

Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce
Examination Department
AY 2026-27

NOTICE

Online Application for Name Correction in University Documents

27 August 2026

As per the SPPU circular no. Exam/S&T/2074 dated 24 August 2026, all students are hereby informed that **Savitribai Phule Pune University** has introduced an online **Name Correction System** for correction of the **Student Name and/or Mother's Name** in University documents such as **Marksheet and Passing Certificate**.

Students who wish to apply for name correction are required to submit their applications online **through the University Name Correction Portal**.

Steps to Apply for Name Correction

- **Submit the prescribed Name Correction Application to the College.** The application form can be downloaded from the College website (kavericollege.org). The duly filled application must be submitted along with the **supporting documents establishing the existing and corrected name**.
- Open the portal URL(namecorrection.unipune.ac.in) and click on the 'Student' tab
- Enter your registered **PRN / Email and Password**. Click 'Log In'.
- Check your profile summary (**PRN, Eligibility No, PUNCODE**).
- Click on the 'Apply for Name Correction' button.
- Select the document to be corrected: **Marksheet or Passing Certificate**.
- Enter your **Examination Seat Number, Academic Year/Semester, and Passing Month & Year**
- Upload **clear scanned copy of the existing Marksheet or Passing Certificate document** (PDF under 5MB).
- Select the correction required: 'Student Name Only', 'Mother Name Only', or 'Both'.
- Review your existing name displayed in the left column.
- Enter the corrected **First Name, Middle Name, Last Name, and Mother Name** in the right column.
- Click 'Next' to Save & Proceed to Uploading Documents.
- Upload mandatory proofs: **HSC Passing Certificate and Domicile Certificate**.
- Upload Government Gazette copy (if name has been legally changed), Aadhaar card, or Affidavit if applicable.
- Click 'Next' to Preview Documents
- Carefully review the complete application summary and verify all spellings and Click 'Submit Application'.
- **Save the generated Application Number** (e.g., NC-2026-00142) for future tracking

Tracking the Application

- Go to 'Application History' to check live status (Submitted to College, Accepted, Forwarded to University).
- Click 'Details' to view the complete verification timeline.
- If the application status changes to '**Returned for Correction**', click '**Details**', read the remarks, make the necessary corrections and **resubmit the application**.

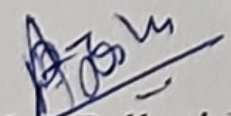
After University Approval

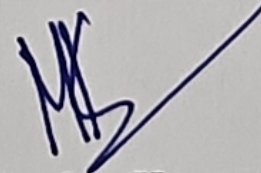
- Once the application is approved by the University (**Status: Approved**), click '**Pay Now**' and pay the prescribed **processing fee of ₹250 per marksheet** through the University Payment Gateway.
- Download and save the official **Payment Receipt / Challan PDF**.
- Click '**Forward for Document Generation**' so that the Result Section can generate the corrected document.

Dispatch and Tracking

- Once the status shows '**Dispatched**', note the **13-character SpeedPost tracking number**.
- Click '**Track on India Post**' and enter the tracking number to check the delivery status of your document.

Students are advised to carefully verify all details and spellings before submitting the application and to keep the Application Number and Payment Receipt safely for future reference.


Mrs. Pallavi Joshi
CEO


Dr. Muckta Karmarkar
Principal