



VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

(Arunachal Pradesh)

(A University established vide Arunachal Pradesh Govt. Act No.10 of 2012
and has the right to award degrees u/s 22(1) of the UGC Act 1956)

OFFICE ORDER NO. 182 /2018-19

Correction/Rectification of Academic Documents

In partial medication of the office order of even no dated 12th August 2018. *The* Competent Authority is pleased to order that printing errors or data entry mistakes if any. In (he University, certificates/ mark sheets etc issued to students shall be corrected by the university without any, liability/fine to the students within a period of 6 months of the date printed on the mark sheet. After the lapse of 6 months University will charge a search fee and fine for delay in submitting the document for rectification if any. If *the* mistake is from the side of student. Fine and search fee payable per document within a period of one year is RS. 500/-. After one year the amount will be Rs, 1000/- per year per document. Subject maximum of Rs. 5000/-

In case. some clerical error committed by the university is reported after 6 months. 50% amount will be charged i.e. Rs. 250/- or Rs.500/- respectively as applicable per document. subject maximum of Rs.2500/-

All students are hereby informed to verify their certificates/credentials without fail at the time of receiving the same.

For obtaining TC/ CC and Migration certificates the candidates have to submit application along with the fee paid receipt to the University and will be normally issued after 15 days. Students can collect *the* same from the university office on Monday, Thursday and Saturdays. If these are public not holidays. Immediate/urgent printing & delivery of CC. Migration and PDC will be on payment of 1^{1/2} times, the applicable charges.

As usual, for sending **various certificates/mark sheets** by speed post an extra amount of Rs 250/- as onetime payment has to be made towards **postage and handling charges**.

All officers concerned are requested to follow these norms without fail.

By the order of Hon'ble Vice Chancellor

Controller of Examinations

CC:

1. PS to Chancellor for kind information of Hon'ble Vice Chancellor
2. Advisors to Hon'ble Chairman
3. Registrar for necessary action
4. AR Admissions for information
5. All Dean/ Directors/ Heads
6. Finance Officer/DFO/AFQ for necessary action
7. Guard File

