

ORDINANCE No-85

The ordinance is proposed for correction/ alteration/ change in the name of Students in their academic records issued by the University

1. University means Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.)
2. Students means any students enrolled in the University
3. Document means any documents issued by the University to the students related to his/her academic records

4. 1. Name/ Surname Correction of students (boy/girl)

- (1) A student who is enrolled in the University may apply for correction in his/her own name or surname to the CoE or authorized person delegated by the university with a fee prescribed by the University from time to time.
- (2) The assigned Officers (COE/DR/AR/etc) will scrutinize the application/ request, if he/ she is satisfied with the reasonableness of the request, may proceed the application for the name correction.
- (3) Any change, addition or modification, shall be recorded in the University Register under the attestation of the assigned Officers of the Exam Section and the educational documents to that effect shall be issued to the applicant.
- (4) In all subsequent Documents, Certificates, Diplomas and Degree of University, in order to avoid confusion, only the corrected name in the certificates will be written.
- (5) The fee deposited with the application shall not be refunded to the student.
- (6) The required documents for the name/ surname Correction of students:
 - (a) Certified copy of Xth Class mark sheet issued by the board where in date of birth is mentioned
 - (b) Prescribed fee for change/ modification (after 6 month from the date of issue of Mark Sheet, it will be counted from the date of printing)
 - (c) All original latest and previous Semester's/Year's Mark Sheets/ Grade Cards (including other educational documents) issued by this university to the students.

4. 2. Name Correction/Change/alteration in own name or surname by the students (married Girls) and entry of husband's name in place of father's name in the record

- (1) A student (married Girl) who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the CoE or authorized person delegated by the University with a fee prescribed by the University from time to time.
- (2) If the Registrar/ COE is satisfied with the reasonableness of the request, may pass an order for the change or correction in the name of the student.

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- (3) Any change, addition or modification, shall be recorded in the University Register in Red Ink under the attestation of the Registrar/ CoE and a certificate to that effect shall be issued to the applicant.
- (4) **Under no circumstances shall any alteration be made in the University certificate, Diploma, Degree and other document issued in favor of the application prior to the order for a change of correction in the name. Such change / alteration in name or surname shall be effective from the date of order issued to the applicant by the authority.**
- (5) In all subsequent Documents, Certificates, Diplomas and Degree of University, in order to avoid confusion only the present name/corrected name in the certificates will be written.
- (6) The fee deposited with the application shall not be refunded to the student.
- (7) The required documents for the name/ surname change by the students (married Girls):
 - (a) Marriage Certificate from the authorized person/ officers as prescribed by the State/ Central/ Union Territory
 - (b) Affidavit from Notary on Non-judicial stamp paper Rs 50=00 or as applicable at the time of application
 - (c) Certified copy of Xth Class Mark Sheet of her and her husband issued by the board where in date of birth is mentioned
 - (d) Prescribed fee for change name/ surname as prescribed by the University
 - (e) The all original latest and previous Semester's/Year's Mark Sheets/ Grade Cards (including other educational documents) issued by this university to the students.

4. 3. Name Change/alteration in own name or surname by the students (boys/ girls) and its entry in the University record

- (1) A student (boy/girl) who is enrolled in the University may apply for a change or alteration in one's own name to the COE or authorized person delegated by the University with a fee prescribed by the University from time to time.
- (2) If the Registrar/ COE is satisfied with the reasonableness of the request, may pass order for the change or correction of the name/ surname of the student.
- (3) Any change, addition or modification, shall be recorded in the University Register in Red Ink under the attestation of the Registrar/ CoE and a certificate to that effect shall be issued to applicant.
- (4) **Under no circumstances shall any alteration be made in the University certificate, Diploma, Degree and other document issued in favor of the application prior to the order for a change of correction in the name. Such change / alteration in name or surname shall be effective from the date of order issued to the applicant by the authority.**
- (5) In all subsequent Documents, Certificates, Diplomas and Degree of University, in order to avoid confusion between the names in the previous and the present certificates the former as

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well as the new name shall be entered and all correspondence shall be carried on in like manner, the student's name as -- 'changed name alias/nec earlier name'

(6) The fee deposited with the application shall not be refunded to the student.

(7) Requirements for the any change, addition or modification in the name:

(a) Certified copy of the Change of name in Gazette Notification in the Gazette of India/ Gazette of States Government/ Gazette of Indian Territories

(f) Affidavit from Notary on Non-judicial stamp paper Rs 50=00 or as applicable at the time of application

(b) Certified copy of Xth Class mark sheet of his/her issued by the board where in date of birth is mentioned

(c) Prescribed fee for change name will be charged per document

4.4. If a students may choose to adopt a pseudonym for personal reasons (including personal safety) during their academic careers. If he/she is in this situation, the University will require a police report (SP/ Magistrate) or solicitor's letter as verification of the change of name i.e. to adopt a pseudonym (for personal safety reason), however, it will not be effective only from current Semester. For this a prescribed fee by the University and amended from time to time in it will be charged.

4.5. Once name is changed following as per above para- point 4.2/4.3, it will not be revert back to its previous name.

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