

## 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. **Science and Humanities (All UG Programme) (Semester - 1,3,5)**  
Except B.Sc. Agriculture which is already declared.

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	15/02/2023, 1600 Hrs.
2.	Last date for Retotaling/ Photocopy Application Form Submission through online student's portal:	20/02/2023, 1600 Hrs.

### French/German Language Assessment Pending

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 (20-02-2023)

#### **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](mailto:examcellsrmh@srmuniversity.ac.in)

**Whatsapp Text only:** 9716073773

  
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