

- Read instructions before filling the form
- Last date for receipt of the Form: 02.11.2010

# 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: Rs. 2000

Demand Draft Number  Date

Amount in Rs.

Bank Name

Total Number of Papers  Total Fee

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. 2,000. All payments should be made in the form of Demand Draft 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.
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. A student is permitted to apply for readmission to a maximum of 12 papers per session.
4. Students can apply for re-admission only through an authorized and Operational Active (OA) Learning Centre.
5. Re-admission is permitted for only the programs given in Table 1. However, the students of MBA ( old syllabus) and MBAIT can apply for the readmission only in this session. The request for readmission received thereafter will not be considered under any circumstances
6. The student is not eligible to take re-admission wherever the program is revised and the examination for the pre-revised program is not held.
7. Download and print Form 16 on A4 paper.
8. Incorrect filling, overwriting, cutting and incomplete applications will be rejected.
9. 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 1 paper. Refer to the timetable and examination guidelines for more details before applying for re-admission.
10. **Re-admission to a paper is valid only for 2 successive examinations to be held from the date of such re-admission.** The student is required to fill Form 12 (Re-sitting Form) during the 2<sup>nd</sup> attempt to appear for any failed paper after re-admission. Student ceases to be on rolls of the University after the above mentioned period.
11. Subjects having two credits combined together and administered as four credit paper are now removed. Hence, the students are advised to apply for two credit subjects separately as the Examinations are being conducted separate.
12. Fresh Self Learning Materials will be supplied to the student on Re-admission.
13. 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 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	DIT ( Revised Fall 2005)	Diploma in Information Technology
13	MAJM	Master of Arts in Journalism and Mass Communication
14	MBA	Master of Business Administration *
15	MBAIT	Master of Business Administration in Information Technology *
16	MCA	Master of Computer Applications
17	MComIS	Master of Commerce in Information System
18	MScIT ( Revised Fall 2005 )	Master of Science in Information Technology
19	MScTT	Master of Science in Teaching Technology
20	MBAHCS	Master of Business Administration in Health Care Services
21	PGDBA	PG Diploma In Business Administration
22	PGDCA( Revised Fall 2007)	PG Diploma in Computer Applications

**\* The last chance to apply for re-admission to these programs as they are going to be discontinued from next Session.**

# FORM FILLING INSTRUCTIONS

1. CENTRE CODE: Write the 5 digit Learning Centre code in which the student is registered.
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**

**Directorate of Distance Education**

**Sikkim Manipal University, Syndicate House**

**Manipal , Karnataka – 576 104.**

**Tel: 91 820 4297101, 4297111**

**Email: [smuhelpdesk@smudde.edu.in](mailto:smuhelpdesk@smudde.edu.in)**

- 3) Last Date for the receipt of Form 16 by the University is 02.11.2010.
- 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](http://www.smude.edu.in)"