



SMU SIKKIM
MANIPAL
UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Fresh Admission Process

Contents

Sl. No.		Page No.
1	General instructions	3
2	Admission process	4
3	Form filling instructions	6
4	Filling of Personal information	6
5	Fee payment	8
6	Filling of Education qualification details	10
7	Uploading of eligibility documents	11
8	Declaration and Submission of fresh application form	13
9	Fresh Application status	14
10	Fresh application process at University	16

Admission Manual

The objective of this document is to provide necessary guidelines to fill and submit online application form for admission.

Important: Refer to the Prospectus for instructions, fee, and eligibility criteria before filling the online application form for admission.

It is advised to strictly follow the suggestions as given below. This would help the University in processing the application forms without any delays.

General Instructions:

1. Read and understand the eligibility conditions given in the Prospectus before applying for the program.
2. Read the Instructions carefully before filling up the form.
3. The **original documents** in support of eligibility, Identity should be properly scanned and uploaded.
4. The candidate is not permitted to pursue two Degree programs in the same/different University/s at the same time.
5. Furnishing incorrect information/suppression of information would lead to rejection of application form for admission.
6. Always visit our website, www.smude.edu.in and login to Myzone Portal for up-to-date admission status and notifications from time to time.
7. All correspondence will be made through email to the registered email id of the candidate (i.e. email id entered in the application form for admission).
8. Indian Nationals residing in India only can seek admission

Admission Process

1. Admission Notification
 - Commencement of the session will be notified in the University website
2. Applicants can request for admission information in the University website

Distance Education MBA x

Secure | <https://smude.edu.in/smude.html>

Announcement | References to Learning Centres (since shut down) relate to activities prior to Hon'ble High Court (Sikkim) judgement upholding UGC territoriality policy. X

Blog Alumni Leadership About SMU-DE CIQA

Why SMU-DE? Programs Admissions Student Services

PROGRAMS OFFERED

MBA, MCA, M.Sc. (IT),
BBA, BCA and B.Sc. (IT)

READ MORE

REQUEST FOR INFO

Name

Email

+91 Mobile

City

Courses

☒ I authorize SMU-DE representative to contact me. This will override registry on DND/ NDNC.

SUBMIT

Hello, how may I help you?

1800 266 7777 CONTACT

3. Applicants will be counseled on submission of request in the website
4. Application forms generated by the University counsellors by entering basic details of the eligible applicants
 - First Name- Enter First name which should be same as mentioned in the eligibility documents.
 - Last Name - Enter last name. If there is no middle/last name enter dot in this field.
 - Mobile-Enter valid mobile number. Important communication will be sent through SMS to this number.
 - Email Id- Enter valid email id. University will send all important communication/ notification to this email id.
 - City - Select the City of your residence.
 - Course - Select the correct Program that the candidate intends to apply. The admission will be granted based on the program selected and submit the form.
 - Date of Birth- Enter the Date of Birth (as mentioned in Matriculation (10th) marks card or Birth certificate).

- **Benefit Category** – Select the appropriate benefit category, if the candidate is eligible. The supporting documents in support of the same need to be uploaded. For others, select as regular.

Re-verify all the above details and click “Proceed” button. The application number will get displayed on the screen.

StudentOaf x

Not secure | 52.172.205.165:4503/smude/admission/registration.html

First Name: Diya

Last Name: test

Mobile: +91 9844990833

Email: roshini.padmanabha@smudde.

City: Adoni, Andhra Pradesh

Course: Bachelor of Business Administration

SUBMIT

Date of Birth: 04/Oct/1985

Benefit Category: Regular

Counselled By: SMUDDE

Source of admissions: Online

PROCEED

Quick Tip

- Please mention the correct date of birth as it will be cross checked as per your submitted documents before approving your Application from the University (It should be as given in your 10th Standard marks-card)

SHARE

LIVE CHAT

READ OUR BLOG

76767676767676 email text

5. After generation of application form, applicant will be provided the access to his/her application form.

An email communication and sms gets triggered to applicant with the information on URL link and login credentials to the application form

Login Id: Application Number
Password: DOB

Enter details carefully at the time of filling the form in the online portal. The basic information of the candidate cannot be modified subsequently by the candidate (i.e. after submitting the form to University).

http://52.172.205.165:4503/smode/admission/registration.html StudentOaf

SMU SIKKIM MANIPAL UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION

Blog Alumni Leadership About SMU-DE CIQA

Admissions

Dear Candidate,

Thank you for choosing SMU-DE.

You have chosen to apply online for the forthcoming academic session.

The online application process consists of five simple steps. Please fill in all the required information correctly.

The fees can be paid either in full or per semester. You can make the payment through a Credit Card, Debit Card, Net Banking or Demand Draft as per your convenience.

Note: Candidates are required to fill the name as it appears on their qualifying examination marks card.

ALREADY REGISTERED?

Application ID

Birth Date

LOGIN

READ OUR BLOG

7676767676767676 email text

Desktop 10:45 AM 6/28/2018

Form Filling instructions

6. First step of the application form is -Personal information

Personal Details

52.172.205.165:4503/smode/admission/personal-details.html

SMU SIKKIM MANIPAL UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION

APPLY ONLINE

1 Personal Information 2 Payment 3 Educational Qualification 4 Upload Document

ApplicationNo 100000428548 Name Reena Program Master of Business Administration

PERSONAL DATA *All fields are mandatory

Name for issue of the certificate /Mark cards * REENA

Marital Status * Select One

Gender* Select One

Nationality * Indian

BloodGroup* Select One

Category * Select One

FATHER/MOTHER/GUARDIANS NAME *All fields are mandatory

Relationship Type* Select One

Name*

Quick Tip

- 1. Please enter your name as it appears in your qualifying marks card
- 2. Any name change request (due to marriage, change in spelling etc.) would require the relevant affidavit for consideration.

LOGOUT

Hello, how may I help you?

- i) Personal data
 - a. Gender- Select the Gender from the drop down menu.
 - b. Marital Status- Select the Marital Status from the drop down menu.
 - c. Blood Group- Select the correct blood group.
- ii) Father's/ Mother's/Guardian's Name
 - d. Relationship - Select the relationship from the drop down menu.
 - e. Name - Enter Father's/ Mother's/Guardian's Name as mentioned in the 10th standard mark card.

The screenshot shows a web browser window with the URL 52.172.205.165:4503/smude/admission/personal-details.html. The page header includes the SMU logo and the text "APPLY ONLINE". A progress bar shows four steps: 1. Personal Information (active), 2. Payment, 3. Educational Qualification, and 4. Upload Document.

The main section is titled "COMMUNICATION ADDRESS" with a note "*All fields are mandatory". It contains the following fields:

- House Number *
- Address 1 *
- Address 2 *
- Country* (India is selected)
- State * (Select One dropdown)
- City*
- Pincode *
- Alternate Email Address
- Aadhar Id

Below these fields is a radio button option: "Click here to have permanent address same as communication address".

The next section is titled "PERMANENT ADDRESS" with a note "*All fields are mandatory". It contains the following field:

- House Number *

A chatbot icon is visible in the bottom right corner with the text "Hello, how may I help you?".

- iii) Communication Address- The address for correspondence should be entered in the field provided, clearly mentioning the complete address with House no, street, City, State, Pin code, Contact Number and alternative e-mail id.
- iv) Permanent Address – Select if the communication address is the same, otherwise enter the permanent address.

Personal Details x

Not secure | 52.172.205.165:4503/smude/admission/personal-details.html

SMU SIKKIM MANIPAL UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

APPLY ONLINE

1 Personal Information 2 Payment 3 Educational Qualification 4 Upload Document

Address 2 *

Country * India

State * Select One

City *

Pincode *

EXAM LOCATION *All fields are mandatory

Exam Center * Select One

PROCEED

Hello, how may I help you?

v) Exam Location – Select choice of Exam centre location and click 'proceed'.

7. Payment through – Online Payment / Net Banking

The fee payment may be made in four payment instruments. Select the correct payment type (semester/Full fee) click pay after entering the amount (if required). Select the mode and make/update the payment. The email communication and SMS will get triggered to the candidate on successful fee payment.

- Candidate can make the fee payment using valid Credit/Debit Card through online Payment Gateway. Enter the valid card number and password. The Credit card/ Debit card of person other than the candidate/ Candidate's parents is not permitted. The University is not responsible for any issue arising out of it.
- If the candidate wishes to avail the EMI facility using Credit card of selected Banks, he/she has to select the relevant option and complete the payment.
- The candidate may also pay the fee through Net Banking by selecting the option available in the payment process.
- Please take a print out of acknowledgement after successful payment and keep the same for records

Payment

52.172.205.165:4503/smude/admission/payment.html

SMU SIKKIM MANIPAL UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

APPLY ONLINE

1 Personal Information 2 **Payment** 3 Educational Qualification 4 Upload Document

ApplicationNo 100000428548 Name Reena Program Master of Business Administration

PAYMENT OPTION All fields are mandatory

☒ Semester Fee ☐ Full Fee

Fee Amount 22250.00

PAY NOW **PAY LATER**

Provide Amount in Rs. : 22250.00
(Format Ex: 5000 or 7500)

Terms & Conditions
Mere acceptance of payment does not entitle the student for admission/re-registration/any other services. These are subject to approval of the University

☒ I Agree

Pay

NOTE: Payment once done cannot be refunded.

Quick Tip
Please select the payment option to proceed

Hello, how may I help you?

Checkout | MAGE Payme

test-mage-payment-service.pantheonsite.io/checkout/4369

SMU SIKKIM MANIPAL UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Checkout

User Details

E-mail address *
roshini.padmanabha@smudde.edu.in

Payment

Atom Gateway

Credit Card / Debit Card / Netbanking

CC Avenue Gateway
Demand Draft Payment
EMI

atom Verified by VISA MasterCard SecureCode SafeKey VISA Mastercard Netbanking RuPay

You have chosen to make an online payment using Atom Payment Gateway. You will be redirected to an external site for payment. If you wish to proceed please click on continue to next step.

NOTE: Please quote your Transaction ID for any queries relating to this request.

Payable Amount *
22,250.00 INR

Continue to next step

8. Educational Qualification Details

- Enter the qualification details as per the prospectus.
- Enter the Academic Level details in the ascending order. The order should be
- 10th or Equivalent
- 12th or Equivalent
- Three years Graduation
- Others (Additional Qualification details, if any)

Year of passing	Academic Level	Qualification	Institution	Result
1984	10th or Equivalent	SSLC	Andhra Pradesh,Jawaharlal Nehru Technological University, Hyderabad,State University	88
2002	12th or Equivalent	INTER	Andhra Pradesh,Andhra Pradesh University of Health Sciences,State University	77
2007	Graduation or Equiv.	DEGREE	Andhra Pradesh,Jawaharlal Nehru Technological University, Kakinada,State University	56

EMPLOYMENT DETAILS

Employer

Waiting for 52.172.205.165...

- a) Name of the qualifying exam- Select the name of qualification.
- b) Year of passing the Examination has to be entered.
- c) Specialization - Enter the Specialization, if any
- d) Institution Name – Select the Institution Name.
- e) Institution Name (If Others)- If the name of the University/Board is not found in the above drop down menu, enter the name of the University/Board in this field.
- f) Final result- Enter the percentage of marks.

Click on “ADD” button to enter the next qualification details.


9. **Employment Data-** If the candidate is employed, he/she has to enter the employment data in the respective fields.

10. Upload Documents

- The candidates are advised to follow the eligibility criteria prescribed in the prospectus and submit the original documents as per the process.
- The scan copy of original eligibility documents need to be uploaded before submitting online application form to the University
- Along with eligibility documents, the passport size photograph and specimen signature of the candidate also need to be uploaded in .jpg format only.
- The documents for Identity proof also need to be uploaded in .jpg format only.
 - Voter ID Card
 - PAN Card
 - Passport
 - Driving License
- The scan copy of original Aadhaar Card needs to be uploaded.
- The candidates seeking admission for MBA program, must clear SMU DE Management Aptitude Test.

Document Upload

52.172.205.165:4503/smude/admission/document-upload.html



APPLY ONLINE

Personal Information

Payment

Educational Qualification

4 Upload Document

examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

d. The signature will be used to put on the ID card, Admit Card and wherever necessary.

e. Dimensions 4.5 cm x 1.5cm (preferred).

f. Size of File should be between (10KB - 20KB)

g. Set the scanner resolution to a minimum of 200 dpi (dots per inch).

h. Crop the image in the scanner to the edge of the signature, then use the upload editor to crop the image to the final size (as specified above).

i. The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Applicants to U.G. programs : Need ORIGINAL clear SCAN copy 10 (SSLC), 12 (PUC) certificate awarded by Recognized Board.

Applicants to P.G. programs : Need ORIGINAL clear SCAN copy 10 (SSLC), 12 (PUC) certificate awarded by Recognized Board.

Semester / year wise transcripts / Provisional / Degree copies issued by Recognized University need to be uploaded together as a single document

Applicants from North East territory need to upload Address's Proof along with ID Proof as a single file to be eligible for scholarship.

^a I hereby declare that I have read and understand the conditions of eligibility for the program for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancelled by the University at any time and I shall not entitled to refund of any fee paid by me to the university. Further, I have carefully read the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

☒ I Agree

SUBMIT APPLICATION


Hello, how may I help you?

Submission

52.172.205.165:4503/smude/admission/submission.html

Announcement

SMU has submitted Self Study Report (SSR) for NAAC Accreditation



Blog Alumni Leadership About SMU-DE CQA

VIEW / DOWNLOAD APPLICATION

SL no	URL link
SL no	URL link
1	Click Here to download Receipt Slip

LOGOUT

READ OUR BLOG

Waiting for proxy tunnel...

Hello, how may I help you?

7676767676767676 email text

12. Status of the Application form.

The candidates may check the status of the form in our website in the below mentioned link:

http://myzone.smude.edu.in/trackappstatus/faces/pages/status_check.jsp

Various status of the Application Form is given below

1. Application Downloaded :

Status of the form will be “Application Downloaded” till the application form is completely filled and submitted online.

2. Submitted to University :

Once the online application form is submitted to the University, the status of the form will become “Submitted to University”.

The form and documents are verified by the University officials within two working days and status will be updated as mentioned in serial number 3-7.

3. Eligible for Admission :

The status of the application form is updated as “Eligible for Admission” when the eligibility criteria mentioned in the prospectus is fulfilled but payment confirmation from the Bank is yet to be received.

Possible reasons could be

- a. Non receipt of fee
- b. Receipt of Partial Fee
- c. Non receipt of Payment confirmation from the Bank

Such application forms will be converted to “Admitted/Provisional Admission” on receipt of confirmation of Fee Payment from the bank.

If the status of the Application is lying under “Eligible for Admission” for more than 7 working days, documentary proof for the payment of fee should be sent to the concerned section of the University, i.e. smu.admissions@smudde.edu.in to check and reconcile.

4. Admitted :

The application status will be updated as “Admitted” for those who fulfill the eligibility criteria mentioned in the prospectus and on receipt of requisite fee.

5. Provisional Admission :

If the candidate meets eligibility criteria but there is minor deficiency in the eligibility documents, provisional admission status will be updated at the discretion of the University if requisite fee is received.

An email communication will be sent to student’s email id mentioning the reason/s for Provisional admission.

Students can also check the reason/s for provisional admission in our website in the below mentioned link:

http://myzone.smude.edu.in/trackappstatus/faces/pages/status_check.jsp

The soft copy of the documents in original has to be sent to smuhelpdesk@smudde.edu.in within the last date communicated by the University.

The documents received within the specified date only will be considered. Documents received after the last date will not be considered.

NOTE: Student admitted with provisional admission status will not be permitted to re-register to higher semester or appear for the Examinations till the confirmation of admission. The results of such students will be withheld, even if, they are allowed to appear for the University term end Examinations as a special case.

Note: Fee will not be refunded, in case, the student fails to submit the documents and requests for refund of fee.

Students whose admission status is updated as “Admitted/Provisional Admission” will be allotted Roll number.

- An email communication will be sent to the student’s email ID.
- Study materials will be dispatched to the Student’s correspondence address mentioned in the Application form.
- The students will be provided an access to interactive learning system called Edunxt and Student portal.

a) Student portal – myzone.smude.edu.in

Using the Roll number the student can Login to the portal and has to change the password using “Change Password” option.

In the Student portal, Students can find University Announcements, FAQs, raise queries to Helpdesk, update the profile, Academic Calendar, Fee receipt etc.

b) Edunxt – edunxt.smude.edu.in

Using the Roll number the student can Login to the portal and has to change the password using “Change Password” option.

It is designed to change the way a student learns, convenient and easy to use. Edunxt creates a virtual classroom environment using simulation, recorded presentations, interactive content, self-study content and shared browsing. Students can attend webinar sessions, find Model question papers, Assessments and quizzes, Project Guidance, News, Assignments etc.

6. Pending

“Pending” status will be updated for the forms with deficiency in documentation/ shortage of fee.

An email communication will be sent to candidate’s email id, with reason/s for pending.

Candidates can also check the reason/s for pending status in our website in the below mentioned link:

http://myzone.smude.edu.in/trackappstatus/faces/pages/status_check.jsp

The scan copy of pending documents in original has to be sent to smuhelpdesk@smudde.edu.in with in the last date. The pending status will be cleared on receipt of required documents/ requisite fee within the stipulated time.. If the documents are not submitted with in the prescribed time limit, such forms will be rejected and the amount received, if any will be refunded as per the rules.

7. Rejected

The status of the application forms updated as “Rejected” if,

1. The requisite course fee is not received within the time limit.
 2. The candidate does not fulfill the eligibility criteria for the applied program.
 3. Withdrawal Request from the candidate.
8. Refund will be processed for rejected applications as prescribed in the prospectus.