



SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Date:

APPLICATION FOR RE-TOTALING OF ANSWER SCRIPTS

_____ Degree Examinations –August- 2021

- Read the instructions carefully before filling the Application form
- **Last date for submission of the Application at the College with Demand Draft (DD) is : 27.09.2021**

01. Name of the Candidate :
02. Register Number :
03. Campus :
04. Degree & Branch : Section:
05. Month & Year of Examination :
06. No. of papers applied for review :

07. Payment Details

| Date | DD No. & Date | Name of the Bank & Branch | Amount ₹ |
|------|---------------|---------------------------|-------------|
| | | | |

08. Details of subjects for which review is required :

| Semester | Subject Code | Name of the Subject | Grade Awarded |
|----------|--------------|---------------------|---------------|
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Signature of the Candidate:
Advisor

Signature of the Class

Recommendation and Signature of the Dean / HOD
Institution

Signature of the Head of the

Station:
Date:
College Seal:

INSTRUCTIONS

01. The request for Re-totaling should be sent in the prescribed application form.
02. The application duly filled in should be submitted only through the College.
03. Fees for Re-totaling:

| Degree | Amount per paper |
|----------------|-------------------------|
| B.Optom | ₹ 1000/- |

04. Fees must be paid through Demand Draft (DD) only. DD should be drawn in favour of “**SRMIST EXAMINATIONS**” payable at Chennai.
05. Requisition for Re-totaling must reach the Controller of Examinations through the college within the last date.
06. There is no provision for Re-totaling of practical examination / project work / dissertation papers.

Incomplete / Defective application will be rejected and for Re-totaling fees will neither be refunded nor adjusted towards any fee due to the university.