

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 are liable to be rejected.
4. In case of CLASHING PAPERS, the student has to apply for only one 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 period 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@smudde.edu.in for further assistance.
7. **Submit only one form, even if you are appearing for more than one paper of different semesters.**
8. **The students are required to submit the Re-sitting form from the same LC in which they are re-registered in this Session. In case the students have completed the re-registration for all semesters before Fall 2010 Session , they may submit the Re-sitting form from different Active Learning Centres of the same stream.**

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. The re-sitting fee can also be paid through swiping the Credit/ Debit Card at Select Learning Centres. Payment 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 (Revised Spring 2007) , DHIA(Revised Spring 2007), DMLT (Revised Spring 2007), DMIT (Revised Spring 2007), BScHIA(Revised Spring 2007), BScMIT (Revised Spring 2007), BScMLT (Revised Spring 2007), 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 Spring 2007) : Rs 500/-

FORM FILLING INSTRUCTIONS

1. CENTRE CODE: Write the 5 digit Learning Centre code through which the re-sitting 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. 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. PAPER CODE AND PAPER TITLE: Write the semester (in the ascending order, if applying for papers of more than one semester), Paper Code(subject code) and the Paper 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 Paper Title, the Paper Code written by the student is taken as final. The admit card will be issued only for this paper.
7. 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 after writing a note in the 1st form.
8. TELEPHONE NUMBER WITH STD CODE: Write your contact telephone number with your STD code.
9. EMAIL: Write your University email ID.
10. PAYMENT DETAILS: Write the Demand draft number/Auth code, date, Card number , amount and the name of the bank. Demand Draft should be 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/ Merchant Copy of Charge Slip .
11. SIGNATURE OF THE STUDENT: Sign the form with date.
12. 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.
13. The Learning Centre is advised to hand over the acknowledgement slip to the student without fail. Learning Centres are advised not to issue any other acknowledgment or Receipt on behalf of the University. LC will be held responsible for any problem arises out of it.

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

Directorate of Distance Education

Sikkim Manipal University

Syndicate House

Manipal – 576 104, Karnataka, India

Tel: 0820 4297101, 4297111

Email:smuhelpdesk@smudde.edu.in

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

Without Late fee : 23.10.2010

With Late fee : 02.11.2010

- 4) Forms received after the last date will not be accepted under any circumstances.

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