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: 27.11.2026**

NOTICE

Subject: Procedure for correction of Name/Father's or Guardian's Name/Date of Birth in admission records – reg.

In continuation of the Notice dated 28.08.2026, regarding correction of inadvertent errors in Name, Father's/Guardian's Name and/or Date of Birth (DoB) in admission/University records. As per the observation and decision of the last meeting of committee, it is hereby notified that, the following procedure shall be followed:

1. **Self-attestation and notarized affidavit:** All supporting documents shall be self-attested by the applicant. A duly notarized affidavit clearly specifying the incorrect particulars and corrections sought.
2. **Supporting Documents:** At least two valid documentary evidences establishing the correct particulars shall be submitted, such as:
   a. Class X/XII Certificate/Mark Sheet;
   b. Aadhaar Card/PAN Card;
   c. Birth Certificate / Class X (mandatory in cases of correction of DoB);
   d. Any other valid document issued by a Government Authority/Board/ Statutory Body establishing the correct particulars.
3. Correction in DoB is to be done as per JMI Ordinances & Rules (Annex-A).
4. **Verification:** The concerned Faculty/Department/Centre/School shall verify the application and supporting documents against the originals and certify their genuineness before forwarding the case to the Office of the Controller of Examinations.
5. **Processing Fee:** No processing fee shall be charged for requests submitted within three months from the date of admission or before issuance of the relevant certificates/marksheets. However, where revised certificates/marksheets are required, the prescribed University fee, as applicable, shall be payable.

Applications not accompanied by the requisite documents and notarized affidavit, or not duly verified by the concerned Faculty/Department/Centre/School, shall not be considered.

Ahteshamul Haque 27/11/2026

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

To:

1. All Deans/Directors/Heads of Departments/Centres/Schools, JMI.
2. Director, FTK-CIT, JMI – for uploading the Notice on the University website.
3. Secretary to the Vice-Chancellor/Registrar, JMI – for kind information.
4. Dealing Hand's/SO's, Office of the COE – for record and necessary action.

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16.1 The Marks Sheets/ Grade Cards will be supplied to candidates from the offices of the respective Faculties/Centres/Schools, and to the Private Candidates from the office of the Controller of Examinations after ten days of the declaration of results.

16.2 Provisional Certificates will be issued after five days of depositing the required Fee along with the application.

16.3 A Marks Sheet/ Grade Card/ Certificate may be withheld by the Controller of Examinations on reasonable grounds.

17. Obtaining Certificates on false statement/grounds

17.1 Subject to Statute 30, the Majlis-i-Muntazimah (Executive Council) shall have the power to withhold or withdraw Degree/ Diploma/ Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/ Diploma/ Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

(i) from appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/ Certificate voluntarily; and

(ii) from appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.

18. Issue of Duplicate Degrees/Diplomas/Certificates:

In case of loss or destruction of a degree/diploma/certificate, a candidate may obtain a duplicate degree/diploma/certificate on submitting an application along with the receipt of the prescribed fee, stating that the applicant has a real need for the duplicate degree/ diploma/ certificate and submitting an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.

19. Change of Date of Birth:

The date of birth as entered in the Register of Student, shall not be altered except:

On the Controller of Examintltions being satisfied that there has been a clerical error in the University Office, or

Provided that the Majlis-i-Talimi (Academic Council) may on a reference by the Controller of Examinations and after consideration of such documentary evidence as may be produced in any case, direct and alteration to be made in the record of the Register of Students.

20. Grace Marks:

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

20.1 A maximum of three (3) grace marks in all programmes of study of the University will be permitted. This shall apply to all programmes of the University, whether conducted in the annual or the semester mode.

20.2 Grace marks shall be given only to those candidates, who by obtaining them are able to either pass in the Examination concerned or can be promoted in the Examination concerned or are able to secure a Compartment or where the same may be necessary for the grant of divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.

20.3 Only minimum grace marks, as required to pass the Examination or to secure a Compartment, shall be awarded.

20.4 The grace marks awarded shall be counted in the Grand total.

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68. Changes in Board's Certificate

Changes and Corrections in Name

i) Applications regarding changes in name or surname of candidates may be considered provided the changes have been admitted by the Court of law and notified in the Government Gazette before the publication of the result of the candidate.

ii) Correction in name to the extent of correction in spelling errors, factual typographical errors in the Candidate's name / Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the school record or list of candidates (LOC) submitted by the school may be made. Application for correction in name of Candidate/Father's/Mother's/ Guardian's name will be considered only within one year of the date of declaration of result provided the application of the candidate is forwarded by the Head of Institution with the following attested documents:

a) True Copy of Admission form(s) filled in by the parents at the time of admission duly attested by the Head of the concerned institution

b) True Copy of the School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned institution.

c) True copy of the portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate, duly attested by the Head of the concerned institution

iii. The Board may effect necessary corrections after verification of the original records of the school and on payment of the prescribed fee.

69. Change/Correction in Date of Birth

(i) No change in the date of birth once recorded in the Board's records shall be made. However, corrections to correct typographical and other errors to make the certificate consistent with the school records can be made provided that corrections in the school records should not have been made after the submission of application form for admission to Examination to the Board.

(ii) Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under orders of the Chairperson where it is established to the satisfaction of the Chairperson that the wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.

(iii) Request for correction in Date of Birth shall be forwarded by the Head of the School alongwith attested Photostat copies of -

(a) application for admission of the candidate to the School;

(b) Portion of the page of admission and withdrawal register where entry in date of birth has been made alongwith attested copy of the Certificate issued by the Municipal Authority, if available, as proof of Date of Birth submitted at the time of seeking admission; and

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(c) the School Leaving Certificate of the previous school submitted at the time of admission.

(iv) The application for correction in date of birth duly forwarded by the Head of school alongwith documents mentioned in bye-laws 69(iii) shall be entertained by the Board only within one year of the date of declaration of result. No correction whatsoever, shall be made on application submitted after the said period of one year.

70. Mandatory Clause: It is mandatory upon all schools run by Jamia Millia Islamia to follow the examination bye-laws of the Board in toto.

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