MITADTU/Exam/2022-23/364   Date: 15.09.2022

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

(A) Procedure for Name / Photo Correction in the Degree Certificate: For correction of photo / change in the name(s) of Student / Father / Mother mentioned in the Degree Certificate issued by the MIT ADT 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 / photo in the Degree Certificate.

The following documents should be enclosed to the application for name 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.

The following documents should be enclosed to the application for photo correction:
  i. Degree Certificate (if issued to him/her by MIT Art, Design and Technology University) in ORIGINAL.
  ii. Copy of College ID, Aadhaar Card / PAN Card.
  iii. Printout of student profile with uploaded photo on the Exam Portal.

(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

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

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

(C) Charges/Fees: Candidate has to pay online an amount of **Rs. 2000/-** for correction in the Degree Certificate by using the following link / QR Code of the University Examination Department. On completion of the online payment, the candidate must take a printout of the payment receipt for submission along with the application.
Online Payment Link and QR Code:

https://payments.billdesk.com/bdcollect/bd/MITArtsDesignTech/10032

(D) Check List:
1) For name / photo correction in the Degree Certificate: The candidate should check the following 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
1.6   Copy of College ID, Aadhaar Card / PAN Card.
1.7   Printout of student profile with uploaded photo on the Exam Portal.

2) For obtaining a duplicate Degree Certificate: The candidate should check the following before sending an application for a Duplicate Degree Certificate: -
2.1   Application with mobile No., e-mail ID and postal address
2.2   Payment receipt of **Rs. 2000/-**
2.3   Affidavit (in Original)
2.4   Copy of the Final Semester Grade Card

(E) Issue of Corrected / Duplicate Degree Certificate: An updated Degree Certificate will be issued to the candidate within **03 months** from the date of receipt of the complete application form in all respects.

(Dr. Dnyandeo Neelwarna)
Controller of Examinations

APPLICATION FORM FOR CORRECTION OF NAME / PHOTO IN DEGREE CERTIFICATE

Date: /   /   .

A) General Information:

Student Enrollment No.: _____

Programme: _____

Full Name: _____

Address: _____ Pin: _____

Contact No.: Mobile No._____ E-Mail: _____

Convocation Date (Month & Year): _____

B) Reason for Name / Photo Correction: _____

C) Details of Changes:

	Name Printed on the Degree Certificate	Correct Name as per (10th / 12th 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. Copy of College ID, Aadhaar Card / PAN Card.
[   ] 5. Printout of student profile with uploaded photo on the Exam Portal.
[   ] 6. Payment receipt of **Rs. 2000/-**

Signature of the 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:**

APPLICATION FORM FOR OBTAINING A DUPLICATE 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 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 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:**