

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Academic Branch-II

Meetings of the committee constituted by the Competent Authority, consisting of the following, to consider the issue of change of name and date of birth of students/former students and change of name of their parent(s), were held on 13.07.2022 at 12:00 noon, 26.08.2022 at 11:30 A.M. in the Committee Room of the Finance Officer and 06.10.2022 at 04:30 P.M. in the Office of the Dean (Academic Affairs):

1. Dean, Academic Affairs
2. OSD, Examinations
3. Joint Registrar (Academic)

Assistant Registrar (Academic) assisted the committee in its deliberations.

At the outset Assistant Registrar (Academic) provided a detailed account of the various requests received by the University for change of name, date of birth of students/former students and change of name of their parent(s) as well as relevant rules in this matter with reference to the

- Executive Council Resolution No. 65 dated 18.03.2021.
- Executive Council Resolution No. 53-4 dated 17.12.2021.
- University Notification No. Aca-II/Change of name/279/2021/01 dated 16.04.2021.
- University Notification No. Aca-II/Change of Name/279/2022/01 dated 24.01.2022.
- University Notification No. Aca-II/Change of Name/279/2022/02 dated 15.02.2022.
- Regulation 15 of the Regulations of the University relating to change of date of birth.

Deliberations and Recommendations of the Committee:

The committee perused the cases before it and felt that it would be appropriate to devise a guideline for consideration of such requests of varied nature which include change of the name of the student/former student, change of name of either or both parents of the student/former student, change of date of birth in various combinations which is/are not directly covered by any of the guidelines available with the Academic Branch.

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

The committee also noted that of late CBSE has been changing names and date of birth of the students as well as their parent(s) citing directions from the Court or using a common disclaimer.

On this backdrop, the committee felt that where names and other identity details of the students are being changed by the School Board(s), it becomes imperative for the University to make amendments in the student records to have uniformity of the academic credential of a student vis-a-vis the identity of the student with a disclaimer clearly mentioning that the changes have been carried out by the University solely on the basis of the documents submitted by the student/former student, as the case may be and the University does not take any responsibility with respect to the authenticity/ genuineness of the supporting documents submitted by the student/former student while requesting for change in his/her name, parent(s) name and date of birth. It is the sole responsibility of the student/former student that the documents submitted by him/her are authentic/ genuine.

In view of the above and on the basis of the cases under reference, following guidelines is recommended.

1. Notification No. Aca-II/Change of name/279/2021/01 dated 16.04.2021 issued in pursuance of the Executive Council Resolution No. 65 dated 18.03.2021 may remain the same for matters covered by it concerning the students currently on the rolls of the University.
2. However, those existing students who have already changed their names in the CBSE/state Boards/such other Boards records will be required to produce such documents issued by the CBSE/state Boards/other boards, as the case may be, to the University while applying for the change of name.
3. In case former students are getting their names changed in the University records based on the changes carried out by the CBSE/state Boards/such other Boards in their records in Class Xth & Class XIIth, it is recommended that their names may be changed in the University records. The former student will be required to submit the following documents:
 - i. Gazette of India Notification.
 - ii. Two Indian Leading Newspapers such as National Newspapers.

- iii. Self-declaration in the form of an Affidavit in the Non-Judicial Stamp Paper of Rs.100/- duly attested by a First Class Magistrate.
 - iv. Marksheet/Certificate of Class 10th issued by CBSE/state Boards/other related boards.
 - v. Marksheet/Certificate of Class 12th issued by CBSE/state Boards/other related boards.
 - vi. Any one Photo Identity Proof issued by the Government i.e. Adhaar Card, PAN Card, Voter ID Card, Passport, Driving License.
4. In case a former student has taken fresh admission in any programme of study in the University and has requested for change of name as he/she has already changed his/her name during the interim period when he/she was not a student of the University, his/her request should be considered as that of a current student of the University and change of name has to be carried out in all his/her academic records with the University retrospectively as one individual can be allotted only one enrolment number against one name.
5. In case a former student, who has taken admission in any programme of study in the University and who could not change his/her name earlier due to various rules prevalent at that point of time, will be eligible to change his/her name as a current student in all his academic records with the University retrospectively as one individual can be allotted only one enrolment number against one name.
6. The issue of change of date of birth of a current student or a former student was also deliberated upon by the committee. Regulation 15 of the Regulations of the University relating to change of date of birth was brought to the notice of the committee. After due deliberations, the committee recommended that date of birth of a student or a former student is not maintained by the University as a primary source of record for the purpose of its authenticity/verification. It is only kept as a matter of reference in the records of the student/former student.
- Therefore, the committee recommends that any request for 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 Xth Marksheet/Certificate. However, there will be no liability on

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

the part of the University to verify/authenticate the date of birth of a current student or a former student, as the case may be, for any purpose whatsoever.

7. However, any clerical correction/typographical error in the University/college records may be carried out with the approval of the Registrar of the University.
8. As far as the Regulation 15 of the Regulations of the University relating to change of date of birth is concerned, it seems that the Regulation requires amendment to the extent that the expression 'Inspector of Schools' may be replaced by the expression 'CBSE/state Boards/other related boards' as a functional requirement. The Regulation may be reworded accordingly.
9. The issue of change of name of the parent(s) was also placed before the committee for deliberations. The committee observed that there have been several requests for change of name of father, mother, both the parent(s) citing issues of marital discord. The committee, after due deliberations, recommends the following:
 - 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/such other Boards records of Class Xth & Class XIIth standards 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 issued by a Court of Law in the matter.
10. It has been observed by the committee that former students who have passed out decades ago also apply for change of their name/ name of parent(s) /date of birth. Tracing the old records and resultant administrative deliberations consumes a lot of manpower as well as time. Therefore, it seems that fees should be levied on such requests appropriately. Keeping in view this perspective, following fee structure is recommended which will be applicable for one request encompassing one or more matters:

- i. Fee for change of their 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 their 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 their 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).

11. The committee recommended that 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.

12. The committee decided to take up the individual matters after the recommendations of the committee with respect to the above guidelines are approved by the Competent Authority and notified accordingly.

The meeting ended with a vote of thanks to the Chair.



Dean (Academic Affairs)



OSD (Examinations)



JR (Academic)



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No.Aca-II/Change of name/279/2022/03/596
Dated: 15.11.2022

NOTIFICATION

In continuation to the Notification No. Acad-II/Change of name/279/2021/01 dated 16.04.2021 issued by the University, following procedure for change of name, parent(s) name and date of birth of a student/ former student in the University records is hereby notified for necessary compliance by all concerned.

1. The contents of the Notification No. Aca-II/Change of name/279/2021/01 dated 16.04.2021 shall remain the same for matters covered by it concerning the existing students of the University.
2. However, those existing students who have already changed their names in the CBSE/state Boards/such other Boards records shall be required to produce such documents issued by the CBSE/state Boards/such other Boards as the case may be to the University while applying for change of name.
3. Former students who are desirous of getting their names changed in the University records based on the changes carried out by the CBSE/state Boards/such other Boards in their records in Class Xth & Class XIIth will be required to submit the following documents to facilitate change of their name in the University records:
 - i. Gazette of India Notification.
 - ii. Two Indian Leading Newspapers.
 - iii. Self-declaration in the form of an Affidavit in the Non-Judicial Stamp Paper of Rs.100/- duly attested by a First Class Magistrate.
 - iv. Marksheet/Certificate of Class 10th issued by CBSE/state Boards/other related boards.
 - v. Marksheet/Certificate of Class 12th issued by CBSE/state Boards/other related boards.
 - vi. Any one Photo Identity Proof issued by the Government i.e. Adhaar Card, PAN Card, Voter ID Card, Passport, Driving License.

It is the sole responsibility of the student/former student that the documents submitted by him/her are authentic/ genuine.
4. In case a former student has taken fresh admission in any programme of study in the University and requests for change of name as he/she has already changed his/her name during the interim period when he/she was not a student of the University, his/her request shall be considered as that of a current student of the University in all his academic records with the University retrospectively.
5. In case a former student, who has taken fresh admission in any programme of study in the University and who could not change his/her name earlier due to various rules prevalent at that point of time, will be eligible to change his/her name as a current student in all his academic records with the University retrospectively.

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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 Xth 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 Xth & Class XIIth 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.


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.


Joint Registrar (Academic)