

# SRM University Delhi-NCR, Sonapat, 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, Sonapat, Haryana.

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# SRM

UNIVERSITY  
DELHI-NCR, SONEPAT

28/01/2023

## CIRCULAR

### SUB : Paper Re-Totaling / Photocopy / Discrepancy Reporting: End Term Exam- Nov 2022 (All PG excluding MBA – 2022/2021 and, MA English 2021Batch)

Result of End Term Examination Nov 2022 for the All PG (excluding MBA – 2022/2021 and, MA English 2021Batch), is published on the university website and in the 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**.

1.	Discrepancies in results if any, may be reported to Exam Department before	02/02/2023, 1600 Hrs.
2.	Last date for Retotaling/ Photocopy Application Form Submission through online student's portal:	07/02/2023, 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 will receive the Scanned copy/Re-Totaling status through e-Mail id specified during registration after 3 working days of the last date (07-02-2023)

#### **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

**Whatsapp Text only:** 9716073773

*Rahul*

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