



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009  
ShahbadDaulatpur, Bawana Road, Delhi-110042  
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F.No. 105(209)/DTU/Acad-UG/Name-Change/2015-16/४९१३३३-३३

Dated:- २३/६/१६

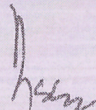
## NOTIFICATION

Sub: Rules for change in name of the students in the documents issued by the Delhi Technological University.

Following procedure will be followed strictly for change in names of students in records of Delhi Technological University:

1. Change in name of student once entered in the DTU record at any stage while studying in any course will be considered on written request of the student (not minor) in the prescribed format (Annexure – A), duly forwarded by the concerned Head of the Department and supported by the following documents during the same academic session:
  - i. An application in prescribed format (Annexure – A) duly forwarded by the Head of the concerned Department.
  - ii. Original copy of the Government of India Gazette, notifying the change in name.
  - iii. Original copy of two newspapers (daily English/ Hindi newspaper at the national level and daily newspaper in a vernacular language circulated in the locality city), in which the desired change has been published.
  - iv. An affidavit as per prescribed format (Annexure – B) on a non-judicial stamp paper worth Rs. 10/- (in original) executed in the court and sworn before 1<sup>st</sup> Class Magistrate, first class Metropolitan Magistrate/Executive Magistrate/Sub Divisional Magistrate regarding change in name.(Original)
  - v. Self-attested copy of University Enrolment Number.
  - vi. Original undertaking, in prescribed format (Annexure – C) duly sworn before the Judicial Magistrate, first class Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.
  - vii. Original fee receipt of payment of prescribed fee of Rs. 500/- (Rs. Five Hundred) only.
  - viii. Self attested copy of School Leaving Certificate of the previous school submitted by the parent/ candidate at the time of admission.
  - ix. Self certified copy - 10<sup>th</sup> class certificate.
2. The change in the name/ surname will come into effect only after the same has been approved by the University.
3. The name after change will be read as changed name alias/ nee earlier name in DTU records.

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4. No student will be allowed to change his/ her name on any official document, including examination forms, until the same has been approved by the University and same conveyed to him / her in writing.
  5. Request for change in name will not be entertained from a person who is not a student of the university at the time of making application for change of name.
  6. No application will be accepted once the final consolidated result has been declared/ or consolidated marksheet has been printed in respect of the applicant.
  7. Fresh marksheets and degree specifically will mention following: *This marksheet is issued subsequent of the name change of \_\_\_\_\_ (old name) to \_\_\_\_\_ (new name) as notified vide Gazette notification no. \_\_\_\_\_ dated \_\_\_\_\_.*
  8. Further students may be advised to fill up his name as appear in matriculation certificate or equivalent certificate at the time of admission to avoid name correction at later stage.
  9. No change in name of father, mother or guardian will be allowed.
  10. Only one change in name of student will be allowed during the span of study in DTU.
  11. Name change will be done only on documents issued subsequent to issuance of order of name change.
  12. The Vice Chancellor will be the competent authority to approve change of name. He may delegate his power either the Registrar or PVC or concerned Dean. Decision of the Vice Chancellor will be final in any issue related to interpretation of above rules.

  
(Prof. Madhusudan Singh)  
Dean Academic (UG)

Attachments:

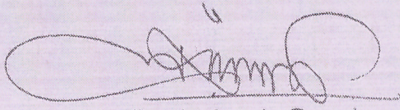
1. Format for application – Annexure - A
2. Format for affidavit – Annexure - B
3. Format of undertaking – Annexure - C

F.No. 105(209)/DTU/Acad-UG/Name-Change/2015-16/641222-33

Dated:- 28/6/16

**Copy for information and necessary action:**

1. All Deans.
2. All HoD's.
3. Director Physical Education, DTU.
4. Librarian, DTU
5. T&P, DTU.
6. Controller of Examinations.
7. Head (CC): with the request to upload on Academic page of DTU website.
8. All AR, DTU.
9. Chief Warden
10. The Registrar, DTU.
11. P.A. to PVC for the kind information to the Pro Vice Chancellor, DTU.
12. P.S. to the V.C. for the kind information to the Hon'ble Vice Chancellor, DTU.

  
(Dr. Lokesh Garg)  
Assistant Registrar Academic (UG)