



Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
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105(817/DTU/Acad-UG/2020-21/ 10463 - 70

Dated: 21/6/21

NOTIFICATION

Subject:- Revision of the existing rules for change of name of student in academic records.

1. The Board of Management in its 43rd meeting held on 21.05.2021 vide agenda number 43.11 considered and approved for revision of existing rules for correction/change of name of student in academic record with some modifications which have been incorporated. Revised rules are as under:

2. The cases pertaining to such requests may be divided into two categories:-

Category 'A'- related to Correction. Correction in name to the extent of correction in spelling errors, factual typographical errors in the candidate's name/ surname, name of father/mother/guardian/date of birth etc. may be considered within 05 years of the declaration of results. If the request comes after 05 years the case may be considered by the Vice Chancellor on its merit.

Category 'B' - related to Change. The change in the name/ surname of candidate, date of birth, and name of father/ mother/ guardian name may be considered within 05 years of declaration of results provided the changes have been admitted by CBSE/ State Boards/Other related Boards/ Universities wherein from the qualifying examination was passed.

3. All such requests covered in category A & Category B may be considered within 05 years of declaration of final result of the programme to which the student was admitted to the University. If the request comes after 05 years the case may be considered by the Vice Chancellor on its merit.

4. Following documents need to be submitted by the students while applying:

5. **For category A**

- i. An application in prescribed format duly forwarded by the Head of the concerned Department.
- ii. An affidavit as per prescribed format on a non-judicial stamp paper worth Rs. 20/- (in original) executed in the court and sworn before First Class Magistrate, First Class Metropolitan Magistrate/Executive Magistrate/Sub Divisional Magistrate regarding change in name.(Original)
- iii. Self-attested copy of Roll Number issued by the University.
- iv. Fee receipt of payment of prescribed fee by the University for correction/change of name.
- v. A copy of revised certificates issued by CBSE or any other Board/ University from wherein the qualifying examination was passed

bearing the corrected name/surname, name of father/mother, Date of Birth.

- vi. In case mistake is found from the University side, no fee will be charged for any correction.

6. **For category B** : In addition to the documents mentioned for Category 'A', the student should also submit following document:-

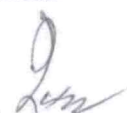
- i. Original copy of the Government of India Gazette, notifying the change in name.
- ii. Original copy of two newspapers (daily English/ Hindi newspaper the national level and daily newspaper in a vernacular language in the locality city), in which the desired change has been published.
- iii. Original undertaking, in prescribed format duly sworn before the Judicial Magistrate, first class Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.

7. Once approved by the Competent Authority, the name of student/ father/ mother/guardian, date of birth as applicable shall be read as:-

8. The name after change will be read as changed name alias/nee earlier name in DTU record.

9. Further, the revised mark-sheet/degree/certificate shall bear the following details:

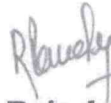
"This mark-sheet/degree is issued subsequent of the name change of (old name) to _____ (new name) as notified vide dated _____"


(Prof. Madhusudan Singh)
Dean Academic (UG)

105(817)/DTU/Acad-UG/2020-21/10463-70
Copy to:-

Dated: 21/6/21

1. PS to the V.C. for kind information to the Hon'ble Vice Chancellor.
2. Registrar, DTU.
3. All Deans
4. All HoD
5. Controller of Examinations
6. COO & Head (CC): With the request to upload the same on Academic (UG) portal of DTU Website.
7. Notice Board.
8. Guard File.


(Prof. Rajeshwari Pandey)
Associate Dean Academic (UG)

**APPLICATION FOR CORRECTION/CHANGE IN NAME/SURNAME, NAME OF
FATHER/MOTHER/GUARDIAN, DATE OF BIRTH**

42/L

1.	Student's Details		
a.	Existing Name (As per records)		
b.	Date of Birth		
c.	Registration No.		
d.	Roll No.		
e.	Programme/ Discipline		
f.	Mobile No.		
g.	Email-Id		
h.	Current Address:		
i.	Permanent Address:		
2.	Father'/Guardian'ss Details		
a.	Name		
b.	Profession		
c.	Mobile No.		
d.	Email-Id		
e.	Residence Address:		
f.	Work Place Address:		
3.	Mother's Details		
a.	Name		
b.	Profession		
c.	Mobile No.		
d.	Email-Id		
4.	Sibling Details:		
		Sisters	Brothers
a.	Name		
b.	Date of Birth		
5.	New Name To Be Acquired:		
6.	Reason for Change:		

7. Document Attached

S.No.	Documents	
a.	Affidavit on a non-judicial Stamp paper	
b.	Original copy of the Govt. of India Gazette	
c.	Original copy of two newspapers	
d.	Application forwarded by the Head of the concerned dept.	
e.	Original fee receipt (Prescribed Fee)	
f.	True copy of School Leaving Certificate	
g.	True copy of page of admission	
h.	All original documents to be surrendered submitted for verification	
i.	Self attested copy of 10 th class certificate	

8. Undertaking

I do hereby affirm and declare that the information given above and in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that in case I am guilty of giving false information or concealment of facts herein, and in case any of the attached documents/certified etc. are found fake/wrong, I will be personally responsible for the same and I will be liable to be punished with imprisonment and/or fine as per the relevant provisions of Law. I also undertake that the benefits availed by me by furnishing such false information of concealment of facts shall be liable to be summarily withdrawn.

I, further indemnify DTU and its officers from such loss, arising out of my wrong submission and I will make such loss good.

I understand that I am submitting the self-declaration in view of the policy to do away with the court affidavit.

I am submitting this undertaking for the purpose of my name change in DTU records.

	Student (pl sign all pages)	Parent
Name		
Sign		
Date		
Place		

Forwarding Recommendations of HoD

Sign.
Name
Dept.

40/c

DECLARATION FORM TO BE USED FOR CHANGE OF NAME

Know all men that I the undersigned _____ a student of _____ Delhi Technological University, Delhi and lately called _____ do hereby absolutely renounce and abandon the use of my said name as _____ and in lieu thereof assume and adopt the name of _____ for the purpose of evidencing such change of name. I hereby declare that I shall at all times hereafter in all records, deeds, documents and other writings and in all action, suits and proceedings as well as in all dealings and transactions matters and things whatsoever, and upon all occasions use and subscribe the said changed name of _____ in lieu of my earlier abandoned name as aforesaid. And I, therefore, hereby expressly authorize and require all persons whomsoever at all times to designate, describe and address me by such adopted name " _____ " only. In witness whereof I have hitherto subscribed my christened name and my adopted and substituted name of _____ this _____ day of _____ .

Signed and delivered by the above
Named in the presence of

DEPONENT

1. Witness _____
(Signature)

Full Name _____
Address _____

2. Witness _____
(Signature)

Full Name _____
Address _____

29/4

FORMAT FOR AFFIDAVIT

I, Old name S/o Father's name R/o Address, do hereby solemnly affirm and declare under :

1. That I am citizen of India.
2. That I hereby declare that old name and new name are both names belong to the same and one person who is me.
3. That I declare that my actual and correct name is new name.
4. That it is my true and correct statement.

DEPONENT

VERIFICATION

Verified at Delhi on this _____ that the contents of this affidavit are true and correct to the best of my knowledge nothing has been concealed there from.

DEPONENT