Intellectual Property Rights.

This Advanced Certificate Course covers almost every aspect of IPR such as Trademarks, Patent, Copyright, Designs, Plant Varieties, IP issues in software and startups. Participants to this Course get a unique opportunity to learn the substantive as well as procedural aspect of IPR and its management. The objectives of the program are to provide:

a. Various aspects of Intellectual Property Rights.
b. The skills in drafting and filings of Intellectual Property in India.
c. Knowledge to the participants to learn to protect Intellectual Property Rights in competitive business environment.
d. Them with the skills to be considered as certified Patent and/or Trademark agents.

Evaluation Methodology

- The course comprises of an assignment (30 marks) and a computer-based examination (70 marks). Students should appear for the assessments on a timely basis and complete the program in the validity period.
- Assignment is of objective type and is available in the student login. Examination include a subjective element in addition to the objective part.
- In the end, students are required to submit a project of 100 marks in soft copy.

Award of Certificate

Certificate will be awarded only after student passes in all elements of assessments i.e. Exams, assignments and project, subject to completion of program duration and fulfillment of other criteria laid down by SCDL including payment of all fees/dues.

Career Opportunities

Lucrative career avenues in various global and national organizations to handle their Intellectual property issues.

Employees of Starts-ups involved in new inventions and creation may use the knowledge imparted in this course for safeguarding their valuable intellectual property.

Certificate Course in Weight Management (CCWM)

Eligibility

- XII Standard pass-out.
- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.

Duration

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

Fee Structure

General & Defence	₹ 10,000/-
International	US $235
SAARC	US $200

Credit Points: 14

Semester - I

Basic Nutrition	e
Introduction to Weight Management	e
Causes and Consequences of Obesity	e
Dietary Modifications and Weight Management	e
Role of Physical Exercise, Yoga and Meditation	e
Project	

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

Overview

We all are living in the era of fast paced lifestyle. There are lot of lifestyle changes that have occurred over a decade. There have been constant changes and adaptations due to digitisation and preferences in job culture. Due to prosperity in the IT, culture and increase in the working people population, the living standard of the families have increased drastically. However, as rightly said, every change comes with its own effects. The socio-economic status of the people has increased but, at the same time, their vulnerability to the various Lifestyle Disorders has increased due to changes in body. Weight is also a point of concern for the health professionals and lifestyle coaches.

India is suffering from dual burden of malnutrition and over nourishment. We see issues like Diabetes, Hypertension, High Cholesterol & associated complications arising from these disorders in young adults and children are more. Our food habits are erratic and unhealthy with tempting junk food and preservative-laden processed food beckoning us. These are few reasons that contribute to the different complaints of managing lifestyle ailments.

Evaluation Methodology

- Students are required to submit an online Project of 100 marks with 50% passing. Students can submit the Project after two months of the commencement of the course.

Award of Certificate

Certificate will be awarded only after student passes in 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

Weight-Management Consultant, Weight-Loss Counsellor, Wellness Counsellor, Assistant to Dietitian & Nutritionist, Assistant to Lifestyle Coach.

Certificate Course in Virtual Workplace Management (CCVWM)

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 six months.

➤ The registration period is valid for one academic year.

Fee Structure

General & Defence	₹ 15,000/-
International	US $350
SAARC	US $300

Credit Points: 10

Module 1: The Virtual Workplace
Module 2: Choosing The Virtual Team
Module 3: Leading The Virtual Team
Module 4: Technologies in Virtual Workplace

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

Overview

The virtual workplace is a platform that presents a unique set of opportunities and challenges for the modern business. In a comprehensively connected world, remote working is becoming the new norm across countless sectors and industries. Affordable hardware, reliable connections and the enormous convenience of remote working create a genuinely appealing approach to business management. Successful virtual workplace implementation also has the potential to minimise costs, maximise output and generally drive efficiency to new heights.

Virtual Workplaces nowdays are a reality, in which employees operate remotely from each other and their managers. There are sound business reasons to establish a workplace. Virtual teams and teleworks are examples of such arrangements. Virtual organizations are multisite, multi-organizational and dynamic. Many challenges are there in managing the virtual teams. The use of new technology and tools provides a competitive advantage.

Evaluation Methodology

➤ There are four modules and each Module comprises of one assignment of 50 marks.

➤ Students are requested to complete the submission for the assessments on timely basis and complete the program in the program duration.

➤ After completion of all modules, students are required to submit a project of 100 marks in soft copy.

Award of Certificate

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

Career Opportunities

Candidates will benefit from an increasingly relevant skills set, with a variety of career prospects to explore.

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.

Fee Structure

General & Defence	₹ 22,000/-
International	US $725
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.

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.

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).

➤ Students should appear for the assessments on a timely basis and complete the same in the validity period.

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.

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.

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 three months.

➤ The registration period is valid for six months.

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.

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.

➤ Assignments are of objective type and are available in the student login. Examinations include a subjective element in addition to the objective part.

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.

Fee Structure

General & Defence	₹ 9,000/-
International	US $200
SAARC	US $175

Course	e-Learning	e-Book	Book
Advanced Instructional Design			✓
Cloud Computing	✓		✓
Customer Relationship Management	✓		✓
Cyber Law in Corporate Practice		✓	
Financial Management	✓		✓
Human Resource Development	✓		✓
Human Resource Management	✓		✓
Industrial Relations and Labour Laws	✓		✓
Instructional Design	✓		✓
Introduction to R Programming		✓	
Machine Learning with R and Python		✓	
Marketing Management	✓		✓
Materials Management	✓		✓
Performance and Potential Management	✓		✓
Production / Operations Management	✓		✓
Project Management (IT)			✓
Python Programming		✓	
Research Methodology and Statistical Quantitative Methods	✓		✓
Sales and Distribution Management	✓		✓
Strategic Management	✓		✓

e-Learning Available   Book Available

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

Certificate Course in AWS Solutions Architect – Associate (CCAWSSAA)

Eligibility

➤ XII Standard pass-out / Diploma holder / Bachelor's Degree Holder / Graduate in any discipline from a recognised University.

➤ International / SAARC Graduate from a recognised / accredited University / Institution.

Duration

➤ The duration of the course is three months.
➤ The registration period is valid for six months.

Overview

Cloud computing architecture refers to the components and sub-components required for cloud computing. These components consist of a front end platform, back end platform, a cloud based delivery and a network. Combined, these components make up cloud computing architecture. Cloud Architecting is the emerging trend nowadays. This course emphasizes best practices for the AWS Cloud and it recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS.

Cloud Architecting covers the fundamentals of building IT infrastructure on Amazon Web Services or AWS. The course is designed to teach solutions architects how to optimize the use of the AWS Cloud by understanding AWS services and how these services fit into cloud-based solutions & provide a brief overview of cloud concepts, AWS core services, security, architecture, pricing and support which is the foundation for Cloud Architecting.

Evaluation Methodology

➤ The 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.

➤ Assignment is of objective type and is available in the student login. Examination include a subjective element in addition to the objective part. Examination is conducted in e-proctor mode.

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.

Fee Structure

General & Defence	₹ 9,000/-
International	US $200
SAARC	US $175

AWS Cloud Architecting
Cloud Concepts Overview
Cloud Economics and Billing
AWS Global Infrastructure Overview
Cloud Security
Networking and Content Delivery
Compute
Storage
Databases
Cloud Architecture
Automatic Scaling and Monitoring
Designing Your Environment
Designing for High Availability I
Designing for High Availability II
Automating Your Infrastructure
Decoupling Your Infrastructure
Designing Web-Scale Media
Well Architected Framework
Well-Architected Pillar 1: Operational Excellence
Well-Architected Pillar 2: Security
Well-Architected Pillar 3: Reliability
Well-Architected Pillar 4: Performance Efficiency
Well-Architected Pillar 5: Cost Optimization
Troubleshooting
Design Patterns and Sample Architectures
Lab (Go Green Insurance Company)

Note: Learning Material is provided on the AWS Canvas

Certificate Course in Packaging to Marketing of Food Products (CCPMFP)

Eligibility
- XII Standard pass-out.
- Bachelor's degree holder / Graduate in any discipline from a recognised University.
- International / SAARC Graduate from a recognised / accredited University / Institution.

Duration
- The duration of the course is three months.
- The registration period is valid for six months.

Fee Structure

General & Defence	₹ 5,000/-
International	US $110
SAARC	US $110

Credit Points: 4

Semester - I

Recent Trends in Marketing	e
Food Processing and Packaging	e
Submission	

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

Overview
Food packaging and marketing means ensuring safe delivery of food to the ultimate consumer in sound condition at optimum cost. A coordinated system of preparing goods for transport, distribution, storage, retailing and end-use is to be established. A techno-commercial function aimed at optimizing the costs of delivery while maximizing sales (and hence profits) is focused in this short-term certificate program.

Evaluation Methodology
- Students are required to submit an online submission of 100 marks with 50% passing. Students can submit the submission after two months of the commencement of the course.

Award of Certificate
Certificate will be awarded only after student passes in 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
Entrepreneurs, Self-starters who want to initiate own business.

Admission Process

Student Categories

➤ **GENERAL CATEGORY:**

Students, who have completed their education in India, take their exams from India and avail all services in India, fall under the General Category.

➤ **DEFENCE CATEGORY:**

Special fee concession is offered to retired / active Personnel of Paramilitary / Police / Defence Personnel (Army, Navy and Air Force) and their dependents (spouse/child), 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.)

➤ **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 organization 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 fall 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 fall under SAARC / International category.

How to Apply?

Step 1: Purchase Application Form

➤ The fee to purchase the application form for applicants of General / Defence category is Rs 1,200/- and for International/SAARC category is USD 100.

➤ You can purchase the application form online via our website: www.scdl.net.

➤ You can purchase online the application form from Common Service Centers (CSCs).

Note: Application form fee is non-refundable. We do not accept any request to purchase application form, by post.

Step 2: Registration

Upload your Academic Records in the prescribed format, Work Exp. Certificates (If any), passport size recent colour photograph, Govt. Identity Proof (Passport or Aadhar card copy)

➤ Applicants applying under Defence Category have to produce active service certificate or dependent certificate or discharge book copy as applicable.

➤ For International and SAARC Students, an address in a foreign country is mandatory, along with address proof or copies of passport page showing visa of the foreign country.

Step 3: Fee Payment

➤ Submit your complete program fee as per time-lines specified online through payment gateway or by demand draft (DD) for the enrolled program. The DD should be in favour of **"The Director SCDL, Pune"** payable at Pune.

List of Documents for Admissions

Fill the application form online with all required information. In case, applicant is providing incomplete or incorrect information, the application form stand rejected. Student to sign the application form electronically.

➤ One coloured passport size recent photograph. childhood photo, side face & selfies are not accepted.

➤ Govt. photo Identity proof, any one: Passport or Aadhar Card. Govt. ID proof with childhood photo is not accepted.

➤ Applicant signature in soft copy.

➤ Photocopy of the Bachelor's Degree Certificate / Provisional or Passing Certificate / all year marksheets, duly self-attested or attested by class one Gazette Officer or notarised by a notary as per the applicable eligibility for the applied program.

➤ Degree Equivalence letter issued from Association of Indian Universities (AIU) for graduation completed from an International University

➤ XII standard marksheet photo copy duly attested by class 1 gazette officer or notarised by notary.

➤ Defence category proof: service certificate / discharge book / dependent certificate (if any)

➤ Applicants applying under Defence Category have to submit active service certificate or dependent certificate or discharge book copy as applicable.

➤ Name change document (if applicable).

➤ 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. We provide an admission letter along with student ID card to the student 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.** We provide provisional Admission, when admission related eligibility criteria is not fulfilled as per SCDL policies and documents are having deficiencies like:

➤ Coloured passport size recent photograph is either not submitted or are improper or are not clear.

➤ Academic Qualification documents neither are self-attested nor attested by any class 1 gazette officer: in addition, if the documents are incomplete, unclear or not submitted in prescribed format.

➤ Defence category proof: service certificate / Discharge book / Dependent certificate (if any) is not, attached / attested / correct / unclear / is not in prescribed format.

➤ 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 not signed by applicant / not submitted the self-signature.

➤ 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, and ensure 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 paid fees. It is the sole responsibility of the students to submit all the required documents in the prescribed format within timeline specified by SCDL.

Fee Policies and Guidelines

Mode of Payments

➤ **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 cheque 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 ₹ 76 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 fees 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 fees in two-instalments, as specified for respective program:

  - Pay 1st instalment within 15 days from the date of grant of confirmed admission.

  - Pay 2nd instalment within 45 days of payment of 1st Instalment payment or on or before the last date to pay full fees, whichever is earlier, as per policy.

  Note: Installment option closes 15 days before the last specified date of admission.

➤ Students who are admitted on provisional basis (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 they comply with all the deficiencies mentioned in the provisional admission letter.

➤ **Students with confirmed admission, who fail to pay fees within specified timeline will not be allowed to access any student, related services and learning facilities. They neither will be allowed to appear in any examinations nor can they submit any assignments for the enrolled program.**

➤ Students with confirmed admission and those who have paid full fees can 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 FEES of the enrolled program.**

➤ Students who fail to pay complete fees or those who have paid only the 1st instalment will have to pay late fees over and above the **outstanding Program fees amount as per timelines given by SCDL.**

➤ **The applicable late Program fees is as under:**

Program Duration	General	Defence	SAARC	International
All 2 years	₹ 5,000	₹ 4,500	US $ 150	US $ 300
All 1 year	₹ 3,000	₹ 2,500	US $ 100	US $ 200
2 to 6 months	₹ 1,000	₹ 1,000	US $ 25	US $ 30

Fee Policies and Guidelines

➤ Failure to pay complete program fees, even with late fees 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. Moreover, any such refund request shall not be entertained.

➤ Exam fees is to be paid separately, per paper per attempt and is not included in program fees. Exam fees are non-refundable and non-transferable.

➤ Students are required to pay Rs 450/- [for General and Defence category], USD 25 (for International category) and USD 20 (for SAARC category) per exam, for the enrolled program respectively.

➤ Student gets 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.

➤ Students are required to submit project / submission / case study, as per the enrolled program, if applicable & its submission fees.

➤ Students are required to read the detailed guidelines, polices and timelines of various processes, activities and access related to admissions, academics, evaluations along with the fee details with respect to project, case studies, 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. There is no facility for improvement in passed components of the applied course / program.

➤ 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, 2023**. 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 they mention their proper admission details 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, 2023**. Failing this, we forfeit such unidentified amount and the student will have no claim whatsoever on the said amount.

➤ SCDL processes demand drafts received without any information of the student and/or type of fee(s) remitted under suspense account. Such demand drafts may be, transferred to the respective student's account in the same financial year, i.e. until **March 1, 2023**, 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, 2023**.

➤ **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 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 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 or Cheque 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 responsible for any loss incurred by students in regards to any fees paid to any other centre / bank / office, other than SCDL Pune Head Office.

Fee Policies and Guidelines

➤ SCDL does not accept any type of fees in cash. 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/cheque towards any applicable fees. Consolidated DD/cheque of two or more students or student services will not be accepted.

➤ International/ SAARC students have to pay all types of fees in dollar. The exchange rate applicable will be Rs. 76/- against 1 USD for the current financial year.

➤ 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, submit photocopies of valid visa and address proof.

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.

➤ If the document/s required for the purpose of eligibility are not submitted or are submitted with deficiencies (i.e., not in the manner prescribed) and the deficiencies are not made good within the last date specified (refer to last date under section Important Dates), or within 15 days of communication to that effect, his/her admission shall stand canceled.

➤ If a student does not complete the programme within the time/validity period specified by SCDL, their student login will be locked, and their admission will be revoked.

➤ In all the cases, as mentioned above, the student is not entitled to any refund of the amount paid.

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 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 returns to SCDL, the self-learning material, confirmed / provisional admission letter, student ID card or any other SCDL material that the student has in his/her custody. In case, the study material and/or the student ID card is/are not returned to SCDL on or before the prescribed deadline, ₹ 1000/- and ₹ 200/- [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) .**

Examinations

Students can appear for exams through e-proctored mode from the comfort of their home. SCDL does not provide facility to reserve / guarantee availability of exam slots. 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 fees. Exam fees is non-refundable and non-transferable. Students are informed to go through the exam handbook for detailed procedures and policies applicable to be followed to take up on demand online exams. Exam handbook is made available in student login. Students should go through the Technical Requirements, Exam Instructions and FAQ's uploaded in the Student Login prior to making the exam fee payment and booking of exam slot.

Important Dates (AY 2022-23)

➢ Program commences **01 July 2022**.

➢ Admission last date **31 Aug 2022**.

➢ Classes commences from **04 July 2022**.

➢ Last date for change in Specialisation: **31 August 2022**.

➢ Last date for change in program: **31 August 2022**.

➢ Pay program fee as per,

  • Option 1: One Time Payment, in 30 days from the date of grant of admission, or on or before **31 August 2022**, whichever is earlier or as informed by SCDL.
    Or

  • Option 2: Two Instalments: Pay 1st Instalment within 15 days of admission. Pay 2nd Instalment within 45 days of payment of 1st Instalment payment or on or before **31 August 2022**, whichever is earlier or as informed by SCDL.
    Note: Installment option closes 15 days before the last specified date of admission.

➢ Last date to submit eligibility deficient document/s to SCDL for confirmation of admission, for provisionally admitted students: **31 August 2022**.

➢ Last date to pay complete program fee: **31 August 2022**.

➢ Last date to pay complete program fee with late fee: **10 September 2022**.

➢ Last date for cancellation of admission & for refund of paid program fee: **31 August 2022.**

Important Points

➢ SCDL is a stand-alone institute and is not part of any University.

➢ Students must retain with them a photocopy of the Prospectus, duly filled in application form, demand drafts / Cheque (if any), 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 (Books) or 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 are informed on their personal email and or mobile number, (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.

➢ The student login is locked, in an event of successfully completing the program in the specified duration or on expiry of validity period of the enrolled program.

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 submitting the application form and documents for seeking admission to the applied program at SCDL is true and correct to the best of his/her knowledge. Student is fully aware that in case, any information provided by them is found false or erroneous, it will result in immediate cancellation of his/her registration / admission and no refund of fees shall be applicable.

➤ 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 number 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. Rupali Khaire
BA (Eco), MPM,
Ph.D.

Teaching/Industry Experience: 14 yrs. experience as an Educationalist and Academician. Ph.D. guide since 2012
Teaching Areas: HR and Entrepreneurship.

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

Teaching / Industry Experience: 18 yrs teaching and 6.5 yrs industry experience
Teaching Areas: Marketing Management, Retail Management, Research Methodology, Entrepreneurship Development, Strategic Management, Business Communication, Principles and Practices of Management.

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

Teaching / Industry Experience: 28 yrs teaching
Teaching Areas: English Language, Creative Writing, Phonetic, Instructional Design, Teachers Training, School Counselling, English Grammar

Dr. Shabana Inamdar
MCA, M.Phil.,
Ph.D.

Teaching / Industry Experience: 14 yrs teaching experience
Teaching Areas: Data structures and algorithms, Data mining, Software engineering, Data Science

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

Teaching / Industry Experience: 26 yrs teaching experience
Teaching Areas: Educational Technology, E-learning, Educational Administration, Teachers Training, Instructional Design, Guidance and Counselling

Faculty Details

Dr. Shama Mulla
B. Sc. (Biotech), MBA, Ph. D.

Teaching / Industry Experience: 7 yrs teaching and 2.6 yrs industry experience
Teaching Areas: Marketing

Dr. Dipti Kalkotwar
M. Com, MBA, M. Phil, Ph. D.

Teaching / Industry Experience: 2.5 years of Industry and 4 years of teaching experience.
Teaching areas: Finance, Accounting, Banking and Financial Services.

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

Teaching / Industry Experience: 13 yrs teaching experience
Teaching Areas: Business Accounting, Economics, Business Statistics, Financial Management, Taxation, Capital Market, Banking, Financial Services & Insurance (BFSI)

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

Teaching / Industry Experience: 21 yrs teaching and 4.5 yrs industry experience
Teaching Areas: Human Resource Management, Organizational Behaviour, Industrial Relations, Industrial and Labour Laws, Business Administration, Training and Development, Performance Management, Franchise Management

Ankita Mendiratta
M.Tech (CS), MCA

Teaching / Industry Experience: 12 yrs teaching
Teaching Areas: Data Science, Neural Network, Mobile Computing, R programming, Data Mining and Warehousing, Machine Learning, Data Structures and Algorithm

Faculty Details

Prof. Gajanan Nerkar
Company Secretary, M.A, M.Com, M.B.A (Finance),

Teaching / Industry Experience: 15 years as Faculty, Trainer and academician and 3 years of industry experience.
Teaching Areas: Law, Finance

Shashank Bhandakkar
B.E. (Mechanical), MMS, DIE UGC-NET,

Teaching / Industry Experience: 26 yrs in Supply Chain & Logistics

Mr. Suhas Bhosale
M.Lib & ISc, NET

Teaching / Industry Experience: 11.2 Years

Mr. Yogesh M Bhosle
B. Sc.

Teaching / Industry Experience: 15 Years

ISO 9001: 2015 Certification for Quality

Symbiosis Centre for Distance Learning (SCDL) is an ISO Certified institution since last 10 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), 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.

SYMBIOSIS
Centre for Distance Learning (SCDL)

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