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

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 Indira Gandhi National Open University (IGNOU), Student Evaluation Division, Room No. 10, Block - 15 (I), Maidan Garhi, New Delhi - 110068 as per the procedure mentioned above.


ADMINISTRATIVE - CUM - ACCOUNTS OFFICER

Enclosure: As above.

GUIDELINES

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Types of request for change in name

1. Minor correction in spelling of the student's name/father's name/guardian's name
2. Change in full name
3. Change in 1st /Middle/Last name (Partial change in name)
4. Addition/deletion of surname
5. Change in surname after marriage.
6. 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
2.	Change in full name	Newspaper cuttings (in original) as proof of the advertisement 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.
3.	Change in 1 st /Middle/Last name (Partial change in name)	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers/ Aadhar Card.
4.	Addition/deletion of surname	Self attested copy of Class 10 th certificate issued by recognised Board of Education/Aadhar Card
5.	Change in surname after marriage	Proof of marriage i.e. a self attested copy of marriage registration certificate issued by the competent authority in case of female student applying for change in surname due to marriage/Aadhar card.
6.	Change in address	Aadhar Card/any other document issued by Govt. /Govt. organisation

14/2/21