



KANNUR UNIVERSITY

(Abstract)

Examination Branch- Format of Application form for change in the name of a candidate in university records-modified-orders issued.

EXAMINATION BRANCH

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

Dated: 02.06.2020, Civil Station P.O

Read: 1. U.O of even number dated 10.04.2019.

2. U.O of even number dated 29.08.2019.

3. U.O Note No.EM.3/15504/2017 dated 23.11.2019

4. Resolution of the syndicate dated 10.03.2020 vide item No.2020.138

ORDER

As per the U.Os read as (1) & (2) above, the rule for name correction or change of name of a candidate in the university records as per Qualifying Certificate/ Gazette Notification was implemented.

As per the paper read as (3) above, proposal was received to effect change in entries against Sl. No. 6 & 8 of the application form attached to the rules for name correction/Name change.

The syndicate at its meeting held on 10.03.2020 vide item No.2020.138 considered the matter and resolved to approve the changes proposed.

The syndicate resolution is implemented and format of application for name correction/change is modified accordingly.

Modified format of application is appended.

Sd/-

Sri. Vijayan R K

JOINT REGISTRAR- II (Exams)

For CONTROLLER OF EXAMINATIONS

To,

1. Principals of all affiliated colleges
2. All ARs/DRs/JRs (Examination Branch)
3. Computer Programmer(to post on website)

Copy to: PS to VC /PA to PVC/ R/ CE, SF, DF, FC

Forwarded/ by order

SECTION OFFICER

Appendix to Order No. EG I. 3 / Name Change /Correction/15981/2019 dated 02.06.2020

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

1. **Name of the candidate** :

(In block letters)

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):**

Sl.no Whether ML/GC/PC/DC Reg.No semester/year Month
&year

1.

2.

3.

4.

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

6. The Examination on the basis of which the candidate is admitted to the programme:

Name of exam Board/University Register Number Month & year:

7. **Details of Gazette Notification (If applicable)**

Name of the Gazette Part,Volume etc Date of Gazette

8. **Details of fee remitted:**

Amount Bank/treasury/Uty Counter whether online Number Date

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 per Qualifying Certificate/Gazette Notification (strike off whichever is not applicable.)”

Date

Principal /Head of the Institution

(Signature with seal)

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

Appendix (1) to Order No. EG I. 3 / Name Change /Correction/15981/2019 dated 29.07.2019

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. 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