

- Read instructions before filling the form
- Last date for receipt of the Form
 - ▶ without late fee : 15.10.2009
 - ▶ with late fee : 03.11.2009

Sikkim Manipal University

Directorate of Distance Education



INSPIRED BY LIFE

To be filled by RE-SITTING students

FORM: I2

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 Name

Paper Code and Course Title (Refer to Examination Time table to avoid applying for clashing papers)

S I	SEMESTER	PAPER CODE	COURSE 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).

Demand Draft Number Date

Amount in Rs.

Bank Name

Total Number of papers

Telephone Number with STD Code

Email

.....
Signature of the Student with date

<p>Certified that the Roll Number, Name, Paper Code, Course Title, Centre Code, etc. are correct.</p> <p>..... Signature with date and seal of the LC</p>	<p>For office use only</p> <p style="text-align: right;">0908V2</p>
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INSTRUCTIONS FOR FILLING FORM 12

GENERAL INSTRUCTIONS

1. Form 12 (Re-sitting Form) is to be used by students for the:
 - a) UE or IA or both component/s of failed Theory papers of earlier semesters.
 - b) UE or IA or both component/s of failed Practical papers of earlier semesters.
 - c) UE or IA or both component/s of failed Project papers of earlier semesters.

No student is permitted to write the examinations for the failed paper/s without filling Form. Students cannot apply for the papers which have already been passed.

2. Download and Print Form 12 on A4 paper.
3. Incorrect filling, overwriting, cutting and incomplete applications will be rejected.
4. 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.
5. The student is not permitted to apply for different elective/ specialization paper in the re-sitting form unless he/ she has applied for change of elective/ specialization and the same has been accepted by the University.
6. Check the validity of your Registration before applying for re-sitting. In case the validity period (maximum duration of the program) is over, please contact Help Desk at smuhelpdesk@manipalu.com for further assistance.

FEE RELATED INSTRUCTIONS:

The re-sitting fee has to be paid in the form of Demand Draft in favour of Sikkim Manipal University DE , payable at MANIPAL or UDUPI. Payments in any other form will not be accepted. The fees once paid will not be refunded.

1. Re-sitting fee for the students of DHCM, ADHCM, BSCHCM, DHIA(Revised), DMLT (Revised), DMIT (Revised), BSCHIA(Revised), BScMIT (Revised), BScMLT (Revised), PGDCRRA, MScCRRA program is:
 - Fee per paper without late fee : Rs 250
 - Fee per paper with late fee : Rs 300
2. Re-sitting fee for the students of other programs is :
 - Fee per paper without late fee : Rs 200
 - Fee per paper with late fee : Rs 250
3. Re-sitting fee for Practical papers of BScBT (Revised) : Rs 500

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 registered.
5. NAME OF THE STUDENT: Write your name as registered with the University.
6. FATHER'S NAME: Write the name of your Father.
7. PAPER CODE AND COURSE TITLE: Write the semester (in the ascending order, if applying for papers of more than one semester), Paper Code(subject code) and the Course Title (Name of the subject) .
 - Refer to program guide for more details.
 - Each paper of a semester must be filled separately. The student who fills up the combined paper code (for example MC1920 as in old pattern), will be considered only for 1 paper (either MC0019 or MC0020).
 - In case of mismatch between the Paper Code and the Course Title, the Paper Code written by the student is taken as final. The admit card will be issued only for this paper.
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. For more than 12 papers, please use an additional form but arrange to dispatch both the forms together.
9. TELEPHONE NUMBER WITH STD CODE: Write your contact telephone number with STD code.
10. EMAIL: Write your email ID.
11. 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. Please write your Name, Roll Number and Centre Code on the reverse of the DD.
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, Paper Code, Course Titles, Centre Code etc. filled by the student.

DISPATCH INSTRUCTIONS

- 1) Forward only the filled first page of Form 12 (Re-sitting 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
Student Administration
Directorate of Distance Education
Sikkim Manipal University
2nd floor, Syndicate House
Manipal, Karnataka, India
Tel: 0820 4297101, 4297111
Email:smuhelpdesk@manipalu.com

- 3) Last Date for the receipt of Form 12 by the University:

Without Late fee : 15.10.2009
With Late fee : 03.11.2009

- 4) Forms received after the last date will not be accepted under any circumstances.
- 5) Learning Centers making payment through consolidated demand draft, are required to forward a list of students as below:

Sl	Roll Number	Name	Paper Code/s	No of Papers	Amount

The forms are then to be dispatched after arranging them in the above order.

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