

# Sikkim Manipal University

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## Directorate of Distance Education

### RE-REGISTRATION FOR SPRING (FEB) SESSION 2012

### CIRCULAR /REG/1202 DATED 14.01.2012

#### FORMS AND APPLICABILITY

- 1. ONLINE RE-REGISTRATION:** All eligible students are required to apply for re-registration to higher semesters within the validity period through online. The URL of SMU DDE online portal is <http://admissions.smude.edu.in>. No student will be eligible to appear for the term end examinations without applying for the *Re-registration*. The students are advised to go through the procedure of 'Filling of Online Re-registration Form' from the '[Student Manual for Online Registration](#)' available on online portal home page. The students who are unable to fill up the online re-registration can take the help of Learning Centres. For details, contact the Learning Centre.
- 2. LC TRANSFER:** The students are advised to go through the procedure for 'Filling of Online LC Transfer Form' from the '[Student Manual for Online Registration](#)' available on online portal home page. The students seeking Learning Centre Transfer are required to complete LC Transfer process before accessing the online re-registration form and the request has to be submitted to the university by the transferee Learning Centre within the due date for approval. Once the transfer request is approved by the University, the transferee LC will be allowed to submit the online re-registration form of the student to the university. If the transfer request of the student is not approved by the University, the student's re-registration will be processed to his original Learning centre. **New Learning Centres** are not permitted to accept LC transfers within a year of their establishment. **Further, if distance between the Old Learning Centre and Transferee LC is less than 150 kms, approval from the Regional Manager is mandatory.**  
**The students seeking Learning Centre Transfer need not forward the original Identity Card to the University. The University will issue the Transfer confirmation letter after approval of LC Transfer request and re-registration to higher semesters. They will continue using the same Identity Card. The above letter has to be carried along with the ID card during University Examinations.**
- 3. FORM 14:** This form is to be filled by Foreign Nationals studying in India. This form must be submitted along with the instruments (DD/ SBI Challan/ Charge Slip) paid towards re-registration fee.

4. **FORM 15:** This form is to be used for making change requests like Elective, Address etc.
5. The forms 14 & 15 are available in PDF format under section FORMS AND APPLICATIONS at [www.smude.edu.in](http://www.smude.edu.in).
6. The eligible Re-registration students' data for Spring- 2012 Session is made available in the website "[www.smude.edu.in](http://www.smude.edu.in)" under respective Learning Centre login.
7. The Learning Centres are advised to go through the '**Student Manual on Online Registration**' as well as '**LC Manual on Online Admissions**' to provide proper guidance to the students in filling the re-registration form online. The semester fee received with incomplete enclosures as applicable will be rejected without any notice. The Counselors at the Learning centers need to be fully conversant with all the related guidelines and instructions.
8. Each and every details (like Roll No, Elective and Payment details) entered by the student must be checked for correctness and completeness. Learning Centres are required to forward the Covering letter along with DD/ University Copy of SBI Challan/ Charge Slip by affixing signature, date and seal in the space provided for the purpose before dispatching to the University. The Covering Letter can be generated from online system under Application Dispatch option. The Payment instruments have to be enclosed as per the covering letter list order only. Name of the student and Roll No is to be mentioned on the back side of each Demand Draft/ Credit or Debit card charge slip.

## PROVISIONAL ADMISSION CASES

Students whose admission to the program is PROVISIONAL are not eligible for re-registration into higher semesters. Such students must complete all the pending admission formalities before applying for *Online Registration*.

## MALPRACTICE CASES

Students who are booked for acts of indiscipline or malpractice during the examinations will not be considered for re-registration into higher semesters until the decision of the disciplinary committee is made known. Students already barred from registration for a set period of time should not apply for re-registration until such period as communicated by the Additional Registrar, Student Evaluation.

The University has got every right to cancel the re-registration done if the same is recommended by the Malpractice Committee.

## FEE INSTRUCTIONS

- a. **CERTIFICATE FEE:** Final semester students are required to pay an additional Rs.300/- towards final Degree Certificate Fee along with the re-registration fees since the final degree certificates are auto issued for all the eligible students. 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.

- b. Students who have taken a break in session are eligible to re-register in the current session. However, the revised semester fee is applicable to all such students. For revised fee details students are advised to refer to Current Session prospectus/circular made available with LC.
- c. Students can make Fees payment in any of following mode/s:
  - a) DEMAND DRAFT: The student can make one single demand draft covering all the fee heads (Semester fee, Certificate fee, Late Fee, wherever applicable). The Demand Draft should be drawn in the name of SIKKIM MANIPAL UNIVERSITY DE payable at Manipal or Udupi.
  - b) SBI CHALLAN: The student can use one single Challan covering all the fee heads (Semester fee, Certificate fee, Late Fee wherever applicable). This facility is available at all CORE BANKING BRANCHES of STATE BANK OF INDIA. Challan forms are made available in the learning centre.
  - c) THE CREDIT/DEBIT CARD SWIPING (facility available at select learning centres only).
  - d) ONLINE PAYMENT GATEWAY OPTION

**Payment through more than two instruments is not permitted. The fee once paid is not refundable.**

## INSTRUCTIONS TO THE STUDENTS:

1. The students applying for re-registration have to enter the Elective/ Specialization details and Payment details as per the instructions given in the [Student Manual for Online Registration](#) and Click submit to LC button.
2. The Students paying the fee in the form of demand draft / Card swiping **are required to write their Roll No, Name and LC Code on the reverse of the Demand Draft or merchant copy of Charge Slip (duly signed)** and hand over the same to the Learning centre within the due date. Also, students are advised to keep a copy of DD/Student copy of Challan/ Customer copy of Charge Slip for future reference.
3. The students paying the fee in the form of SBI Challan are required to handover the University copy and LC copy of Challan to the Learning Centre within the due date.
4. The students paying the fee through Online Payment Gateway are required to apply for the re-registration as per the instructions given in the [Student Manual for Online Registration](#). Such student's re-registration will be processed directly by the University after receipt of confirmation from the bank.

5. The students whose transfer is approved by the University are required to submit the DD for the transfer fee in addition to the above within the due date.
6. The students of foreign nationality are required to submit Form 14 along with copy of Passport, VISA and valid Residential Permit in addition to the DD/ Challan/ Charge Slip within the due date. Please note, without valid Residential Permit (R P), foreign students are not eligible to appear for the term end examination.
7. Mere Submission of re-registration to the Learning Centre or University does not entitle the student to appear for University Examination. The student will be re-registered to higher semester by the university only after receipt of payment towards semester fee within the due date.
8. Please check the status in the website, ""[www.smude.edu.in](http://www.smude.edu.in)""for registration confirmation.

## INSTRUCTIONS TO THE LEARNING CENTRES

1. Learning centers are advised to go through [LC Manual on Online Admissions'](#) to understand the re-registration process and dispatch of forms.
2. The LCs are also required to generate the Dispatch Covering Letter by following the instructions given in the [LC Manual on Online Admissions'](#).

SI	Roll Number	Name of the Student	Program	Semester	Elective / Specialization	Payment details

The LCs are required to sign the dispatch Covering letter/s and affix their stamp. They need not maintain any other records.

3. **Arrange to keep the instruments (DD/ Copy of Charge slip/ Challan) in the order of the above list and forward them to the University for further processing. The Name, Roll no and LC code should be written on the reverse side of Demand draft/ Charge Slip**
4. The Learning Centres need not send physical copy of the re-registration form of the students filled online.
5. Enclosures to be sent along with *Batch Covering letter are:*
  - Demand Draft or SBI Challan or Charge Slip towards the fee.
  - Form 14, if the student is a Foreign National.
6. The above enclosures must be stapled with *Dispatch Covering Letter*. Use only 1 staple at the top left corner of the letter. Demand drafts, Challan copies and Charge Slips should be enclosed with the Covering Letter carefully. SMU DDE will not take any

responsibility against the Learning Centres which do not send the above details properly organized.

7. Do not mix any other documents with the above. Other documents or forms, if any, could be sent in separate envelopes.
8. Do not accumulate the Instruments till the last date. Arrange to dispatch them to the University at regular intervals.
9. Dispatch the Covering Letters only through Speed Post or Recognized Courier having a branch in Manipal and check the status in the website for the receipt of consignment by the university. The Learning Centre should get back to the university within 10 days of dispatch, if the receipt of forms is not updated in the university website.
  - Last date for the submission of the forms by the students without late fee is **12.03.2012.**
10. All the Re-registration details must be dispatched by the Learning Centre to the University within the approved transit time. Forms received after the approved transit time will attract late fee or will be considered in the next session without any notice.
11. Address for the dispatch of re-registration forms:

Additional Registrar  
Re-registration Section  
Directorate of Distance Education  
Sikkim Manipal University, Syndicate House, Manipal – 576104  
Tel: 0820 4297101, 4297111, Email: [smuhelpdesk@smudde.edu.in](mailto:smuhelpdesk@smudde.edu.in)
12. Only the applications complete in all respects and received within the due dates will be processed by the University. SMU-DDE will not be responsible for any delay in Postal/Courier service or loss in transit. Also, the University does not take responsibility for the communication on or return of all such applications. Hence, the students/ Learning Centres are advised to refer to the website for regular updates.
13. The status of all the forms received within the due date will be made available on SMU-DDE website [www.smude.edu.in](http://www.smude.edu.in) after processing. The Learning Centres and the students can access this information to know the re-registration status through their respective logins.
14. For any technical problem with regard to Online Re-registration, the LCs are requested to contact the University helpdesk (email id :[smuhelpdesk@smudde.edu.in](mailto:smuhelpdesk@smudde.edu.in))

ADDITIONAL REGISTRAR