

## GUIDELINES

### Types of request for change in name

1. Minor correction in spelling of the student's name/father's name/guardian's name
2. Change in full name
3. Change in 1<sup>st</sup> /Middle/Last name (Partial change in name)
4. Addition/deletion of surname
5. Change in surname after marriage.
6. Change in address

### Terms and conditions for entertaining the request for change in name in all types as mentioned above.

- Application for change in name will be entertained before the student is awarded Degree/Diploma and Certificate in the Convocation.
- Application for change in name shall not be entertained, under any circumstances, if the student has been awarded Degree/Diploma and Certificate in the Convocation or the Convocation has already been held.
- The student will have to apply in the prescribed application form for this purpose.
- The requisite fee for this purpose is Rs. 500/-.
- The student will have to return the original Statement of Marks/Grade Card and Provisional Certificate, if issued to him earlier with previous name.

In case, the request of the student is entertainable, the following documents are required to be submitted by the student alongwith the application for this purpose:-

S.No	Type of request	Document required
1.	Minor correction in spelling of the student's name/father's name/guardian's name.	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognized Board of Education/Aadhar Card
2.	Change in full name	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers.  Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;  Gazette Notification, in original, reflecting the change of name
3.	Change in 1st/Middle/Last name (Partial change in name)	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers/ Aadhar Card.
4.	Addition/deletion of surname	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognised Board of Education/Aadhar Card
5.	Change in surname after marriage	Proof of marriage i.e. a self attested copy of marriage registration certificate issued by the competent authority in case of female student applying for change in surname due to marriage/Aadhar card.
6.	Change in address	Aadhar Card/any other document issued by Govt. /Govt. organisation

*10/11/2021*

Registrar (SED) -I/c

