

Procedure for Correction of Name in Marksheet / Grade Card

(A) Procedure:- To change the Student/Father/Mother name in the Marksheet/Grade Card issued from NIT Raipur, a candidate has to write an application (in prescribed format given below) addressed to **Prof. (I/c), Examinations, NIT Raipur**, mentioning the correction of name in the Marksheet / Grade Card. The following documents should be enclosed to the application for correction of name:-

1. All **Marksheets/Grade Card** (if issued to him by NIT Raipur) **in original**.
2. An attested photocopy of 10th class marksheet.
3. Bank challan for an amount of Rs. 100/- per marksheet/grade card (only if the marksheet has been issue to the candidate). The bank challan is to be made from the State Bank of India, GCE&T branch, G.E. Road, Raipur (near NIT Raipur).
4. Send / submit the application along with above mentioned documents and bank challan to the following address:-

***Prof (I/c) Examinations
Examination Section
National Institute of Technology,
G. E. Road, Raipur
Chhattisgarh - 492010***

(B) Charges/Fee:- Candidate has to pay an amount of Rs. 100/- **per Marksheet** towards the processing fee thorough **Bank Challan** from the State Bank of India, GCE&T branch (branch code 02852), G.E. Road, Raipur (C.G.). **If the marksheet / grade card has not been issued to the student, the processing fee is not required to be paid.**

(C) Check List:- Candidate should check the followings before sending the application for correction of name in markseet / grade card:-

1. Application with mobile No., e-mail id and postal address.
2. Bank Challan of 100/- Rupees per Marksheet/Grade Card.
3. All the Marksheet/Grade Card issued by NIT Raipur in original.
4. Attested copy of 10th class marksheet/High school Certificate.

(D) Clarification. Candidates can clarify their queries, if any, on phone no. **0771-6534775** or by sending email to examcontroller@nitrr.ac.in

Application for Correction of Name in Marksheet / Grade Card

To,

The Prof. (I/c), Examinations
Examination Section
National Institute of Technology,
G. E. Road, Raipur
Chhattisgarh - 492010

Subject:- Application for correction of name in marksheet / grade card.

Sir / Madam,

I am/was a student of National Institute of Technology, Raipur. I appeared the
(name of degree) _____ Degree in (branch)
_____ from National Institute of Technology, Raipur.

The marksheet/grade card (semester) _____
conferred upon me by the National Institute of Technology, Raipur has been
misprinted/mis-spelled in the name of **Student/Mother/Father**.

Therefore, I kindly request you to correct the name in above issued marksheet.
The required documents to support enclosed herewith. **(Write below the correct name
as per 10th certificate, to be corrected in Marksheet/Grade Card):**

(A) Student Name : _____
(B) Father Name : _____
(C) Mother Name : _____

Yours faithfully

Sign : _____

Name : _____

Roll No.: _____

Contact No. : _____

Complete Postal Address with Pin code :

Enclosures:-

1. Bank Challan of 100/- Rupees per Marksheet.
2. All the Marksheet/Grade Card issued by NIT Raipur in original.
3. Attested copy of 10th class marksheet/High school Certificate.