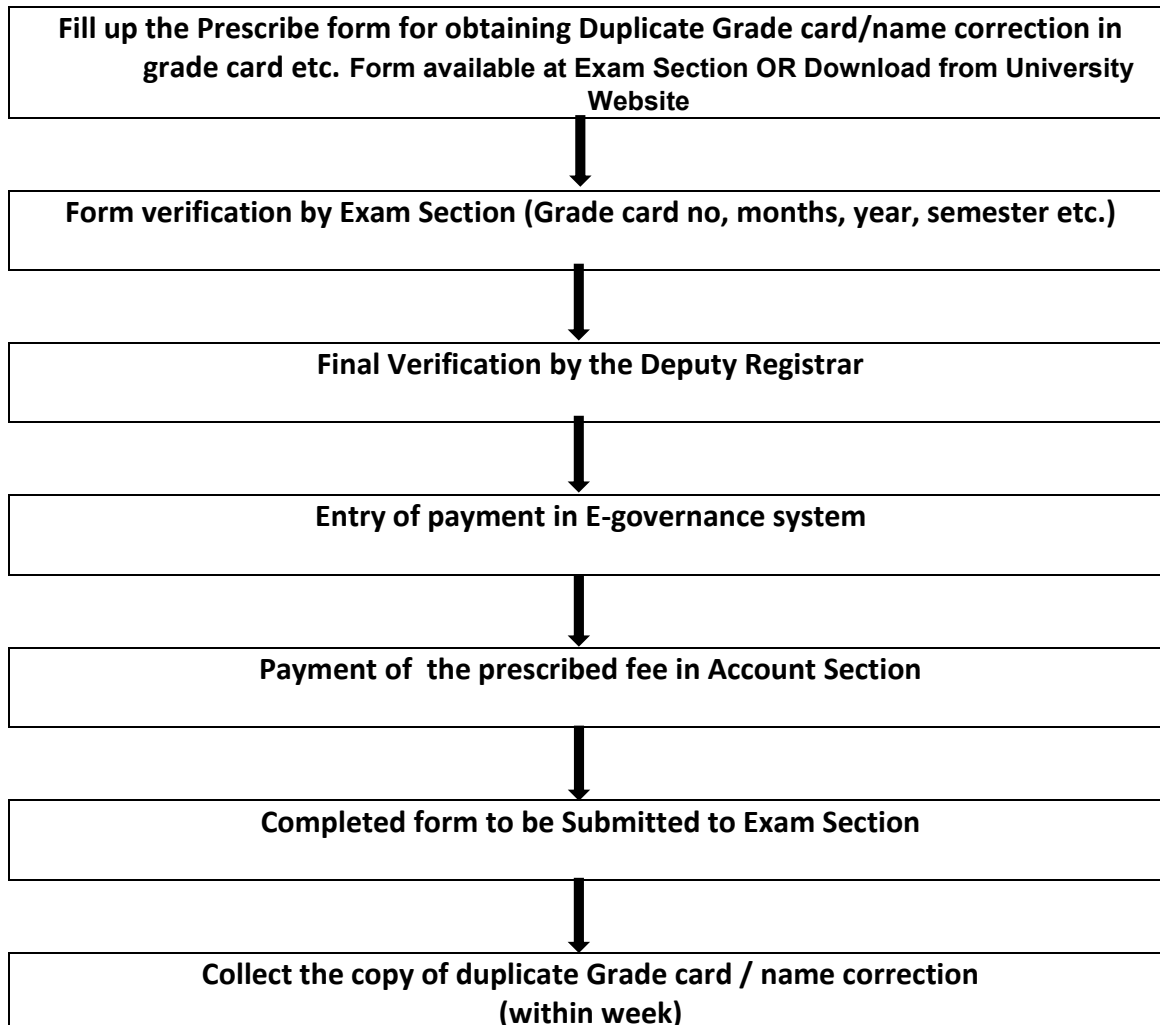# Information for obtaining Duplicate Grade Card/Name correction Grade Card

Candidate should follow below flow to get Duplicate Grade card /name correction in Grade card

> **Fill up the Prescribe form for obtaining Duplicate Grade card/name correction in grade card etc. Form available at Exam Section OR Download from University Website**

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> **Form verification by Exam Section (Grade card no, months, year, semester etc.)**

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> **Final Verification by the Deputy Registrar**

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> **Entry of payment in E-governance system**

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> **Payment of the prescribed fee in Account Section**

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> **Completed form to be Submitted to Exam Section**

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> **Collect the copy of duplicate Grade card / name correction (within week)**

NOTE:

1) **For Name correction student should submit their Leaving Certificate & 10th Std. Mark -sheet along with the form.**

APPLICATION FORM FOR OBTAINING NAME CORRECTION: ☐ GRADE CARD ☐ DEGREE CERTIFICATE

A) General Information

Date : ___ / ___ / ___

   1. **Student ID** : _____

   2. **Full Name** : _____

   3. **Address** : _____

              : _____

   4. **City/ Village** : _____ **Pin code** : ☐☐☐☐☐☐

   5. **Contact No** : (Res.) _____ (Mob): _____

   6. **E-Mail** : _____

B) Academic Information

   I) . For Name Correction in Grade Card

Semester	Month / Year	Exam Type (Regular/ Backlog)

   ii) . For Name Correction in Degree Certificate

Degree	Month / Year of Passing	Convocation Year /Degree Conferred Year

C) Reason for seeking the Name Correction in Grade Card / Degree Certificate : _____

_____

D) Details of Changes

Mistake in Name	Correct Name (10th Std /Leaving Certificate)

E) Declaration: I solemnly declare that the particular given above are correct to the best of my knowledge

_____
Signature of Student