

Procedure of Online Exam form submission: -

- ❖ Please logon to SCDL website: **www.scdl.net**
- ❖ Login into the student center with your student username and password.
- ❖ In your Student Center, click on the “Exam Forms” link on left menu bar in the page.

- ❖ You will see 2 different options as follows

1. If want to view & print, previous selected subjects for the current month (select this option).
2. If want to select new subjects (select this option).

If option 1 is selected

- ❖ You can see the list of previously applied subjects in current month.

The screenshot shows the SCDL website in Microsoft Internet Explorer. The address bar displays <http://www.scdl.net/miscasp/StartExamForm.aspx?reprint=1>. The page header includes the SCDL logo and the text "SYMBIOSIS CENTRE FOR DISTANCE LEARNING" with the tagline "One World - One Campus". A left sidebar contains links for Personal Details, Fee Details, Dispatch Details, Online Assignments, E-Learning, Post My Query, Performance sheet, Exam Form, Book Exam Slot, Change Password, Logout, and Project Guidelines. The main content area is titled "Exam Forms filled in the current month" and contains a table with the following data:

No. of Subjects	Date Applied On	
3	4/1/2008	View & print

- ❖ Click on “View & print” option to view and print the exam form filled on specific date.
- ❖ Click on the print button to print the form.

The screenshot shows the SCDL Exam Enrollment Form for All Semester. The page header includes the SCDL logo and the text "SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)" with the tagline "EXAM ENROLLMENT FORM ALL SEMESTER" and "To reach SCDL on or Before 20th of each month". The form contains the following fields:

From: _____ Date: 15/02/2008
Reg. No. 200599999 Email Id: scdl@scdl.net
Tel no: _____

Name of Student: SCDL DEMO
Name of Course: Post Graduate Diploma in Information Technology

To,
The Director
SCDL,PUNE
Respected Madam,

I intend to appear for the examination in one of the following months _____ on the basis of availability of slots for subjects listed below

Sr No.	Sub. Code	Subject	Amount Payable
1	101	Principles and Practices of Management	150 Rs.
2	103	Management Accounting	150 Rs.
Amount Payable			300.00 Rs.

- ❖ On the printed form, please enter the DD details such as DD number, DD date, Bank name on which the DD is drawn, and post the form along with the DD to SCDL. Please note that forms without DD details will not be processed (if applicable).

If option 2 is selected

- ❖ Online exam policies and instructions are displayed on the screen. After reading it, you need to click on the **“Proceed to Download Exam Form”** button to generate the exam form.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Symbiosis Centre for Distance Learning (SCDL) website. The address bar shows the URL: <http://www.scdl.net/miscasp/ExamFormPolicies.aspx>. The page header features the SCDL logo and the text "SYMBIOSIS CENTRE FOR DISTANCE LEARNING" with the tagline "One World - One Campus".

The left sidebar contains a list of navigation links: [Personal Details](#), [Fee Details](#), [Dispatch Details](#), [OnlineAssignments](#), [E-Learning](#), [Post My Query](#), [Performance sheet](#), [Exam Form](#), [Book Exam Slot](#), [Change Password](#), [Logout](#), and [Project Guidelines](#).

The main content area is titled "Online Exam Policies, instructions and Exam Form". It contains the following sections:

- Online Exam Policies and Instructions**
 - The students having admission status confirmed and have paid full program fees are only eligible for online exam.
 - All civil students need to pay exam fees in DD or cash at SCDL counter.
 - All NRI students wishing to appear for exam/s abroad need to pay exam fees using the payment gateway.
 - All NRI students wishing to appear for exam/s in India need to pay exam fees in rupees via DD or paying cash at SCDL counter.
 - Appropriate fee payment details should be duly filled in on the exam form before sending it.
 - Student need to save the exam enrollment form in case for future reference (e.g. If form lost in transit).
 - **On Demand online exam information and important instructions for appearing the exam.** [click here](#).
 - Attest Center List. [click here](#).
 - Subject list and subject code for 2006 batch. [click here](#).
- Online Exam Form**
 - ☐ Yes, I have thoroughly read the instructions and accept to follow the process and policies as mentioned.
- Proceed to Download Exam Form** (button)

- ❖ You will see a list of subjects applicable to your program for the current semester and also for any pending* exams/subjects for previous semester/s [if applicable].

Disclaimer*

- Please note that you will see a subject for which you may have already appeared in the previous month or have sent the exam form in present month and the result or booked/ unbooked status has not yet been communicated to SCDL. In this scenario, you will need to be careful not to select the same subject. For cases where the same subject may be selected and sent, the form will not be processed. Please note Exam Fees are non-refundable/non transferable.

- ❖ Click the check box to select the subject/s that you wish to appear for.

This form gives the list of subjects that are unattempted, unbooked or uncleared subject/s with the attempt information such as free or paid and total applicable fees to be paid, if any, in order to appear for exams.

- ❖ Click on Submit button.

Note: Once confirmed the selected subjects cannot be again selected/deselected.

SYMBIOSIS CENTRE FOR DISTANCE LEARNING
One World - One Campus

[Personal Details](#)
[Fee Details](#)
[Dispatch Details](#)
[OnlineAssignments](#)
[E-Learning](#)
[Post My Query](#)
[Performance sheet](#)
[Exam Form](#)
[Book Exam Slot](#)
[Change Password](#)
[Logout](#)
[Project Guidelines](#)

Exam Form

Please note : You will see a subject for which you may have already appeared in the previous month or have sent the exam form in present month and the result or booked/ unbooked status has not yet been communicated to SCDL. In this scenario, you will need to be careful not to select the same subject. For cases where the same subject may be selected and sent, the form will not be processed. Please note Exam Fees are non-refundable/non transferable.

Student ID : 200699999
Program : Post Graduate Diploma in Business Administration

Subject Code	Name	Payment	Select Subject
110	Marketing Management	150 Rs.	<input type="checkbox"/>
111	Strategic Management	150 Rs.	<input type="checkbox"/>
112	Management Information Systems	150 Rs.	<input type="checkbox"/>
121	Personnel Administration	0	<input type="checkbox"/>
122	HR Development and Training	0	<input type="checkbox"/>
123	Industrial Relations and Labour Laws	0	<input type="checkbox"/>
124	TQM & HR	0	<input type="checkbox"/>

Submit

- ❖ This confirms the exam form to be sent to SCDL for processing with your personal details (registration number, name, program or specialization if any, tel. no, email id), and total amount payable for selected subjects to be paid through DD or cash at SCDL. If you find all the information correct then scroll down to the end of the page and click on the “Approve” button which will refresh the form in PDF format. i.e. printable format.

Note: Here before clicking on approve button one can close the browser and can repeat the same process to fill the form again where he/she can change or add the previously selected subjects.


Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address http://www.scdl.net/miscasp/report.aspx?SelectedDate=1 Go

Google G Go Bookmarks PageRank Pop-ups okay Check AutoLink AutoFill Send to Settings

 **SYMBIOSIS CENTRE FOR DISTANCE LEARNING**
One World - One Campus

Approve

1 of 1 100% powered by crystal

SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)
EXAM ENROLLMENT FORM

From Date : 01/04/2008

Reg. No. **200699999** Email Id : **scdl@scdl.net**
Tel no :

Name of Student :
Name of Course : **Post Graduate Diploma in Business Administration**
Specilization : **Human Resource Management** Add. specilization :
To,
The Director
SCDL,PUNE
Respected Madam,

I intend to appear for the examination in one of the following months _____ on the basis of
availability of slots for subjects listed below :

Done Internet

❖ Save the copy of this PDF form and click on the print button to print the form.

http://localhost/StudentCentre/report.aspx - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Search Favorites Media Print Mail

Address http://www.scdl.net/miscasp/report.aspx Go

Google G Go Bookmarks PageRank 36 blocked Check AutoLink AutoFill Send to Settings

Save a Copy Select 118% Search Web Download New Reader Now

SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)
EXAM ENROLLMENT FORM ALL SEMESTER
To reach SCDL on or Before 20th of each month

From Date : 15/02/2008

Reg. No. **200599999** Email Id : **scdl@scdl.net**
Tel no :

Name of Student : **SCDL DEMO**
Name of Course : **Post Graduate Diploma in Information Technology**

To,
The Director
SCDL,PUNE
Respected Madam,

I intend to appear for the examination in one of the following months _____ on the basis of
availability of slots for subjects listed below

Sr No.	Sub. Code	Subject	Amount Payable
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2	103	Management Accounting	150 Rs.
Amount Payable :			300.00 Rs.

1 of 1

Unknown Zone

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