



INSPIRED BY LIFE

Student Manual for Online Registration

(JAN 2011)

Sikkim Manipal University

Directorate of Distance Education

Directorate of Distance Education

Sikkim Manipal University

Syndicate House, MANIPAL – 576 104

www.smude.edu.in

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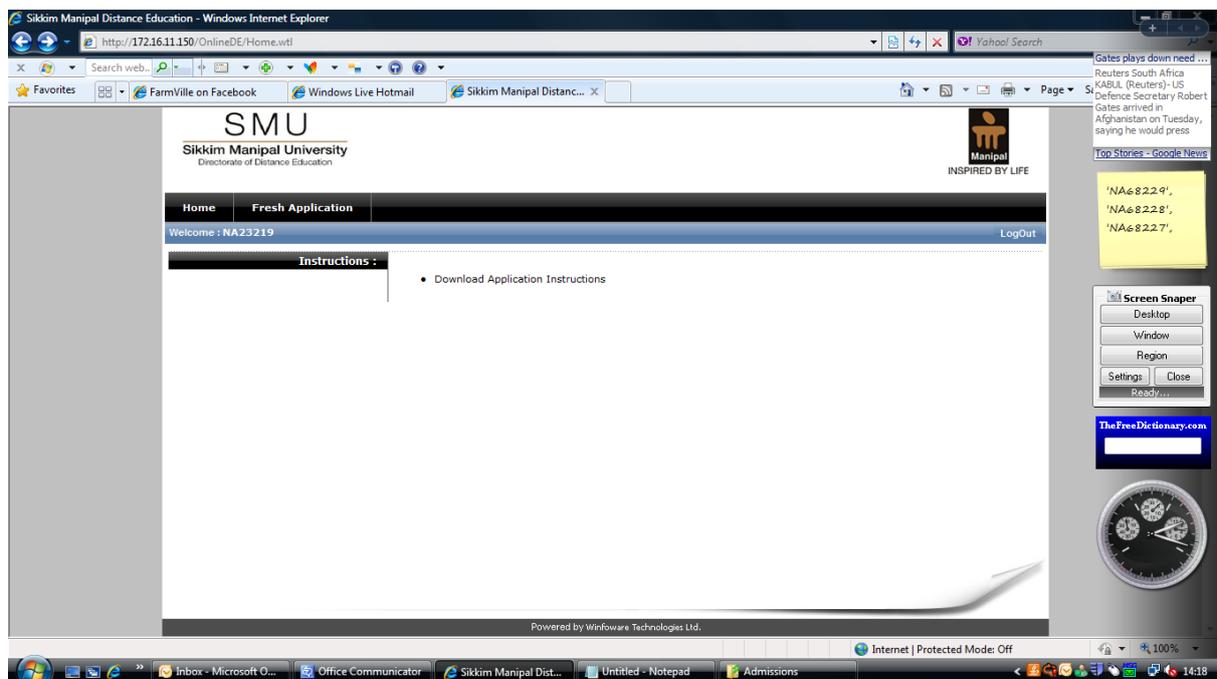
2. The Online Registration Website

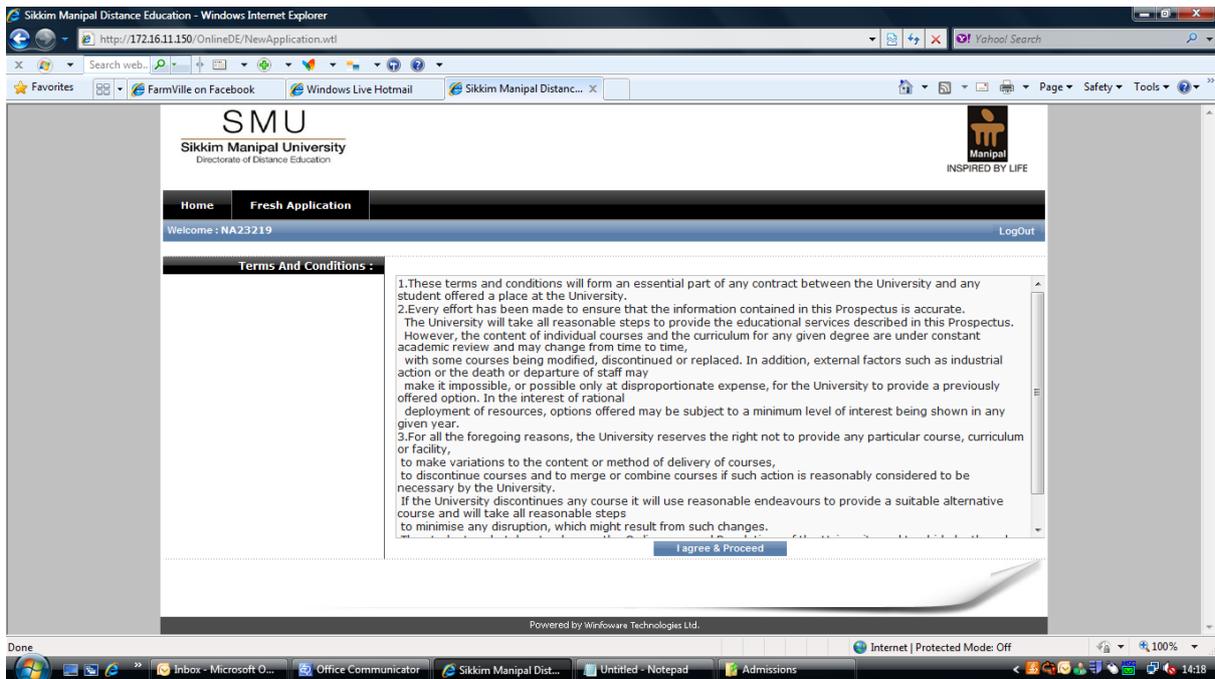
Log on to www.smude.edu.in. Click on 'Apply Online' link OR <http://admissions.smude.edu.in>.

Please read the instructions provided in the main page to login.



On successful login, the applicant can start filling up the online form, by selecting the 'Fresh Application' tab on the top of the page .

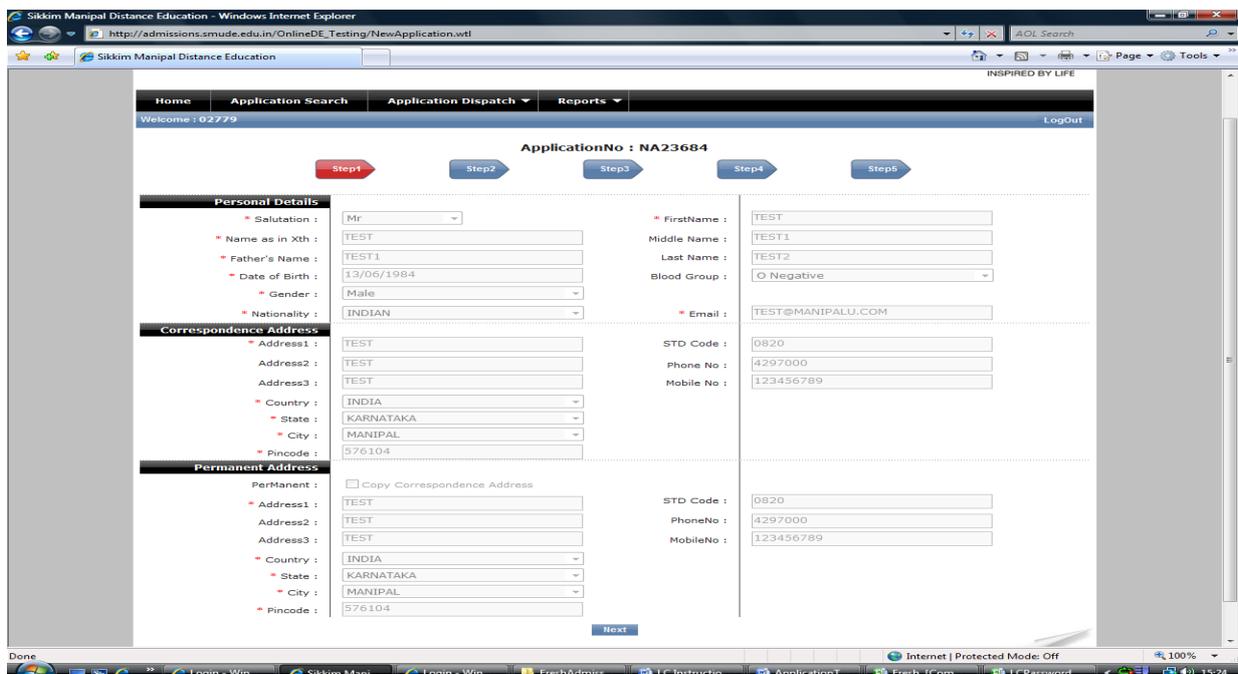




The applicant has to accept the terms and conditions to proceed to the entry process. To move from one step to another use the button provided at the bottom of the page.

3. Filling of Online Fresh Registration Form

Step 1: Personal details Entry: The applicant has to enter his/her personal details as desired and the same will reflect in the university records. It is advisable to provide correct data without any mistakes as the same data will be used for future communication with the applicant.



Step 2: Program details: The applicant has to provide the details of the program he/she wish to pursue. The applicant can refer to the prospectus for details of the programs being offered.

Sikkim Manipal Distance Education - Windows Internet Explorer
 http://admissions.smude.edu.in/OnlineDE_Testing/NewApplication.wtl

Sikkim Manipal University
 Directorate of Distance Education

Home Application Search Application Dispatch Reports

Welcome : 02779 Logout

ApplicationNo : NA23684

Step1 Step2 Step3 Step4 Step5

Course Details

Learning Center : 02779 - SYSTEM DOMAIN (BANGALORE)

* Program : MSCIT-MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

* Semester : 2

Lateral Entry :

Eligibility

Eligibility	Description
E1	<input checked="" type="radio"/> 10 <input type="radio"/> 12
E2	<input type="radio"/> 3 years Diploma from state board of technical education <input type="radio"/> ITI <input type="radio"/> Others
E3	<input checked="" type="radio"/> Bachelor Degree <input type="radio"/> Others
E4	<input type="radio"/> 6MTH computer course from a reputed institution <input type="radio"/> BSc(AIT/IT/CS)/BCA/BE/BTECH from a reputed institution

Previous Next

Powered by Winfoware Technologies Ltd.

Step 3: Payment and Educational Qualification details

Sikkim Manipal University
 Directorate of Distance Education

Home Fresh Application

Welcome : PA32307 Logout

Step1 Step2 Step3 Step4

Payment Details

Total Semester Fee : 11700.00 (Total Amount for the course)

* PaymentType : Online Offline

* Payment Mode : _____

* Payment Instrument No: _____

* Amount : _____

* Date : _____

* Bank : _____

* Payable At : _____

Note : Only 2 Payments are Allowed.

Insert Reset Clear

Total Instruments : 0 (Total No. of payments) Amount Paid : 0 (Total Amount paid)

Fee Name	Amount
EXAM FEE	800.00
TUITION FEE	10800.00
ALUMNI FEE	100.00
LATE FEE	0.00

Excess : 0 Amount Due : 11700.00

The above page will be displayed on the screen with payment mode the student wish to opt for and fields pertaining to educational qualifications. Also, the fee applicable for payment will be displayed. Further, the applicant can refer to current session prospectus for amount of fee applicable against the each program.

The student has to select the payment type 'Online' or 'Offline'. The student who wishes to make the fee payment through Payment Gateway can do so by selecting the option payment type 'Online'. Otherwise, to pay through DD/Challan / debit/ credit card swiping select the option payment type 'Offline'.

(a) To make the payment through Online Payment Gateway the steps as shown below:

Steps involved in payment through Online:

The screenshot shows the Sikkim Manipal University Directorate of Distance Education payment gateway. It features a navigation bar with 'Home' and 'Fresh Application' links, and a user welcome message 'Welcome : PA32307'. A progress indicator shows four steps, with Step 3 (Payment Details) highlighted in red. The 'Payment Details' section includes a 'PaymentType' dropdown with 'Online' selected and a 'Pay Now' button. Below this, it shows 'Total Semester Fee : 11700.00 (Total Amount for the course)'. A summary row indicates 'Total Instruments : 0 (Total No. of payments)' and 'Amount Paid : 0 (Total Amount paid)'. A table lists the following fees:

Fee Name	Amount
EXAM FEE	800.00
TUITION FEE	10800.00
ALUMNI FEE	100.00
LATE FEE	0.00

At the bottom, the 'Excess' field is set to 0 and the 'Amount Due' is 11700.00.

Click Pay Now - Disclaimer

Sikkim Manipal University
Directorate of Distance Education

Home Fresh Application

Welcome : PA32307 LogOut


 Payment Order :
 You are paying Amount : Rs. 11700

Disclaimer

At your request, you are being re-directed to a third party site - <https://migs.mastercard.com.au> wherein you can make your payment from a VISA/Master Card. "Sikkim Manipal University Distance Education" does not guarantee or warrant the accuracy or completeness of the information, materials, services or the reliability of any service, advice, opinion, statement or other information displayed or distributed on the third party site. You shall access this site solely for purposes of payment of your bills and you understand and acknowledge that availing of any services offered on the site or any reliance on any opinion, advice, statement, memorandum, or information available on the site shall be at your sole risk. "Sikkim Manipal University Distance Education", and its affiliates, subsidiaries, employees, officers, directors and agents, expressly disclaim any liability for any deficiency in the services offered by "The MasterCard Internet Gateway Service" whose site you are about to access. Neither "Sikkim Manipal University Distance Education", nor any of its affiliates nor their directors, officers and employees will be liable to or have any responsibility of any kind for any loss that you incur in the event of any deficiency in the services of "The MasterCard Internet Gateway Service" to whom the site belongs, failure or disruption of the site of "The MasterCard Internet Gateway Service" or resulting from the act or omission of any other party involved in the transaction.

Your transaction is processed through a secure 128 bit https internet connection based on secure socket layer technology. For security purposes, Your IP address 172.16.11.155 have been logged.

[>> I Accept](#)

Sikkim Manipal University

Option to select VISA/ Master Card


Internet Gateway Service

Your details will be sent to and processed by **The MasterCard Internet Gateway Service** and will not be disclosed to the merchant

TEST MODE

Merchant name: SIKKIM MANIPAL UNIVERSITY OF HEALTH MEDICAL AND TECHNOLOGICAL SCIENCES

 **How would you like to pay?**

Pay securely using SSL+ by clicking on the card logo below:




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SECURE PAYMENTS  POWERED BY DIALECT

Enter Card Details



Your details will be sent to and processed by **The MasterCard Internet Gateway Service** and will not be disclosed to the merchant

TEST MODE

Merchant name: SIKKIM MANIPAL UNIVERSITY OF HEALTH MEDICAL AND TECHNOLOGICAL SCIENCES

Enter your card details:

VISA: You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::::

Expiry Date :::: / month/year

Security Code ::::

Purchase Amount :::: **INR Rs.11,700.00**

The 3 digits after the card number on the signature panel of your card.

Verified by VISA



I hereby authorise the debit to my VISA Account in favour of SIKKIM MANIPAL UNIVERSITY OF HEALTH MEDICAL AND TECHNOLOGICAL SCIENCES

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SECURE PAYMENTS  **POWERED BY DIALECT**

Processing...



Your details will be sent to and processed by **The MasterCard Internet Gateway Service** and will not be disclosed to the merchant

TEST MODE

Merchant name: SIKKIM MANIPAL UNIVERSITY OF HEALTH MEDICAL AND TECHNOLOGICAL SCIENCES

Please wait while your payment is processed.

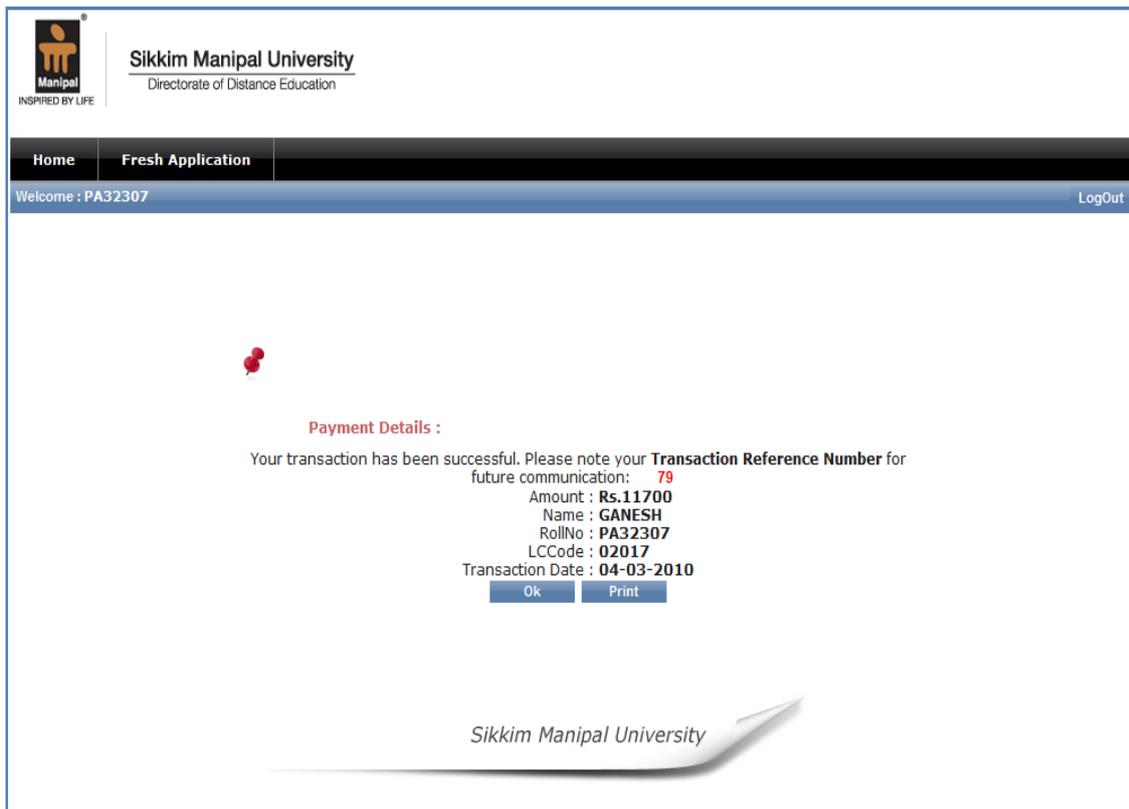
Please wait...

The server is processing your payment using VISA for the value of INR Rs.11,700.00.

Copyright ©2007 Dialect Payments Pty Ltd. All Rights Reserved.

SECURE PAYMENTS  **POWERED BY DIALECT**

Successful Transaction



(b) If fee paid through Demand Draft, the student has to enter the payment details like DD No., Amount, DD Date, Bank Name, etc.

NOTE: Demand Draft - The student can make single payment through demand draft including all the fee heads like semester fee, certificate fee, Late Fee (if any), etc. The demand draft drawn should be in the favour of 'SIKKIM MANIPAL UNIVERSITY DE' payable at *Manipal or Udupi*.

(c) If paid through Challan, the student has to enter the payment details like Challan No., Challan Date, Amount, etc.

NOTE: SBI Challan - The student can make single challan payment including all the fee heads like semester fee, certificate fee (applicable for students in final semester), Late Fee (if any), etc. This facility is available at all CORE BANKING BRANCHES of STATE BANK OF INDIA across the country. Challan forms can be availed from the learning centre.

(d) *Payment through Credit/Debit Card Swiping:* This mode of payment is available only at select Learning Centres. After swiping the card, enter Credit/Debit Card Number, Auth Code (authorization code), Date and Amount in the respective fields. Name, Roll Number and Centre Code must be written on the reverse of Merchant copy of Charge Slip. Merchant copy charge slip without signed by the cardholder is not acceptable.

Once the details are entered click 'Add' button.

If the student wants to add one more payment instrument, to enter the details of 2nd payment instrument the student needs to follow the same procedure. The field 'Excess' displays, if any, excess payment is made. The field "Amount due"" displays the shortage in payment. If the amount entered by the student is matching with the semester fee to be paid, both the fields (Excess and Amount Due) will display zero. Once all entries are done correctly, please click 'Submit to LC' button.

Further, the applicant has to enter the previous educational qualifications. The photocopy of these qualifications duly attested by the gazetted officer has to be enclosed along with the application form while forwarding to the university through learning centre.

ApplicationNo : NA23684

Step1 Step2 **Step3** Step4 Step5

Payment Details

* Payment Mode : DD
 * DD No :
 * Amount :
 * Date :
 * Bank :
 * Payable At :

Total Semester Fee : **14500.00 (Total Amount for the course)**

Note : Only 2 Payments are Allowed.
 Insert Reset Clear

SNo.	Identification	Date	Amount	Bank	Payable At	Edit	Delete
1	123456	01/08/2009	14500.00	AXIS BANK	UDUPI		

Total Instruments : **1 (Total No. of payments)** Amount Paid : **14500.00 (Total Amount paid)**

Fee Name

Fee Name	Amount
EXAM FEE	1600.00
TUITION FEE	12800.00
ALUMNI FEE	100.00
LATE FEE	0.00

Excess : 0.00 Amount Due : 0

Education Details

* Qualifying Exam :
 * Year of Passing :
 * Class/Div/Grade :
 * Stream :
 * University/Board :
 * Percentage/CGPA :

Qualifying Exam	Stream	YearOfPassing	UniversityBoard	ClassDivisionBoard	Percentage
10TH	Nil	2000	KARNATAKA - Government Of Karnataka Dept. Of Pre-University Education	FIRST WITH DISTINCTION	78
12TH	COMMERCE	2002	KARNATAKA - Government Of Karnataka Dept. Of Pre-University Education	FIRST	65
BACHELOR'S DEGREE	ENGINEERING	2005	KARNATAK - University of Mysore	SECOND	55

Previous Next

Step 4: Employment and Students of Foreign origin details: The applicant has to provide his employment details and foreign origin details, if applicable.

Sikkim Manipal Distance Education - Windows Internet Explorer

http://admissions.smude.edu.in/OnlineDE_Testing/NewApplication.vtl

Sikkim Manipal Distance Education

SMU
Sikkim Manipal University
Directorate of Distance Education

Manipal
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Home Application Search Application Dispatch Reports LogOut

Welcome : 02779

ApplicationNo : NA23684

Step1 Step2 Step3 **Step4** Step5

Employee Details

* Employed : Yes No
 * Level : SENIOR MGMT
 * Designation : ASSISTANT MANAGER
 * Company : MANIPAL
 * Annual Income : 125000

Passport Details

* Foreign Origin : Yes No

Student Remarks :
 LC Remarks :

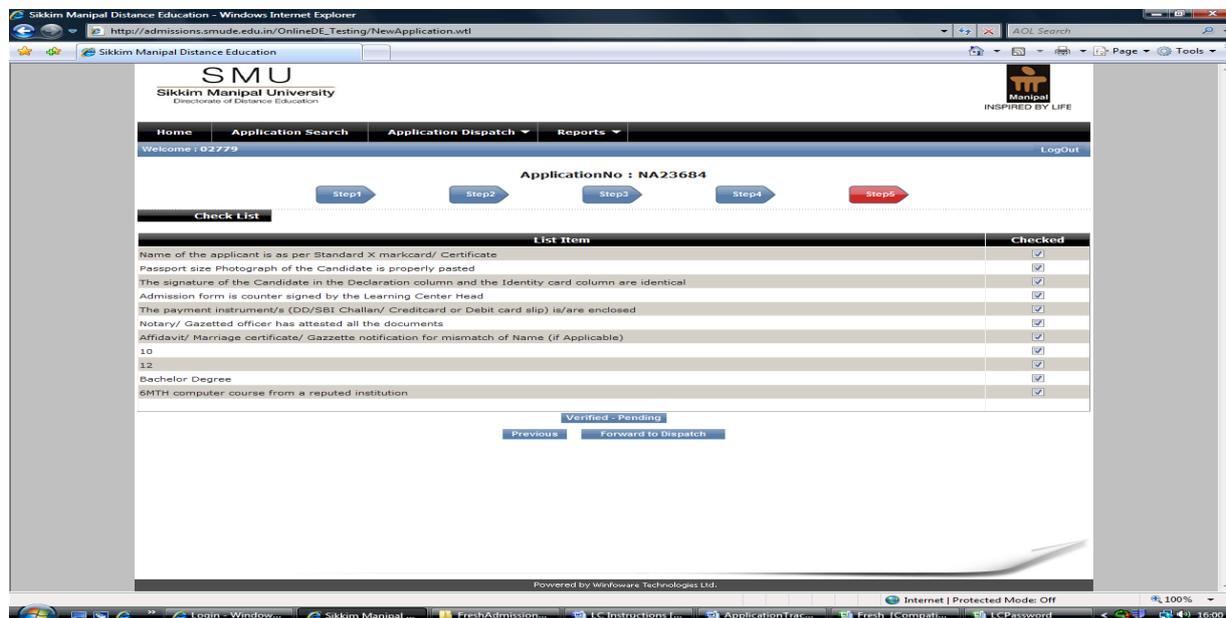
Previous Next

Powered by Winfloware Technologies Ltd.

Internet | Protected Mode: Off 100%

Login - Window... Sikkim Manipal... FreshAdmission... LC Instructions... Application Trac... Fresh [Compat... LCPassword

Step 5: Document Checklist: In this step, the check list of documents to be attached and submitted at LC will be displayed. On completion of checklist, to forward the form the applicant can select the “Submit” button. At any point of time, if the applicant is unable to complete all the entries in one go, he/she has the option save the form as ‘Draft’ and the same can be accessed at a later date through login using the username and password available with him/her.



NOTE: Please obtain a printout of the Fresh Admission form on A4 paper which is complete in all respects from your Learning centre and sign the same and handover the form along with (i) Eligibility documents and (ii) DD / Challan (if applicable) at your Learning Centre and ensure that the same is forwarded to the University before the last date.

Item wise instructions to be followed while filling the Fresh Admission form:

Sl. No.	Item Details	Instructions for filling the form																																																									
1	Name of the Candidate	<p>Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p> <p>The name mentioned in the admission form should match with that of name mentioned as per 10th mark card</p> <p>In case of name variation in X, XII, Graduation Certificate, Experience Certificate etc. enclose an affidavit (in English) duly notarised in support of correct name, clearly mentioning the correct name to be incorporated in University records has to be produced.</p> <p>Photocopy of affidavit is not accepted</p>																																																									
2	Father's Name	<p>Married women applicants should give only father's name and not husband's name.</p> <p>Mentioning Husband's Name or Mother's Name or Guardian's Name in this column is not correct. So, the candidates are advised to fill up only father's name for records purpose</p>																																																									
3	Date of Birth	<p>Date cannot be a future date.</p> <p>Date 28 October 1979 should be written as</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>2</td><td>8</td> <td>1</td><td>0</td> <td>1</td><td>9</td><td>7</td><td>9</td> </tr> </table> <p>Date of Birth should be as per the Gregorian (English) calendar.</p> <p>Enter the date, month and year of birth as recorded in the 10th marks card in DD/MM/YYYY format only. When the number of date or month is a single digit, zero should be prefixed.</p> <p>Please click on Date of Birth field Once again click on Month & Year at the top</p> <div style="text-align: center;">  <p>← August, 2009</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </tbody> </table> <p>Today: August 29, 2009</p> </div>	2	8	1	0	1	9	7	9	Su	Mo	Tu	We	Th	Fr	Sa	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
2	8	1	0	1	9	7	9																																																				
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23	24	25	26	27	28	29																																																					
30	31	1	2	3	4	5																																																					

		<p>Click on year</p>  <p>Click on arrow on left top corner, which enable you to select the year in the interval of 10 years.</p>  <p>Then click on year, month and day for the selection of Date of Birth.</p>
4	Gender	Choose female or male.
5	Blood Group	Carefully select your Blood group.
6	Nationality	This field is mandatory for all the applicants.
7	Address for Correspondence	<p>It is mandatory for all the candidates to mention residential address.</p> <p>Out of first three fields, applicant must fill up atleast one field.</p> <p>Country, State/Union Territory, Town/City/District and PIN are mandatory.</p>
8	Telephone Number and e-mail ID	<p>If Telephone Number is mentioned, STD Code is mandatory.</p> <p>In case of mobile number, please mention 10 digit Mobile number. Don't prefix it with "0" or "Country Code"</p>

		<p>It is suggested that applicants mention their telephone number so that they can be contacted in case of any discrepancy in the Admission form.</p> <p>Applicants must provide their valid e-mail ID for sending Admission status through e-mail.</p>
9	Learning Center	<p>Learning Center details are shown depending on the Admission form number allotment to LC. Candidates are requested to carefully note down the Learning center details while applying. No change of LC is permitted in case of Fresh Admission.</p>
10	Program and semester	<p>The Program in which the Candidate is seeking admission should be carefully selected along with the Semester in the dropdown provided.</p>
11	Payment mode	<p>Multiple modes of payment are not permitted.</p> <p>Please keep the payment particulars ready before filling the Online Admission form. The payment can also be done online.</p> <p>Following are the facilities available for making payment of Fee.</p> <p>Demand Draft: Candidate can make the payment of fee in the form of Demand Draft drawn in favour of “Sikkim Manipal University, DE” payable at Udupi/Manipal. The Candidate should endorse the Name, Admission form number and Learning Center code on the reverse of the DD.</p> <p>SBI Challan Specially printed SMU-DDE SBI Challan forms made available at the Learning Centers are only to be used. Photocopy of the SBI Challan should not be used. The Candidates have to make enquiry with SBI local branch whether it is a core Banking Branch or not. University will not take any responsibility if the amount is deposited in non core banking branch of SBI and shall not entertain any correspondence in this regard. Candidate has to retain Student copy of the Challan for any further reference and enclose University copy with the Admission form without fail.</p> <p>Credit card/ Debit card swiping Candidate can make the fee payment using Credit/Debit Card. However, this facility is available only at select centers. The candidate has to forward the Credit/ Debit card slip which is having all the digits of Credit/ Debit Card number printed on it.</p>

		<table border="1"> <tr> <td></td> <td>Demand Draft</td> <td>SBI Challan</td> <td>Credit card/ Debit card Swiping</td> </tr> <tr> <td>Payment Instrument No</td> <td>Demand Draft No.</td> <td>Challan No.</td> <td>Approval No</td> </tr> <tr> <td>Date</td> <td>DD Date</td> <td>Challan Date</td> <td>Swiping Date</td> </tr> <tr> <td>Bank</td> <td>Demand Draft Drawee Bank</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Payable at</td> <td>Udupi/ Manipal</td> <td>NA</td> <td>NA</td> </tr> </table>		Demand Draft	SBI Challan	Credit card/ Debit card Swiping	Payment Instrument No	Demand Draft No.	Challan No.	Approval No	Date	DD Date	Challan Date	Swiping Date	Bank	Demand Draft Drawee Bank	NA	NA	Payable at	Udupi/ Manipal	NA	NA
	Demand Draft	SBI Challan	Credit card/ Debit card Swiping																			
Payment Instrument No	Demand Draft No.	Challan No.	Approval No																			
Date	DD Date	Challan Date	Swiping Date																			
Bank	Demand Draft Drawee Bank	NA	NA																			
Payable at	Udupi/ Manipal	NA	NA																			
12	Permanent Address	<p>If Correspondence Address and Permanent Address are same, then Correspondence address already entered can be copied to Permanent address by clicking the checkbox provided under Permanent Address.</p> <p>Out of first three fields, applicant must fill up atleast one field.</p> <p>Country, State/Union Territory, Town/City/District and PIN are mandatory.</p>																				
13	Educational Qualifications	<p>Name of the Qualifying exam Candidates to mention the qualification details in the ascending order</p> <p>10th / SSC / "O" level 12th / PUC / HSC / Diploma/ "A' level Bachelor Degree PG Degree/ Master's Degree Additional Qualification Details</p> <p>Year of Passing Year of Passing of each qualification to be selected</p> <p>Board/ Institution/ University Please select the Board/ Institution/ University for each qualification</p> <p>Class/ Division/ Grade The Class/ Division/ Grade to be selected depending on the marks obtained in respective qualification.</p> <p>Percentage/ CGPA</p>																				

		Mention percentage/ CGPA for each qualification
14	Employment details	<p>Please provide the employment details in ascending order.</p> <p>Select period of employment (From – to), Level of employment (Senior Mgmt/ Middle Mgmt/ Other).</p> <p>Also enter Name of the Company/ Institution, Address of the Company/Institution and Annual income.</p>
15	Candidates of foreign origin	<p>Candidates of foreign origin (Other than Indian, Bhutanese, Nepali and Tibetan) have to enter the following details</p> <p>Passport Number, VISA type, VISA Expiry date, Residential Permit validity expiry date.</p>
16	Submission	<p>Fill up the online Admission form carefully. After submission of all the details, preview the form. If you are not satisfied, then use back button and revise/modify the Online Admission form entries. After you are satisfied that all the entries are correct, click on the submit button.</p> <p>Once you have submitted the form you should receive confirmation on the screen and also an email, so you can be sure that your Admission form has been received.</p> <p>No request for changes in the information provided in the online form will be entertained.</p> <p>When you submit your online Admission form, you will receive an e-mail confirming that your Admission form has been submitted. This confirmation is not an indication that your Admission form has been received and processed by the SMU; it only means that your Admission form is sitting on a server.</p> <p>If you do not also receive an e-mail from the SMU admissions office confirming that your Admission form has been received, be sure to check with us to see that your Admission form was actually received.</p> <p>Only filling and submission of online Admission form is not sufficient for admitting the candidate. If hard copy of the Admission form along with Payment instrument and other necessary documents is not received before the last date Admission form will not be considered.</p>
17	Printing	<p>Make sure that a good quality printer is connected to the computer from where you are submitting the Online Admission form.</p> <p>The photocopies are taken on A4 size paper only.</p>

		<p>The print is clear and legible.</p> <p>Keep a photocopy of the filled Admission form for future reference. Admission form number must be quoted in all future correspondence.</p> <p>Overwriting, striking off or erasing in any of the forms may lead to rejection and should be avoided. Any discrepancy in the statement and/or submission of incomplete forms will lead to rejection of Admission form.</p>
18	Photograph and Signature	<p>On the PRINTED Admission form, paste a recent good quality non-attested photo of yourself with a good adhesive in the space provided (You may keep an identical photograph in reserve for future need). Do not pin or staple the photograph.</p> <p>Sign in the space provided for specimen signature and the declaration at the bottom of the Admission form. The signature should be identical in both the places and it should be YOUR signature only.</p>

4. Filling of Online LC Transfer Form

The student has to use this option **before submitting the re-registration form to the Learning centre**, if he/she wishes to change the learning centre for valid reasons.

Note: Newly established learning centres are not eligible to accept LC transfers unless they have completed minimum two Sessions of admission process.

Step 1: Personal Detail Entry

The screenshot shows the 'Sikkim Manipal University Directorate of Distance Education' website. The user is logged in as '510922193'. The 'LC Transfer' option is selected in the navigation menu. The 'Transfer Details' section is displayed, showing the following information:

- Name:** JASPAL SINGH
- Date of Birth:** 23/09/1985
- Father's Name:** PRITAM DAS
- Program:** BSCIT-BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
- Semester:** 3
- Current LC Code:** 02845-V.V. TECHNOLOGIES SOCIETY
- Desired LC Code:** [Empty dropdown menu]
- Reason for Transfer:** [Empty dropdown menu]
- Desired LC City:** [Empty dropdown menu]

A 'Next' button is located below the form fields.

On clicking the LC Transfer tab, the terms and conditions are displayed. Please click 'I agree and Proceed' button. The 'Step 1' screen displays Student Name, Father's Name, Program, Semester, LC Code, Name of the LC. Select desired LC Code to which you are seeking transfer from the drop down list. Enter the reason for transfer.

Once the details are entered click 'NEXT' button.

Step 2: Payment Detail Entry

Student has to select the mode of payment from Payment mode drop down (Demand Draft or Credit/ Debit Card Swiping/ Challan).

The screenshot shows the 'Step 2: Payment Detail Entry' form on the Sikkim Manipal University website. The form is divided into several sections:

- Payment Mode:** A dropdown menu.
- Payment Instrument:** Fields for No., Date (05/01/2011), Amount, Bank, and Payable At.
- Transfer Fee:** 500 (Total Fees for the LC Transfer).
- Total Instruments:** (Total No. of payments).
- Amount Paid:** (Total Amount paid).
- Fee Name:** TRANSFER_FEE.
- Due Amount:** 500.
- Excess:** A field for entering excess payment.
- Amount Due:** 500.
- Withdraw Request:** A checkbox.

Buttons for 'Add', 'Reset', 'Clear', 'Previous', and 'Submit to LC' are located at the bottom of the form.

Enter the payment details in the respective field. Once the details are entered click 'Add' button.

If you want to add one more payment instrument, enter the details of 2nd payment instrument and follow the same procedure. The 'Excess' field will display the amount, if any excess payment is made. The field 'Amount Due' displays the shortage in payment updated by you.

If the amount entered by you is matching with the transfer fee due, both the field will display zero.

If the student feels that the entry is correctly done, then click 'Submit to LC' button.

The student will get a message on the screen that the form has been submitted to LC successfully. The student has to approach the Learning centre to complete the online LC Transfer process by the Learning centre and get approval from the University.

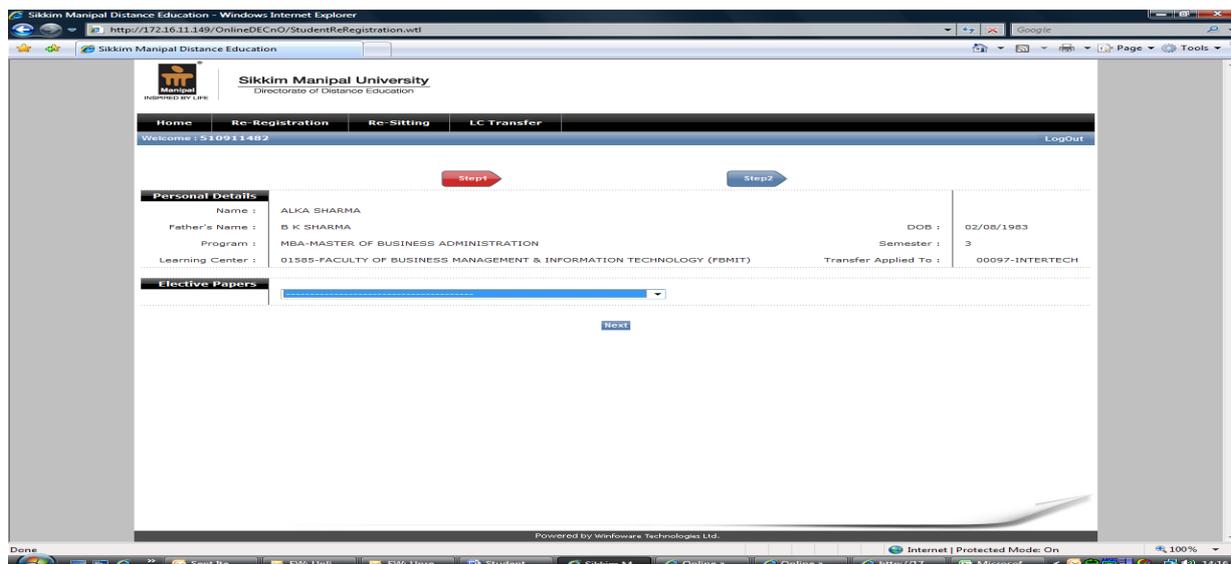
NOTE: Please handover DD / Charge Slip/ Challan (at your Learning Centre and ensure that the same is forwarded to the University after completing the required process by the Learning centre before the last date.

5. Filling of Online Re-registration Form

Login for re-registration students, the Roll Number is the username while the password will be sent to student's respective university email ID only on request by clicking the "Request Password" button from online registration option. The student may also contact the Learning centre or logon to website 'www.smude.edu.in' under student login to check the password.



Step 1: Personal detail verification



On successful login, click 'Re-registration' tab. The above page will be displayed on the screen with personal details of the student. Select the elective/specialization, applicable if any and click 'next' button to enter payment details in Step 2.

Step 2: Payment Detail Entry

The student has to select the payment type (Online/ Offline). The student who wishes to make the fee payment through Payment Gateway can do so by selecting the option payment type 'Online'. Otherwise, to pay through DD/ Challan/ Card Swiping select the option payment type 'Offline'.

In case of offline option, Payment mode from Payment mode drop down (Demand Draft or Challan or Credit card / Debit card swiping) has to be selected.

The student needs to enter the required fields as below:

- (a) To make the payment through Online Payment Gateway, please enter the amount and follow the guidelines as shown above (Page No.7) under 'Steps involved in payment through Online'.
- (b) If fee paid through Demand Draft, the student has to enter the payment details like DD No., Amount, DD Date, Bank Name, etc.

NOTE: Demand Draft - The student can make single payment through demand draft including all the fee heads like semester fee, certificate fee, Late Fee (if any), etc. The demand draft drawn should be in the favour of 'SIKKIM MANIPAL UNIVERSITY DE' payable at *Manipal* or *Udupi*.

- (c) If paid through Challan, the student has to enter the payment details like Challan No., Challan Date, Amount, etc.

NOTE: SBI Challan - The student can make single challan payment including all the fee heads like semester fee, certificate fee (applicable for students in final semester), Late Fee (if any), etc. This facility is available at all CORE BANKING BRANCHES of STATE BANK OF INDIA across the country. Challan forms can be availed from the learning centre.

- (d) *Payment through Credit/Debit Card Swiping:* This mode of payment is available at select Learning Centres. Write Credit/Debit Card Number, Auth Code (authorization code), Date and Amount in the respective fields. Name, Roll Number and Centre Code must be written on the reverse of Merchant copy of Charge Slip. Merchant copy of charge slip without signed by the student (cardholder) is not acceptable.

Once the details are entered click 'Add' button.

If the student wants to add one more payment instrument, enter the details of 2nd payment instrument and follow the same procedure. The field 'Excess' displays, if any, excess payment is made. The field "Amount due" displays the shortage in payment. If the amount entered by the student is matching with the semester fee to be paid, both the fields (Excess and Amount Due) will display zero.

Once all entries are done correctly, please click 'Submit to LC' button. A message will be displayed that the form has been submitted to your LC successfully.

NOTE: 1. Please handover DD / Charge Slip/ Challan (at your Learning Centre and ensure that the same is forwarded to the University after completing the required process by the Learning centre before the last date.

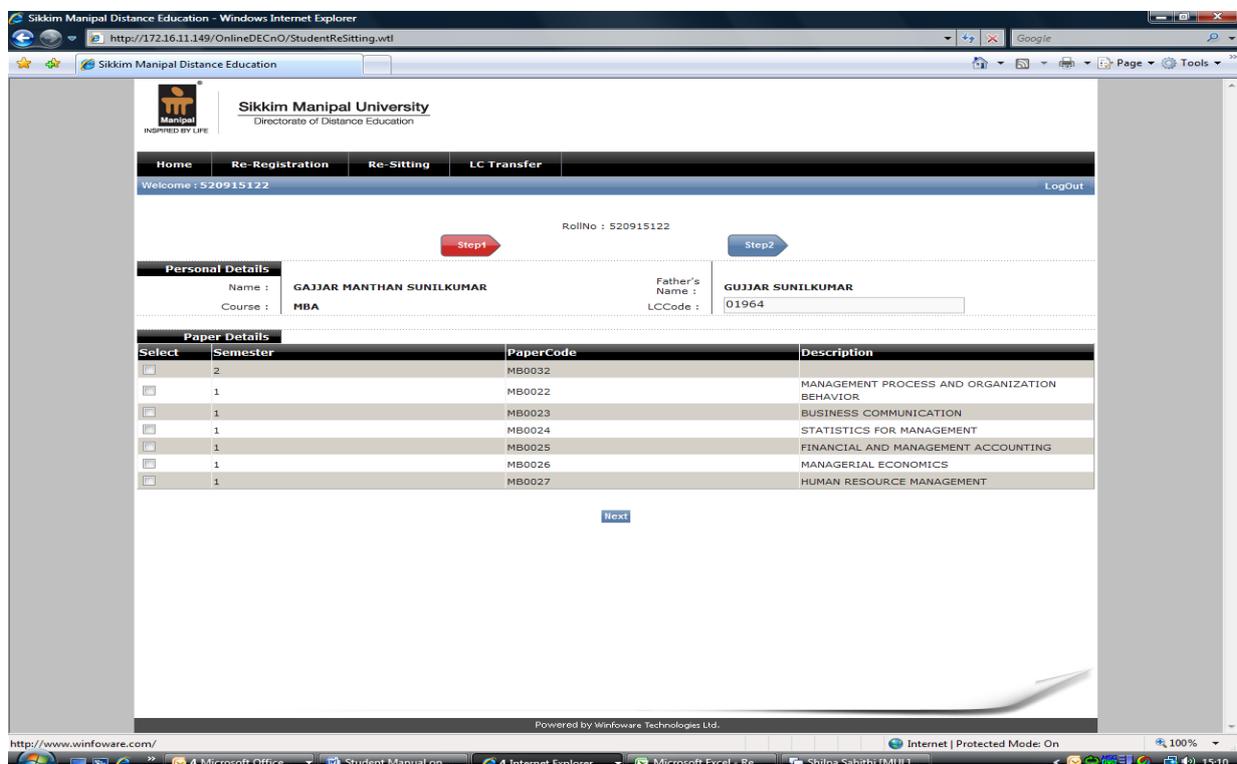
2. Students who are unable to fill up the re-registration form online can take the help of Learning Centre.

6. Filling the Online Re-sitting Form

Login for re-sitting students, the Roll Number is the username while the password will be sent to student's respective university email ID only on request by clicking the "Request Password" button from online registration option. The student may also contact the Learning centre or logon to website 'www.smude.edu.in' under student login to check the password.



Step 1: Personal Detail Entry



On successful login, click 'Re-sitting' tab. The above page will be displayed on the screen with personal details of the student inclusive of details of arrear papers. If there is any mismatch in arrear paper list, the student can send the email to 'smuhelpdesk@smudde.edu.in' for verification and confirmation. On selection of the papers which the student intends to appear in the coming university examination the fee applicable for payment will be displayed.

Click 'NEXT' button to move to Step 2.

Step 2: Payment Detail Entry

The screenshot displays the 'Payment Detail Entry' page for a student with Roll No. 520915122. The page is titled 'Sikkim Manipal University Directorate of Distance Education'. It features a navigation bar with 'Home', 'Re-Registration', 'Re-Sitting', and 'LC Transfer'. The 'Re-Sitting' tab is active. A progress indicator shows 'Step 1' completed and 'Step 2' in progress. The 'Total Resitting Fee' is 1400.00. The 'Payment Mode' section has 'Offline' selected. The 'Payment Details' section includes fields for Payment Instrument No., Amount, Date, Bank, and Payable At. A table below shows 'Exam Fees' with an amount of 1400.00. At the bottom, there are 'Previous' and 'Submit to LC' buttons.

The student who wishes to make the fee payment through Payment Gateway can do so by selecting the option payment type 'Online'. Otherwise, to pay through DD or Challan or Debit/Credit card swiping, select the option payment type 'Offline'.

The student needs to enter the required fields as below:

- To make the payment through Online Payment Gateway, please follow the guidelines as shown above (Page No.7) under 'Steps involved in payment through Online'.
- If fee paid through Demand Draft, the student has to enter the payment details like DD No., Amount, DD Date, Bank Name, etc.

NOTE: Demand Draft: - The student can make single payment through demand draft, drawn in the favour of 'SIKKIM MANIPAL UNIVERSITY DE' payable at *Manipal* or *Udupi*.

- If paid through Challan, the student has to enter the payment details like Challan No., Challan Date, Amount, etc.

NOTE: SBI Challan:- The student can make single Challan payment . This facility is available at all CORE BANKING BRANCHES of STATE BANK OF INDIA across the country. Challan forms can be availed from the learning centre.

(d) *Payment through Credit/Debit Card Swiping:* This facility is available at the select Learning centres. Write Credit/Debit Card Number, Auth Code (authorization code), Date and Amount in the respective fields. Name, Roll Number and Centre Code must be written on the reverse of Merchant copy of Charge Slip. Merchant copy charge slip without signed by the student (cardholder) is not acceptable.

Once the details are entered click 'Add' button.

If the student wants to add one more payment instrument, to enter the details of 2nd payment instrument the student need to follow the same procedure. The field 'Excess' displays, if any, excess payment is made. The field "Amount due"" displays the shortage in payment. If the amount entered by the student is matching with the semester fee to be paid, both the fields (Excess and Amount Due) will display zero. Once all entries are done correctly, please click 'Submit to LC' button.

A message will be displayed that the form has been submitted to your LC successfully. Please select 'logout' button to come out of online admission process.

NOTE: Please handover DD / Charge Slip/ Challan at your Learning Centre and ensure that the same is forwarded to the University after completing the required process by the Learning centre before the last date.

7. Do's & Don'ts for Online Applicants.

Do's

1. Fresh Applicant should provide a valid email ID and Mobile No. so that they can get regular updates on the status of their application form. Re-registered and Re-sitting students, advised to activate their university email ID Further, existing students are advised to update their Mobile Nos. in student profile on regular basis to received SMS messages without fail.
2. Please ensure that the form gets forwarded to the University without lapse of time.
3. Always '**logout**' at the end of online registration process is completed.
4. Applicants are advised to Download the Student Manual and keep it along with while using the Online Admission System for necessary help.
5. Keep username and password for online admission in safe custody.
6. Verify the documents and the information carefully before forwarding your application.
7. Please keep checking the application status regularly on the website.
8. Always keep a print copy of the application form for future reference.

Don'ts

1. Do not share your email ID and password with unauthorized person to avoid access to your valuable personal information.
2. Do not submit an application without valid documents as it will result in delay in the process.
3. Do not let others access your Online Admission Login.
4. Do not provide incomplete or false details. Fee will be forfeited if the candidate has supplied fake documents or stated wrong facts in the admission form.

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For assistance contact Help Desk:

Email: smuhelpdesk@smudde.edu.in

Phone: +91 – 820 – 4297 101; 4297 111.