



## **ADMISSION PROCESS MANUAL**

### **1. INTRODUCTION**

This Admission Process Manual outlines the standardized procedures, policies, roles, and controls governing admissions to programs offered by the Symbiosis Centre for Distance and Online Education (SCDOE). The manual is designed to ensure transparency, regulatory compliance, operational efficiency, and a seamless learner experience across Distance and Online learning programmes.

The manual aligns with contemporary digital admission processes and regulatory requirements of UGC-DEB and other statutory bodies.

### **2. OBJECTIVES OF THE ADMISSION PROCESS**

- To ensure fair, transparent, and merit-based admissions
- To comply with UGC-DEB and institutional regulations
- To standardize admission-related workflows
- To provide clarity to applicants, staff, and stakeholders
- To enable end-to-end digital tracking of the student admission cycle

### **3. ADMISSION MODES**

Admissions to SCDOE programs are offered through the following modes:

- **Online Admissions (Primary Mode)**
- **Assisted / Walk-in Admissions at University Campus**

All admissions are processed through the centralized Admission Management System.

### **4. STUDENT ADMISSION CYCLE**

The admission process consists of the following steps:

1. Student Registration post ABC ID and DEB ID generation
2. Application Form Submission
3. Application Validation & Scrutiny (System + Manual)
4. Eligibility Confirmation
5. Fee Payment
6. Admission Confirmation
7. Generation of Student Login
8. Issuance of Admission Letter & ID Card
9. Access to LMS / Student Portal

### **5. APPLICATION PROCESS**

#### **5.1 Student Registration**

- Prospective learners register on the official SCDOE admission portal after generation of their ABC ID and DEB ID.
- Registration requires a valid email ID and mobile number.
- OTP-based verification is mandatory.



# Symbiosis Skills & Professional University

## Symbiosis Centre for Distance and Online Education (SCDOE)

- Upon successful registration, a unique Application ID is generated.

Welcome to Symbiosis Skills and Professional University  
Online registration

**Register**

Already have an account? [Login](#)

Name \*

Email (Login Id) \*

Continue

### Student Registration

## 5.2 Online Application Form

- Applicants complete the online application form with:
  - Personal details
  - Academic qualifications
  - Program selection

Symbiosis Skills and Professional University  
Powered by Camu

TCE\_IND.COL Rohit

Programme: Bachelor of Business Administration - Logistics and Supply Chain Management (Under Graduate)  
Academic Year: 2025-2026  
Semester: Semester - 1

PROGRESS 100%  
6/6 Required fields completed

Application Form

Personal Information

Program \*  
Bachelor of Business Administration - Logistics and Supply Chain Management

First name \*  
Rohit

Middle name

Last name \*  
Sharma

Gender \*  
Male

### Personal details



# Symbiosis Skills & Professional University

## Symbiosis Centre for Distance and Online Education (SCDOE)

The screenshot shows a web browser window with the URL `portaldemo.camuerp.in/v2/onlineapplication/online/feed/application?id=690c772e09daff5ba3b28929`. The page header includes the Symbiosis Skills and Professional University logo, the text "Symbiosis Skills and Professional University Powered by Camu", and user information "TCE\_IND\_COL" and "Rohit". The main content area features a "Get started" form with the following fields:

- Application Type \* (Dropdown menu: SSPU Application Form)
- Admission Year \* (Dropdown menu: 2025-2026)
- Program Type \* (Dropdown menu: Under Graduate)
- Term \* (Dropdown menu: Semester - 1)

A blue "Start applying" button with a right-pointing arrow is located at the bottom of the form.

### Program selection

#### 5.3 Application Fee / Registration Fee

- Applicants pay the prescribed non-refundable Registration Fee online.
- Accepted payment modes include Debit Card, Credit Card, Net Banking, UPI, and other approved gateways.

### 6. DOCUMENTS REQUIRED

Applicants are required to upload the eligibility and other mandatory documents at the application stage. Applicants must upload clear, legible scanned copies of the following documents:

#### 6.1 Common Documents

- Recent passport-size photograph
- Valid photo identity proof (Aadhaar / Passport / PAN)
- Proof of date of birth

#### 6.2 Academic Documents

- Class XII mark sheet & certificate

#### 6.3 Additional Documents (If Applicable)

- Work experience certificate
- Name change affidavit/document
- Category / concession supporting documents



# Symbiosis Skills & Professional University

## Symbiosis Centre for Distance and Online Education (SCDOE)

Medical fitness certificate

Drag 'n' drop some files here OR [Choose a file](#)

Supported files: .jpeg, .jpg, .png, .doc, .pdf, .xlsx, .docx

Declaration: I hereby agree to accept and abide by all the rules and policies of Symbiosis Skills and Professional University (SSPU).

- I am applying for Academic Year 2025-2026 and I am aware of the fee policies, eligibility criteria, cancellation & refund policy, student code of conduct and all other policies.
- I understand that the information / policies and details given herein, on the SSPU website and any other communication of SSPU is subject to change from time to time.
- The information provided by me in this application form is true and correct to the best of my knowledge and I am fully aware that in case any information provided is found to be false or erroneous, it will result in cancellation of my admission.
- Application form without signature & having any other deficiencies will be rejected & Application fee will not be refunded
- I am ready to provide copies of all the documents requested by the University for scrutiny and verification by SSPU authorities and shall submit self-attested copies of the same to the University.
- I have to immediately inform SSPU if there is any change in communication details, mentioned by me in the form above.
- I absolve Symbiosis Skills and Professional University (SSPU) from any responsibility arising out of false information / errors/ mistakes / delay in adhering to prescribed time lines on my part.

[Save](#) [Submit](#)

### Documents Submission

## 7. SCRUTINY & VALIDATION PROCESS

### 7.1 System-Level Validation

- Mandatory field checks
- Document format and size validation
- Eligibility rule mapping at program level

demo.camuerp.in/v2/applnview/693ce8cec01fb35ba66ac7

Symbiosis Skills and Professional University

Application View record

[View/Edit](#) [Certificate Report](#) [Reference Letter](#) [Print](#)

Name : Rohit Sharma Submitted

Date of Birth : 07-Jun-2004

Gender : Male

Application No. : 2025-20262BBA-LSCM

Institution : Symbiosis Skills and Professional University

Application For : Under Graduate

Course : Bachelor of Business Administration - Logistics and Supply Chain Management

Requested Department : School of Ports, Terminal Management and Logistics - Symbiosis Centre for Distance and Online Education

Preferred examination center :

Year Of Admission : 2025-2026

Portal key : 657128821

[Cancel Application](#)

[Waiting List](#)

[Validate Application](#)

[Document](#)

[View Student Application Form](#)

[Waive Off Application Fee](#)

[Resend welcome email](#)

Personal details Address Father's Details Mother's details Guardian details Passport and Visa

Prior Education details Other details Documents Additional info Login info

### Application Validation



## 7.2 Manual Scrutiny by Admissions Team

- Verification of academic eligibility
- Cross-checking Board recognition, and Equivalence wherever applicable.
- Review of discrepancies or deficiencies

## 7.3 Turnaround Time

- Standard scrutiny turnaround time: **2–3 working days** from complete submission.

## 8. FEE PAYMENT PROCESS

### 8.1 Program Fee Payment

- Fees are payable online through the student login.
- Options include:
  - Full fee payment
  - Instalment-based payment (where approved)

### 8.2 Fee Confirmation

- Fees are auto-reconciled through the ERP system.
- Receipt is generated electronically.

### Fee Payment

## 9. ADMISSION STATUS

### 9.1 Confirmed Admission

Admission is confirmed when:

- Eligibility criteria are fully met
- All documents are verified
- Program fee (full or first instalment) is received



### **Admission confirmation**

## **9.2 Provisional Admission**

Provisional admission may be granted if:

- Final result awaited
- Minor document deficiencies exist

Learners must submit pending documents within the stipulated timeline, failing which admission is liable for cancellation.

## **9.3 Rejected / Ineligible Applications**

Applications failing to meet eligibility norms are rejected with system-generated communication to the Applicant.

## **10. ADMISSION CONFIRMATION & ONBOARDING**

**Upon confirmation:**

- Student Login and LMS access are activated
- Student ID number is generated
- Admission Letter is issued
- ID Card is issued
- Access to e-content, schedules, and academic calendar is enabled



# Symbiosis Skills & Professional University

## Symbiosis Centre for Distance and Online Education (SCDOE)

portaldemo.camuerp.in/v2/?id=6651db9bc7c45413c5831a09

myCamu New to MyCamu? [Create an account](#)

**myCamu**  
CAMU Institution  
[Not from CAMU Institution?](#)

Username

password

[Forgot password?](#)

[Login](#)

### Student Login and LMS

portaldemo.camuerp.in/v2/document\_record

 **Rohit Sharma**  
Symbiosis Skills and Professional University  
Semester - 1 | 2025-2026

Search

**My Swayam**

- Fees
- Program Structure
- Feedback
- ID card
- Issued Documents**
- Communication
- History

**Issued Documents**

DOCUMENT NO.	ISSUED DATE	DOCUMENT NAME	ATTACHMENT
17	13-Dec-2025	Admission Letter	<a href="#">DOWNLOAD</a>

### Student admission letter



# **Symbiosis Skills & Professional University**

## **Symbiosis Centre for Distance and Online Education (SCDOE)**

### **CONFIRMED ADMISSION LETTER**

Date: 19 Dec 2025

Name : Abhijith A  
Address: Flat No. 12B, Green View Apartments, MG Road, Bengaluru,  
Karnataka,  
560001  
Application No: **2025000001**  
PRN No: **2025000001**  
Mobile No : 9123456780

Dear Abhijith A ,

Congratulations on being selected to pursue Bachelor of Business Administration - Digital Media & Marketing program at Symbiosis Distance & Online Education (SCDOE).

#### **Student Details :**

Application No: **2025000001**  
Address: Flat No. 12B, Green View Apartments, MG Road, Bengaluru,  
Karnataka,  
560001  
Program Duration : 3 Years  
Batch : 2025-2026  
Nationality : Indian

**We welcome you to Symbiosis Centre for Distance & Online Education (SCDOE) !**

Best Regards,

  
**Registrar**

**Admission Letter**



**Symbiosis Skills & Professional University**  
**Symbiosis Centre for Distance and Online Education (SCDOE)**



**SYMBIOSIS SKILLS AND PROFESSIONAL UNIVERSITY (SSPU)**

**Symbiosis Centre For Distance and Online Education**

**Village Kiwale, Pune - 412101, Maharashtra, India**



**PRN:** 2025000001 **Name:** Abhijith A

**School:** School of Media Management - Symbiosis Centre for Distance and Online Education

**Program:** Bachelor of Business Administration - Digital Media & Marketing (ODL)

**Blood Group:** B -ve

**A.Year:** 2025 **Valid Upto:** Jun 2031 **Emergency No:** 9123456780

**Address:** Flat No. 12B, Green View Apartments, MG Road, Bengaluru, Karnataka 560001



  
Registrar

**SYMBIOSIS SKILLS AND PROFESSIONAL UNIVERSITY (SSPU)**

**General Instructions**

1. This Identity Card must be carried by the student for identification purpose when visiting SSPU Campus, attending Examination / Contact Classes.
2. This card is not transferable.
3. Loss of this Card should be reported to SSPU in writing immediately.
4. This ID-Card is valid only for educational purpose at SSPU.

 **020-27187768 Website : [www.sspu.ac.in](http://www.sspu.ac.in)**

**Student ID Card**



# Symbiosis Skills & Professional University

## Symbiosis Centre for Distance and Online Education (SCDOE)

The screenshot shows the 'All Courses' page in the LMS. The page title is 'All Courses' and the university name is 'Symbiosis Skills and Professional University'. The user is logged in as 'Rohit Sharma'. A search bar is present at the top. The course list is filtered for 'BBA-LSCM, 2025-2026, Semester - 1'. The courses displayed are:

- PTL - A BBALSCM102 - Basics of Economics
- PTL - A BBALSCM103 - Basics of Accounting
- PTL - A BBALSCM104 - Business Computing
- PTL - A BBALSCM105 - Basics of Logistics Management
- PTL - A BBALSCM106 - Basics of Supply
- PTL - A BBA-PM 01 - Principles of
- PTL - A IDSC101 - Indian Knowledge System

### E-Content - Courses

The screenshot shows the 'Schedules' page in the LMS. The page title is 'Schedules' and the university name is 'Symbiosis Skills and Professional University'. The user is logged in as 'Rohit Sharma'. The current date is '13-Dec-2025' (UTC+05:30). The calendar shows the following schedule:

	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat
11:00 AM		11:00 AM - 11:30 AM PTL - BBA-PM 01	11:00 AM - 11:30 AM PTL - BBALSCM102	11:00 AM - 11:30 AM PTL - BBALSCM103	11:00 AM - 11:30 AM PTL - BBALSCM105	11:00 AM - 11:30 AM PTL - BBALSCM106	11:00 AM - 11:30 AM PTL - BBALSCM104
12:00 PM		11:30 AM - 12:00 PM PTL - IDSC101					
1:00 PM							

### Academic calendar

## 11. CANCELLATION & REFUND POLICY

### 11.1 Admission Cancellation by Student

- Requests must be submitted through the student portal within notified timelines.

### 11.2 Refund Rules

- Refunds are governed by UGC-DEB norms and institutional refund policy applicable for the academic cycle.
- Registration Fee is non-refundable.
- Refunds are processed within the prescribed timeline after approval.



## **12. REACTIVATION OF ADMISSION**

- Cancelled admissions may be reactivated within the program validity period.
- Reactivation is subject to:
  - Fulfilment of eligibility
  - Payment of outstanding dues
  - Applicable reactivation fee

## **13. CHANGE REQUESTS**

### **13.1 Change of Program / Specialization**

- Allowed within defined timelines
- Subject to approval and fee differential (if any)

### **13.2 Profile Updates**

- Learners must update changes in name, address, contact details through the portal with valid proof.

## **14. ROLES & RESPONSIBILITIES**

- **Admissions Team:** Scrutiny, validation, communication
- **IT / ERP Team:** Portal availability, data security
- **Finance Team:** Fee reconciliation, refunds
- **Student Services:** Post-admission support

## **15. RECORD MANAGEMENT & AUDIT**

- All admission records are maintained digitally.
- Data retention and privacy norms are followed as per institutional policy.
- Admissions are subject to internal and external audit.