

# FAQ

**Q 1 . I want to apply for particular course in Bharati Vidyapeeth (Deemed to be University), Pune School of Distance Education but I have some queries while registration, what should I do?**

**Ans.:-** Please read our 'Registration Guide' menu which is available on website i.e. [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu)

**Q 2. I am unable to upload photo and signature at the time of registration?**

**Ans.:-** Sometimes it gives problem with internet explorer so you can use other browsers like Mozilla Firefox or Google Chrome it will work.

**Q 3. I got registration form, what should I do next?**

**Ans.:-** Get a print of the same and send it alongwith all required documents mentioned in Application Booklet / Information Brochure to concerned study centre on the address mentioned on contact us page. It is compulsory to attach **EBS Payment Success Slip** received on registered email id along with documents.

**Q 4. At the time of registration I have not done payment Now how to make the payment? Do I need to fill form again?**

**Ans.:-** Visit our website [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu) do login with your registered email Id and Password. There is a menu Online Payment you can do payment. **You need not to fill the Application form again.**  
Offline Payment facility is also available at our Learners Support Centres.

Online Payment procedure after successful registration.

- a) Visit website [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu)
- b) Login with your username & password.
- c) Select Online Payment Menu.
- d) Enter your application number (Form Number) and Register Mobile number.
- e) Check Your Details.
- f) Enter Payment Details.
- g) Click on Submit

**Q 5. I got registration form, but photo and signature is missing?**

**Ans.:-** You can upload photo and signature once again. Visit to our website [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu) login with your registered email Id and Password. There is a menu Image Upload through that you can upload your photo and sign with the help of your form no and registered mobile number.

**Steps to Upload photograph or Signature.**

- a) Visit website ([distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu))
- b) Login with your username & password.
- c) Select Image Upload Menu.
- d) Enter your application number (Form Number) and Register Mobile number.
- e) Check Your Details.
- f) Upload photograph and Signature (Size 70 KB)
- g) Click on Submit

**Q 6. I want detailed information of particular course like syllabus, course structure, fees exam pattern, rules regarding payment etc. What should I do?**

**Ans.:-** Visit website [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu) there is one menu 'Application Booklet' Click on it and Download Booklet

**Q 7. I want to know about exam schedule?**

**Ans.:-** Visit website [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu) there is a menu 'Exam Schedule' Click on it.

**Q 8. I have completed online registration, what is next step now?**

**Ans.:-** After successful Registration & Payment of Fees candidate should print the application form and receipt of fees and send it to respective Study Centre alongwith all required documents within 7 days from the date of submission of online registration form.

**Q 9. I have made an error in filling my first name / fathers / last name /choice of centre/registered email/Mobile number. What should I do?**

**Ans.:-** You will be allowed to correct these errors b y sending an email regarding this to our email address [bvdudistanceonline@gmail.com](mailto:bvdudistanceonline@gmail.com) with reference to your form no.

**Q 10. Do I require any documents to get registered online?**

**Ans.:-** No. You will only require filling the information in the online application form like birth date, residential address, contact details like mobile no, email id etc and academic marks details etc.

**Q 11. How do I change the Academic Study Centre after filling the form?**

**Ans.:-** Candidate should visit or contact to our study centre where he / she has submitted application form.

**Q 12. How do I get the ID Card.?**

**Ans.:-** After successful Registration & Payment of Fees candidate should print the application form and receipt of fees and send it to respective Study Centre alongwith all required documents within 7 days from the date of submission of online registration form. After receiving of these documents Study Centre will verify candidate eligibility and if candidate likely to be eligible for the respective programme then centre will give clearance through online and then candidate will get ID Card from their login account.

**Q 13. I want fee structure of SDE Programmes?**

**Ans.:-** Visit our website link on [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu)

**Q 14. I want Eligibility of SDE Programmes?**

**Ans.:-** Visit our website link on [distance.bharativedyapeeth.edu](http://distance.bharativedyapeeth.edu)

**Q 15. How do I get the Self Learning Material (SLM)?**

**Ans.:-** After getting ID card candidate should visit to Study Centre and show your ID Card and collect SLM.

**Q 16. How do I get the information of Contact Classes?**

**Ans.:-** After getting ID Card candidate should contact to concern Study Centre in this regard.

**Q 17. How do I get the information of Home Assignments?**

**Ans.:-** After getting SLM candidate should contact to concern Study Centre in this regard.

**Q 18. How do I cancel my admission and get refund of fees?**

**Ans.:-** Candidate should submit request application in this regard addressed to Director School of Distance Education alongwith 'Online Fee Receipt' to their concern Study Centre. Policy of refund of fees after cancellation is applicable as per the University Rules.

**Q 19. Can I register for Two of more programmes at a time / simultaneously?**

**Ans.:-** Candidate can register for.....

1. One Degree and One Diploma/PG Diploma/Certificate
2. One PG Diploma and one Diploma/Certificate
3. One Diploma and one Certificate
4. Two PG Diplomas
5. Two Diplomas
6. Two Certificates

**Kindly Note** – Bharati Vidyapeeth (Deemed to be University) School of Distance Education will not be responsible for overlaps in examinations Time Table if a student opts for a degree and a diploma programme or opts two diploma programmes simultaneously.