

**PROCEDURE FOR NAME CORRECTION AND/OR OBTAINING
A DUPLICATE DEGREE CERTIFICATE**

(A) Procedure for Name Correction in the Degree Certificate: For correction / change in the name(s) of Student / Father / Mother mentioned in the Degree Certificate issued by the MIT Art, Design and Technology University, the candidate must write an application (in the prescribed format attached herewith) addressed to the Controller of Examinations, MIT Art, Design and Technology University, Pune mentioning the correction of name in the Degree Certificate.

The following documents should be enclosed to the application for correction:

- i. Degree Certificate (if issued to him/her by MIT Art, Design and Technology University) in ORIGINAL.
- ii. A self-attested photocopy of 10th / 12th class Mark-sheet / Certificate.
- iii. Copy of the Final Semester Grade Card.
- iv. Payment Receipt / Bank Challan / Online Receipt for a sum of **Rs. 2000/-** for name correction in the Degree Certificate.

(B) Procedure for Obtaining a Duplicate Degree Certificate: To get a duplicate Degree Certificate in the event of loss / stolen of the Original Degree Certificate, write an application (in the prescribed format attached herewith) addressed to the Controller of Examinations, MIT Art, Design and Technology University, Pune for issuing a duplicate Degree Certificate mentioning the loss / stolen of his/her original Degree Certificate.

The duplicate degree certificate will be prepared and issued with the inscription of **'DUPLICATE'** on the top of the Degree Certificate.

The following documents should be enclosed to the application for obtaining a Duplicate Degree Certificate: -

- i. Copy of the Final Semester Grade Card
- ii. Affidavit in original on a stamp paper of **Rs. 100/-** signed by the student before an Executive Magistrate
- iii. Payment Receipt / Bank Challan / Online Receipt for a sum of **Rs. 2000/-** for obtaining a duplicate Degree certificate

Office of the Controller of Examinations

The Candidate must send / submit the application for **Correction / Duplicate Degree Certificate** along with the documents mentioned above and a Bank Challan / Receipt to the following address:

The Controller of Examinations
Examination Department,
MIT Art, Design and Technology University,
Rajbaug, Loni Kalbhor, Pune-Solapur Highway,
Pune - 412 201, Maharashtra State, INDIA

(C) Account Details:

Bank Name: Bank of India
Branch: MAEER, Rajbaug (Loni Kalbhor)
Account Name: MIT Art, Design and Technology University, Pune
Account Number: 062521110000015
IFSC: BKID0000625

On completion of online payment, the candidate must take a print-out of the payment receipt for submission along with the application of **Correction / Duplicate Degree Certificate**.

(D) Check List:

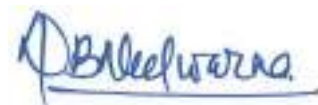
1) For name correction in the Degree Certificate: The candidate should check the followings before sending an application for the correction of name in the Degree Certificate: -

- 1.1 Application with mobile No., e-mail id and postal address
- 1.2 Payment receipt of **Rs. 2000/-**
- 1.3 Original Degree Certificate/s (if issued)
- 1.4 Self-attested copy of 10th / 12th class mark-sheet / certificate
- 1.5 Copy of the Final Semester Grade Card

2) For obtaining duplicate Degree Certificate: The candidate should check the followings before sending an application for a Duplicate Degree Certificate: -

- 2.1 Application form
- 2.2 Affidavit (in Original)
- 2.3 Copy of the Final Semester Grade Card
- 2.4 Payment receipt of **Rs. 2000/-**

(E) Issue of Corrected / Duplicate Degree Certificate: A Degree Certificate will be issued to the candidate within **30 days** from the date of receipt of the complete application form in all respects.



(Dr. Dnyandeo Neelwarna)
Controller of Examinations

MIT Art, Design and Technology University, Pune.

(Established by Government of Maharashtra vide Act No. XXXIX of 2015)

Rajbaug, Loni Kalbhor, Pune - 412 201, (MS) India.

Office of the Controller of Examinations

APPLICATION FORM FOR THE CORRECTION OF NAME IN THE DEGREE CERTIFICATE

Date: / / .

A) General Information:

Student Enrollment No.: _____

Programme: _____

Full Name: _____

Address: _____

City / Village: _____ Pin: _____

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

E-Mail: _____

Convocation Date (Month & Year): _____

B) Reason for seeking Name Correction in Degree Certificate: _____

C) Details of Changes:

	Name Printed on the Degree Certificate	Correct Name as per (10 th / 12 th Std)
Student's Name:		
Father's Name:		
Mother's Name:		

Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I request you to issue me a revised Degree Certificate with the correct name mentioned above.

The following required documents are attached herewith: -

- [] 1. Original Degree Certificate/s issued by MIT ADT University
- [] 2. Self-attested copy of 10th / 12th class mark-sheet / certificate
- [] 3. Copy of Final Semester Grade Card
- [] 4. Payment receipt of **Rs. 2000/-**

Signature of the Student

For Examination Department Use Only

Approved []

Not Approved []

Office Record Verified by

Controller of Examinations

Certificate Issued On: _____

By Hand: _____

Through Post: Receipt No.: _____

Signature of the Student: _____

MIT Art, Design and Technology University, Pune.

(Established by Government of Maharashtra vide Act No. XXXIX of 2015)

Rajbaug, Loni Kalbhor, Pune - 412 201, (MS) India.

Office of the Controller of Examinations

APPLICATION FORM FOR OBTAINING A DUPLICATE DEGREE CERTIFICATE

Date: / / .

D) General Information:

Student Enrollment No.: _____

Programme: _____

Full Name: _____

Address: _____

City / Village: _____ Pin: _____

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

E-Mail: _____

Convocation Date (Month & Year): _____

E) Reason for seeking a Duplicate Degree Certificate: _____

Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I request you to issue me a Duplicate Degree Certificate/s as mentioned above.

The following required documents are attached herewith: -

- [] 1. Affidavit (in Original)
- [] 2. Copy of Original Degree Certificate/s issued by MIT ADT University (if available)
- [] 3. Copy of Final Semester Grade Card
- [] 4. Payment receipt for **Rs. 2000/-**

Signature of the Student

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 the Student: _____