



Bikaner Technical University, Bikaner

बीकानेर तकनीकी विश्वविद्यालय, बीकानेर

करण्णी इण्डस्ट्रीयल एरिया पुगल रोड़, बीकानेर

CORRECTION IN MARK SHEETS/RPROVISIONAL DEGREE CERTIFICATE

To get **Correction in Name / Father's name / Mother's name / enrollment number**, please go through following steps::

1. Download relevant [application form](#) from www.btu.ac.in
2. Fill the complete form.
3. Attach (a) Original mark sheet/ Provisional certificate in which correction is required. (b) Forwarding letter from college concerned (c) Photo copy of mark sheet of class X, as a proof of correct name (d) Photo copy of personal ID with address proof.
4. Demand Draft of Rs. 250/- for each document to be corrected. DD should be in favour of Bikaner Technical University, Bikaner payable at Bikaner in original.
5. Photocopy of previous marksheet/ document on the basis of correction is to be done, as a proof. All document should be legible and on A4 size paper.
6. Send the complete form to CONTROLLER OF EXAMINATION, Bikaner Technical University, Bikaner – 334004
7. The corrected Mark sheet / Provisional certificate shall be dispatched to your college within one month of receipt of application.
8. If you desire your corrected Mark sheet/ Provisional certificate to be sent at your home address, please attach a proof of residence such as Driving license, Bank Pass Book, Aadhar card etc.

NOTE:

In cases of urgent need, you can apply personally with personal ID having signature and photo of applicant and Proof of urgency i.e. appointment/ job offer or admission for higher study etc., at COE office BTU, Bikaner between 10:00 a.m. to 12:00 p.m. on any working days (Second Saturday holiday). Corrected Mark sheets and Provisional Certificate will be got prepared within 5 working days.



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**APPLICATION FOR
CORRECTION IN MARKSHEET/CERTIFICATE**

COURSE:

B.Tech.	M.Tech.	MBA	MCA	BHMCT	B.Arch.	MAM

Roll No...... **Enrollment No** **Branch**.....

Name.....

Father's Name.....

Mother's Name.....

College.....

Type of Correction (Please Tick \sqrt Mark): Personal Details Division / Marks

PAYMENT DETAIL:- Challan/DD No..... Date.....

Bank Name..... Amount.....

Home Address :-.....

..... Pin Code.....

Check List :

1. Forwarding Letter from College (Original). Mobile No.
2. Photocopy of Class X Marksheet. E-Mail ID
3. Original Marksheet/Certificate in which correction required.
4. Photocopy of previous marksheet/ document on the basis correction is to be done, as a proof.
5. Photocopy of Personal ID.
6. One A4 size self addressed envelope. **Signature of Candidate with full name**
7. **Demand Draft of Rs. 250/-** for each document (to be corrected). DD should be in favour of **Bikaner Technical University, Bikaner** payable at Bikaner in original.

Note :-

1. All attached photo copies of documents should be self attested and properly legible, otherwise document(s) will not be prepared.
2. In case of any wrong information provided in the form, candidate will be fully responsible for the same and University may take appropriate action against him.

For Office use only

Reference No. Date..... Dispatch No..... Date.....