Revised Procedure to change the name of the students of BITS

Date: 20.12.2016

For Pipeline Students (Those who have yet to become eligible to receive the degree)

- 1. A written request along with any one of the following documents is required to be submitted to the Student Welfare Division of the concerned campus:
 - (a) The corrected mark-sheet/certificate from the concerned board/ university of the qualifying examination or
 - (b) Copy of the relevant Govt. Gazette notification or
 - (c) Affidavit executed before First Class Magistrate alongwith notice of the name change in national newspaper.
- 2. The SWD of the concerned campus will verify the submitted documents with originals.
- 3. The Student Welfare Division of the concerned campus shall forward the same with supporting documents to AUGS/AGSR Divisions and changes shall be made in record of AUGS/AGSR Divisions of the concerned campus accordingly.

For Graduated Students (Including those who have become eligible to receive the degree)

- 1. A written request along with the corrected mark-sheet/certificate from the concerned board/university of the qualifying examination is required to be submitted to the AUGS/AGSR Divisions of concerned campus.
- 2. The AUGS/AGSR Divisions of the concerned campus will verify the submitted documents with originals.
- 3. EC Sub-Committee of the concerned campus will consider the case and send its recommendations to the Registrar Office at Pilani.
- 4. The matter shall be put up before EC through AUGS/AGSR Divisions and changes shall be made in the records of AUGS/AGSR Divisions /Registrar office accordingly.
- 5. Degree with changed name shall be issued by Registrar Office.
- 6. Transcripts/Provisional Certificate shall be issued with changed name by AUGS/AGSR Divisions of the concerned campus.