Sep 11, 2024

NOTICE – EXAMINATION

Clearance window for distribution of Degree/Diploma and Statement of Grades

1. All the alumni of previous batches (till last Convocation) who have not yet collected their hard copy of Degree/Diploma and Statement of Grades from the Examination Cell may collect their academic credentials from the Examination Cell.

2. **In this continuation, clearance window has been opened for Alumni from Sep 12, 2024 till Sep 30, 2024 (on all working days) during 08:30 AM – 03:00 PM.** Alumni of previous passed out batches (Students passed till last Convocation) may collect hard copy of their academic credentials after completing laid down steps:

   Step 1: Please ensure your No Dues Process before hand

   Step 2: Please fill the attached form, paste your photograph and ensure remarks in the Part B by the Registrar Office

   Step 3: Submit your prescribed degree/diploma fee in the Accounts Office (@Rs. 500/- till the session 2018-19, @Rs. 1000/- from Session 2019-20 onwards) in offline or online mode

   Step 4: Visit Exam Cell with original Fee receipt (received by the Accounts Office) along with duly filled format

3. In case, if any student authorizes their parents or relative, he/she would be required **to send the authorization on email examination.cell@srmu.ac.in one day prior to the visit of authorized person with the following details**:
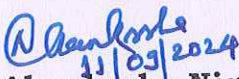
   Student Name:
   Program and Stream:
   Passing Out Session:
   Name and Relation of Authorize Person:
   Aaadhar Card of Authorized Person:

Dr. Akankssha Nigam
Controller of Examination

Distribution:
1. List 'B' to 'D' All
2. Website

SHRI RAMSWAROOP MEMORIAL UNIVERSITY

Application for Original/Duplicate Degree/Diploma Certificate/Consolidated Transcript/Duplicate Grade sheet

SRMU/Exam Cell/Format 1

Part A: To be filled by the Student	Recent Passport size Photograph or attach Aaadhar Card for proof

To,

The Controller of Examination,

Subject: Request for issue of academic credentials as mentioned below for the academic session ....

I,... **(Student Name),** University Roll No...................................., ERP ID .... hereby state that I have passed the Program along with Branch (if any) .... in the session.................

Please tick appropriate column:

Original Degree ☐ , Original Diploma Certificate ☐ , Duplicate Degree ☐ Duplicate Diploma Certificate ☐ ,

Consolidated Transcript ☐ , Duplicate Grade Sheet ☐ , Please mention year in case of Grade sheet ......

Residential Address:

Contact No.:

Email Address:

Part B: Declaration by Students

I hereby confirm that I have cleared all dues, submitted pending documents and duly filled 'No Dues Format' in the Registrar Office.

Remarks and Signature by Registrar Office:	Student Signature:

Part C: Office Use Only

It is certified that the student .... passed the program from the University and he/she has signed the application in my presence.

Specimen Signature of Student with date:	Signature of Office Executive:

Student Feedback after receiving document

Documents received on the same working day ☐   Documents received within 2 days ☐

Documents received within 7 working days ☐   Documents received after 7 days ☐

Student Signature:

Instructions

1. The particulars of the student should be correct and written neatly in the form.
2. The application form must be signed by the student only.
3. The transcript will be issued on working days during 9:30 A.M to 3:00 P.M after submission of application and prescribed fee as under. Maximum 7 working days will be required for processing such applications.
   a) Transcript Fee (duplicate): **Rs 500**   b) Degree Fee (duplicate): **Rs 2000**
   c) Degree/ Diploma Certificate Fee (upto session 2018-19): **Rs 500**
   d) Degree/Diploma Certificate Fee (session 2019-20 onwards): **Rs 1000**