

## **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.