

- Read instructions before filling the form
- Last date for receipt of the Form
 - ▶ without late fee : 15.02.2010
 - ▶ with late fee of Rs.500 : 17.03.2010
 - ▶ with late fee of Rs.1000 : 15.04.2010

Sikkim Manipal University

Directorate of Distance Education



INSPIRED BY LIFE

Form for Re-registration
FORM: 11

Centre Code <input style="width: 100%;" type="text"/>	Roll Number <input style="width: 100%;" type="text"/>	Program <input style="width: 100%;" type="text"/>	Semester <input style="width: 100%;" type="text"/>
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Name of the Student (as registered with the University)

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

Elective / Specialisation (Refer Table 2)

Mode of Fee payment (Demand Draft or Challan or Card Swipe)

Fee details: (DD in favour of Sikkim Manipal University DE payable at Manipal or Udupi)

DD/ Challan Number <input style="width: 100%;" type="text"/>	Auth Code <input style="width: 100%;" type="text"/>	Date <input style="width: 100%;" type="text"/>
Credit/Debit Card Number <input style="width: 100%;" type="text"/>	Amount in Rupees <input style="width: 100%;" type="text"/>	
Bank Name <input style="width: 100%;" type="text"/>		

Telephone Number with STD Code

Email

Space for Photograph

Paste one recent passport size photograph duly signed by you and attested by the Learning Centre.

Do not Pin or Staple

DECLARATION BY THE STUDENT: Certify that I have read and understood all the provisions of the prospectus and the circulars published in www.smude.edu.in. All the particulars stated in this application are correct. In the event of suppression or distortion of any fact made in my application, I understand that my admission will be cancelled. Further, I understand that university has the right to add or delete or change the syllabi, program and course structure.

.....
Signature of the Student with date

Certified that the Roll Number, Name, Program, Semester, Centre Code, Fee details, electives etc. are correct.

.....
Signature with date and seal of the LC

For office use only

GUIDELINES FOR FILLING FORM 11

FEE RELATED INSTRUCTIONS

1. REVISION OF SEMESTER FEE: The Semester fee has been revised by Rs.250/- with effect from Spring 2010 Session . This revision is applicable only to the students admitted in or prior to Spring (FEB)2009 Session. Program wise revised fee structure is provided in Table 1. However, this increase is not applicable to the students admitted in Fall (August) 2009 or the students paying revised fee due to break in re-registrati on. These students have to pay the fee mentioned in the Fall 2009 Prospectus.
2. CERTIFICATE FEE: Final semester students are required to pay an additional Rs.300/- towards final Degree Certificate Fee along with the re-registration fees. There is no need to make a separate DD/ Challan/ Credit Swipe for this purpose and this fee can be included along with the Semester fees.

GENERAL INSTRUCTIONS

1. Form 11 (Re-registration Form) is to be used by students to apply for the registration to higher semesters. No student will be permitted to appear for the term end examinations without filling Form 11 (Re-registration Form).
2. Download and print Form 11 (Re-registration Form) on A4 paper.
3. Incorrect filling, overwriting, cutting and incomplete applications will be rejected.
4. Registration to higher semesters is possible only within the validity period (maximum duration for the completion of the program). Refer to the eligible re-registration students details available at the respective Learning Centre.
5. Re-admission to the program is possible in a select few cases in case the validity period is over. You may please contact the admissions office at smuhelpdesk@manipalu.com for further assistance.
6. Students seeking transfer of the Learning Centre must fill and submit FORM 13 (LC Transfer Request Form) along with Form 11 (Re- registration Form). **Transfer requests can be made only at the time of registration to the higher semesters. Transfers requests are not entertained midsession.**

7. **New Learning Centres established** in the Current Session are not permitted to take LC transfers for first two sessions of their establishment or till they complete one year from the date of establishment.
8. Students seeking to change their address and other contact details must fill and submit FORM 15 (Change Request Form) along with FORM 11 (Re-registration Form).
9. Paste your recent colour passport size photograph on FORM 11 (Re-registration Form) in the space provided. Sign across the photograph and get the same attested by your Learning Centre.

FORM FILLING INSTRUCTIONS

1. CENTRE CODE: Write the 5 digit Learning Centre code through which the Form is submitted.
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. SEMESTER: Write the semester to which you wish to apply for registration.
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. ELECTIVE/SPECIALIZATION: This field is applicable to the students of the program semester given in TABLE 2 below. Select and write the Elective or Specialisation subject or group from this table.
8. MODE OF PAYMENT: Please write the mode of payment. Students can make Fees payment in any one of the following modes:
 - a) DEMAND DRAFT: You can make one single demand draft covering all the fee heads (semester fee, certificate fee, transfer fee, if any, Late Fee, if any etc.). The demand draft should be in the name of SIKKIM MANIPAL UNIVERSITY DE payable at Manipal or Udupi.
 - b) SBI CHALLAN: You can use one single Challan covering all the fee heads (semester fee, certificate fee, transfer fee, if any, Late Fee wherever applicable etc.). This facility is available at all CORE BANKING BRANCHES of STATE BANK OF INDIA. Challans are made available in the learning centre.
 - c) SWIPE OF THE CREDIT/DEBIT CARD (facility available at select learning centres).
 - d) PAYMENT GATEWAY: Payment of Semester fee is also permitted through secured Payment Gateway , if the student is registering online.

Payment in mix mode or multiple payments is not permitted. The fees once paid will not be refunded.

9. FEE DETAILS: Fill up the required fields as below:
 - a) PAYMENT THROUGH DEMAND DRAFT: Write Demand Draft number, DD date, Name of the Bank and DD Amount in the respective fields. Attach the demand draft to FORM 11 (Re-registration Form). Name, Roll Number and Centre Code must be written on the reverse of your Demand Draft.

- b) PAYMENT THROUGH SBI CHALLAN: Write Challan Number, Date of Payment and Challan Amount in the respective fields. Attach the University copy of Challan to FORM 11 (Re-registration Form).
- c) PAYMENT THROUGH CREDIT/DEBIT CARD: Write AUTH CODE / Approval no, Credit/Debit Card Number, Date and Amount in the respective fields. Attach the Merchant copy of Charge Slip generated by the EDC Terminal installed at the Learning Centre to FORM 11 (Re-registration Form). Name, Roll Number and Centre Code must be written on the reverse of your Charge Slip.
11. TELEPHONE NUMBER WITH STD CODE: Write your contact telephone/mobile number with STD code.
12. EMAIL: Write your email ID.
12. SIGNATURE OF THE STUDENT: Sign the form with date.
13. The Learning Centre is required to countersign the form after checking the Roll Number, Name, Program, Semester, Centre Code, Fee Details, Electives etc. filled by the student before forwarding to University.

TABLE 1: PROGRAM WISE REVISED FEE STRUCTURE

Program Title	Old fee(Rs)	Revised Fee(Rs)
Bachelor of Science in Applied Biotechnology (BScBT)	11300	11550
Bachelor of Science in Health Information Administration (BScHIA)	9600	9850
Bachelor of Science in Medical Imaging Technology (BScMIT)	9600	9850
Bachelor of Science in Medical Laboratory Technology (BScMLT)	9600	9850
Diploma in Health Information Administration (DHIA)	9600	9850
Diploma in Medical Imaging Technology (DMIT)	9600	9850
Diploma in Medical Laboratory Technology (DMLT)	9600	9850
Master of Business Administration in Health Care Services (MBAHCS)	10550	10800
Master of Science in Bioinformatics (MScBI)	16550	16800
Master of Science in Clinical Research and Regulatory Affairs (MScCRRRA)	24100	24350
PG Diploma in Bioinformatics (PGDBI)	16550	16800
PG Diploma in Clinical Research and Regulatory Affairs (PGDCRRRA)	24100	24350
PG Diploma in HealthCare Services Management (PGDHSM)	10550	10800
Advanced Diploma in Hospitality and Catering Management (ADHCM)	16600	16850
Bachelor of Science in Hospitality & Catering Management (BScHCM)	16600	16850
Diploma in Hospitality and Catering Management (DHCM)	16600	16850
Post Graduate Diploma in Travel and Tourism Management (PGDTTM)	10550	10800
Bachelor of Computer Applications (BCA)	9300	9550
Bachelor of Science in Information Technology (BScIT)	9300	9550
Diploma in Information Technology (DIT)	9300	9550
Master of Computer Applications (MCA) Sem 1 & 2	10550	10800
Master of Science in Computer Science (MScCS) - Sem 1,2	10550	10800
Master of Science in Information Technology (MScIT)	9550	9800
Master of Science in Telecom Technology (MScTT)	10550	10800
PG Diploma in Computer Applications (PGDCA)	10550	10800
PG Diploma in Information Technology (PGDIT)	9550	9800
Master of Computer Applications (MCA) Sem 3,4,5,6,	11550	11800

Master of Science in Computer Science (MScCS) - Sem 3,4	11550	11800
Bachelor of Business Administration (BBA)	9300	9550
Bachelor of Business Administration in Retail Operations (BBARO)	9800	10050
Bachelor of Commerce in Information System (BComIS)	6300	6550
Master of Business Administration (MBA)	10550	10800
Master of Commerce in Information System (MComIS)	7300	7550
PG Diploma in Business Administration (PGDBA)	10550	10800
PG Diploma in specialization areas of Management	10550	10800
Bachelor of Arts in Journalism and Mass Communication (BAJM)	8800	9050
Bachelor of Science in Apparel and Fashion Design (BScAFD)	11300	11550
Master of Arts in Journalism and Mass Communication (MAJM)	10050	10300

Note : Learning Centre and students are advised to refer to University, in case, revised fee is not found for any other programs in the above table.

TABLE 2: ELECTIVES/SPECIALISATIONS

SI	PROGRAM	SEMESTER	ELECTIVE / SPECIALISATION
1	BCA Revised	6	Artificial Intelligence
			Image Processing
2	BSC AIT Old	4	Dot (.) Net Technologies
			Java Technologies
3	MAJM	4	MJ1601, MJ1602, MJ1603
			MJ1604, MJ1605, MJ1606
4	MBA Revised	3	Finance
			Marketing
			Human Resource Management
			Information Systems
			Banking
			Retail Operations
			Operations Management
			Project Management
			Total Quality Management
			Health Care Services Management
5	MBA Old	4	Finance & Marketing
			System & Marketing
			H R D & Marketing
			BPO 1 & 2
6	MBA Banking	3	Retail Finance Management
			Advance Technology in Banking
		4	Intl Banking & Finance, Intl Trade and Forex Risk Mgmt
			Computerised Auditing in Banks

			Merchant Banking and Capital Markets
7	MCA Old	6	Embedded System
			Dot (.) Net Application
8	MCOMIS	4	Marketing Mgmt , Marketing Research & Internet Marketing
			Security Analysis & Portfolio Mgmt, Insurance & Risk Mgmt
9	MSc IT Old	6	Non Internet
			Internet
10	PGDTTM	2	Air Ticketing & CRS
			Hotel & Restaurant Administration
			Transport Management
			Public Relations & Advertising

FOREIGN NATIONALS STUDYING IN INDIA

1. Foreign Nationals studying in India also submit the following along with FORM 11 (Re-registration Form) without which they will not be considered for registration into higher semesters.
 - a. FORM 14 (Additional Form for Foreign Nationals studying in India)
 - b. Attested copy of valid Residential Permit (RP) covering the period up to term end Examinations and Passport copy.
2. Students having Residential Permit with limited or partial validity will be PROVISIONALLY registered into higher semesters at the discretion of the University. Such students must submit their renewed RP to the University on or before **15.05.2010** failing which they will not be permitted to appear for the examinations to be held in July 2010.
3. Foreign nationals studying in India are not eligible to seek Learning Centre Transfer.

DISPATCH INSTRUCTIONS

- 1) Please dispatch the following to the University through your Learning Centre:
 - FORM 11 (Re-registration Form)
 - Demand Draft or SBI Challan or Charge Slip
 - FORM 13 if you are seeking LC Transfer
 - FORM 14 if you are a Foreign National studying in India
- 2) Dispatch the above to the following address:

Additional Registrar
Directorate of Distance Education
Sikkim Manipal University
Syndicate House
Manipal, Karnataka, India , PIN: 576104
Tel: 91 820 4297101, 4297111
Email: studentadmin@manipalu.com

- 3) Keep a photocopy of Form/s and the demand draft as a reference for further correspondence, if necessary.
- 4) Last Date for the receipt of FORM 11 (Re- registration Form) along with the other enclosures by the University:
- | | | |
|--------------------------|---|------------|
| Without Late fee | : | 15.02.2010 |
| With Late fee of Rs.500 | : | 17.03.2010 |
| With Late fee of Rs.1000 | : | 15.04.2010 |

5) Forms received after the last date, **15.04.2010 will not be accepted under any circumstances.**

NOTE: The status of all the applications received within the due date will be made available on SMU DDE website www.smude.edu.in after processing. The Learning Centres and the Students can access this information through their respective logins.