



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal (Katra)-182320

SMVDU/Exam/2024/826

Dated: 15th January, 2024

CIRCULAR

Subject: Corrections in the details of the Existing students

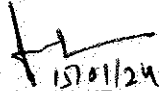
It has been noticed at the time of preparation of the degree certificates of the graduated students that in some cases, there is a difference in the name of the student/name of parents/Date of Birth/Gender as compared to the details given on the class 10th certificate of the student. This result in a situation where the details of the student on the various grade sheets/transcript and other documents issued by the Examination Wing will require a change at this late stage.

It is imperative that the correct name of the student & parents and Date of birth is recorded correctly on the grade sheets / transcript and other documents issued by the Examination Wing, as per the details given in the Class 10th certificate which is available in the student's file available in the Schools.

In this context, it is submitted that

1. Examination Wing will send the softcopy of the details of the existing students of each school, as available with the Examination Wing, to the Schools.
2. The schools shall check and update this list after a thorough check vis-a-vis the class 10th certificate of the student.
3. The schools shall display the updated list on the Notice Board (**Date of Birth not to be displayed**) for a period of one week and invite any corrections from the students.
4. The final updated record (Softcopy as well as duly signed and certified hardcopy) shall be reverted by the school to the Examination Wing latest by **3rd February 2023** which will be updated in the Database. The Examination Wing will also share the same with SAMARTH for update on SAMARTH portal.
5. Since this is a onetime exercise for all the existing students, in case of corrections, the existing documents issued to the students will be replaced by the Examination Wing, after receipt of the originally issued documents through the School, at no additional cost to the student.
6. Any subsequent corrections after this shall require payment of the notified fee by the students.

This issues with the approval of the Competent Authority.


15/01/24
Faculty I/c Examinations

Enclosed : Softcopy of Student Details available with Exam Section.

Copy to:

1. All Dean(s), for information.
2. All Heads/I/c Heads, for information and compliance
3. AR (VC Secretariat) for kind information of the Hon'ble Vice Chancellor.
4. I/c Website for uploading the same on the University Website.
5. Concerned file/Office copy.