

NOTIFICATION / POLICY

Subject: Policy and Corrective Mechanism for Rectification of Inadvertent Errors in Student Enrollment, Admission Session and Academic/Marksheet Records

It has been observed that, in certain cases, an inadvertent clerical, data-entry, ERP/database or record-migration error may result in incorrect recording of a student's Enrollment Number, Admission Session, Date/Session of Admission, Examination Session, Marksheet Date or other academic particulars, despite the student having been duly admitted, having completed the prescribed academic requirements and having successfully cleared the required examinations.

In order to ensure the accuracy, integrity and authenticity of university academic records, the following corrective mechanism shall be followed.

1. Scope

This policy shall apply where an error in the University's database, ERP, examination records, marksheet or related academic record has occurred inadvertently and the University has sufficient documentary evidence to establish the student's correct academic particulars.

2. Principle of Correction

Where the student has already been duly admitted and has successfully completed the prescribed academic requirements and examinations, an inadvertent error in the University's database or academic record shall be treated as a record-correction matter, provided the original admission and academic status are independently established from the University's authentic records.

3. Documentary Verification

Before making any correction, the concerned section/office shall verify the following, as applicable:

1. Original admission form/application;
2. Admission/registration record;
3. Enrollment/registration record;
4. Fee/payment record;
5. Attendance/academic record;
6. Examination form(s);
7. Examination attendance record;
8. Result/award list;

9. Tabulation register/result register;
10. Previous marksheets/certificates;
11. ERP/database audit trail, wherever available

4. Initiation of Correction

The correction may be initiated:

1. on the application of the student;
2. by the concerned Head of Institution/Department;
3. by the Examination Department;
4. by the Registrar/Admission Section; or
5. suo motu by the University when the error is detected during verification, result processing, degree issuance, NAD/DigiLocker/ABC data submission or any other official process.

5. Verification by Concerned Offices

The concerned section shall prepare a Record Correction Note clearly specifying the particular, existing/incorrect entry, correct entry, and supporting documentary evidence.

The concerned office shall certify that the proposed correction is duly supported by the original/authentic records of the University.

6. Approval Authority

Routine clerical/database corrections relating to student academic records shall be processed through the designated HOI/HOD. Where the correction affects an examination record, marksheet, result, degree, transcript, enrollment status or any document issued under the authority of the University, the case shall be placed before the Controller of Examinations/Registrar or other competent authority, as prescribed by the University.

7. Correction in ERP/University Database

After approval, the authorized ERP/IT personnel shall correct the erroneous entry in the University's database.

8. Correction of Marksheet / Academic Document

Where an incorrect entry has already appeared on a marksheet, transcript, certificate or other academic document, the University may issue a Corrected/Revised Document after due verification and approval.

The revised document shall carry the correct particulars and an appropriate reference to the correction order, wherever considered necessary by the University.

The correction shall not alter marks, grades, credits or the examination result unless such alteration has separately been approved through the prescribed examination procedure.

9. Cases Where Student Has Already Cleared All Examinations

Where a student has appeared in the prescribed examinations & successfully cleared all examinations/years/parts of the programme but the University's database subsequently reflects an incorrect enrollment number, admission session, admission date, examination session or marksheet date due to an inadvertent University-level data-entry/ERP error, the University may correct the record after verification of the original records.

Such correction shall be considered a rectification of an administrative/technical record and shall not invalidate the examinations already passed by the student, provided the original admission and eligibility are established from authentic University records.

The correction mechanism shall be limited to rectification of the erroneous particulars.

The Examination Department/Registrar's Office shall maintain a Student Academic Record Correction Register.

10. Communication to Student

After completion of the correction, the student may be provided with a **Correction Certificate/Official Confirmation Letter**, wherever required, confirming that the discrepancy was an inadvertent error in the University's record and that the academic record has been corrected on the basis of verified University documents.

11. NAD / DigiLocker / ABC / Other Digital Records

Where the incorrect information has already been transmitted to NAD, DigiLocker, Academic Bank of Credits (ABC) or any other authorized academic repository, the concerned University office shall initiate the necessary correction/update through the prescribed institutional process.

12. Responsibility

The concerned University officer/section shall be responsible for ensuring that:

1. corrections are based on authentic records;
2. adequate documentary evidence is retained;

3. unauthorized alterations are prevented;
4. the correction is properly approved and documented; and
5. the corrected information is synchronized with applicable digital academic repositories.

13. Preservation of Original Records

All documents supporting the correction shall be preserved along with the student's permanent academic record. The correction order and audit trail shall form part of the official University record.

14. Exceptional Cases

Any case involving suspected fraud, forged documents, irregular admission, manipulation of marks/results, impersonation, or any other academic irregularity shall **not** be processed as a routine correction under this policy. Such cases shall be referred to the competent authority for appropriate inquiry and action under the applicable University rules.



Controller of Examinations

Copy to:

1. Hon'ble Vice Chancellor – for kind information
2. Registrar
3. HOIs/HODs of all Institutions/Departments
4. Admission Cell
5. Examination Department
6. CTO - IT Department



Controller of Examinations