



# NATIONAL INSTITUTE OF HEALTH SCIENCE & RESEARCH NEW DELHI

REGD. OFFICE: K-249, MAHIPALPUR EXTN., NEW DELHI-37.  
Website: www.nihsr.com

## APPLICATION FORM FOR CORRECTION IN DOCUMENTS (MARKS SHEET, DEGREE OR ANY OTHER)

(Please Tick on Relative Document)

- Name of Application (in Capital Letter, as per 10th certificate) .....
  - Institute Enrollment ..... DOB (As per 10th certificate).....
  - Father's Name (in Capital Letter, as per 10th certificate) .....
  - Mother's Name (in Capital Letter, as per 10th certificate) .....
- (Fill Detail of Certificate where correction required)
5. Programme..... Branch..... Roll No.....

S. No.	*Semester/ Annual No. (I to X)	Exam Type Main / Back	Exam Held on MM-YY	Correction Required in Original Documents Submitted Example - Correction in spelling of name (self, father, mother)

**Original Marksheet/Degree/Received Yes/No**

*\*(in case of name correction, student must submit self attested photocopy of 10th Certificate*

S. No.	PRESENT STATUS OF DETAILS IN CERTIFICATE	Correction required (As per submitted proof Record)

Signature of Application .....

Postal Add. & Phone No. ....

.....

Complaint No.:..... Expected Date:..... Fee Required for Correction: Yes / No

Received Rs. .... Receipt No. .... Dated .....

Record Verifier/Exam Cell:..... Dean Sign.....

(Comment/Report):..... Assistant Exam Cell (Allow / Not Allow) .....

### **STUDENT COPY**

Student Name..... Course..... Sem. ....

Complaint No..... Expected Date of Correction .....

**Your application for correction in marksheet/Degree certificate/other document has been received in University on ....., we will provide corrected certificate as soon as possible.**

*Assistant Exam Cell*

## **PROCEDURE FOR CORRECTION INSTITUTE CERTIFICATE**

1. The application form must be signed by the student and in no case by someone else on his/her behalf.
2. In case of student want institute certificate through some person, authorization letter should be submitted for same.
3. Submit original Office copy of prescribed fee slip with the application form.
4. The prescribed fee for the required certificate can be remitted by cash/DD or any other mode in favour of NATIONAL INSTITUTE OF HEALTH SCIENCE & RESEARCH, NEW DELHI.
5. For getting corrections in documents (.....)  
the students is required to
6. submit the original document along with the application.
7. One Photocopy of ID of application should be enclosed with the application.

Prescribed fee for correction of documents:

- ▶ Correction in Mark Sheet - Rs. 500/- Mark Sheet
- ▶ Correction in Diploma/Degree - Rs. 2000/- Degree

**Controller of Examinations**