SRM UNIVERSITY, SONEPAT, HARYANA

Minutes of the Meeting- Grievance in Examination

End Term Examination (Online) –May 2020

A meeting was held on **20 July, 2020** at **10.30 AM**

Venue: - Exam Department

Agenda Points: - To investigate and review cases for Re-totaling.

Members Present in the Meeting: -

Prof. Ajay Sharma- Dy. CoE
Exam Supt.- Dr. Sanjay Malik

Date of Result Declaration	10.07.2020
Number of Students reported Re-totaling	03
Change in Grades	01

At the onset, Dy. CoE had informed the committee about the students/ Case(s) and shared the relevant email or documents/report(s).

Discussion /Recommendations

As informed by Dy. CoE 03 students reported for Retotaling on the ERP. Answer sheet of the student was reviewed with the help of Exam Superintendent and Respective Faculty member. The changes in Grades were reported to CoE.

Action to be taken: Change/ No Change in Grades to be informed to students

Dy.CoE

Exam Superintendent

Controller of Examinations

Exam Cord

SRM University Delhi-NCR, Sonepat, Haryana

(Established under Haryana Private Universities Act 2006 by act 8 of 2013)
Plo.No.39, Rajiv Gandhi Education City, P.S.Rai, Delhi – NCR, Sonepat, Haryana.
Ph- 0130-2203700/01/03/06/23/47/52, Website-www.srmuniversity.ac.in

SRM UNIVERSITY DELHI-NCR, SONEPAT

CIRCULAR

SUB : Paper Re-Totaling

Result for the End Term/ Semester Examinations- May 2020, across all programmes are published (only for students in final semester/term – without any arrears) in the university website and in student's portal.

To facilitate the process of Re-totaling, the students are advised to submit the Re-totaling request **only** through **online student's portal**.

1. Discrepancies in results if any, may be reported to Exam Department before **15/07/2020 1600Hrs** through Email: examcellsrmh@srmuniversity.ac.in or **Whatsapp: 8569991552.**
2. Last date for Retotaling Form Submission through online students portal: **17/07/2020, 1600 Hrs.**

Fee details are as follows:
   Re- Totaling – Rs. 500/subject

Online Retotaling application Procedure:

1. Login to Student Portal
2. Choose Re-Totaling
3. Check the subjects eligible for Re-Totaling (only theory subjects).
4. Select the subjects for which the candidate wishes to apply Re-Totaling.
5. Enter the **valid personal information** including phone number, **Email ID** and Full Correspondence Address for further communication.
6. Carefully check the subjects selected and amount to be paid and then Generate Application.
7. Make payment through student portal/Fee kart link available in University website. **After payment of requisite fee (on specified time) only, the application is considered final.**
8. Candidate receives Re-Totaling status through e-Mail id specified during registration after 20/07/2020.

Queries Helpline: examcellsrmh@srmuniversity.ac.in   **Whatsapp:** 8569991552

10/07/2020

Exam Department

SRM UNIVERSITY, SONEPAT, HARYANA
Minutes of the Meeting- Grievance in Examination
End Term Examination- March 2020
LLM-Trimester-II

A meeting was held on **30 March.2020 @ 1130 Hrs.**
Venue: ONLINE
Agenda Points: - To investigate and review cases for Re-totaling.

Members Present in the Meeting: -

Dr. Ajay Sharma- Dy. CoE
Exam Supt.- Dr. Sachin Malik

Date of Result Declaration	19.03.2020
Number of Students reported Re-totaling	00

At the onset, Dy. CoE had informed the committee about the students and shared the relevant email or documents/report(s).

Discussion /Recommendations

Committee informed the CoE that there is no change in marks/grades for re-totalling students.

Action to be Taken: No Action Required.

Dy. CoE

Exam Superintendent

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CIRCULAR

SUB : Paper Re-Totaling/ Photocopy

Result for the End Term Examination (LLM Trimester-II) – March 2020, of Law Course is published in the university website and in student's portal.

To facilitate the process of Re-totaling/ Photocopy, the students are advised to submit the Re-totaling / Photocopy request **only** through **online student's portal**. The request shall be entertained **till 26/03/2020, 1600 Hrs.** Discrepancies in results if any, may be reported to Exam Department before **24/03/2020 1600 Hrs.**

Fee details are as follows:
    Re- Totaling – Rs. 500/subject   **Photocopy of Answer Sheet – Rs. 500/subject**

Online Retotaling/Photocopy application Procedure:

1. Login to Student Portal
2. Choose whether the candidate wish to apply either Re-Totaling or Photocopy. **(Separate Application to be generated for Retotaling / Photocopy using the given procedure.)**
3. Check the subjects eligible for Re-Totaling /Photocopy (only theory subjects).
4. Select the subjects for which the candidate wishes to apply Re-Totaling or Photocopy.
5. Enter the **valid personal information** including phone number, **Email ID** and Full Correspondence Address for further communication.
6. Carefully check the subjects selected and amount to be paid and then Generate Application.
7. Make payment through student portal/Fee kart link available in University website. **After payment of requisite fee (on specified time) only, the application is considered final.**
8. Candidate receives Scanned copy/Re-Totaling status through e-Mail id specified during registration after 30/03/2020.

Important Note:

9. If Candidate wishes to appeal for **Re-Totaling after receiving photocopy** (received through mail), he may appeal to re-totaling again using the aforesaid procedure again within 72 Hrs of receiving photocopy.

Queries Helpline: examcellsrmh@srmuniversity.ac.in

Exam Department 19/03/2020

CoE
Dean Academic Affairs / Dean (Law)
All HOD's
Manager Finance
Notice Board(s)

C.C. Hon'ble Vice-Chancellor
    Registrar

4/6
19/20

SRM UNIVERSITY, SONEPAT, HARYANA

Minutes of the Meeting- Grievance in Examination

End Term Examination -Nov-2019

A meeting was held on **Jan 28, 2020** at **10.00 AM**

Venue: - Exam Department

Agenda Points: - To investigate and review cases for Re-totaling.

Members Present in the Meeting: -

Dr. Ajay Sharma- Dy. CoE
Exam Supt.- Dr. Ajit Kumar
Evaluation Coord.- Dr. Upender Kr. Singh

Date of Result Declaration	06.01.2020
Number of Students reported **Re-totaling**	37
Change in Grades	04

At the onset, Dy. CoE had informed the committee about the students/case (s) and shared the relevant documents/report(s).

Discussion /Recommendations

As informed by Dy. CoE there are 37 students reported for Retotaling on the ERP. Answer sheet of the students were reviewed with the help of Exam Superintendent and Respective Faculty member. All 4 changes in Grades were reported to CoE.

Action to be taken: Change/ No Change in Grades to be informed to students

Dy. CoE   **Evaluation Coordinator**   **Exam Superintendent**

Controller of Examinations

EXAM COOD

SRM University Delhi-NCR, Sonepat, Haryana

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CIRCULAR

SUB : Paper Re-Totaling/ Photocopy

Result for the End Term/ Semester Examinations- Nov 2019, of all Course(s) are published in the university website and in student's portal.

To facilitate the process of Re-totaling, the students are advised to submit the Re-totaling / Photocopy request **only** through **online student's portal**. The request shall be entertained **till 27/01/2020, 1600 Hrs.** Discrepancies in results if any, may be reported to Exam Department before **24/01/2020 1600 Hrs.**

Fee details are as follows:

    Re- Totaling – Rs. 500/subject   Photocopy of Answer Sheet – Rs. 500/subject

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Online Retotaling/Photocopy application Procedure:

1. Login to Student Portal
2. Choose whether the candidate wish to apply either Re-Totaling or Photocopy. **(Separate Application to be generated for Retotaling / Photocopy using the given procedure.)**
3. Check the subjects eligible for Re-Totaling /Photocopy (only theory subjects).
4. Select the subjects for which the candidate wishes to apply Re-Totaling or Photocopy.
5. Enter the **valid personal information** including phone number, **Email ID** and Full Correspondence Address for further communication.
6. Carefully check the subjects selected and amount to be paid and then Generate Application.
7. Make payment through student portal/Fee kart link available in University website. **After payment of requisite fee (on specified time) only, the application is considered final.**
8. Candidate receives Scanned copy/Re-Totaling status through e-Mail id specified during registration after 30/01/2020.

Important Note:

9. If Candidate wishes to appeal for **Re-Totaling after receiving photocopy** (received through mail), he may appeal to re-totaling again using the aforesaid procedure again within 72 Hrs of receiving photocopy.
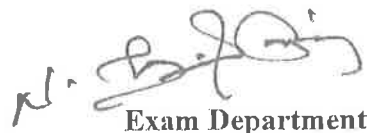

Queries Helpline: examcellsrmh@srmuniversity.ac.in

Exam Department

CoE
Dean Academic Affairs / Dean (Law)
All HOD's
Manager Finance
Notice Board(s)

C.C. Hon'ble Vice-Chancellor
    Registrar