

Time Frame to get Documents and Declaration of Result

Documents issued by the office of the Controller of Examinations:

1. Consolidated Grade Card
2. Transcript
3. Migration Certificate
4. Character Certificate
5. No backlog

The student or an authorised person is required to apply on the attached prescribed form and payment fee in the accounts department. Completed form to be deposited in the office of the Controller of Examinations

The processing period is 7 to 10 working days, mentioned on the form.

During the examination period it may take up to 15 working days, in view of which students are advised to apply well in advance.

The approved grading system, medium of instruction/CGPA to percentage conversion is available on the website.

The student applying abroad, if need any other certificate, must apply at least 3 days in advance.

Declaration of Result

The student who have been held up for want of no dues and clear the dues in accounts after declaration of result, the delayed results will be automatically published within 3 working days (University Holidays not included) from receipt of NOC from the accounts department.

The old degree after deposit requisite fee and other formalities is issued on the next working day.

Note:

1. Bonafide Certificate is issued by the office of the Registrar
2. Student need not to come personally to collect any of the documents, he can authorise any person on his behalf through official email id.


Examination Branch
SRM UNIVERSITY
DELHI-NCR, SONEPAT
HARYANA-131029



Application Form for Transcripts / Duplicate Certificates

Reg. No.			Name of the Candidate		
Father's Name:			Course/ Branch		
Batch:		Mob. No.		Email Id	

* Candidate's Name and Father's Name should be as per 10th Class certificate (to be written only in block letters)

Application for the purpose of ☐ Transcripts / ☐ Duplicate Certificate					
S. No	Description	Fee Per Certificate (INR)			
		UG	PG	Ph.D	
1.	Transcripts ☐ Consolidated Grade Sheet ☐ Provisional Certificate ☐ Migration Certificate ☐ Character Certificate	500/-	700/-	700/-	
		500/-	700/-	2000/-	
		500/-	700/-	700/-	
		500/-	500/-	500/-	
2.	☐ Duplicate Certificate * (In Lieu of Loss) per certificate (UG/PG/PH.D)	Original Certificate S. No.	1000/-	1000/-	1000/-
3.	☐ Transcript Certificate	No. Of Copies:	1000/-	1500/-	NA
4.	☐ Duplicate Degree Certificate* (In Lieu of Loss)	Original Certificate S. No.	2500/- up to five years from course completion and 5000/- from sixth year onwards		
5.	☐ Late collection of Semester/Trimester transcripts		500/- per term		
6.	☐ Rank Certificate – On Demand (Original/Duplicate)		500/- per Certificate		
Total Paid:					

Payment details: (please enclose Payment original receipt / Demand Draft)				
1.	Receipt No.		Date:	Amount:
2.	DD No.		Date:	Amount:
	Bank & Branch :			

Enclosures for duplicate certificates:

S. No.	Enclosure	Issuing Authority
1.	FIR copy Ref. No:	

No- Objection Status (* Get signed by respective Departments)		
1.	Finance Department	
2.	Library	
3.	Transport/ Hostel	
4.	Physical Education Department (sports)	
5.	Head of the Department	

Signature of Applicant

Exam Department

Instructions for the Applicant:

- **While applying for Cumulative (consolidated) Grade Card, bring all individual semester grade cards-original/ Xerox (will be returned immediately after verification)**
- Apply for Duplicate Certificates along with Original FIR.
- In case if original certificates found then original certificates must be returned to University for cancellation.
- **A minimum of 7 to 10 working days** from the date of the submitting complete application is required for processing.

Delivery:		
Receiver's Name:	Receiver's Signature:	Date: