



APPLICATION FOR CORRECTION OF NAME IN GRADE SHEETS / DEGREE CERTIFICATE

Instructions:

- (i) Application shall be forwarded by the Dean / HOD of the respective department specifying the corrected name.*
- (ii) The application shall be enclosed with the attested copies of the HSC and CHSC certificate.*
- (iii) Original Degree Certificate with Wrong Name.*
- (iv) Fees of Rs.100/- (for correction of name in grade sheet) / Rs.200/- (for correction of name in degree certificate) to be paid and transaction slip is to be attached with this form.*

A. Registration Number :
Name of the Student

B. Programme - Branch :

C. Roll Number :

D Wrong Name as :
Printed

E Correct Name to be :
Printed

F. Mobile :

G. Email id. :

H. Payment Details

(a) Amount : Rs.(Rupees _____)

(b) Transaction ID :

(c) Date of payment :

(d) Transaction receipt attached : YES / NO

Date:

Signature of Student

Signature of HOD / Dean

**Signature of the Registrar
(with Seal)**