

Kendriya Vidyalaya Sangathan



**Standard Operating Procedure for Processing Requests for Minor
Name Correction of a Student and/or the Student's Parent(s)
(Mother and/or Father) in a Time-Bound Manner**

Standard Operating Procedure for Processing Requests for Minor Name Correction of a Student and/or the Student's Parent(s) (Mother and/or Father)

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for Processing Requests for Minor Name Correction of a Student and/or the Student's Parent(s) (Mother and/or Father).	
Applicability	SOP shall apply to all KVs	
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Standard Operating Procedure for Processing Requests for Minor Name Correction of a Student and/or the Student's Parent(s) (Mother and/or Father)

1. Objective

To establish a uniform, transparent, accountable and time-bound procedure for Processing Requests for Minor Name Correction of a Student and/or the Student's Parent(s) (Mother and/or Father).

2. Scope

This SOP shall apply to all Kendriya Vidyalayas for processing requests received from student / parents of student of KV for Minor correction in:

- Student's Name;
- Father's Name of the Student;
- Mother's Name of the Student;

Any related personal particulars maintained in school records.

Governing Provisions

All requests shall be processed in accordance with:

- KVS Admission Guidelines;
- KVS Education Code;
- CBSE Examination Bye-laws;
- Registration of Births and Deaths Act, 1969;
- Orders and instructions issued by the Government of India; and
- Any other instructions issued by KVS from time to time.

3. Applicability

This SOP shall apply to

- All Kendriya Vidyalayas (KVs) involved in the processing of applications received from student / Parent of the student for requests relating to Minor correction in name of a student and / Parents (Mother &/ Father) of the student.

4. General Principles

- Requests for correction of spelling in name are generally discouraged, as details are entered at the time of admission based on verified documents (e.g., Birth Certificates).
- All details related to student should be thoroughly verified and executed before a student reaches Class IX, to avoid discrepancies during the CBSE Board registration process in class IX.
- The Principal of the concerned KV must be completely satisfied with the genuineness and legality of the request for changes in details related to student before moving forward.
- Any approved correction is considered final; it cannot be corrected again in the future.

The request for any Minor Correction/spelling error shall be discouraged because the details are entered in school records after being duly verified and certified by parents and then the school authority. At the time of admission, due care should be taken by both parties (parents and the Vidyalaya concerned) while entering the details pertaining to the child as well as parents in Vidyalaya records. The same must be shown to the parents instantly for ratification, so that the need for change in school records does not arise in future. Copies of supporting documents indicating exact details as entered in school records must be maintained. Details entered in the Birth Certificate should be treated as the authentic record.

5. Documents Required

To initiate processing of requests relating to Minor correction of name of a student and / or parents, student / parent must submit a formal application to the Principal with the following documents:

- A written request from the parent (preferably both parents)
- An affidavit sworn before a First Class Magistrate / Judicial Magistrate or equivalent affirming that both versions pertain to the same individual and that the correction requested is/are final.
- In the case of Government employee, a certified proof from the employer/service record showing the name as recorded in the official service records of the parent.
- Copy of the Gazette notification
- Copy of Aadhaar card of the student.
- Copy of valid government ID proofs like Voter ID/ Aadhaar / PAN Card.

6. Responsibility and Accountability

a. Principal:

The Principal may dispose of cases involving clerical, spelling or typographical corrections supported by original admission documents.

b. Updation of Records

Upon approval, necessary corrections shall be made in:

- Admission Register
- Student Information System
- UDISE Records
- Examination Records
- Transfer Certificate Records and
- Any other relevant school records.

c. Communication to the Applicant

* The decision shall be communicated to the parent/guardian in writing.

* Where the request is rejected, reasons for rejection shall be recorded and communicated.

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7. Procedure Timeline and Responsibilities

Note: 'T' denotes the date of receipt of the application for Minor correction of name of a student and / or parents of a student at KVs.

Sl. No.	Activity	Responsibility	Timeline (working days)
1	Receipt, diarization, and registration of application for correction of name of the student / parents of the student.	Dealing Hand who maintains Dispatch & Diary Register – JSA	T
2	Examination of application for correction of name of the student / parents of the student.	Admission In-charge - PGT / TGT/ PRT to whom duty has been assigned by the Principal of KV	T + 1 Working Day
3	Verification of facts, examination of records, and application of relevant rules/policies.	1. Admission In-charge - PGT / TGT/ PRT to whom duty has been assigned by the Principal of KV 2. JSA / SSA who maintains Admission records in Office	T + 2 Working Days
4	Final Record Amendment / No change in Record: - Once the Principal approves the minor change / disapproves the change based on the recommendation of Admission Committee of the Vidyalaya as per rules / policies based on genuineness of the documents and facts submitted by applicant, the Vidyalaya will officially amend the records / Not amend the records, which will be counter-signed by the Principal with their full name and date, if records are amended.	Principal	T + 3 Working Days
5	Preparation and scrutiny of draft reply	Admission In-charge - PGT / TGT/ PRT / JSA to whom duty has been assigned by the Principal of KV	T + 4 Working Days
6	Approval of draft reply.	Principal	T + 4 Working Days
7	Issue of final reply, updating records if required, and closure of case.	Principal	T + 4 Working Days

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8. Important Instructions

Record Keeping Guidelines

- All corrections in the Admission Withdrawal Register are made **only in red ink**.
- The old entries must be **encircled, not erased**.
- Every modification must be counter-signed by the Principal with their full name and date.

9. Review

1. These SOPs shall be reviewed periodically by KVS Headquarters. Amendments may be issued from time to time in view of:

- Changes in Government policies;
- Judicial pronouncements;
- Statutory requirements;
- Administrative necessities.

The latest approved version issued by KVS Headquarters shall supersede all previous instructions on the subject to the extent of inconsistency.

2. In case of any ambiguity, inconsistency, or dispute regarding interpretation or application of any provision of this SOP, the matter shall be referred to KVS Headquarters for clarification. The decision of the Commissioner, Kendriya Vidyalaya Sangathan (HQ) shall be final, conclusive, and binding on all units and offices under KVS.

CSA 22/03/26