



# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

S.O. (Admin)

ICT Dept. for  
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AO

No.Aca-II/Change of name/279/2022/01

Dated: 24.01.2022

61 Sri Venkateswara College (SDC)  
Benito Juarez Road,  
New Delhi- 110021

## NOTIFICATION

In continuation of all the previous Notifications, issued by the University from time to time, the following procedure for change of gender and consequent change of name of a student/ex-student in the University records, duly approved by the Executive Council Resolution No. 53-4 dated 17.12.2021, is hereby notified for necessary compliance by all concerned.

Any student/ ex-student (male/female) who wishes to change his/her gender (male to female or female to male) and consequent change of name in the University records is required to submit the following documents.

1. An application, mentioning the enrolment number of the student duly forwarded by the Principal of the College/Head of the institution along with Rs. 1000/- for the existing students and Rs. 2000/- for the ex-students as application fee.
2. A duly self-attested 'Gender Recognition Certificate' issued by the concerned hospital with proper identification number and date on the letter head of the issuing hospital.
3. Any one Photo Identity Proof Issued by the Government i.e. Adhaar Card, PAN Card, Voter ID Card, Passport, Driving License reflecting the changed gender and consequent change of name.
4. Original copy of the Government of India Gazette Notification about the change of name.
5. Newspaper cuttings (in original) as proof of the advertisement published with regard to change of name in at least two Indian leading daily newspapers.
6. Self-Declaration on the prescribed format by the Applicant (Appendix-I).
7. Self-declaration by the applicant regarding change of his/her gender and consequent change of name (Appendix-II).
8. Submission of the matriculation or its equivalent certificate, in case the student has got his/her name changed in the said certificate while studying in the University of Delhi.

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9. Application for change of name from a person who is student of the University at the time of submission of application or who has already completed his/her course of study shall be considered subject to fulfilment of the other conditions mentioned herein.
10. The process of change of name may require atleast 2 weeks' time after submission of application.
11. Application of students of any class for change of name shall be accepted only after 30<sup>th</sup> September.
12. Any change in name will be effective only after its approval by the University.
13. The name after change will be read as changed name alias / nee earlier name.

Any student/ex-student who wishes to change his/her gender i.e. Transgender to male or Transgender to female and consequent change of name will be governed by the Transgender Persons (Protection of Rights) Rules, 2020 notified by the Ministry of Social Justice and Empowerment vide Notification dated 25.09.2020.

After receipt of such requests from the college/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/ Heads of the Departments may kindly ensure that the above procedure is strictly followed.

Any consequent amendment in the Examination related document(s) including Degree Certificate(s) will be carried out by the Examination Branch accordingly.

Joint Registrar (Academic)

Copy to:

- 1) Deans of Faculties/Heads of Departments/ Principals of Colleges/ Directors of Centres.
- 2) Dean Student's welfare/Dean (Examinations)/JCE (SDC)/JR (SDC)/ Joint DSW, South Campus
- 3) PS to VC/ Dean of Colleges/ Director South Campus/ Director COL/Proctor/Registrar/Finance Officer.
- 4) The Director, DUCC for uploading the Notification on the University Website.

Assistant Registrar (Academic)

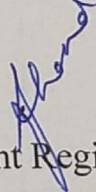






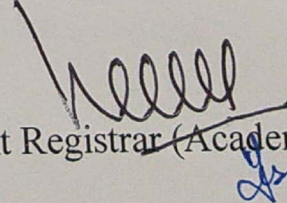
6. Application for change of name will be entertained only when the applicant is a student of University of Delhi at the time of applying change of name.  
Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his/her course of study shall not be considered.
7. The process of change of name may require at least 2 week's time after submission of application.
8. Application of students of any class for change of name shall be accepted only after 30<sup>th</sup> September.
9. Any change of name/surname will be effective only after its approval by the University.
10. The name after change will be read as changed name alias / nee earlier name.

After receipt of such requests from the college/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/ Heads of the Departments may kindly ensure that the above procedure is strictly followed.

  
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