



Procedure for Correction of Name in Marksheet / Grade Card

(A) Procedure:- For correction or to change the name of Student/Father/Mother in the Marksheet/Grade Card issued from NIT Raipur, a candidate has to write an application (in prescribed format given below) addressed to the **Controller of Examination, 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. Payment receipt of S.B.I. Collect (online) for a sum of Rs. 100/- per marksheet/grade card. The payment must be made through S.B.I. Collect mode only available in the Institute website.
4. Send / submit the application along with above mentioned documents and bank challan to the following address:-

Controller of Examination
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/grade card** through S.B.I. Collect mode only available on the Institute website. On completion of payment, student must take print out of the payment receipt for submission along with the application.

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

1. Application with mobile No., e-mail id and postal address.
2. S.B.I. collect payment receipt for Rs. 100/- 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 writing email to examcontroller@nitrr.ac.in



Application for Correction of Name in Marksheet / Grade Card

To,

The Controller of Examination
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/s) _____
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. My S.B.I. collect reference no. Is
_____ dated _____. **(Write below the correct name as per
10th certificate, to be printed on 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. Self attested S.B.I. Collect payment receipt.
2. All the Marksheet/Grade Card issued by NIT Raipur in original.
3. Attested copy of 10th class marksheet/High school Certificate.