PROCEDURE FOR APPLYING FOR CORRECTION IN DEGREE CERTIFICATE

1.   **Procedure:-**   To get a corrected Degree Certificate in the event of inaccuracy / mistakes in student's particulars in original degree certificate, write an application (in prescribed format given below) addressed to the **Controller of Examination, NIT Raipur** for issuing corrected Degree Certificate highlighting the inaccuracy in his/her original degree certificate. The following documents are to be enclosed with the application for duplicate degree certificate:-

   (i)   Original degree certificate (which has inaccurate particulars).

   (ii)   Supporting documents in support of inaccuracy / correctness.

   (iii)   Copy of Final Semester Mark sheet.

   (iv)   Payment receipt of S.B.I. Collect (online) for a sum of Rs. 1000/-. The payment must be made through S.B.I. Collect mode only available on the Institute website.

   (v)   Send the application along with the above mentioned documents to:-

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

2.   **Charges:-**   Candidate has to pay an amount of **Rs. 1000/-** through S.B.I. Collect mode only available in the Institute website. On completion of payment, student must take print out of the payment receipt for submission along with the application.

3.   **Check List:-** Candidate should check the followings before sending application:-

   (i)   Application for issue of corrected Degree Certificate.
   (ii)   Original Degree Certificate (which has inaccurate particulars).
   (iii)   S.B.I. collect payment receipt for an amount of Rs. **1000/-.**
   (iv)   Supporting documents in support of inaccuracy / correctness.
   (v)   Copy of Final Semester Mark sheet.

4.   **Processing:-** The corrected degree certificate will be signed by the Registrar and the Director & Chairperson, Senate NIT Raipur. This degree will be prepared same as original one except for the signature of the Chairman, Board of Governors. In place of the signature of the Chairman, Board of Governors, **Sd/--** will be inscribed / printed on the Degree.

5.   **Clarification.**   Candidates can clarify their queries, if any, on phone no. **0771-6534775** or by sending email to examcontroller@nitrr.ac.in

APPLICATION FOR ISSUE OF CORRECTED DEGREE CERTIFICATE

To,

        The Controller of Examinations
        Examination Section
        National Institute of Technology,
        Raipur – 492010 (C.G.)

Subject:-   **Application for Issue of Corrected Degree Certificate.**

Sir / Madam,

     I was a student of National Institute of Technology, Raipur. I appeared and passed the (*name of degree*) _____ Degree in (*branch*) _____ from National Institute of Technology, Raipur in the year _____.

     The original (*name of degree*) _____ Degree Certificate conferred upon me by the National Institute of Technology, Raipur has following inaccuracy in my particulars / name:-

     Inaccurate Particular / Name in degree : _____

     Correct Particular / Name (required) : _____
     (enclose supporting documents for correction)

     Therefore, I kindly request you to issue me corrected (*name of degree*) _____ Degree Certificate. The required documents to support the claim of inaccuracy in my original degree are enclosed herewith.

                               Yours faithfully

                             Sign   : _____
                             Name : _____
                             Roll No.: _____
                             Degree/Branch : _____
                             Contact No. _____
               Complete Postal Address with Pin code :

                             _____

                             _____

                             _____

Enclosures:-

    (i)   Original Degree Certificate (which has inaccurate particulars).
    (ii)   Self attested S.B.I. Collect payment receipt for an amount of Rs. 1000/-.
    (iii) Supporting documents in support of inaccuracy / correctness.
    (iv) Copy of Final Semester Mark sheet.