

# Sikkim Manipal University

Directorate of Distance Education

SPRING SESSION – April 2012

## Calendar of Events



Last date for receipt of completed Application Form by the University without late fee : 28<sup>th</sup> April 2012

Last date for receipt of completed Application Form by the University with the late fee of USD 10 : 28<sup>th</sup> May 2012

Last date for receipt of completed Application Form by the University with the late fee of USD 20 : 28<sup>th</sup> June 2012

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

### A. GENERAL INSTRUCTIONS

- (1) **Students are advised to retain Page No 1 & 2 containing confirmation slip, as proof of submission of registration application with the learning centre.**
- (2) This application is meant only for those **seeking fresh admission to Distance Education programs of Sikkim Manipal University. Photocopies of the application will not be accepted.** Application forms are Learning Centre specific; hence the students are required to join the same centre from where the application was obtained.
- (3) Application form has to be filled by the candidate **with his/her own handwriting** only in English.
- (4) Overwriting, striking out or erasure of any kind in the Application form, are not allowed.
- (5) Incomplete information or discrepancies, if any, in the information furnished in the application will lead to rejection / cancellation of admission.
- (6) Boxes are provided for writing alphabets and numbers. Please use capital letters in all places except for the signature. Please write only one alphabet/number in a box.
- (7) A recent **passport size** photograph must be neatly pasted in the space provided. The photographs should not be pinned or stapled or extend beyond the box provided.
- (8) After ensuring that all the information required by the University has been furnished, the applicant should also sign in the space provided at the end of the application.
- (9) The application is liable to be rejected if the **candidate's signature** in the application **does not match** in page No. 3 & page No. 4
- (10) The applicants who want to change program / semester after submission of form to the University are required to fill up Program and Semester change form and forward to the University within the last date along with the requisite fee.
- (11) At any stage, if the candidate is found ineligible for the admission to the said Program. the admission will be cancelled without any liability on the part of the University.

### B. DETAILED INSTRUCTIONS

Serial No 1: Write your name in capital letters as it appears on your birth certificate/ marks card of JSS/'O' Level .

**Even minor variations will not be accepted.**

Serial No 2: Write your father's/ mother's / guardian's name in capital letters.

Serial No 3: Write your date of birth as per the Gregorian (English) calendar.

Serial No 4: Write '1' for male and '2' for female.

Serial No 5: Write your Blood Group. Ex: O+ve 

	O	+	v	e
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Serial No 6: Mention your nationality.

Serial No. 7: Furnish your complete postal address for correspondence. Do not write your name again. Ensure that the name of the city, state and pin code is filled in. Write your telephone number, ISO code and E-mail ID in the respective columns.

Serial No.8 & 9: Write the Program code and the semester to which admission is sought as per the 'Program-Semester' table given in page no. 5

Serial No. 10: Furnish details of the Learning Centre where the program will be taken up including the 4 or 5 digit Learning Centre code. name of the centre and city where it is located.

Serial No.11: Enter payment details - DID Number / TT details shall be entered. Attach a copy of TT/ counterfoil with the name of the student.

Serial No.12: Paste a recent passport size photo for the identity (ID.) card. The photo should not project outside the box provided. Any projection must be cut off and photo must be pasted neatly within the box provided. Sign carefully in the box provided near the photo. The signature must not project outside the box.

Serial No.13: Indicate complete postal permanent address.

Serial No.14: Indicate the qualifications as indicated in the table. Supporting documents for the qualification must be provided along with the application.

Serial No.15: If employed, furnish the details.

**Important**

**Details of Educational Qualification**

- Admissions to various Programs offered by the University are made strictly on the basis of eligibility criteria mentioned in the Prospectus published for each session. If the University is satisfied with the applicant's eligibility and suitability for admission into the respective program, the student will be granted admission to that program.
- When a Provisional Pass certificate is forwarded, it is mandatory to forward the mark cards of all the three years.
- In cases where compartmental passing is involved, special care should be taken to see that the student has passed in all papers/ subjects and the relevant mark cards are attached.
- It is also important to properly tie the individual applications with the attachments together so that they do not fall apart.
- Mark - sheets/Degrees in a language other than English should be translated into English language and a copy of the same duly attested be attached.
- The Photo copy of the original marks card / degree certificate / transcripts has to be enclosed along with the duly attested translation copies of the same.

**Supporting Documents**

Attested photocopies of documents establishing the eligibility of candidates must be furnished along with the application form. The copies must be attested by any of the following and further certified by the Learning Centre.

- Head of the Department/ Professor of a local Government University
- Notary Public /Commissioner of Oath.
- An authorized official of the Indian Embassy/High commission in their respective countries.

**Confirmation Slip from Learning Centre  
Receipt of Application for April 2012 Admission in SMU-DDE**

Application No.: \_\_\_\_\_ Name: \_\_\_\_\_

Learning Centre Code.: \_\_\_\_\_ Program Applied.: \_\_\_\_\_ Semester.: \_\_\_\_\_

DD/TT Number.: \_\_\_\_\_ Date of Payment.: \_\_\_\_\_

Amount.: \_\_\_\_\_

Date.: \_\_\_\_\_

Signature of the Centre Head with Centre Seal





# Sikkim Manipal University

Directorate of Distance Education



## CHECK LIST FOR APPLICATION NO:..... (TO BE COMPLETED BY THE STUDENT AND THE LEARNING CENTRE WHILE FORWARDING THE FRESH APPLICATION –APRIL 2012 SESSION)

Sl. No.	Particulars	Student		Centre Head	
		Yes	No	Yes	No
1.	Have you filled the Application meant for APRIL - 2012 Session?				
2.	Have you read <b>all the instructions</b> before filling the Application?				
3.	Is the Application filled using <b>black</b> ink with capital letters in <b>English</b> ?				
4.	Is the <b>Name of the Applicant</b> mentioned as per Birth Certificate / Marks card of JSS/'O' Level examination or equivalent to the examination of respective country?				
5.	Is the <b>Father's /Mothers/Guardian's Name</b> mentioned as per Birth Certificate / Marks card of JSS/'O' Level secondary examination or equivalent to the examination of respective country ?				
6.	Is the <b>Date of Birth</b> mentioned as per the English calendar and as mentioned in the Marks card of JSS/'O' Level / Secondary examination or equivalent to the examination of respective country?				
7.	Have you mentioned the <b>Nationality</b> correctly?				
8.	Is the Applicant's <b>address</b> mentioned complete in all respects such as City, State, Pin Code, ISD Code, Telephone No's, e-mail?				
9.	Is the appropriate <b>Learning Centre Code, Learning Centre Name</b> mentioned?				
10.	Is the <b>Course and semester</b> mentioned as per Course-Semester table given in <b>page No. 5 of the application</b> ?				
11.	Is the payment made in the form of <b>Demand Draft/TT</b> taken in the name of the University e as per the instruction?				
12.	Is <b>DD/TT</b> amount, DD/TT number, Date, Bank code and the Name of the Bank mentioned?				
13.	Have you paid the <b>correct fee</b> including <b>Lateral entry</b> and <b>Late fee</b> as applicable?				
14.	Has <b>photograph</b> been affixed?				
15.	Is the <b>signature</b> of the candidate in the declaration certificate! Identity card tallying and are within the box provided?				
16.	Is the qualification of the candidate as per eligibility criteria mentioned in Prospectus?				
17.	<b>For Diploma and Bachelor's Degree Courses</b>				
	Is notary/gazetted officer/Indian Embassy/professor of a local government recognized university attested X standard marks card attached?				
	Is notary/gazetted officer/Indian Embassy/professor of a local government recognized university attested +2 / 3 Year Diploma – Certificates/marks card attached?				
18.	<b>For PG Diploma and Master's Degree Courses</b>				
	Is notary gazetted officer/Indian Embassy/professor of a local government recognized University attested X standard marks card attached?				
	Is notary/gazetted officer/Indian Embassy/professor of a local government recognized university attested +2 Certificate/ marks card attached?				
	Is notary/gazetted officer/Indian Embassy/professor of a local government recognized university attested Degree Certificate attached?				
	Is notary/gazetted officer/Indian Embassy/professor of a local government recognized university attested all 3 years (graduation) marks cards attached?				
19.	Is notary/gazetted officer/Indian Embassy/professor of a local government recognized university attested documents for lateral entry attached?				
20.	Is valid experience certificate attached?				
21.	Is Application signed by the Centre Head with Centre seal?				
22.	Has the photocopy of the filled application and DD/TT been taken for future reference'?				

Name of the Centre Head:

Candidate's Signature with Date:

Signature with Date:

**Note:** Students are advised to retain Page No 1 & 2 containing confirmation slip, as proof of submission of registration application with the learning centre.