

- Read instructions before filling the form
- Last date for receipt of the Form: 31.10.2011

Sikkim Manipal University

Directorate of Distance Education



INSPIRED BY LIFE

To be filled by Students for Re - Admission

FORM:16

Centre Code <input type="text"/>	Roll Number <input type="text"/>	Program <input type="text"/>	Current Semester <input type="text"/>
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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: ₹ 2000/-

Demand Draft Number <input type="text"/>	Date <input type="text"/>
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Amount in Rs.

Bank Name

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

INSTRUCTIONS FOR FILLING FORM 16

FEE RELATED INSTRUCTIONS

1. The re-admission fee per paper is Rs. 2,000/- for the programs other than MScCRRRA. The students of MScCRRRA program are required to pay re-admission fee of Rs.4,000/- 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 for 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 per session.
8. Re-admission is applicable to only to those students whose maximum duration prescribed is complete. Under re-admission, the students will get maximum one year extension to complete their backlog papers/ semesters. So, the students are advised to exercise caution while seeking Re-admission. For Eg: if the student applies for readmission in Feb 2011 Session, he/she is permitted to appear for the Examinations till Jan 2012 Examinations and not thereafter.
9. During the Re-admission period of one year, students having more than 12 papers can apply for re-admission @ 12 papers per Session using Re-admission form. During Re-admission period , for any failed paper, the student can apply for re-sit with necessary re-sitting fee to complete or pass the subjects/ program.
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 for more details before applying for re-admission.
11. Fresh Self Learning Materials will be supplied to the student on Re-admission.
12. This form is applicable to the students of domestic Learning centres only.

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	Bachelor of Computer Applications
4	BComIS	Bachelor of Commerce in Information System
5	BScIT (Revised Fall 2005)	Bachelor of Science in Information Technology
6	BScBT	Bachelor of Science in Applied Bio Technology
7	BScFD	Bachelor of Science in Fashion Design
8	BScHIA	Bachelor of Science in Health Information Administration
9	BScHT	Bachelor of Science in Hospitality, Catering and Tourism
10	BScMIT	Bachelor of Science in Medical Imaging Technology
11	BScMLT	Bachelor of Science in Medical Laboratory Technology
12	DHCM	Diploma in Hospitality and Catering Management
13	DIT (Revised Fall 2005)	Diploma in Information Technology
14	MAJM	Master of Arts in Journalism and Mass Communication
15	MBA (Revised Fall 2007)	Master of Business Administration
16	MScBI (Revised Fall 2007)	Master of Science in Bio- Informatics
17	MCA	Master of Computer Applications
18	MComIS	Master of Commerce in Information System
19	MScIT (Revised Fall 2005)	Master of Science in Information Technology
20	MScTT	Master of Science in Teaching Technology
21	MBAHCS(Revised Fall 2007)	Master of Business Administration in Health Care Services
22	MScCRRRA	Master of Science in Clinical Research and Regulatory Affairs
23	PGDBA	PG Diploma In Business Administration

24	PGDCA(Revised Fall 2007)	PG Diploma in Computer Applications
25	PGDIT(Revised Fall 2005)	PG Diploma in Information Technology
26	PG Diploma in specialization areas of MBA (Fall 2007)	PG Diploma in specialization areas of MBA
27	PGDTTM	PG Diploma in Travel & Tourism Management
28	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 current 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. 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: 91 820 4297101, 4297111

Email: smuhelpdesk@smudde.edu.in

- 3) Last Date for the receipt of Form 16 by the University is 31.10.2011.
- 4) Forms received after the last date will not be accepted under any circumstances.
- 5) To know the readmission status, Students and Learning Centres are advised to refer to the website "www.smude.edu.in"