INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, KUFRI, SHIMLA — 171 012 (HIMACHAL PRADESH) 121

No. 8030/2021 - 1608

Dated: Wednesday, the 31st of March, 2021

IGNOU NOTICE

The old students of 3-Year B. Sc. in Hospitality & Hotel Administration of this Institute are hereby informed that for correction in the Name, Spelling, Father's Name, Guardian's Name, Address etc. printed in their IGNOU Statement of Marks/ Grade Card after completion of the their degree course, they are required to send their IGNOU Mark Sheet and Degree Certificate to IGNOU along with duly filled-in Application Form and Demand Draft of Rs. 500/- (rupees five hundred only) drawn in favour of IGNOU and payable at New Delhi.

The format of Application Form and necessary guidelines to be followed are enclosed with this notice.

These students are to note that no correspondence regarding correction in the Name, Spelling, Father's Name, Guardian's Name, Address etc. printed in their IGNOU Statement of Marks/ Grade Card should be made to the Institute. They have to address their name/address correction issues directly to <u>Indira Gandhi National Open University (IGNOU)</u>, Student Evaluation Division, Room No. 10, Block – 15 (I), Maidan Garhi, New <u>Delhi – 110068</u> as per the procedure mentioned above.

ADMINISTRATIVE - CUM - ACCOUNTS OFFICER

Enclosure: As above.





INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

| Name | (Guidelines are given overleaf. Please go through them carefully before filling up the form) |
|----------------------|--|
| Programme Address | 3. Enrolment Number |
| | |
| | E-mail |
| | Pin Code Mobile No. |
| Month & ye | ar of completion of Programme |
| | correction/change required in Grade Card (Please fill up the relevant hox) |
| | lame reflected in Grade Card Correct name (in BLOCK letters) |
| | |
| (b) Chang | ge in full name |
| 7 | Name reflected in Grade Card Correct name (in BLOCK letters) |
| (c) Chan | ge in 1st/Middle/Last name (Partial change in name) |
| | Name reflected in Grade Card Correct name (in Block letters) |
| | tion/deletion of surname Surname to be printed in Grade Card (in Block letters) |
| | |
| (e) Char | Surname reflected in Grade Card Surname reflected in Grade Card Surname to be printed in Grade Card (in Block letters) |
| (f) Cha | nge of Address Correct address (in Block letters) |
| | Address reflected in Grade Card |
| | A TENOU'S payable at 'New Delh |
| . Fee Deta | ils (Fee for correction in certificate is Rs. 500/- which is to be paid through DD in favour of 'IGNOU' & payable at 'New Delh Draft No |
| | |
| ENCIOSUICS | SED IGNOU, Moldon Garhi, New Delhi-11006: |
| The duly filled | application form with requisite fee & necessary documents is to be sent to Registrar, SED, IGNOU, Maidon Garhi, New Delhi-110065 |

GUIDELINES



Types of request for change in name

- 1. Minor correction in spelling of the student's name/father's name/guardian's name
- Change in full name
- 3. Change in 1st /Middle/Last name (Partial change in name)
- 4. Addition/deletion of surname
- Change in surname after marriage.
- Change in address

Terms and conditions for entertaining the request for change in name in all types as mentioned above.

- Application for change in name will be entertained before the student is awarded Degree/Diploma and Certificate in the Convocation.
- Application for change in name shall not be entertained, under any circumstances, if the student has been awarded Degree/Diploma and Certificate in the Convocation or the Convocation has already been held.
- The student will have to apply in the prescribed application form for this purpose.
- The requisite fee for this purpose is Rs. 500/-.
- The student will have to return the original Statement of Marks/Grade Card and Provisional Certificate, if issued to him earlier with previous name.

In case, the request of the student is entertainable, the following documents are required to be submitted by the student alongwith the application for this purpose:-

| S.No | Type of request | Document required |
|------|---|--|
| 1. | Minor correction in spelling of the student's name/father's name/guardian's name. | Self attested copy of Class 10 th certificate issued by recognized Board of Education/Aadhar Card Newspaper cuttings (in original) as proof of the advertisement |
| 2. | Change in full name | Newspaper cuttings (in original) as proof of the published with regard to change in name in at least two Indian leading daily newspapers. |
| | | Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name; Gazette Notification, in original, reflecting the change of name. |
| | | Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian |
| 3. | Change in Ist/Middle/Last name (Partial change in name) | published with regard to Change in the leading daily newspapers/ Aadhar Card. Self attested copy of Class 10 th certificate issued by recognised Board of Education/Aadhar Card |
| 4. | Addition/deletion of surname | |
| 5. | Change in surname after marriage | Proof of marriage i.e. a self attested copy of marriage of certificate issued by the competent authority in case of female student applying for change in surname due to marriage/Aadhar card. Aadhar Card/any other document issued by Govt. /Govt. organisation |
| 6 | Change in address | Aadhar Card/any other document issued a, |

