

NOTICE – EXAMINATION

Issuance of Degree/Diploma and Statement of Grades

1. The University is organizing **Alumni Meet** on **June 22, 2024** in the University Campus. All the alumni who are visiting the University for the Alumni Meet can avail this opportunity to collect their Degree/Diploma and Statement of Grades (if not collected so far) from the Examination Cell.
2. In this continuation, Alumni (till Session 2022-23) may collect their academic credentials after completing laid down steps:

Step 1: Please ensure your No Dues Process before hand

Step 2: Submit your prescribed degree/diploma fee in the Accounts Office (@Rs. 500/- till the session 2018-19, @Rs. 1000/- from Session 2019-20 onwards)

Step 3: Please fill the attached form, paste your photograph and ensure remarks in the Part B by the Registrar Office

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

Akanksha Nigam
14/06/2024

Dr. Akanksha 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 Aadhar
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 7 working days

Documents received within 2 days
Documents received after 7 days

Student Signature:

Instructions

- The particulars of the student should be correct and written neatly in the form.
- The application form must be signed by the student only.
- 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.
 - Transcript Fee (duplicate): **Rs 500**
 - Degree Fee (duplicate): **Rs 2000**
 - Degree/ Diploma Certificate Fee (upto session 2018-19): **Rs 500**
 - Degree/Diploma Certificate Fee (session 2019-20 onwards): **Rs 1000**