



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/ 89.

Date: 20/09/2023

CIRCULAR

Sub: Name Corrections 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, 2nd, 3rd and Arrears 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 on or before 26th September 2023 to Controller of Examinations Office.

Please follow the Name Correction procedures:

- 1. Application Form:** All the concerned students are requested to take a photocopy of the Application and fill it in accordingly.
- 2. Documents along with Application:** An attested copy of SSLC or equivalent passing certificate should be enclosed with the form. The correction of name in the Grade Card will be based on the name printed in the SSLC or equivalent passing certificate.
- 3. Fee:** students will need to pay fee of Rs. 400/- per Grade Card in accounts department through offline.
- 4. Deadline for the application:** The deadline for submitting the application on or before 26th September 2023.
- 5. Deadline With Fine:** With fine of Rs.100/- per Grade Card from 27th September 2023 to 29th September 2023. There after no name correction applications entertained.
- 6. Submit Application Form:** Submit your application along with proper document to COE office after fee paid.
- 7. Verification and Issuance:** Once your application form submitted, the COE office will verify the details and corrected grade cards will be issued to the respective students within 15 working days.


CoE 20/09/2023

PRINCIPAL

Copy To:

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


20/9/23



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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: _____