



BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(An Autonomous Institution Affiliated to VTU, Belagavi)
Avalahalli, Doddaballapur Main Road, Bengaluru – 560064

Ref No: BMSIT&M/EXAM/2023/55

Date: 10/07/2023

CIRCULAR

Sub: Correction of Name of the Student in Grade Card – Reg.

The students admitted to various UG and PG programs during the academic year 2021-2022 can apply for name corrections, if any in 1st and 2nd Semester Grade Cards. The HoDs are requested to instruct the concerned to make changes if any, in the Student Name, Mother Name, Father Name of students admitted to various UG/PG programs during the academic year 2021-2022 on or before 13th July 2023 to Controller of Examinations Office.

Procedure:

- A candidate can request for correction of name in the original Grade Card which is already printed/issued by filling the application form along with a fee of Rs. 400/- ~~must~~^{to} be paid in the Accounts Office through offline. An attested copy of S.S.L.C or equivalent marksheet should be enclosed with the form. The correction of name in the Grade card will be based on the name given in the S.S.L.C. or equivalent passing certificate.

Processing:

- The application along with relevant documents shall be submitted to the office of the Principal through the Proctor & HOD which will be forwarded to office of the Controller of Examinations.
- The candidate shall collect the corrected grade card/s from the office of the COE after submitting the earlier issued grade card. This process may take approximately 15 working days.

H. H. H.
CoE 10/07/2023

[Signature]
PRINCIPAL

Copy To:

1. Dean Academics.
2. All HoDs & Proctor's.
3. All 2021 Scheme UG/PG Students.
4. CoE – Office.



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APPLICATION FOR NAME CORRECTION IN GRADE CARD

Name of the Student: _____

USN: _____ Department: _____

Semester: _____ Mobile No: _____

Correction to be incorporated

Particulars	Printed as	To be corrected as
Name of the Candidate		
Name of the Mother		
Name of the Father		

Check List of Documents to be submitted:

1. Xerox copy of SSLC Marks Card/ any other document as proof of correct name acceptable to the Institute.
2. Previously issued Grade Card/s.
3. Original receipt of fees paid.

Note:

1. Fees per Grade Card Rs. 400/-.
Fees Paid Rs. _____ Vide Challan No. _____ Date: _____
2. DD's (Demand Draft) are not accepted.
3. Fees Paid once cannot be refunded.

DECLARATION BY STUDENT

I have verified all entries in the application form and state that they are correct and that I will not request changes to this application once submitted to college.

Signature of the Candidate

RECOMMENDATION OF THE HOD

Mr./Ms. _____ bearing USN _____ is a bonafied student of this institution. The information furnished by the candidate is correct and the request of the candidate may be favourably considered.

Signature of the HOD

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Receiver signature and Date : _____ Signature of CoE: _____

Issued by Name & Designation : _____ Date: _____