



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

Date:

APPLICATION FOR RE-TOTALING OF ANSWER SCRIPTS

_____ Degree Examinations – September- 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 : 20.09.2021**

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

Signature of the Candidate:

Signature of the Class Advisor

Recommendation and Signature of the Dean / HOD

Signature of the Head of the Institution

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
MBBS – IV Year Only	₹ 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 / MCQ 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.