



Sri Venkateswara College
(University of Delhi)

Ref No: SVC/Admn/2013/P/

15th January, 2013

Procedure for change of name during study period

As per letter received from the Registrar, University of Delhi vide letter No Aca.II./2008-2009/27761 dated 12th/19th August, 2008 on the subject noted above, **the change in name of a student of the University is made either on the basis of change made in Matriculation Certificate or on submission of the following documents by the students for consideration by the University Authorities. The name after change will be read as "changed name alias/nee earlier name."**-

1. An application duly forwarded by the Head/Principal of the concerned Department/College along with a fee of **Rs 50/-only**.
2. News Papers cuttings (in original) after advertising, **the desired change in name in two Indian leading daily English/Hindi News Papers.**
3. Declaration (Specimen enclosed) on a Non-Judicial Stamp Paper worth Rs 10/- (in original).
4. Original Copy of the Government of India Gazette: notifying the change in name.
5. An Affidavit on a Non-Judicial Stamp Paper worth Rs 10/- (in original) executed in the Court and sworn before a Magistrate regarding the change in name.
6. Enrolment Number.
7. *Application for change in name will not be entertained from a person who is not connected with the University as a Student at the time of making the application.*

After receipt of the such request from the students through the college, these will be examined by the University and processed as per University rules. The change of name for University/College purposes will come into effect only after the University accords necessary approval. All concerned may kindly ensure that the above procedure is strictly adhered to.



Dr P. Hemalatha Reddy

Principal

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-21

Copy forwarded to the following for information and compliance:-

1. Dr Rajender Kumar, Vice-Principal.
2. Mr T.Sreerama Murthy, Administrative Officer I/C.
3. Mr Pawan Kumar Pandey, Section Officer (Administration) I/C.
4. Teachers-in-Charge of the respective departments.
5. Dealing Assistants (Administration).
6. Staff Notice Board /College Website.
7. File.

to website

15/1

DECLARATION FORM TO BE USED FOR CHANGE OF NAME

Know all men that I, the undersigned.....a student of Sri Venkateswara College, University of Delhi South Campus, New Delhi, and lately called.....do hereby absolutely renounce and abandon the use of my said name as.....and in lieu thereof assume and adopt the name of....., for the purpose of evidencing such changes of name. I hereby declare that I shall at all times here after in all records, deeds, documents and other writings and in all action, suits and proceedings as well as in all dealings and transactions matters and things whatsoever, and upon all occasions use and subscribe the said changed name of.....in lieu of my earlier abandoned name as aforesaid. And I, therefore, hereby expressly authorize and require all persons whomsoever at all times to designate, describe and address me by such adopted name "....."only. In witness where of I have hitherto subscribed my Christian name and my adopted and substituted name ofthis.....day of

(Signed and delivered by the above named in the presence of)

Deponent

1. Witness.....
(Signature)

Full Name.....

Address.....
.....

2. Witness.....
(Signature)

Full Name.....

Address.....
.....

