JAMIA MILLIA ISLAMIA जामिया मिल्लिया इस्लामिया
(A Central University by an Act of Parliament)
NAAC Accredited Grade 'A++'
Maulana Mohammad Ali Jauhar Marg, New Delhi-110025

Office of the Controller of Examinations دفتر کنٹرولر امتحانات
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No. /COE/JMI/2026 Dated: 28.08.2026

NOTICE

Subject: Correction of spelling/name in admission records – reg.

The attention of all **Deans/Directors/Heads of Departments/Centres/Schools** regarding all cases wherein students, at the time of admission, may have inadvertently entered an incorrect spelling of their **Name and/or Father's/Guardian's Name** in the admission form/University records. It has been decided that such cases shall be processed through the prescribed procedure and examined by the appropriate Committee. Accordingly, all concerned are requested to ensure the following:

1. **Collection of Requests:** Students having any inadvertent spelling/typing error in their Name or other permissible particulars recorded at the time of admission may submit the prescribed Name/Spelling Correction Form (attached-f/a) through the concerned Faculty/ Department/Centre/School.
2. **Supporting Documents:** The request shall be supported by **at least two** valid documentary evidences, as applicable, such as:
   - Class 10th/12th Certificate/Mark Sheet;
   - Aadhaar Card/PAN Card;
   - Birth Certificate, wherever applicable; and/or
   - Any other valid Government/Board/Statutory document establishing the correct name/particular.
3. **Verification and Submission:** The concerned Faculty/Department/Centre/School shall verify the request with the original documents and certify the genuineness of the supporting documents.

The duly verified cases may thereafter be forwarded to the Office of the Controller of Examinations for consideration by the appropriate Committee. All concerned are requested to ensure that the above procedure is followed carefully so that the University records remain accurate and discrepancies are avoided subsequently in examinations and in the issuance of degrees, certificates, and other academic documents.

Ahteshamul Haque 28/8/2026

(Prof. Ahteshamul Haque)
Controller of Examinations (Offg.)

To :

1. All Deans/Directors/Heads of Departments/Centres/Schools, JMI- with a request to disseminate the information among the newly admitted students.
2. Director, FTK-CIT, JMI- for uploading the Notice on the University website and necessary coordination regarding updation of records after approval of corrections.
3. Secretary to the Vice-Chancellor/Registrar, JMI-for kind information.
4. Dealing Hand/S.O., Office of the COE- for record and necessary follow-up.
5. Office File.

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JAMIA MILLIA ISLAMIA

OFFICE OF THE CONTROLLER OF EXAMINATIONS, NEW DELHI–110025

NAME / SPELLING CORRECTION FORM

Candidate Name (as entered)		Registration No.	
Father/Mother/Guardian name		Application No.	
Programme/Course		Faculty/Dept./Centre	
Mobile No.		E-mail ID	
Academic Session		Roll No. (if allotted)	

DETAILS OF CORRECTION REQUESTED;

S.No.	Particulars	Incorrect Entry	Correction Requested
1	Name		
2	Father's/ Guardian Name/ Other Particular		

Enclosures: Self-attested copies of supporting documents. Original documents may be produced for verification when required.

SUPPORTING DOCUMENTS (✓ as applicable): ☐ Class X Certificate/Marksheet ☐ Class XII Certificate/Marksheet ☐ Aadhaar Card ☐ PAN Card ☐ Passport/Birth Certificate ☐ Other: _____

UNDERTAKING BY THE CANDIDATE

I hereby declare that the information furnished above is true and correct. The requested correction relates to an inadvertent spelling/typographical error in the University/admission record and is supported by the documents enclosed. I undertake that the documents submitted are genuine and have not been altered or misrepresented. I understand that the University may verify the documents with the issuing authority and that approval is subject to scrutiny and decision of the competent authority. If any information/document is found false or misleading, the University may cancel the correction and take appropriate action under applicable rules. I further understand that this form shall not be treated as an application for a substantive change of identity/name unless specifically permitted under the applicable rules.

Name of Candidate	Date	Signature of Candidate	Mobile No.

VERIFICATION BY CONCERNED FACULTY / DEPARTMENT / CENTRE/SCHOOLS

Documents verified by	Recommendation / Remarks	Signature & Seal of Dean/Director/HoD

FOR OFFICE OF THE CONTROLLER OF EXAMINATIONS

Corrections Approved / Rejected	Remarks	Record Updated on	Signature of COE with Seal

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