

SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

(Estd. Under SRMUS Act, 2013)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Application No:

Date:

APPLICATION FORM FOR THE CERTIFICATE CORRECTIONS

1.	Name of the Candidate				
2.	Register Number				
3.	Degree & Branch				
4.	Period of Study				
5.	Permanent / Communication address				
		Mobile No(s).			
		E-mail ID			
6.	Type of Correction required	Name / Date of Birth / Others (specify) :			
List of Original Documents surrendered for correction(s)					
	Sl.No.	Type of Document(s)	Exam Month & Year	Regular / Arrear semester	No. of Certificates
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				

	10.				
	11.				
	12.				
	13.				
7.	Mode of receipt of Certificate(s)	In Person:	By Post :		
8.	If Mode of receipt is By Post, Provide the complete Mailing address to send the certificates (Write in upper case Letters)				
		Mobile No(s)			
		Email			
9.	Fees Paid Details:	DD No. & Date : Name of the Bank with Address : Amount : ₹			

NOTE: For any Clarification and Queries contact: +91- 3592231666

Signature of COE

Signature of Candidate

FOR OFFICE USE ONLY

<u>Details of Dispatch BY POST</u> Date : Consignment No: Dispatched by :	<u>Received all Certificate(s) as mentioned above (IN PERSON)</u> _____ (Name and Signature with Date)
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Note: Students who opted for collecting their certificates in person, they should collect the certificates from the COE's office within SEVEN WORKING DAYS without fail.

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INSTRUCTIONS TO APPLY FOR CERTIFICATE CORRECTIONS

1. Application should be made only by the candidate in the prescribed format and should be submitted at the Office of the controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
2. Application should be complete in every respect, failure to furnish correct details may cause delay in the issue of the certificate.
3. Documents Required:
 - a) Demand Draft drawn in favor of “**SRM UNIVERSITY SIKKIM**” payable at Gangtok (Refer Fee Details Table)
 - b) Documents relating to corrections (Xerox copy) should be attached along with the application.
 - c) All original Certificates issued by office of COE (corrections required) must be surrendered along with the application form.

4. Fee Details:

Certificates	Fee (INR)
Grade / Mark sheet (Per sheet)	200/-
Consolidated Grade / Mark sheet	750/-
Provisional Certificate	750/-
Degree Certificate	1500/-
Postal Charge	150/- (Within India)

5. Normal processing time required upon receipt of application form for Correction is five working days (Correction requests are processed in the order of receipt and the Corrected certificates has to be collected within seven working days).
6. Any request for alternative arrangement will NOT be accepted once the application form is submitted. Fee once paid will not be refunded nor adjusted for any other certificates under any circumstances.
7. The University reserves the right to with hold issuance of a Certificate to a student who has not paid fees or other fees owed to the University, or who has failed to discharge all obligations towards the University.
8. **For any Clarification and Queries contact: +91- 3592231666**

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