INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

No. IG/SED/Exam-III/2020/ Dated: 14th 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

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
- Registrar, SRD
- 6. All officers of SED
- 7. PS to Registrar, SED

GUIDELINES

Types of request for change in name

- Minor correction in spelling of the student's name/father's name/guardian's name 1.
- 2. Change in full name
- Change in 1st /Middle/Last name (Partial change in name) 3.
- 4. Addition/deletion of surname
- Change in surname after marriage. 5.
- 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 th 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 Ist/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.					
5.	Change in address	Aadhar Card/any other document issued by Govt. /Govt. organisation					

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

Programme	3. Enrolm	ent Number								
Address	dress									
	E-mail									
	Pin Code									
	Till code	Mobile No.								
Month & yea	ar of completion of Programme									
			ether Degr		cate has	been	award	led (Y	es/No)
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 nar	ne/Guardi	an's name	е					
	ime reflected in Grade Card	1	. Correct name (in BLOCK letters)							
(b) Change	in full name									
	ame reflected in Grade Card	1	Canada					1		
			Correct n	ame (in B	LOCK lett	ers)				-
(c) Change	in 1st/Middle/Last (D					V				
	in 1 st /Middle/Last name (Partial ch	ange in name)								
184	ame reflected in Grade Card		Correct na	ame (in B	LOCK lett	ers)				
		L								
	n/deletion of surname									
Sur	name reflected in Grade Card	Surname to	be printe	d in Grade	e Card (i	n BLO	k lett	ers)		٦
(e) Change	in surname after marriage									
Suri	name reflected in Grade Card	Surname to	be printe	d in Grade	Card (i	n BLOC	к lette	ers)		7
(f) Change	of Address									
	ress reflected in Grade Card		orrect add	lease (to F				-:		-
			orrect add	ress (in E	SLOCK 161	ters				4
ee Details (F	ee for correction in certificate is Rs. 50 0	0/- which is to be paid	through DD) in favour	of IGNO	י א יווי	navahl	e at "	Vous D	le II.
	t NoDatelss	uing Bank.		, javour	J, .G.10		Jayabi	e at 1	IEW D	eart
emand Draft									A SHALL WATER TO SEE	

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

Mayor