

**Office of the Registrar**  
**Krishna Kanta Handiqui State Open University**

Head Office : Patgaon :: Rani Gate :: Guwahati - 17  
City Office : NH 37 :: Resham Nagar :: Khanapara :: Guwahati - 22

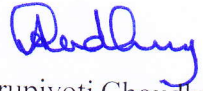
Ref. KKHSOU/SSS/07/2021/11/1192

Date : 28-01-2022

NOTIFICATION

In pursuance with the decision of the 65<sup>th</sup> meeting of the Board of Management held on 30.12.2021 and subsequent approval of the Vice Chancellor dated 24.01.2022, it is for information that the draft policy for change/correction in names and surnames of the learners in official record as attached is approved.

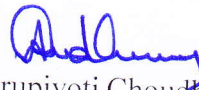
Memo No. KKHSOU/SSS/07/2021/11-A dated 28-01-2022


  
(Arupjyoti Choudhury)

  
28/01/2022 Registrar

Copy to :

1. Secretary (i/c) to Vice Chancellor
2. Dean (Study Centre)
3. Dean (Academic) i/c
4. Director of all Schools
5. Director (CIQA) i/c
6. Finance Officer
7. Controller of Examinations
8. Assistant Regional Director, JRC
9. System Analyst - with a request to circulate the notification
10. Guard File

  
(Arupjyoti Choudhury)

  
28/01/2022 Registrar

## POLICY ON CHANGE IN NAMES AND SURNAMES OF LEARNERS IN OFFICIAL RECORDS

### 1. Preamble:

For various reasons, learners admitted in different programmes of Krishna Kanta Handiqui State Open University (KKHSOU), approach the university authority with the request for changes in their names and/or surnames in different official records of the university. These requests have so far been dealt with by the Examination Branch on the basis of individual merit, considering the reason behind the request and the *Rules, Regulation and Standard Operating Procedure* of the Examination Branch. In the absence of a specific policy on the matters related to changes in names and/or surnames, the decisions undertaken are fraught with the possibility of subjectivity and arbitrariness. This policy is designed in this context and will be applicable for learners of KKHSOU only.

### 2. Definitions:

- 2.1. **Change in name:** Change in name will mean only changes related to spellings, phonetic reproduction of name from any language to English and correction of inadvertent errors (made both by learners and/or officials of university). It will not mean a complete change of name.
- 2.2. **Change in surname:** Change in surname will mean only changes related to spellings, phonetic reproduction of surname from any language to English, as well as correction of inadvertent errors made by either learners or the university.
- 2.3. **Enrolment period:** Enrolment period will mean the time between the admission of a learner in any academic programme of the university and his/her receiving the certificate after successful completion of the programme to which he/she got admitted.
- 2.4. **Supporting Documents:** Supporting Documents will mean documents issued by competent authorities admissible as per the law in force and submitted to the university at the time of admission in support of age, eligibility etc. as mandated viz. High School Leaving Certificate Examination's Admit Card/Certificate issued by Board of Secondary Education, Assam (SEBA) or any other such boards; BPP Certificate issued by KKHSOU, Mark-sheets and/or pass certificates of recognised educational institutions, Birth Certificate, PAN Card and/or AADHAR card.

### 3. Objectives:

This policy is formulated with the following objectives:

- (1) to remove ambiguities in maintaining official records of KKHSOU
- (2) to eliminate any element of subjectivity in decisions related to request of learners for effecting changes in their names and/or surnames
- (3) to facilitate the learners to get their bona fide requests addressed in a uniform and time-bound manner.

*A. M. Boruah*

*B. Boruah*

*17/1/2022*

(4) to eliminate possibility of use of the provision by unscrupulous elements.

4. **Policy Guidelines:**

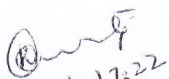
- 4.1 Requests for changes in names and/or surnames will be solely guided by the Supporting Documents used by learners at the time of admission and/or documents submitted to the university during the enrolment period as and when required. No document other than those submitted to and accepted by university during the enrolment period will be considered while deciding on such requests.
- 4.2 Requests for changes in names and/or surnames in official records of KKHSOU will be entertained free of cost till the time of receipt of the mark-sheet of the first semester by a learner. Beyond the first semester requests will be entertained only on payment of the requisite fees as decided by the university from time to time.
- 4.3 This policy limits only to requests for changes in records of the university and does not include changes in documents such as Registration Certificate, Mark-sheet and/or Pass Certificate issued by KKHSOU; and learners will have to apply for these documents afresh after effecting changes in names and/or surnames following the existing procedure for the same. The original copies of all Mark-sheets, Pass Certificates etc. issued to the learner have to be surrendered to the university upon receiving the changed/corrected Mark-sheets, Pass Certificates etc. from the university.
- 4.4 Under no circumstances requests for total and complete change of name and/or surname will be entertained by the university.
- 4.5 All requests for change in name/surname will be decided within a minimum period of two working weeks and maximum of eight working weeks. In case of time requiring more than the stipulated time for administrative reasons shall be communicated to the learners making the requests.

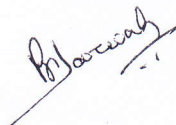
5. **Procedure for submitting request:**

- 5.1 A learner desirous to effect changes in his/her name/surname has to apply to the Registrar, KKHSOU for the same in writing with the supporting documents clearly stating the changes requested. The application may be on plain paper and copies of the supporting documents needs to be self-attested. The application may also be sent in mail with the supporting documents as attachments.
- 5.2 An acknowledgment will be issued to the learner on receipt of his/her application by the university.
- 5.3 Learner will have to deposit the requisite fees if necessary and submit a copy of receipt for such deposit along with his/her application.
- 5.4 KKHSOU authorities will process the application and make necessary corrections in official records of the university, if permissible.
- 5.5 The university authority may ask the learner to produce the original copies of the supporting documents for verification before taking a decision on the request made by the concerned learner.



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- 5.6 The learner will be intimated by post / by email / by phone about the decision made by KKHSOU.
- 5.7 For receiving any document (e.g. certificate, mark-sheet etc.) with corrected record (name/surname) the learner will have to apply afresh following the already established procedure for obtaining such documents and deposit necessary fees for the same.


6. **Fees:**

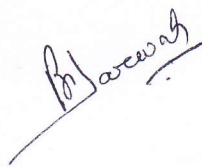
- 6.1 No fee is required to be paid if requests for changes in name/surname are made by learners till the time of completion of academic programmes and/or issuing of the original certificates.
- 6.2 Requests for change in names and/or surnames after issuing the original certificates, however, will be entertained upon payment of a fee of Rs 1000 (rupees one thousand only). The fee paid for change in name/surname is only for change and/or correction in the official records and does not include fee for Mark-sheet, Certificate etc. which need to be paid separately as per the existing provisions.
- 6.3 The fee may be revised by the university from time to time if deemed necessary.

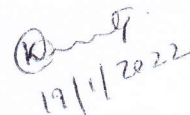
7. **Appeal Mechanism:**

- 7.1 In case a learner is not satisfied with the decision of Registrar, KKHSOU may submit an appeal to the Vice Chancellor, in writing, explaining the reason for not being satisfied and along with all the supporting documents favouring his/her claim. In all the cases, the decision of the Vice Chancellor will be final and no further appeal/claim/correspondence from the learner will be entertained.

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