MITADTU/Exam/2022-23/360   Date: 15.09.2022

Procedure for Correction of Name in Grade Card/s

(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 Director / Principal / HoI. 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 / Online Receipt for a sum of Rs. 500/- per Grade Card.
   iv. Concerned Candidate has to send / submit the application along with above mentioned documents to the following address through his / her Director / Principal / HoI:

   The Controller of Examinations
   Examinations and Evaluation Department,
   MIT Art, Design and Technology University,
   Vishwaraj Baug, Loni Kalbhor, Pune – 412 201, MS.

(B) Charges/Fees: Candidate has to pay online an amount of **Rs. 500/- per Grade Card** by using the following link / QR Code of the University Examination Department. On completion of the online payment, the candidate must take print out of the payment receipt for submission along with the application.
Online Payment Link and QR Code:
https://payments.billdesk.com/bdcollect/bd/MITArtsDesignTech/10032

Scan To Pay - BOI Exam 33

(C) 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.

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

(Dr. Dnyandeo Neelwarna)
Controller of Examinations

Encl: Application Form

APPLICATION FORM FOR CORRECTION OF NAME IN GRADE CARD

Date: /   /   .

A) General Information:

Student Enrollment No.: _____

Programme: _____

Full Name: _____

Address: _____

City / Village: _____ Pin: _____

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

E-Mail: _____

B) Academic Information:

I. For Name Correction in Grade Card:

Semester No.	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 (10th Std /12th 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 Concerned School / Institute	
Application Checked by	**Director / Principal / HoI**
For Registrar Office	**For Examination Department**
	Approved [ ] Not Approved [ ]
Verified by Eligibility Section	**Verified by COE**
Certificate Issued On:	**By Hand:**
Through Post: Receipt No.:	**Signature of Student:**

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MIT Art, Design and Technology University, Pune.
(Established by Government of Maharashtra vide Act No. XXXIX of 2015)
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