



Ref: NIU/OCOE/2020/012

Date: 18/12/2020

## **STUDENT NOTICE**

### **Sub: Correction in Student Name or Father's Name**

It has been observed that students are applying for name / fathers name correction in mark sheets / degree after their studies are completed in the university and force to get it corrected immediately. This is causing inconvenience to the students and the examination section.

This is to inform and notify to all the students that they are required to check their **Name and Father's Name and other details** printed on the admit card issued for the first examination after admission or the First Result Declared on the University website (within 7 days)

The students are required to give an application, if any correction required, with the copy of the admit card / result with 10<sup>th</sup> Class certificate / mark sheet and copy of passport (for foreign students) in the examination section with in specified time.

In case the application is given after Mark sheet / Degree is / are printed, fine will be imposed and will take its own time (at least 30 days) in reissuance of Mark sheet / Degree after correction. The students are also required to submit all the original mark sheet / degree issued by the university with the application.

The students will themselves be responsible for any inconvenience caused.

A handwritten signature in black ink, appearing to be 'Alok Kumar'.

Prof. (Dr.) Alok Kumar  
Controller of Examinations