

SYMBIOSIS CENTRE FOR DISTANCE LEARNING

Academic Year 2018 Second Cycle First Semester Personal Contact Program (PCP) Schedule November December 2018

(Applicable for all students who have below subjects in their applied program)

Dear Students,

October, 2018

Greetings from Symbiosis Centre for Distance Learning!

SCDL has organised a range of **Personal Contact Program (PCP)**. The PCPs have been designed to facilitate tutor –student interaction & aim to provide students with an overview of the program structure/concepts. We strongly advise you to attend the program & recommend these to your peers who have enrolled for the program at SCDL.

The benefits of Personal Contact Programs (PCP) are:-

- ❖ PCP sessions create a climate of understanding, helps students to come out of academic drudgery and develops two-way communication for breaking isolation and pace learning.
- ❖ PCP session enhances student’s satisfaction and removes many self-imposed tensions and helps fruitful discussion of the program / course concepts.
- ❖ PCP provides clear information as to what is expected from students, and deals with individual academic queries, doubts encountered by students in working through the Self Learning Material (SLM).
- ❖ The sessions provide an opportunity to understand the summary of the program and individual courses.

Process to register for PCP is given below:

- **Online Process:** Students can pay PCP fees Online from their Student Login through payment gateway, using Debit/Credit Card. Login to student login. Click on ‘**Apply for Additional Services**’ tab, then click on ‘**PCP**’ option, select the desired ‘**PCP Venue**’ and ‘**subject**’ and finally tick checkbox for terms and condition then click ‘**Pay Online**’ button to pay PCP fees.
- **Offline Process:** Students can pay PCP fees by Demand Draft (DD) along with the duly filled hardcopy of PCP Enrolment Form (given below), on or before PCP session date for the respective subject/s. **PCP fees cannot be paid in cash.**
Please Note: The PCP enrolment form along with DD should reach SCDL one week prior to PCP day.

Please Note:

1. **Students are required to pay PCP fees online or by DD, at least one week prior, to PCP day. PCP enrolment is on first come first serve basis. PCP fee is Rs. 500/- per subject. The DD should be drawn in favour of “The Director SCDL, Pune” and payable at Pune.**
2. **Students are requested to mention their Full Name & Complete Registration Number on the reverse side of DD. Kindly maintain a copy of the DD & PCP enrolment form at the time of attending the PCP.**
3. **PCP fees are non-refundable /non-transferable. SCDL reserves the right to cancel PCP at any of the centre, for any subject, due to lack of required student strength. In such a case, PCP fees will be refunded to students.**
4. **DD received after PCP session date will not be returned / refunded & student will not be allowed to attend PCP.**

The schedule and centre for the PCP is given below:

Academic Year 2018 Second Cycle First Semester Personal Contact Program (PCP) Schedule November December 2018				
City	Subject	Date	Day	Time
Bangalore	Organizational Behaviour	17th November2018	Saturday	10.00 AM to 5.00 PM
Bangalore	Principles and Practices of Management	24th November 2018		
Bangalore	Managerial Economics	1st December 2018		
Bangalore	Business Law	8th December 2018		
Bangalore	Management Accounting	15th December 2018		
Hyderabad	Organizational Behaviour	18th November2018	Sunday	10.00 AM to 5.00 PM
Hyderabad	Principles and Practices of Management	25th November 2018		
Hyderabad	Managerial Economics	2nd December 2018		
Hyderabad	Business Law	9th December 2018		
Hyderabad	Management Accounting	16th December 2018		
Mumbai	Management Accounting	17th November2018	Saturday	10.00 AM to 5.00 PM
Mumbai	Organizational Behaviour	24th November 2018		
Mumbai	Principles and Practices of Management	1st December 2018		
Mumbai	Managerial Economics	8th December 2018		
Mumbai	Business Law	15th December 2018		
Kolkata	Business Law	24th November 2018	Saturday	10.00 AM to 5.00 PM
Kolkata	Organizational Behaviour	8th December 2018		
Kolkata	Principles and Practices of Management	15th December 2018		
Kolkata	Managerial Economics	22nd December 2018		
Kolkata	Management Accounting	29th December 2018		
Ahmedabad	Business Law	17th November2018	Saturday	10.00 AM to 5.00 PM
Ahmedabad	Organizational Behaviour	1st December 2018		
Ahmedabad	Principles and Practices of Management	8th December 2018		
Ahmedabad	Management Accounting	12th January 2019	Sunday	
Ahmedabad	Managerial Economics	13th January 2019		
Delhi	Principles and Practices of Management	17th November2018	Saturday	10.00 AM to 5.00 PM
Delhi	Managerial Economics	24th November 2018		
Delhi	Business Law	1st December 2018		
Delhi	Management Accounting	8th December 2018		
Delhi	Organizational Behaviour	15th December 2018		
Pune	Organizational Behaviour	25th November 2018	Sunday	10.00 AM to 5.00 PM
Pune	Managerial Economics	17th November2018	Saturday	
Pune	Principles and Practices of Management	2nd December 2018	Sunday	
Pune	Management Accounting	15th December 2018	Saturday	
Pune	Business Law	16th December 2018	Sunday	

We look forward to meet & interact with you during the Personal Contact Program. For any queries related to PCP, please send an email to pcp@scdl.net.

With Warm Regards,
Evaluations Department
SCDL Pune



SYMBIOSIS CENTRE FOR DISTANCE LEARNING

PERSONAL CONTACT PROGRAM (PCP) ENROLLMENT FORM NOVEMBER-DECEMBER 2018

Name of Student: - _____

Registration No: - _____ E-mail ID: _____

Program Name: - _____ Mobile No / Phone No.:- _____

I am attaching a Demand Draft herewith, the details of which are given

Below:-

Date: - _____

Demand Draft No.:- _____ Name of Bank: - _____

Sr. No	Subject Code	Subject Name	Select subject by tick ✓ the box
1.	101	Principles and Practices of Management	<input type="checkbox"/>
2.	102	Organizational Behaviour	<input type="checkbox"/>
3.	103	Management Accounting	<input type="checkbox"/>
4.	104	Managerial Economics	<input type="checkbox"/>
5.	106	Business Law	<input type="checkbox"/>

I agree to all the policies related to PCP fee payment & conduct/cancellation of Personal Contact Programme. I hereby wish to enrol for Personal Contact Programme to be held as mentioned above.

I understand & agree that if my Demand Draft reaches SCDL after the PCP Session date, I will not be allowed to appear for the PCP & my fees for the same will not be refunded / transferred.

I am also aware that the PCP may get cancelled if adequate no. of students does not enrolled for any particular subject/s

***PCP Centre (mention the name of PCP Centre, you wish to attend PCP):**

Date: - _____

Place: - _____

Student Signature: - _____