

Procedure for Correction of Name in Grade Card

(A) Procedure: For correction / change in the name of Student / Father / Mother in the Grade Card issued from MITADTU, a candidate has to write an application (in prescribed format given below) addressed to the **Controller of Examinations**, MIT Art, Design & Technology University, Pune, mentioning the correction of name in the Grade Card through his / her Head of Department. The following documents should be enclosed to the application for correction in name:

- i. All **Grade Cards** (if issued to him/her by MITADTU) in **ORIGINAL**.
- ii. A self-attested photocopy of 10th / 12th Class Mark sheet / Certificate.
- iii. Payment Receipt / Bank Challan / Online Receipt for a sum of Rs. 500/- per Grade Card. The link for Online Payment is available in the University website.
- iv. Concerned Candidate has to send / submit the application along with above mentioned documents and bank challan to the following address through his / her Head of Department:-

*The Controller of Examinations
Examination Department,
MIT Art, Design and Technology University,
Rajbaug, Loni Kalbhor,
Pune – 412 201, Maharashtra State.*


(B) Charges/Fees: Candidate has to pay an amount of **Rs. 500/- per Grade Card** in the Account Department of the University OR through Bank Challan OR Online Payment Gateway link available on the University website. On completion of Online Payment, candidate must take print out of the payment receipt for submission along with the application.

(C) Check List: Candidate should check the followings before sending the application for correction of name in Grade Card:-

- 1) Application with mobile No., e-mail id and postal address.
- 2) Payment receipt for Rs. 500/- per Grade Card.
- 3) Original Grade Card/s issued by MIT ADTU of the relevant semester/s.
- 4) Self-attested copy of 10th / 12th Class Mark Sheet / Certificate.

(D) Issue of Corrected Grade Card: Grade Card will be issued to the Candidate within a week from the date of receipt of the complete application form in all respect.

(E) Clarification: Candidates can send their queries, if any, to: coe@mituniversity.edu.in and get clarification.



(Dr. Dnyandeo Neelwara)
Controller of Examinations

Office of the Controller of Examinations

APPLICATION FORM FOR CORRECTION OF NAME IN GRADE CARD

Date: / / .

A) General Information:

Student Enrolment No.: _____

Program: _____

Full Name: _____

Address: _____

City / Village: _____ Pin: _____

Contact No.: Mobile No. _____ Resi.: _____

E-Mail: _____

B) Academic Information:

I. For Name Correction in Grade Card:

Semester	Examination Season	Exam Type (Regular/ Backlog)

C) Reason for seeking the Name Correction in Grade Card:

D) Details of Changes:

Name Printed on Grade Card		Correct Name as per (10 th Std /12 th Std)
Student Name:		
Father Name:		
Mother Name:		

Declaration: I solemnly declare that the particular given above are correct to the best of my knowledge. I request you to please issue me the revised Grade Cards with correct name, mentioned above.

Signature of Student

For Office Use of Concerned Department	
Application Checked by	Head of Department
For Examination Department Use	
Approved []]	Not Approved []]
Office Record Verified by	Controller of Examinations
Certificate Issued On:	By Hand:
Through Post: Receipt No.:	Signature of Student: