

OFFICE OF ASSOCIATE DIRECTOR (A)
CIRCULAR

3251/AD (A)/REJ/79 /2021

07 Oct 2021

REJOIN IN FIRST SEMESTER: (ODD SEM 2021)

1. The higher semester students who are willing to rejoin in First Semester subjects must register online by **08 Oct 2021** and the payment is to be made through the link www.ecm.org.in
2. The students are advised to follow the following instructions:
 - (a) The students are required to fill **Registration Form 'B'** which is available in the institute website. The filled form to be submitted to TG for verification of payment from the office of Finance, internal marks and no of subject rejoined taking into consideration the higher semester rejoined subjects. The same will be forwarded to the semester co-ordinator of the respective department.
 - (b) A student is allowed to take a maximum of nine (09) subjects (including theory and lab) per semester. This includes all the theory papers of the current semester and the backlog papers of the lower semesters. The above is subjected to non-clashes of classes.
 - (c) While opting for lower semester papers, in case of any clash in the routine, one can skip the lab classes of the current semester and may appear for the same during the additional session of lab classes.
 - (d) Once a student opts for rejoining, his/her previous attendance and internal marks of those subjects become null and void. After rejoining students are not allowed to withdraw.
3. The semester co-ordinator should allocate the section subjected to non-clashes of classes accordingly and forward the compiled list of students who have rejoin in first semester subject as per the format mentioned below to the office of the undersigned by **19 Oct 2021**.

S/No	Name	Reg No	Dept/Sem	Sub Code	Sub Name	First Yr Section allotted	Payment/Transaction ID



(Prof. (Dr.) Sangeeta Jha)
Associate Director (A)

Encls : **Registration Form 'B'**

To,

1. All HODs - for dissemination and information to all students & implementation of the same.
2. Sr. Executive (Fin) - for necessary action please.
3. Head IT Council - with a request to upload form 'B' in the institute website

Copy to:-

1 Director, SMIT

For information please

FORM B

SMIT SIKKIM
MANIPAL
UNIVERSITY
SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

SEMESTER REGISTRATION FORM OCT 2021
FOR ALL STUDENTS WITH REJOINING SUBJECTS

Name:	
Reg/Adm No:	
Branch:	
Current Sem/Year:	
Contact No:	
Email ID:	
Date of Registration:	

Affix one recent
Passport size
photograph with
one spare copy
attached

A. Regular subjects/ Rejoin Subject (for Year Back Students)		
Sl. No	Sub Code	Sub Name
1		
2		
3		
4		
5		
6		
7		
8		
9		

B. Details of elective subjects (if any)		
Sl. No	Sub Code	Sub Name
1		
2		
3		
4		

C. Rejoined subjects				Remarks of HOD/Course Co-ordinator/Class Teacher
Sl. No	Sub Code	Sub Name	Section allotted	
1				
2				
3				
4				

D. Dropping of regular LAB subjects to be appeared in Addl. LAB		
Sl. No	Sub Code	Sub Name
1		
2		

- * Number of Lab drops combining all semester shouldn't exceed 02 (Two).
- * Total number of subjects including rejoin theory and laboratory is 9 (Nine).



D. List of all backlogs till date (if any)							
Sl. No	Sub Code	Sub Name	Reason (D/F/I)*	Sl. No	Sub Code	Sub Name	Reason (D/F/I)*
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

* D=Detained/ I= Incomplete/ F=Failed

Signature of the student

Signature of verifying officer:

Fee paid: YES / NO

Note:

1. Use additional sheets if necessary for each student.

