



SYMBIOSIS CENTRE FOR DISTANCE LEARNING
Symbiosis Bhavan, 1065, Gokhale Cross Road, Model Colony, Pune 411016

January /February/March, 2017

Schedule for Personal Contact Programme (PCP) – January /February 2017
(For all Students who have below subjects at their Course/Program they can attend the PCP)

Dear Student,

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 and aim to provide students with an overview of the programme structure/concepts. We strongly advise you to attend the programme and recommend these to your peers who have enrolled for the programme at SCDL. **The benefits of the Personal contact Program (PCP) is:-**

- ❖ The sessions create a climate of understanding, helping students to come out of academic drudgery.
- ❖ The PCP session enhances student’s satisfaction and removes many self-imposed tensions.
- ❖ The sessions provide opportunities to understand the profile of the programme and individual courses.
- ❖ 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 Session helps fruitful discussion of the programme / course concepts.
- ❖ PCP develops two-way communication for breaking isolation and pacing learning.

The schedule and centre for the PCP is given below:

Subject	Dates	Time	Faculty
Production/Operations Management	Saturday, 28 th January 2017	10.00 am to 5.00 pm	
Financial Management	Saturday, 4 th February 2017	10.00 am to 5.00 pm	
Human Resource Management	Saturday, 11 th February 2017	10.00 am to 5.00 pm	
Marketing Management	Saturday, 18 th February 2017	10.00 am to 5.00 pm	
Management Information System	Saturday, 18 th March 2017	10.00 am to 5.00 pm	

PUNE
Symbiosis Centre For Distance Learning
1065-B, Symbiosis Bhavan,
Off Gokhale Cross Road,
Model Colony, Pune – 411 016.
Tel: +91-20-66211000

Process to register for the PCP is given below:

1. Kindly submit the duly filled hardcopy of PCP Enrolment Form (**Attached**), **along with a DD towards PCP fee of Rs500/- for each subject**, latest by **25th January 2017**.
2. Students can pay the fee by Cash at SCDL Cash Counter Pune Campus, up to **27th January 2017** till 4:30pm only. Please note, the Demand Draft needs to be drawn in favour of “**The Director, Symbiosis Centre for Distance Learning, Pune**” and payable at Pune.
3. Students are requested to mention their Full Name & Complete Registration Number on the reverse side of Demand Draft. Kindly maintain the photo copy of the demand draft & PCP enrolment form as a proof of PCP Fees payment at the time of appearing for PCP.

Please Note:

1. **ON THE SPOT REGISTRATIONS ARE AVAILABLE HOWEVER THE PCP ENROLMENT IS ON FIRST COME FIRST SERVE BASIS.**
2. **PCP fees are non refundable /non transferable.**
3. SCDL reserves the right to cancel PCP at any of the centre, for any subject, due to lack of required student strength (Min 40 students for each session). In case, PCP is cancelled, the PCP fees will be refunded to students.
4. Demand Drafts received after PCP session date will not be returned / refunded & such candidates will not be allowed to appear for PCP.

We look forward to meeting you and interacting with you at the Personal Contact Programmes. In the meanwhile, should you have any questions please feel free to contact us at pcp@scdl.net

With warm regards,

Evaluations Department, SCDL Pune



SYMBIOSIS CENTRE FOR DISTANCE LEARNING
PERSONAL CONTACT PROGRAM (PCP) ENROLLMENT FORM FEBRUARY/MARCH 2015

Name of Student: - _____

Registration No: - _____ E-mail ID: _____

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

I am attaching a Demand Draft /submitting Cash @SCDL Cash Counter 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.	107	Production/Operations Management	<input type="checkbox"/>
2.	108	Financial Management	<input type="checkbox"/>
3.	109	Human Resource Management	<input type="checkbox"/>
4.	110	Marketing Management	<input type="checkbox"/>
5.	112	Management Information System	<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 due date 25th January 2017, 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

Centre: - _____

Date: - _____

Place: - _____

Student Signature: - _____