



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance under MHRD, Govt. of India)
G.E.Road, Raipur, C.G. - 492010, India

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Fax No.: +91-7712254600
Email: examcontroller@nitrr.ac.in
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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 **Controller of 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. Online fee payment of Rs. 300/- per marksheet/grade card.
4. Online fee payment receipt of Rs. 250/- for India and Rs. 1000/- for abroad as postal charges **(if applicable)**.
5. Send / submit the application along with above mentioned documents to:-

***The Controller of Examination
National Institute of Technology,
G. E. Road, Raipur
Chhattisgarh - 492010***

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

1. Application for correction in name.
2. Online fee receipt of Rs. 300/- per Marksheet/Grade Card.
3. Online fee receipt of Rs. 250/- for India and Rs. 1000/- for abroad as postal charges **(if applicable)**.
4. All the Marksheet/Grade Card issued by NIT Raipur in original.
5. Attested copy of 10th class marksheet/High school Certificate.

(D) Clarification. Candidates can clarify their queries, if any, on phone no. **9893655655** or by sending email to examcontroller@nitrr.ac.in

Application for Correction of Name in Marksheet / Grade Card

To,

The Controller of Examination
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.: -----
Degree/Branch : -----
Contact No. -----
Postal Address: -----

District: -----
State: -----
Pin Code : -----

Enclosures:-

1. Online fee payment receipt (Rs. 300/- per marksheet/grade card).
2. Online fee payment receipt of Rs. 250/- for India and Rs. 1000/- for abroad as postal charges **(if applicable)**.
3. All the Marksheet/Grade Card issued by NIT Raipur in original.
4. Attested copy of 10th class marksheet/High school Certificate.