

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION**

No. IG/SED/Exam-III/2020/

Dated: 22<sup>nd</sup> January, 2021

**NOTIFICATION**

The guidelines duly approved by the competent authority for consideration of the cases for correction in the Name, Spelling, Father's Name, Guardian's Name, Address, etc printed in the Statement of Marks/Grade Card after completion of the Programme by the Standing Committee constituted for this purpose alongwith the prescribed proforma are circulated to all the Regional Directors and other concerned.

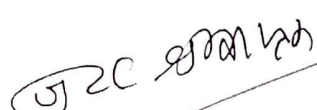
All the Regional Centres are requested to upload the guidelines and prescribed proforma on their Regional Centre's website for the information of all the students.

  
Registrar, SED

Registrar (SED) -1/c

**Distribution**

1. All the Regional Directors
2. Deputy Director, VCO: for kind information of Hon'ble Vice Chancellor
3. PS to PVCs
4. Director, RSD
5. Registrar, SRD
6. All officers of SED
7. PS to Registrar, SED
- ✓ 8. Director, SOTHSM

  
PS & Sonia Sharma for BHR

# 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

44  
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**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 

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 Mobile No. 

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5. Month & year of completion of Programme..... 6. Whether Degree Certificate has been awarded (Yes/No)
6. 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 1<sup>st</sup>/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)

7. **Fee Details** (Fee for correction in certificate is Rs. 500/- which is to be paid through DD in favour of 'IGNOU' & payable at 'New Delhi')
- Demand Draft No.....Date.....Issuing Bank..... (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