



**PONDICHERRY UNIVERSITY
EXAMINATION WING**

SADANAND G. SWAMI
CONTROLLER OF EXAMINATIONS

EXAMINATION WING
KALAPET
PUDUCHERRY-605 014
PHONE: 0413-2654204

No. PU/Exam/Med/E-5/2022/949

Date: 25.07.2022

CIRCULAR NO. 703

Sub: Examination Wing – Receipt of requests for Name correction
in the Certificates already issued by the Pondicherry
University for various courses– Instructions– Reg.

With reference to the subject cited, it is observed that number of requests are being received from the Affiliated Colleges/Individual Students by the Examination Wing for making Name correction (Name, Initial, Spelling, Gap within the Name etc.) in the Mark Statements, Provisional & Degree certificates issued by the Pondicherry University.

In this regard it is pointed out that the University has printed the name of the student on the Certificates based on the Student's data uploaded by concerned Colleges in the University Examination Portal at the time of Registration of first appearance of the Examination with due signature of students and countersigned by the Principal.

In view of the above, the Colleges are requested to ensure the correctness of the Student's Name (Initial, Spelling of the Name, Gap within the Name etc.) as per the basic qualification certificates before entering into the University Examination Portal while registration of the first appearance. No correction in the Name, Initial, Spelling, etc. is permitted once the data of the students is uploaded.

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Subsequently, henceforth no request for change in Name will be entertained in the Certificates from the batch of the Students admitted during the Academic year 2022-23 onwards. Any requests for change, if received, shall be viewed seriously and penalty would be imposed along with existing fee per certificate.



CONTROLLER OF EXAMIANCTIONS

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To

The Director/Dean/Principal
All Affiliated Medical/Engineering/Arts & Science/Law/Nursing Colleges
Puducherry/Karaikal/Mahe/Yanam/Andaman

Copy to:

- 1) The Asst. Registrar & Section Officer } With a request to send the Circular
Medical/Engineering/UG & PG Section } concerned Colleges and follow up
Examination Wing, PU } action.
- 2) The Deputy Registrar (Exam), PU
- 3) The PS to COE, Examination Wing, PU
- 4) The Deputy Registrar, Academic Section, PU
- ✓ 5) The Asst. Registrar, Computer Unit, Exam.wing, P.U.