



**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**

**CoE**

**Dean Academic Affairs / Dean (Law)**

**All HOD's**

**Manager Finance**

**Notice Board(s)**

**C.C. Hon'ble Vice-Chancellor**

**Registrar**

*N. Singh*  
19/03/2020  
Exam Department