

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

No. IG/SED/Exam-III/2021/17285
Date: August 23, 2021

NOTIFICATION

In continuation of earlier notification no. IG/SED/Exam-III/2020 dated January 22, 2021, it is further notified that the request of the students for correction in the name, spelling, father's name, guardian's name, address, etc. printed in the statement of marks/grade cards & provisional certificate after completion of the programme will also be entertained even though degree certificate has already been issued.

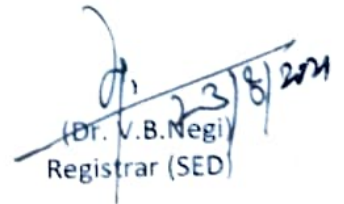
The requisite fee for entertaining such requests will be as under:

Statement of Marks/Grade Cards & Provisional Certificate issued for	Prescribed Fee
31 st Convocation onwards	Rs. 500/-
1 st to 30 th Convocation	Rs. 1500/-

However, if it is established that there is mistake in name, etc. on the part of the University, no fee for this purpose will be charged from the students.

The revised guidelines and prescribed proforma for this purpose are enclosed.

This issues with the approval of the Competent Authority.


(Dr. V.B. Negi)
Registrar (SED)

Distribution:

1. All Regional Directors : With a request to upload the notification on the website of the Regional Centre
2. Director (RSD)
3. Registrar (SRD)
4. Head (CD) : Kindly upload the notification on the website of the University
5. PS to VC : For kind information of Hon'ble Vice Chancellor
6. PS to PVCs
7. All officers of SED
8. PS to Registrar (SED)

Types of request for change in name, etc.:-

1. Minor correction in spelling of the student's name/father's name/guardian's name
2. Change in full name
3. Change in 1st/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.

1. The student will have to apply in the prescribed application form for this purpose.
2. The requisite fee for entertaining such requests will be as under:

Statement of Marks/Grade Cards & Provisional Certificate issued for	Prescribed Fee
31 st Convocation onwards	Rs. 500/-
1 st to 30 th Convocation	Rs. 1500/-

However, if it is established that there is mistake in name, etc. on the part of the University, no fee for this purpose will be charged from the students.

3. The student will have to return the grade card/provisional certificate and degree certificate, if issued earlier with previous name.

The following documents are required to be submitted by the student along with 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 th certificate issued by recognised 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 1 st /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 th 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

APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

(Guidelines are given overleaf. Please go through them carefully before filling up the form)

1. Name
2. Programme 3. Enrolment Number

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4. Address
- E-mail
- | | | | | | | | | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Pin Code | | | | | | | | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

5. Month & year of completion of Programme..... 6. Whether Degree Certificate has been awarded (Yes/No)

7. Details of correction/change required in Grade Card (Please fill up the relevant box)

(a) Minor correction in spelling of the Student's name/Father's name/Guardian's name

Name reflected in Grade Card	Correct name (in BLOCK letters)

(b) Change in full name

Name reflected in Grade Card	Correct name (in BLOCK letters)

(c) Change in 1st/Middle/Last name (Partial change in name)

Name reflected in Grade Card	Correct name (in BLOCK letters)

(d) Addition/deletion of surname

Surname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)

(e) Change in surname after marriage

Surname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)

(f) Change of Address

Address reflected in Grade Card	Correct address (in BLOCK letters)

8. **Fee, if applicable, as mentioned overleaf to be paid through DD in favour of 'IGNOU' & payable at 'New Delhi'**

Demand Draft No..... Date.....Issuing Bank..... Amount:

(Signature of the Student)

Enclosures:
 Date:.....

The duly filled application form with requisite fee & necessary documents is to be sent to **Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068**