

# SYMBIOSIS CENTRE FOR DISTANCE LEARNING

## Academic Year 2018 Second Semester Personal Contact Program (PCP) Schedule June-July 2019 (Applicable for all students who have below subjects in their applied program)

Dear Students,

May, 2019

Greetings from Symbiosis Centre for Distance Learning!

SCDL has organised a range of **Personal Contact Program (PCP)**. PCP is a **Classroom Session** and has 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.

❖ Subject	Dates	Time	Faculty
Production/Operations Management	Saturday, 22 <sup>nd</sup> June 2019	10.00 am to 5.00 pm	
Financial Management	Saturday, 29 <sup>th</sup> June 2019	10.00 am to 5.00 pm	
Marketing Management	Saturday, 06 <sup>th</sup> July 2019	10.00 am to 5.00 pm	
Management Information System	Saturday, 13 <sup>th</sup> July 2019	10.00 am to 5.00 pm	
Human Resource Management	Saturday, 20 <sup>th</sup> July 2019	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 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 '**PCP Online**' 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 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.

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](mailto:pcp@scdl.net).

With Warm Regards,  
Evaluations Department  
SCDL Pune



**SYMBIOSIS CENTRE FOR DISTANCE LEARNING**  
**PERSONAL CONTACT PROGRAM (PCP) ENROLLMENT FORM JUNE-JULY 2019**

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.	110	Marketing Management	<input type="checkbox"/>
4.	112	Management Information System	<input type="checkbox"/>
5.	109	Human Resource Management	<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:**

\_\_\_\_\_  
\_\_\_\_\_

Date: - \_\_\_\_\_

Place: - \_\_\_\_\_

Student Signature: - \_\_\_\_\_