



KANNUR UNIVERSITY

(Abstract)

Correction or change in name of a candidate in University records- Syndicate decision implemented – rules fixed - orders issued

EXAMINATION BRANCH

EG I.3 /Name Change / Correction / 15981 /2019

Dated:10.04.2019;
Civil Station P.O

Read : 1 . U.O. Note No. E.M.3 / 15981 / 2017 dated 13.03.2019
2. Resolution of the Syndicate vide item No. 2019.123
3. U.O. No. E G I.1/Exam general /2017 dated 17/11/2018
4.U.O. No. E G I.1/ Exam Fee Revision /2017 ddated 30.07.2018

ORDER

Kannur University First statutes Chapter II Statute 28-B other powers (19) confers powers on the Registrar “ To approve change of name of candidates according to rules “ .But the rules in this regard have not been issued till date .

2) The Syndicate , as per the paper read as (2) above , resolved to approve the draft rules for name correction or change of name of a candidate in the university records, as per Qualifying Certificate / Gazette Notification and the Syndicate resolution has been implemented.

3) These rules shall have affect from the date of this order . The rules and prescribed format of application are appended herewith.

4) The orders read on 3, 4 above stand modified to that extent.

5) Orders are issued accordingly

Sd/-

DEPUTY REGISTRAR I (Exams)
For CONTROLLER OF EXAMINATIONS

To,

All Tabulation Sections

Copy to:

PS to VC / PA to PVC / PA to R /PA to CE/ PA to FO/ JR I,II/ DR I, II,IV / AR I to IX
/Principal –all affiliated colleges / HOD’s – All Teaching Departments / Enquiry/Computer Programmer (to post in the university website)

Forwarded/ By order

SECTION OFFICER

Appendix (1) to Order No. EG I. 3 / Name Change /Correction/15981/2019 dated 10.04.2019

Rules for correction or change in name of a candidate in the University records, as per Qualifying Certificate / Gazette Notification

1. The name of a candidate in all records relating to a course of study and examinations thereof shall be recorded as exactly(including space and dots) as given in the certificate of the qualifying examination on the basis of which admission is sought to the course of study concerned. Every application for correction or change in name shall be submitted in the format of application prescribed hereunder, through the institution where the candidate studied for the course of study concerned, with the recommendation of the Principal/Head of the institution .

When correction or change requested as in qualifying certificate

2. After a correction or change in name of a candidate is effected in the qualifying certificate, corresponding change shall be effected in the University records. Such correction or change will come into force with effect from the date of change approved by the Controller of Examination or the authorized officer or the Head of the Institution as the case may be. The date of effect, however, shall not be prior to the date of effect of correction or change effected in the qualifying certificate produced.

When correction or change is requested with Gazette Notification.

3. When a candidate applies for correction or change in name in University records on the basis of correction or change in name through Gazette Notification but without effecting correction or change in the qualifying certificate, the following procedure shall be followed.

a) No correction or change in name will be effected in University records after the publication of final year/semester results of the course of study on the basis of Gazette Notification which is issued on or after the date of publication of results. In such case, to prove the correction or change in name, the candidate shall produce the original Gazette Notification wherein the details of the examination appeared are mentioned, along with the certificates issued by the University.

b) When a candidate applies for correction or change in name in University records during the middle of the course of study but before the publication of results of final year/semester results, on the basis of correction or change in name effected through Gazette Notification but without effecting correction or change in the qualifying certificate, such correction or change may be effected in all the records and certificates of the course of study from the beginning of admission to the course of study concerned.

c) If a candidate corrects or changes his name through Gazette Notification before the date of qualifying certificate, application for corresponding correction or change in University records will be considered only after effecting correction or change in the qualifying certificate.

4. Correction or change in name under clause 3 above shall be effected on the basis of a UO approved and issued by the Registrar under statutes (copy of which is to be given to the candidate, posted on University website and pasted on important University record) on levying a fee of Rs1500/(Rupees One thousand five hundred only) in addition to the usual fee applicable for name correction/change.

5. Fee as prescribed from time to time shall be levied for effecting correction or change in name. In case any document with a change in name has been issued by the University even after verification of qualifying certificate, no fee shall be levied provided if the application for name correction is received after six month of date of publication of beginning year/semester results, fee applicable shall be levied.

6. All requests for correction or change in name, disposal of which requires deviation from these rules, shall be placed before the Syndicate for consideration and decision.

Sd /-

**Deputy Registrar – I (Exams)
For Controller of Examinations**

Appendix (2) to Order No. EG I. 3 / Name Change /Correction/15981/2019 dated 10.04.2019

APPLICATION FOR CORRECTION OR CHANGE IN NAME IN UNIVERSITY RECORDS , AS PER QUALIFYING CERTIFICATE / GAZETTE NOTIFICATION

1. Name of the candidate :

2. Address for communication with mobile number :

3. Name of the examination in the documents of which correction/change is to be effected :

4. Details of documents in which correction/change is to effected (original be submitted):

<u>Sl.no</u>	<u>Whether ML/GC/PC/DC</u>	<u>Reg.No</u>	<u>semester/year</u>	<u>Month & year</u>
1.				
2.				
3.				
4.				
5.				

5. Name of the institution where the candidate studied for the above course of study :

6. Details of qualifying examination :

<u>Name of exam</u>	<u>Board/University</u>	<u>Register Number</u>	<u>Month & year:</u>
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7. Details of Gazette Notification (If applicable)

<u>Name of the Gazette</u>	<u>Part, Volume etc</u>	<u>Date of Gazette</u>
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8. Details of fee remitted:

<u>Amount</u>	<u>Bank/treasury/Uty Counter</u>	<u>whether online</u>	<u>Number</u>	<u>Date</u>
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I certify that all the details furnished above are correct to the best of my knowledge and belief.

Date

Name and signature of candidate

I certify that after verifying the above documents , necessary correction/change in name has been effected in this office records relating to the candidate and I recommend that correction/change in name may be effected in the University records as requested.

Date

Principal /Head of the Institution
(Signature with seal)

NB: Original documents mentioned at Sl nos 6 & 7 also (which will be returned after verification) along with copy thereof duly attested by the Principal/Head of the Institution shall be submitted .