

Dr. NTR UNIVERSITY OF HEALTH SCIENCES:: AP :: VIJAYAWADA – 520008

Lr.No.112/E3/BDS/2013

Dt: 15.03.2016

To [Click here for Proforma for Generation of H.T. No](#)
The Principals of affiliated Medical & Dental colleges,

Sir,

Sub: Dr. NTR UHS – Exams – Generation of H.T. No's for the candidates admitted during the academic year 2015-16 – Entering of Names as per Intermediate (or) its equivalent – certain guidelines – issued – Reg.

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I am to inform that, the name in the Degree certificate will be exactly the same as written in the certificate of the qualifying examination.

The basic qualification for the UG courses offered by this University is **intermediate (or) its equivalent qualification** only.

Therefore, all the certificates issued for UG courses will be as per intermediate (or) its equivalent qualification.

In this connection, I would like to request the Principals to be more cautious while forwarding the applications for generation of H.T.No in view of the following reasons.

1. A degree certificate is not only qualification in a course of study but also a certificate of academic achievement.
2. Name in OD. appears as per intermediate (or) its equivalent only. So, students / Colleges shall take utmost care while entering the name which should be as per intermediate (or) its equivalent only.
3. If there are any mistakes in intermediate or its equivalent certificates that must be get corrected before applying for OD. If once OD is issued, there is no procedure of issuing another one.
4. In case of corrections , no new / another OD, will be issued . Instead, "Name equivalent certificate" will be issued.
5. A student's name which was written at the time of issue of Hall Ticket, will continue to appear in all memos and PC. Some students gets their names corrected as per intermediate (or) its equivalent but some don't. This results in variation of names between memos and OD. Because, irrespective of name in Memo or PC, the name in OD will appear as exactly as that of intermediate (or) its equivalent to benefit the students.
6. Name correction is different from Change of name which requires certain procedure.
7. Again same problem is being observed with regard to internship certificate, DCI / MCI registration certificate & BLS certificate. All these certificates will be issued to a candidate after completion of the course. But, the name in these certificates does not match with that of the name in the intermediate (or) its equivalent certificate.
8. To avoid any unexpected problems arising out of with the wrong entering of name, the other subsequent certificates like Internship, DCI / MCI Registration and BLS certificates should also carry same name as that of intermediate (or) its equivalent.

Hence, I request all the Principals to concentrate on this issue and instruct the concerned staff to enter names as exactly written in intermediate (or) its equivalent.

Also give wide publicity among the students in this regard and the importance of the same. Educate them to obtain other certificates like Internship, DCI / MCI registration and BLS certificates with the name as written in intermediate (or) its equivalent.

If at the initial stage itself, names are correctly written as that of intermediate (or) its equivalent this variation would not arise and the students do not need to come to the University for name correction.

Hence, your co-operation is highly needed in our efforts to see that the student's names are correctly written and recorded in all University records.

Yours faithfully



CONTROLLER OF EXAMINATIONS

Copy to Joint Registrar (Admissions) - To see that the approved lists contains the names as that of Intermediate (or) its equivalent qualifications.

Copy to the Web Master - To place this on University website.

Copy to:

The Academic Coordinators of I.T.C centres
at Dr. NTR UHS, Vijayawada
Andhra Medical College, Visakhapatnam.
Gandhi Medical College, Secunderabad.

To arrange to issue BLS Certificates with the names as exactly appears in Intermediate (or) its equivalent qualification

Copy to Deputy Registrar (Academic).

Copy to PS to VC / Steno to Registrar.