



CIRCULAR

SUB : Paper Re-Totaling / Photocopy / Discrepancy Reporting: End Term Exam- Nov 2022

Result for the End Term Examination – NOV 2022 for the following Programmes, published on the university website and in the student's portal.

1. PG-MBA – (Semester 1,3) and, MA English (Semester 3)
2. BBA & BBA(BA) (Semester 1,3,5)
3. B.Sc. HMCT (Semester 1,3,5)

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	07/02/2023, 1600 Hrs.
2.	Last date for Retotaling/ Photocopy Application Form Submission through online student's portal:	12/02/2023, 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 (12-02-2023)

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

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