

INSTRUCTIONS:

General:

1. Students are advised to go through the instructions carefully before filling the form.
2. The form has to be filled by the students who wish to change the elective specialization.
3. Use bold capital letters while filling the application form.
4. Eligibility:
 - a) The change of elective specialization is permitted only if the re-registration is done in the current Session.
 - b) If the student has not appeared for the elective examinations for the immediate previous examination is also eligibility to apply for change of elective specialization.
5. The request form for change of elective should reach the University on or before **30th April 2009** for Spring 2009 Session. The request received thereafter is liable to be rejected.
6. The acceptance/rejection of the request is rest with the University and no correspondence will be entertained in this regard.
7. The request, if accepted, will be communicated through the university email ID of the Learning Centre and the respective student. No other form of communication will be available. Further, the changes will be effected in student's profile in the website also.
8. The study materials for the elective/ specialization will be dispatched wherever applicable only after the acceptance of change request.
9. There will not be any change in maximum duration of the program.
10. Elective Change request is permitted only once. Reversal of elective change is not permitted.

Important:

1. Column 1: Write Roll No. (Registration No.) of the student.
2. Column 2: Name shall be written as per Registration documents submitted to the University.
3. Column 3: Provide mobile number and university email ID issued to student.
4. Column 4: Enter the change requested by the student. For example: If the student wants to change elective from HRM elective specialization to Finance, he/ she has to enter as :

Program Name	Semester applied	Elective Chosen	New Elective requested
MBA (Revised)	Third	G3: HRM	G1: Finance

5. Column 5: Provide the Demand draft details clearly in the appropriate columns.
6. Payment should be made in the form of DD drawn in favour of "**Sikkim Manipal University, DE**" payable at **Manipal/Udupi** and students should endorse their **Name, Roll Number on the reverse of the DD.**