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6. Change of date of birth of a current student or a former student shall be considered only when the CBSE/state Boards/such other Boards have changed the date of birth in the Class X<sup>th</sup> Marksheet/Certificate.
7. Change of name of the parent(s) of the current student and former students shall be carried out in the University records subject to the following conditions:
  - i. Any student/former student who wishes to change the name of parent(s) shall be required to get the amendments done in the CBSE/state Boards/other related boards records of Class X<sup>th</sup> & Class XII<sup>th</sup> standard and submit the documents accordingly for consideration of such requests.
  - ii. In case of any marital discord and resultant change of surname/replacement of name of any one of the parent, the student/former student shall be required to submit a Decree of Separation issue by a Court of Law in the matter.
8. Following fee is required to be submitted for one request encompassing one or more matters:
  - i. Fee for change of name/ name of parent(s) /date of birth of a current student shall be Rs.500/- (Rs. Five Hundred Only).
  - ii. Fee for change of name/ name of parent(s) /date of birth of a former student who has passed out less than 10 year ago from the date of the request- Rs.5,000/- (Rs. Five Thousand Only).
  - iii. Fee for change of name/ name of parent(s) /date of birth of a former student who has passed out more than 10 year ago from the date of the request- Rs.10,000/- (Rs. Ten Thousand Only).
9. No student or former student shall be allowed to altogether change his/her name, parent(s) name and date of birth in the University records, at any time, as it completely changes the identity of the individual.

*N. S. S. S.*  
15/11/22  
Registrar

Copy to:

- 1) Deans of Faculties/Heads of Departments/ Principals of Colleges/ Directors of Centres.
- 2) Dean Student's Welfare/Dean (Examinations)/JCE (SDC)/JR (SDC)/ Joint DSW, South Campus
- 3) PS to VC/ Dean of Colleges/ Director, SDC/ Director, COL/Registrar/Finance Officer.
- 4) The Director, DUCC for uploading the Notification on the University Website.

*N. S. S. S.*  
Joint Registrar (Academic)