

- Read instructions before filling the form
- Last date for receipt of the Form: 22-09-2014

Sikkim Manipal University

Directorate of Distance Education



INSPIRED BY LIFE

To be filled by Students for Re - Admission

FORM-16

Centre Code	Roll Number	Program	Current Semester
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the Student (as registered with the University)

Father's/Mother's/Guardian's Name

Paper Code and Paper Title (Refer to Table 1 given alongwith the instructions)

S I	SEMESTER	PAPER CODE	PAPER TITLE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Fee details: (Demand Draft in favour of Sikkim Manipal University DE payable at Manipal or Udupi). Fees per Paper: ₹ 3000/-

Demand Draft Number	Date
<input type="text"/>	<input type="text"/>

Amount in Rs.

Bank Name

Total Number of Papers	Total Fee
<input type="text"/>	<input type="text"/>

Telephone Number with STD Code

Email

Signature of the Student with date

Certified that the Roll Number, Name, Paper Code, Paper Title, Centre Code, etc. are correct.

Signature with date and seal of the LC

For office use only

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INSTRUCTIONS FOR FILLING FORM 16

FEE RELATED INSTRUCTIONS

1. The re-admission fee per paper is Rs. 3,000/- for the programs other than MScCRRRA. The students of MScCRRRA program are required to pay re-admission fee of Rs.5,000/- per paper. All payments should be made in the form of Demand Draft only drawn in favour of SIKKIM MANIPAL UNIVERSITY, DE payable at Manipal or Udupi. Please write your Name, Roll Number and Centre Code on the reverse of the DD. Payments in any other form will not be accepted. The fees once paid will not be refunded.

GENERAL INSTRUCTIONS

1. Form 16 (Re-Admission Form) is to be used by students whose program validity has expired. However, the student is required to apply for re- admission:

- i) **Either immediately after the completion of maximum duration or**
- ii) **Within one year after the completion of maximum duration**

2. The provision of re-admission is provided only to enable such students to complete the failed or un-appeared papers of their program.
3. Students can apply for re-admission only through an authorized and Operational Active (OA) Learning Centre. Re-admission form received from any other Learning Centre is liable for rejection without any notice.
4. Re-admission is permitted only to the programs as given in Table 1.
5. Download and print Form 16 on A4 paper.
6. Incorrect filling, overwriting, cutting and incomplete applications will be rejected.
7. A student is permitted to apply for re-admission to a maximum of 12 papers.
8. Under Re-admission, the students will get maximum two successive attempts to complete their backlog papers/semester. No representation will be considered, thereafter on any grounds. So, the students are advised to exercise caution while seeking Re-admission. For Example: If the student applies for readmission in July 2014 session, he/she is permitted to appear for Jan/Feb 2015 & July 2015 examinations and not thereafter.
9. **For the second attempt of a failed paper, the student has to apply for offline re-sitting along with necessary re-sitting fee for immediate subsequent examination, within the due date. They are not eligible for applying resitting under special resitting window.**
10. No special arrangement will be made in the Examination Time Table for papers to which re-admission is permitted. In case of CLASHING PAPERS, the student can apply and appear for only one paper. Refer to the timetable and examination guidelines before applying for re-admission, for more details.
11. Fresh Self Learning Materials will be supplied to the student on approval of Re-admission request.
12. **This form is applicable to Fall 2014 session (Domestic).**
13. Effective from May 2013 Examination, there is a change in the examination question paper pattern. For more details, please refer to the notification given in the website : www.smude.edu.in.
14. If the student is applying for readmission from different Learning Centre, he/she has to send separate request letter for change of Learning Centre.
15. The readmission option for a given paper is provided only once. If student has availed his option & attempted two examinations, no request for readmission is considered thereafter.
16. University reserves the right to accept/reject the readmission form.

TABLE 1: PROGRAMS AVAILABLE FOR RE-ADMISSION

SI	Program	Program name
1	BAJM	Bachelor of Arts in Journalism & Mass Communication
2	BBA	Bachelor of Business Administration
3	BCA (Revised Fall 2007)	Bachelor of Computer Applications
4	BScIT (Revised Fall 2005)	Bachelor of Science in Information Technology
5	BScBT (Revised Spring 2007)	Bachelor of Science in Applied Bio Technology
6	BScMIT (Revised Spring 2007)	Bachelor of Science in Medical Imaging Technology
7	BScMLT (Revised Spring 2007)	Bachelor of Science in Medical Laboratory Technology
8	MAJM	Master of Arts in Journalism and Mass Communication
9	MBA (Revised Fall 2007 & Revised Spring 2010)	Master of Business Administration
10	MScBI (Revised Fall 2007)	Master of Science in Bio- Informatics
11	MCA (Revised Fall 2007)	Master of Computer Applications
12	MScIT (Revised Fall 2005)	Master of Science in Information Technology
13	MScCRRA (Revised Spring 2007)	Master of Science in Clinical Research and Regulatory Affairs
14	PGDBI (Revised Fall 2007)	PG Diploma in Bio- Informatics

FORM FILLING INSTRUCTIONS

1. CENTRE CODE: Write the 5 digit Learning Centre code in which the student is seeking Re-admission.
2. ROLL NUMBER: Write the 9 digit roll number as it appears in the University Identity Card.
3. PROGRAM: Write the name of the Program you are pursuing.
4. CURRENT SEMESTER: Write the semester to which you have last registered.
5. NAME OF THE STUDENT: Write your name as registered with the University.
6. FATHER'S/ MOTHER'S/ GUARDIAN'S NAME: Write the name of your Father/ Mother/ Guardian.
7. PAPER CODE AND PAPER TITLE: Write the semester (in the ascending order, if applying for papers of more than one semester), Paper Code and the Paper Title.
 - Refer to program guide for more details.
 - In case of mismatch between the Paper Code and the Paper Title, the Paper Code written by the student is taken as final. The admit card will be issued only for this paper. No correspondence will be entertained in this regard.
8. TOTAL NUMBER OF PAPERS: Write the total number of papers that you have filled up above. Students can fill upto 12 papers in one form.
9. TOTAL FEE: Write total fee paid by you.
10. TELEPHONE NUMBER WITH STD CODE: Write your contact telephone number.
11. EMAIL: Write your email ID.
12. PAYMENT DETAILS: Write the Demand draft number, date, amount and the name of the bank. All payments should be made in the form of Demand Draft drawn in favour of SIKKIM MANIPAL UNIVERSITY, DE payable at Manipal or Udupi.
13. SIGNATURE OF THE STUDENT: Sign the form with date.
14. Please attach latest photograph of the student. Write Name & Roll No on the reverse side of the Photograph.
15. The Learning Centre is required to countersign the form after checking the Roll Number, Name, Paper Code, Paper Title, Centre Code etc. filled by the student.

DISPATCH INSTRUCTIONS

- 1) Forward only the filled first page of Form 16 (Re-admission form) along with the demand draft through your Learning Centre.
- 2) Keep a photocopy of the filled application and the demand draft. The form and other enclosures, if any, must be sent to the following address:

Additional Registrar

Re-admission Section

Directorate of Distance Education

Sikkim Manipal University, Syndicate House

Manipal, Karnataka – 576 104.

Tel: 080-66748888

Email: smuhelpdesk@smudde.edu.in

- 3) Last Date for the receipt of Form 16 by the University is 22.09.2014.
- 4) Forms received after the last date will not be accepted under any circumstances.