## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

No. IG/SED/Exam-III/2021/7285 Date: August23, 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 <sup>st</sup> Convocation onwards	Rs. 500/-
1st to 30 <sup>th</sup> 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.

Distribution:

All Regional Directors :

With a request to upload the notification on the website of

the Regional Centre

2. Director (RSD)

Registrar (SRD) 3. 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)



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

#### REVISED GUIDELINES: CHANGE IN NAME, Etc.

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.

- 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	
31st Convocation onwards	Rs. 500/-	
1 <sup>st</sup> to 30 <sup>th</sup> 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 student will have to return the grade card/provisional certificate and degree certificate, if issued earlier with previous

The following documents are required to be submitted by the student along with the application for this purpose:-

\$.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 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 <sup>st</sup> /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



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

rogramme	3. Enrolme	nt Number		
ddress				
		E-mail		
	Pin Code	Mobile No.		
Month & ve	ear of completion of Programme			
		o. Wiletter begree servineste has been awaren ("		
	orrection/change required in Grade Ca			
		s name/Father's name/Guardian's name		
I N	lame reflected in Grade Card	Correct name (in Block letters)		
	ge in full name Name reflected in Grade Card	Correct name (in Block letters)		
	Name reflected in Grade Card	Correct name (in block letters)		
(a) Channel	ge in 1 <sup>st</sup> /Middle/Last name (Partial ch			
	Name reflected in Grade Card	Correct name (in Block letters)		
	Name reflected in Grade Coro	estreet name (in seek texters)		
(d) Additi	ion/deletion of surname			
	rname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)		
(e) Chang	ge in surname after marriage			
Su	rname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)		
(f) Chang	Change of Address			
Ad	ldress reflected in Grade Card	Correct address (in BLOCK letters)		
*	and the standard and a factor	e paid through DD in favour of 'IGNOU' & payoble at 'New Delhi'		
		Issuing Bank Amount:		

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