

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

Savitribai Phule Pune University
(Formerly University of Pune)



परीक्षा व मूल्यमापन मंडळ

गणेशखिंड, पुणे — ४११ ००७

दूरध्वनी क. (०२०) २५६२ १३९८

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संदर्भ क्र.: परीक्षा/छावता/२०७४

दिनांक : २४ / ०८ / २०२६

प्रति

मा. प्राचार्य/संचालक,

सर्व संलग्नित महाविद्यालये व मान्यताप्राप्त परिसंस्था,

प्रस्तुत विद्यापीठ (पुणे, अहिल्यानगर, नाशिक जिल्हा व दादरा-नगर हवेली)

विषय : परीक्षा अभिलेख, गुणपत्रिका आणि उत्तीर्ण प्रमाणपत्रामध्ये

विद्यार्थ्यांच्या नावात दुरुस्ती करण्याच्या ऑनलाइन प्रक्रियेबाबत....

महोदय/महोदया,

उपरोक्त विषयान्वये सर्व संलग्नित महाविद्यालयांच्या मा. प्राचार्यांना कळविण्यात येते की, विद्यापीठाच्या परीक्षा अभिलेखांमध्ये, गुणपत्रकांमध्ये तसेच प्रमाणपत्रांमध्ये विद्यार्थ्यांच्या नावात आवश्यक दुरुस्ती करण्यासाठी विद्यापीठाने ऑनलाइन नाव दुरुस्ती प्रणाली (Name Correction System) कार्यान्वित केली आहे. सदर प्रक्रिया विद्यार्थी, महाविद्यालय व विद्यापीठ परीक्षा विभाग या तीन घटकांमार्फत राबविली जाणार असून, तिचा तपशील खालीलप्रमाणे आपल्या माहितीसाठी व आवश्यक कार्यवाहीसाठी देण्यात येत आहे.

अ. संबंधित घटक व त्यांची जबाबदारी:

१. विद्यार्थी : ऑनलाइन अर्ज सादर करून नाव दुरुस्तीच्या पुराव्यादाखल आवश्यक कागदपत्रे अपलोड करतील.
२. महाविद्यालय : प्राप्त अर्जाची व कागदपत्रांची पडताळणी करून तो अर्ज विद्यापीठाकडे अग्रेषित करेल.
३. विद्यापीठ परीक्षा विभाग : अर्जाची अंतिम पडताळणी करून नाव दुरुस्तीस मान्यता देईल, सदर दुरुस्ती अभिलेखात (Ledger) नोंदी करून आणि पुनर्मुद्रित करावयाच्या गुणपत्रक/ प्रमाणपत्रांच्या संख्येनुसार चलन (Challan) तयार करेल.

ब. कार्यपद्धती :

१. विद्यार्थ्यांचा अर्ज : विद्यार्थ्याने विद्यापीठाच्या संकेतस्थळावर उपलब्ध असलेल्या Student Profile System मध्ये लॉग-इन करून नाव दुरुस्तीसाठी अर्ज सादर करावा आणि दुरुस्त नावाच्या पुराव्यादाखल आवश्यक कागदपत्रे (उदा. पात्रता यादीतील बरोबर नांव, एस.एस.सी. व एच.एस.सी. गुणपत्रक/प्रमाणपत्र, आधार कार्ड, शासन राजपत्र/प्रतिज्ञापत्र, अधिवास प्रमाणपत्र, सेमिस्टर गुणपत्रके इ.) अपलोड करावीत.
२. महाविद्यालयाकडून पडताळणी : महाविद्यालय आपल्या PUNCODE द्वारे लॉग-इन करून प्रलंबित अर्ज स्वीकारेल (Inward & Accept), त्यामुळे विद्यार्थ्यांचे संपादन अधिकार (Edit rights) तात्पुरते बंद होतील. महाविद्यालय विद्यापीठ पात्रता क्रमांकाची (Eligibility Number) खातरजमा करून, महाविद्यालयाच्या सर्वसाधारण नोंदवहीशी (GR) विद्यार्थ्यांच्या नावाची पडताळणी करेल आणि प्रत्येक अपलोड केलेले कागदपत्र तपासून 'Verified/Inspected' असे नमूद करेल.
३. महाविद्यालयाकडून विद्यापीठाकडे अग्रेषण : महाविद्यालय विद्यार्थ्यांचे नाव ठळक (Highlight) केलेले पात्रता कागदपत्र, महाविद्यालयाच्या स्वाक्षरीयुक्त व शिक्क्यासह अग्रेषण पत्रासह (Forwarding Letter), महाविद्यालयाचा जावक क्रमांक नमूद करून तो अर्ज विद्यापीठ परीक्षा विभागाकडे अग्रेषित करेल. कागदपत्रे अपूर्ण, अस्पष्ट अथवा चुकीची आढळल्यास महाविद्यालय सदर अर्ज योग्य त्या शेऱ्यांसह विद्यार्थ्यास परत करेल अथवा अपात्र असल्यास नामंजूर करेल.
४. विद्यापीठाकडून पडताळणी व मान्यता : विद्यापीठ परीक्षा विभाग महाविद्यालयाने अग्रेषित केलेल्या अर्जाची व कागदपत्रांची पडताळणी करेल. सर्व बाबी योग्य आढळल्यास दुरुस्तीस मान्यता देण्यात येईल, त्रुटी आढळल्यास स्पष्टीकरणासाठी अर्ज महाविद्यालयाकडे परत पाठविण्यात येईल.

५. अभिलेखात (Ledger) नोंद : मान्यता मिळाल्यानंतर दुरुस्त केलेले नाव विद्यापीठाच्या शैक्षणिक अभिलेखात (Academic Ledger) नोंदविण्यात येईल / दुरुस्त करण्यात येईल.
६. चलन निर्मिती व ऑनलाईन शुल्क भरणा : पुनर्मुद्रित करावयाच्या गुणपत्रके/प्रमाणपत्रे/कागदपत्रांच्या संख्येनुसार प्रणालीद्वारे शुल्क चलन तयार करण्यात येईल. विद्यार्थ्याने सदर शुल्क संकेतस्थळावरून ऑनलाईन पद्धतीने भरावयाचे आहे.
७. मुद्रण व पाठवणी : शुल्क भरणा निश्चित झाल्यानंतर विद्यापीठामार्फत दुरुस्त गुणपत्रक/प्रमाणपत्र मुद्रित करून स्पीड पोस्टाद्वारे (Speed Post) विद्यार्थ्याच्या पत्त्यावर पाठविण्यात येईल. सदर पाठवणीचा ट्रॅकिंग क्रमांक (Tracking ID) विद्यार्थ्यास संकेतस्थळामार्फत/नोंदणीकृत संपर्क क्रमांकावर कळविण्यात येईल.

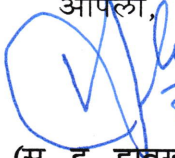
क. महत्वाच्या सूचना :

१. सदर पत्र निर्गमित झाल्यापासून नाव दुरुस्तीची संपूर्ण प्रक्रिया केवळ ऑनलाईन पद्धतीनेच राबविण्यात येईल.
२. महाविद्यालय अथवा विद्यापीठ स्तरावर कोणत्याही स्वरूपाचे प्रत्यक्ष (Manual/Offline) अर्ज स्वीकारले जाणार नाहीत.
३. विद्यार्थ्यांनी आपली दुरुस्त करावयाची मुळ गुणपत्रके, उत्तीर्ण प्रमाणपत्र हे महाविद्यालयाकडे जमा करावीत आणि महाविद्यालयांनी सदरची मुळ गुणपत्रके ही विद्यार्थ्यांना नविन गुणपत्रके/उत्तीर्ण प्रमाणपत्र प्राप्त झाल्यानंतर नष्ट करणे आवश्यक आहे, नष्ट केलेल्या गुणपत्रके, उत्तीर्ण प्रमाणपत्र यांची नोंद ठेवावी.
४. विद्यार्थ्यांनी आपली दुरुस्त करावयाची मुळ गुणपत्रके, उत्तीर्ण प्रमाणपत्र हे जर हरवले/गहाळ झालेले असल्यास अशा वेळी महाविद्यालयांनी आपल्या पत्रामध्ये तसे स्पष्टपणे नमूद करणे आवश्यक आहे, अशा विद्यार्थ्यांचे फक्त परीक्षेच्या अभिलेखात दुरुस्ती करण्यात येईल आणि तसे विद्यार्थ्यास महाविद्यालयामार्फत कळविण्यात येईल. त्यानंतर संबंधित विद्यार्थ्याने प्रचलित Duplicate Marksheet/ Passing Certificate मिळविण्यासाठी स्वतंत्रपणे अर्ज करावा.
५. विद्यार्थ्यांनी आपली दुरुस्त करावयाची मुळ गुणपत्रके, उत्तीर्ण प्रमाणपत्र हे जर हरवले/गहाळ झालेले असल्यामुळे Duplicate Marksheet/Passing Certificate घेतलेले असल्यास तसे महाविद्यालयाने आपल्या पत्रामध्ये उल्लेख करणे आवश्यक आहे. सदरचे मुळ Duplicate Marksheet/Passing Certificate हे महाविद्यालयाकडे जमा करावेत त्यानंतर विद्यापीठामार्फत सदरच्या गुणपत्रिका/उत्तीर्ण प्रमाणपत्रावर Duplicate असा उल्लेख करून गुणपत्रिका/उत्तीर्ण प्रमाणपत्र स्पीड पोस्टाद्वारे पाठविण्यात येईल.
६. दुरुस्त गुणपत्रक/उत्तीर्ण प्रमाणपत्र प्रत्यक्ष स्वरूपात घेण्यासाठी विद्यार्थ्यांना/महाविद्यालय प्रतिनिधींना विद्यापीठात येण्याची आवश्यकता नाही.
७. महाविद्यालयाकडून विद्यापीठाकडे ऑनलाईन अर्ज प्राप्त झाल्यानंतर सर्व दुरुस्त गुणपत्रके/उत्तीर्ण प्रमाणपत्र विद्यार्थ्यांच्या नोंदणीकृत पत्त्यावर स्पीड पोस्टाद्वारे १५ दिवसात पाठविण्यात येतील आणि त्याचा ट्रॅकिंग क्रमांक विद्यार्थ्यांना कळविण्यात येईल.

तरी महाविद्यालयाने सदर पत्र विद्यार्थ्यांच्या निदर्शनास आणून द्यावे व विद्यार्थी या सुविधेचा लाभ घेऊ शकतील याची काळजी घ्यावी.

सदर पत्र सक्षम प्राधिकाऱ्यांच्या मान्यतेने निर्गमित करण्यात येत आहे.

सोबत : User Manual for Colleges & Students.

आपला,

 24/8/2026

(स. द. डाबखर)

उपकुलसचिव

छाननी व तालिनीकरण कक्ष



SAVITRIBAI PHULE PUNE UNIVERSITY

Name Correction System

Step-by-Step User Manual for Colleges

STEP 1

College Login with PUNCODE

- Select 'College' on the login page.
- Enter your College PUNCODE (e.g. PUN12345) and Password.
- Enter CAPTCHA and click 'Sign In'.

The screenshot displays the SPPU login interface. On the left, a dark sidebar contains three login options: 'Student', 'College' (highlighted with a red box), and 'Admin/Support'. Each option has a 'Log In' button. The main area shows the 'College Log In' form with the following fields and instructions:

- Instructions / सूचना:** PUNCODE: Use your college puncode for login. Password: Use your BCUD login password here.
- User ID / Email:** Enter User ID or email address.
- Password:** Password field with a toggle for visibility.
- Security Captcha:** Captcha image showing '25910' and a 'Refresh' button.
- Captcha Text:** Enter 5-digit code.
- Keep me signed in:** A checkbox option.
- Buttons:** 'Log In' and 'Cancel'.

Red arrows indicate the flow from the 'College' button in the sidebar to the login form fields.

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STEP 2

Dashboard & Pending Applications Queue

- View student submissions received under your college PUNCODE.
- Search by PRN, Student Name, or Application Number.
- Click 'Verify / Review' on an application.

 **SPPU**
Savitribai Phule
Pune University

College Authority

College Dashboard

Notifications 1

Logout

Name Correction

College Dashboard

CAAP000000

Verification Portal

Review, verify student eligibility, check fees, attach forwarding letters & forward applications to University

1 Pending College Review

1 Forwarded to University

1 Approved by University

0 Returned / Rejected

Search Application, Student Name, or PRN

Status Filter

Search by PRN, student name, app number...

All Statuses (excluding Draft)

Filter

App Number	Student Details	Correction Type	Submission Date	Status	Actions
NC-20260817-0002	Rahul Suresh Patil Requested: Rahul Sureshia Patil	Student Name	Sub: 17 Aug 2026, 02:59 PM IST	SubmittedToCollege	Inward & Accept Verify
NC-20260817-0001	Rahul Suresh Patil Requested: Rahula Suresh Patil	Student Name	Sub: 17 Aug 2026, 12:33 PM IST	Dispatched	Verify

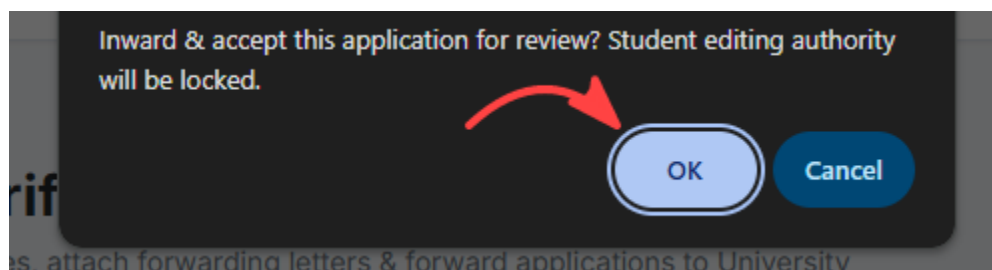
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STEP 3 Inward Application (Lock Student Edits)

- Click 'Inward & Accept for Review'.
- Status updates to 'AcceptedByCollegeForReview'.
- This locks student edit/delete privileges while under college review.

The screenshot displays the SPPU CAAP000000 Verification Portal. The left sidebar contains navigation links: College Authority, College Dashboard, Notifications (1), and Logout. The main header shows 'Name Correction' and 'College Dashboard'. Below the header, there are four status boxes: '1 Pending College Review', '1 Forwarded to University', '1 Approved by University', and '0 Returned / Rejected'. A search bar and a status filter dropdown are present. The main table lists applications with columns: App Number, Student Details, Correction Type, Submission Date, Status, and Actions. The first row, for application NC-20260817-0002, has the 'Inward & Accept' button highlighted with a red box and a red arrow pointing to it. The second row, for application NC-20260817-0001, has a 'Dispatched' status and a 'Verify' button. The footer contains the copyright notice: 'Copyright © 2026 Savitribai Phule Pune University. All rights reserved.'

App Number	Student Details	Correction Type	Submission Date	Status	Actions
NC-20260817-0002	Rahul Suresh Patil Requested: Rahul Sureshia Patil	Student Name	Sub: 17 Aug 2026, 02:59 PM IST	SubmittedToCollege	Inward & Accept, Verify
NC-20260817-0001	Rahul Suresh Patil Requested: Rahula Suresh Patil	Student Name	Sub: 17 Aug 2026, 12:33 PM IST	Dispatched	Verify



STEP 4

Verify Eligibility and Upload Document

- Verify the University Eligibility Number and Attach Eligibility Document (Highlighting Student Name)

**SPPU**
Savitribai Phule
Pune University

College Authority

College Dashboard

Notifications 1

Logout

Name Correction

College Dashboard / Verify NC-20260817-0002

College Application Verification

Application Ref: NC-20260817-0002

CAAP000000

Correction: StudentName

Submitted: 17 Aug 2026, 02:59 PM

Inwarded: 17 Aug 2026, 03:06 PM IST

Status: Accepted for Review

① Step 1: Verify in College Eligibility List & Attach Highlighted Document

Student Name	PRN Number
Rahul Suresh Patil	PRN2024001236
Eligibility Number	Faculty
EL2024005678	Engineering
Phone Number	
9975556093	

Attach Eligibility Document (Highlighting Student Name) *

Choose File

No file chosen

Upload college eligibility list document with student name highlighted (PDF/JPG/PNG).

Eligibility Verification Remarks (Optional)

e.g., Verified against 2024-2025 admission eligibility merit list...

② Step 2: Verify & Accept Student Change of Name Documents

Inspect each document uploaded by the student. Mark checkmark to verify and accept each document.

Requested Correction

Current Student Name
Rahul Suresh Patil

Requested Student Name
Rahul Sureshia Patil

Process College Action

Forward to University

Return to Student

Savitribai Phule Pune University

STEP 5

Check Student Details & Verify Documents

- Compare Current Name vs. Requested Corrected Name against the College General Register (GR).
- Click the eye icon to preview uploaded proofs and tick the 'Verified' checkbox for each valid document.

Name Correction

Step 2: Verify & Accept Student Change of Name Documents

Inspect each document uploaded by the student. Mark checkmark to verify and accept each document.

Document Type	Original File	Verify / Accept	Action
HSC / Passing Certificate	Printing_Receipt_NC-20... 0.15 MB	☒ Verified View First	View Document
Domicile Certificate	Printing_Receipt_NC-20... 0.15 MB	☒ Verified View First	View Document
Semester Marksheet	1st Year Marksheet.pdf 0.15 MB	☒ Verified View First	View Document

Step 3: Attach Official College Forwarding Letter & Forward to University

College Forward Reference Number:
e.g. 2020NC0000000000

Attach Official College Forwarding Letter Document:
Choose File No file chosen

College Remarks / Recommendations:
Recommended for university approval after verifying eligibility, documents, and fee compliance.

Process College Action:
Forward to University
Return to Student

Name Correction

HSC / Passing Certificate — 01.pdf

46 1 / 1 100% +

SAVITRIBAI PHULE PUNE UNIVERSITY

Viewing document unlocks verification for this file. [Close](#) [Mark Inspected & Verified](#)

Recommended for university approval after verifying eligibility, documents, and fee compliance.


SPPU
Savitribai Phule
Pune University

College Authority

College Dashboard

Notifications 1

Logout

Name Correction

Attach Eligibility Document (Imparting Student Name)

Choose File No file chosen

Upload college eligibility file document with student name Imparting (PDF/JPG/PNG).

Eligibility Verification Remarks (Optional)

e.g., Verified against 2024-2025 admission eligibility merit list.

Step 2: Verify & Accept Student Change of Name Documents

Inspect each document uploaded by the student. Mark checkmark to verify and accept each document.

Document Type	Original File	Verify / Accept	Action
HSC / Passing Certificate	Printing_Receipt_NC-20... 0.15 MB	☒ Verified ☒ Inspected	View Document
Secondary Certificate	Printing_Receipt_NC-20... 0.15 MB	☐ Verified ☐ Inspected	View Document
Secondary Marksheet	Printing_Receipt_NC-20... 0.15 MB	☐ Verified ☐ Inspected	View Document

Step 3: Attach Official College Forwarding Letter & Forward to University

College Outward Reference Number *

NCOE/MC/01232026

Attach Official College Forwarding Letter Document *

Choose File No file chosen

Upload signed and stamped official forwarding letter from College Principal/Authority (PDF/JPG/PNG).

Process College Action

Forward to University

Return to Student

STEP 6

Upload College Forwarding Letter

- Enter your College Outward Reference Number (e.g. COEP/EXAM/NC/2026/0412).
- Upload the signed and stamped College Forwarding Letter.
- Enter institutional recommendation remarks.


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College Authority

College Dashboard

Notifications 1

Logout

Name Correction

Inspect each document uploaded by the student. Mark checkmark to verify and accept each document.

Document Type	Original File	Verify / Accept	Action
HSC / Passing Certificate	Printing_Receipt_NC-20... 0.15 MB	☒ Verified ☒ Inspected	View Document
Secondary Certificate	Printing_Receipt_NC-20... 0.15 MB	☐ Verified ☐ Inspected	View Document
Secondary Marksheet	Printing_Receipt_NC-20... 0.15 MB	☐ Verified ☐ Inspected	View Document

Step 3: Attach Official College Forwarding Letter & Forward to University

College Outward Reference Number *

NCOE/MC/01232026

Attach Official College Forwarding Letter Document *

Choose File CollegeLetter.pdf

Upload signed and stamped official forwarding letter from College Principal/Authority (PDF/JPG/PNG).

College Remarks / Recommendations

N/A

Process College Action

Forward to University

Return to Student

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STEP 7

Forward to University / Return to Student

- Click 'Verify & Forward to University' to send to University Department.
- Or click 'Return to Student for Correction' if documents are unreadable or having wrong information
- Or click 'Reject Application' if inadmissible.

The screenshot shows the SPPU Name Correction interface. On the left is a sidebar with 'College Authority', 'College Dashboard', 'Notifications', and 'Logout'. The main area is titled 'Name Correction' and contains a table of documents to be verified. A red box highlights the 'Process College Action' panel on the right, which contains two buttons: 'Forward to University' and 'Return to Student'. Red arrows point from the 'Verified' status in the table to these buttons.

Document Type	Original File	Verify / Accept	Action
HSC / Passing Certificate	Printing_Receipt_NC-20...	Verified	View Document
Domicile Certificate	Printing_Receipt_NC-20...	Verified	View Document
Semester Marksheet	Marksheet.pdf	Verified	View Document

Process College Action

- Forward to University
- Return to Student

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This screenshot shows the same SPPU Name Correction interface, but with a confirmation dialog box open. The dialog is titled 'Confirm Forwarding to University' and asks, 'Are you sure you want to forward this application to the University Section?'. It lists three conditions: 'Eligibility list check completed & eligibility document attached.', 'Change of name documents verified.', and 'Official college forwarding letter attached.'. The 'Forward Application' button is highlighted with a red arrow.

Document Type	Original File	Verify / Accept	Action
HSC / Passing Certificate	Printing_Receipt_NC-20...	Verified	View Document
Domicile Certificate	Printing_Receipt_NC-20...	Verified	View Document
Semester Marksheet	Marksheet.pdf	Verified	View Document

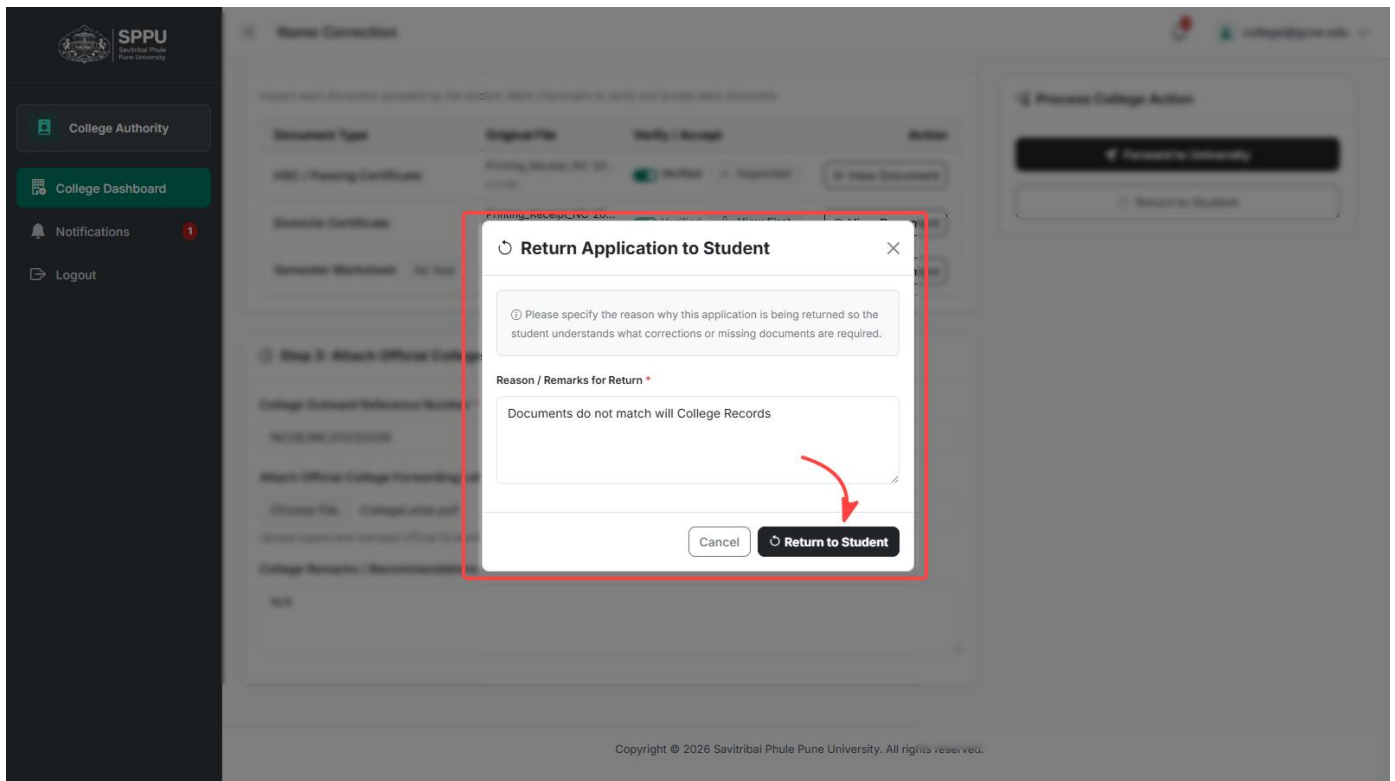
Confirm Forwarding to University

Are you sure you want to forward this application to the University Section?

- Eligibility list check completed & eligibility document attached.
- Change of name documents verified.
- Official college forwarding letter attached.

Cancel Forward Application

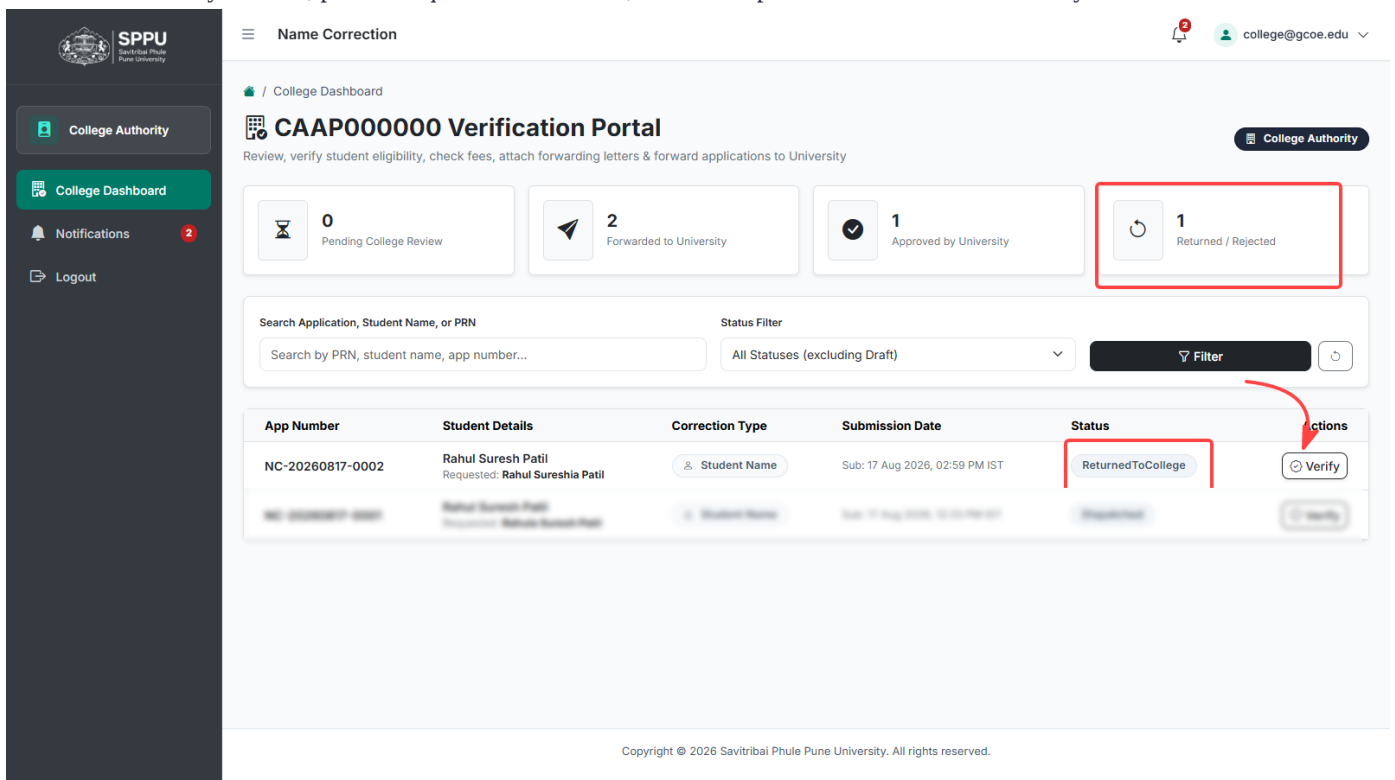
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STEP 8

Handle Applications Returned by University

- Check applications marked 'ReturnedToCollege'.
- Read University remarks, provide required clarifications, and click Update and Forward to University'.





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College Authority

College Dashboard

Notifications 2

Logout

Name Correction

college@gcoe.edu

College Dashboard / Verify NC-20260817-0002

College Application Verification

Application Ref: NC-20260817-0002

Back to College Dashboard

Returned by University for Correction

Modify Names

"Not Approved, College Letter does not have Stamp, Highlight Student Name in Eligibility Letter"

You can modify the eligibility document, forwarding letter, outward reference number, or student names below and re-forward to University, or return it to the student for correction.

CAAP000000 Correction: StudentName Submitted: 17 Aug 2026, 02:59 PM Inwarded: 17 Aug 2026, 03:06 PM IST Status: Returned to College

Step 1: Verify in College Eligibility List & Attach Highlighted Document

Student Name: Rahul Suresh Patil
Eligibility Number: RA-20240817-0002
Phone Number: 9876543210
Current Student Name: Rahul Suresh Patil
Requested Student Name: Rahul Suresh Patil
Modify Application Names

Attach Eligibility Document (Highlighting Student Name)

Choose File No File chosen

Upload college eligibility list document with student name highlighted (PDF attached)

Attached: CollegeLetter.pdf

Eligibility Verification Remarks (Optional)

e.g., Verified against 2024-2025 admission eligibility merit list...

Requested Correction

Current Student Name: Rahul Suresh Patil
Requested Student Name: Rahul Suresh Patil

Modify Application Names

Process College Action

Update & Forward to University

Return to Student

Name Correction

college@gcoe.edu

Returned by University for Correction

Modify Names

"Not Approved, College Letter does not have Stamp, Highlight Student Name in Eligibility Letter"

You can modify the eligibility document, forwarding letter, outward reference number, or student names below and re-forward to University, or return it to the student for correction.

CAAP000000 Correction: StudentName Submitted: 17 Aug 2026, 02:59 PM Inwarded: 17 Aug 2026, 03:06 PM IST Status: Returned to College

Step 1: Verify in College Eligibility List & Attach Highlighted Document

Student Name: Rahul Suresh Patil
Eligibility Number: RA-20240817-0002
Phone Number: 9876543210
Current Student Name: Rahul Suresh Patil
Requested Student Name: Rahul Suresh Patil
Modify Application Names

Attach Eligibility Document (Highlighting Student Name)

Choose File No File chosen

Upload college eligibility list document with student name highlighted (PDF attached)

Attached: CollegeLetter.pdf

Eligibility Verification Remarks (Optional)

e.g., Verified against 2024-2025 admission eligibility merit list...

Requested Correction

Current Student Name: Rahul Suresh Patil
Requested Student Name: Rahul Suresh Patil

Modify Application Names

Process College Action

Update & Forward to University

Return to Student

Step 2: Verify & Accept Student Change of Name Documents



SAVITRIBAI PHULE PUNE UNIVERSITY

Name Correction System

Step-by-Step User Manual for Students

STEP 1

Student Login

- Open the portal URL(namecorrection.unipune.ac.in) and click on the 'Student' tab
- Enter your registered PRN Number / Email and Password.
- Type the CAPTCHA code shown on screen and click 'Log In'.

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Student
Log In

College
Log In

Admin/Support
Log In

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Student Log In

Enter your login credentials

Instructions / सूचना English हिन्दी

Use previous sessions username and password for login. Do not create new account if you have created account in previous session.
Only one account per student is allowed.

User ID / Email
Enter User ID or email address

Password

Security Captcha
6-0-48-0 Refresh

Captcha Text
Enter 5-digit code

☐ Keep me signed in

Log In Cancel

STEP 2

Dashboard & Initiate Application

- Check your profile summary (PRN, Eligibility No, PUNCODE).

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Menu: Name Correction

student2@university.edu

My Profile

Student Profile

If any information is incorrect, please use the [Name Correction](#) module to submit a correction request.

Student Information

PROFILE ID PROF1001	STUDENT NAME Rahul Suresh Patil	USER ID student2@university.edu
ELIGIBILITY NO EL2024005678	MOBILE NO 9975556093	MOTHER NAME Sunita
PRN PRN2024001236	PUN CODE testeng	EMAIL student2@university.edu
FACULTY Engineering		

- Click on the 'Apply for Name Correction' button.

SPPU Savitribai Phule Pune University

Menu: Name Correction

student2@university.edu

My Profile / Name Correction

1 Select Document 2 Type 3 Enter Correction 4 Supporting Documents 5 Preview 6 Submit

Select University Document

Step 1: Select the category of the university document that needs correction and upload the original copy.

Document Category *

-- Select Category --

Next →

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STEP 3

Select Document & Enter Exam Details

- Choose the document type to correct (Marksheet, Passing Certificate).

The screenshot shows the SPPU Name Correction interface. On the left is a dark sidebar with the SPPU logo and navigation links: Student, My Profile, Name Correction (highlighted), Application History, Notifications, and Logout. The main content area is titled 'Name Correction' and shows a progress bar with six steps: 1. Select Document (active), 2. Type, 3. Enter Correction, 4. Supporting Documents, 5. Preview, and 6. Submit. Below the progress bar is a section titled 'Select University Document' with a sub-instruction: 'Step 1: Select the category of the university document that needs correction and upload the original copy.' A dropdown menu for 'Document Category' is open, showing options: '-- Select Category --', 'Semester Marksheet', and 'Passing Certificate'. A red arrow points to the 'Semester Marksheet' option. At the bottom, a copyright notice reads: 'Copyright © 2026 Savitribai Phule Pune University. All rights reserved.'

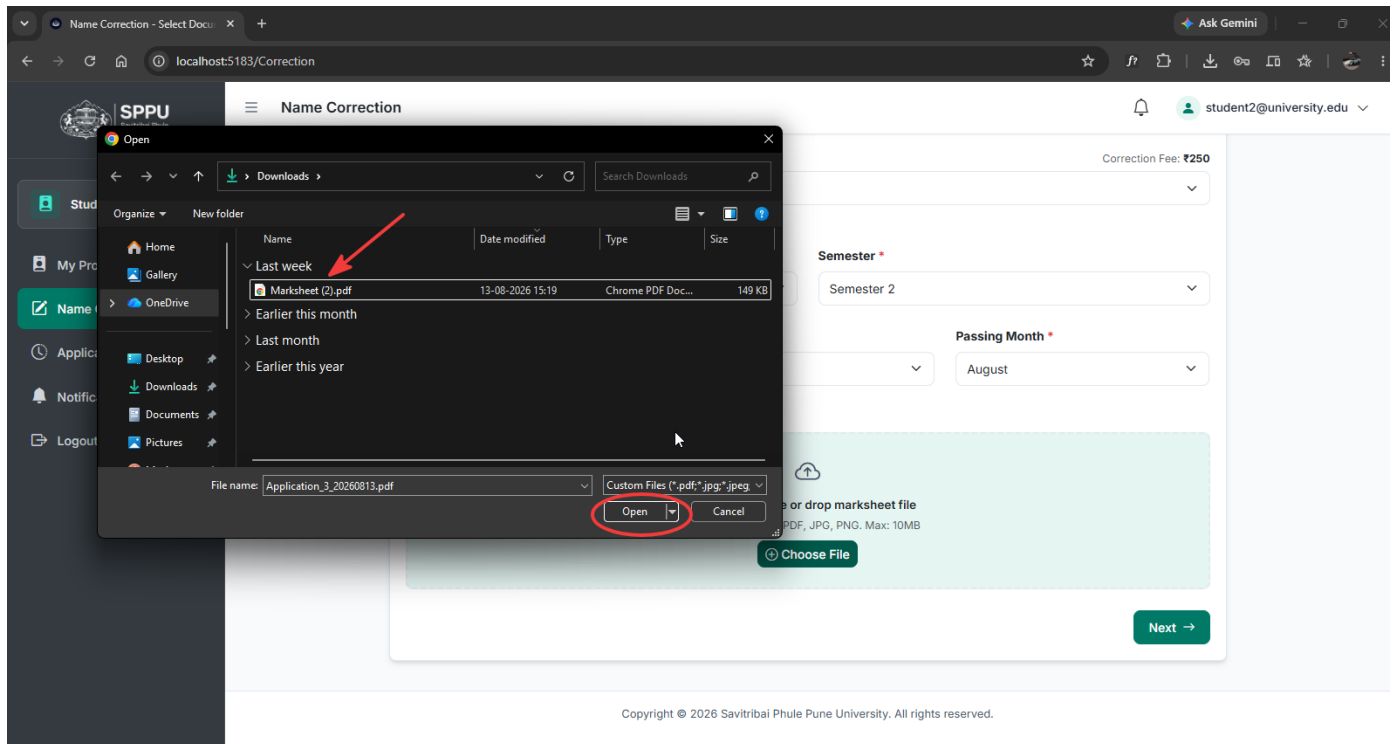
- Enter your Examination Seat Number, Academic Year/Semester, and Passing Month & Year.

The screenshot shows the SPPU Name Correction interface at Step 2: Enter Exam Details. The progress bar now shows Step 2 as active. The 'Document Category' dropdown is set to 'Semester Marksheet', and a 'Correction Fee: ₹250' is displayed. Below this, the 'Name correction fee for Semester Marksheet is ₹250.' is noted. There are four input fields: 'Academic Year' (dropdown), 'Semester' (dropdown), 'Seat Number' (text input), and 'Passing Year' (dropdown). The 'Passing Month' dropdown is also present. Red arrows point to the 'Academic Year', 'Semester', 'Seat Number', and 'Passing Year' fields. A mouse cursor is visible near the 'Passing Month' dropdown.

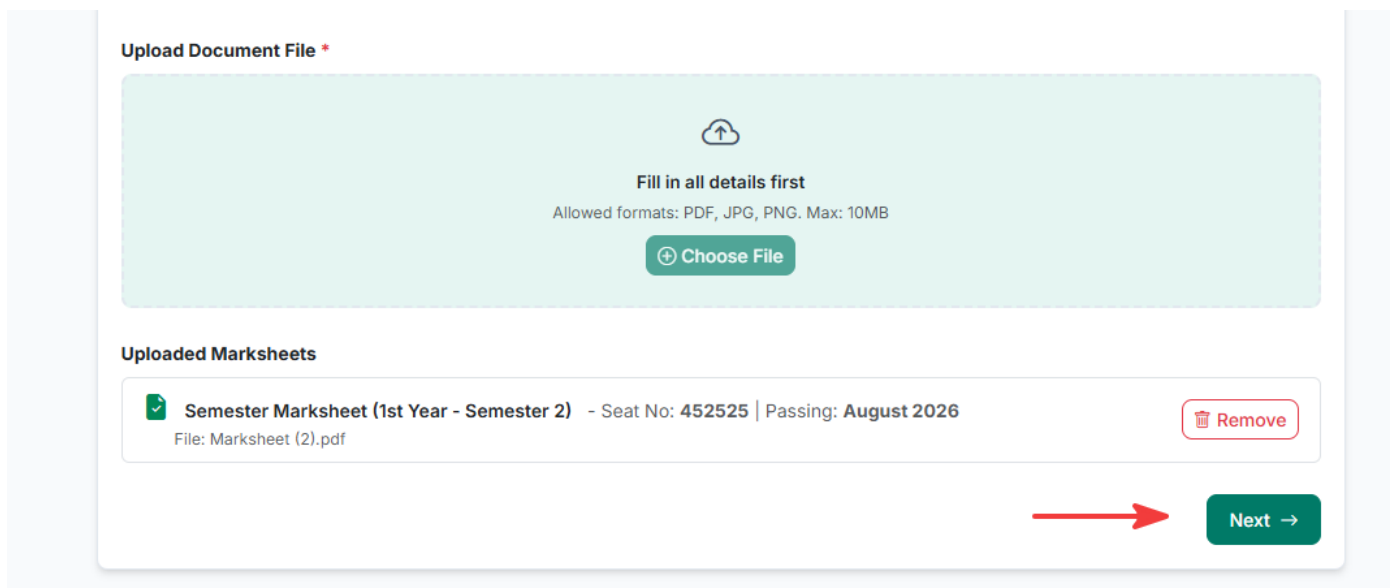
STEP 4

Upload Document to be Corrected

- Upload clear scanned copy of your current document (PDF under 5MB).



- Click 'Next Step' to continue.



STEP 5

Select Correction Scope

- Choose what needs correction: 'Student Name Only', 'Mother Name Only', or 'Both'.
- Click Next.

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Student

My Profile

Name Correction

Application History

Notifications

Logout

≡ Name Correction

 / [My Profile](#) / [Name Correction](#) / [Select Type](#)

1 Select Document

2 Type

3 Enter Correction

4 Supporting Documents

5 Preview

6 Submit

Select Correction Type

Please select the type of name correction you want to apply for. (Correction Fee: ₹250)

☐

Student Name
Correct your first, middle, or last name

☐

Mother's Name
Correct your mother's name details

☐

Both Names
Correct both student and mother's names

← Back

Next →

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STEP 6

Enter Corrected Name Details

- Review your existing name 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.

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Pune University

Name Correction

  student2@university.edu

 Student

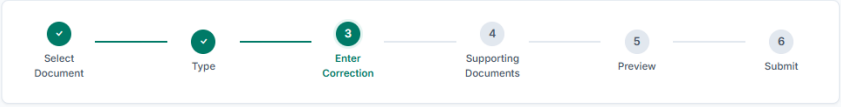
 My Profile

 Name Correction

 Application History

 Notifications

 Logout



1 Select Document

2 Type

3 Enter Correction

4 Supporting Documents

5 Preview

6 Submit

 Enter Correction Details

 Student Name Correction

Please provide the proposed corrected spelling for the student's name details as they should appear on university records.

Field	Current Record Value	Proposed Corrected Value
First Name *	Rahul	Rahul
Middle Name	Suresh	Sureshi
Last Name *	Patil	Patil

 Mother's Name Correction

Please provide the proposed corrected spelling for the mother's name details as they should appear on university records.

Field	Current Record Value	Proposed Corrected Value
Mother's Name *	Sunita	Sunitaa

 Back

 Next →

STEP 7

Upload Supporting Documents

- Upload mandatory proofs: HSC Passing Certificate and Domicile Certificate.
- Upload Government Gazette copy (if name was legally changed), Aadhaar card, or Affidavit if applicable.
- Click 'Next' to Preview Documents

The screenshot displays the 'Name Correction' portal for Savitribai Phule Pune University (SPPU). The interface includes a dark sidebar on the left with navigation options: Student, My Profile, Name Correction (highlighted), Application History, Notifications, and Logout. The main content area shows a progress bar at the top with six steps: Select Document, Type, Enter Correction, Supporting Documents (current step), Preview, and Submit. Below the progress bar, the 'Upload Documents' section provides instructions: 'Upload the required documents. Allowed formats: PDF, JPG, PNG. Max size: 10MB per file.' It is divided into 'Mandatory Documents' and 'Optional Documents'. Under 'Mandatory Documents', there are two boxes: 'HSC / Passing Certificate *' with a file named 'HSC Passing.pdf' and a 'Remove' button, and 'Domicile Certificate *' with a file named 'Domicile_Cert.pdf' and a 'Remove' button. Under 'Optional Documents', there are three boxes: 'Name Correction Gazette', 'Aadhaar Card', and 'Affidavit', each with a 'Choose File' button. At the bottom, there are 'Back' and 'Next' buttons. Red arrows point to the 'HSC / Passing Certificate' box, the 'Domicile Certificate' box, and the 'Next' button.

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Student

My Profile

Name Correction

Application History

Notifications

Logout

≡ Name Correction

student2@university.edu

Upload Documents

Upload the required documents. Allowed formats: PDF, JPG, PNG. Max size: 10MB per file.

Mandatory Documents

HSC / Passing Certificate *
HSC Passing.pdf
Remove

Domicile Certificate *
Domicile_Cert.pdf
Remove

Optional Documents

Name Correction Gazette
Choose File

Aadhaar Card
Choose File

Affidavit
Choose File

← Back

Next →

STEP 8

Application Preview

- Review the complete application summary and verify all spellings.

 **SPPU**
Savitribai Phule
Pune University

Student

My Profile

Name Correction

Application History

Notifications

Logout

≡

Name Correction

  student2@university.edu

 Application Preview

Please review all details carefully before submitting. Changes cannot be made after submission.

 STUDENT INFORMATION

Name: Rahul Suresh Patil

PRN: PRN2024001236

Faculty: Engineering

 EXAMINATION & PASSING DETAILS

Seat Number: 452525

Passing Month: August

Passing Year: 2026

 CORRECTION DETAILS

Correction Type: **Student & Mother's Names Both**

 Student Name Correction

Current Student Name

Rahul Suresh Patil

Corrected Student Name

Rahul Sureshi Patil

 Mother's Name Correction

Current Mother's Name

Sunita

Corrected Mother's Name

Sunitaa

Savitribai Phule Pune University

STEP 9

Submit Application

- Click 'Submit Application'.

DOCUMENTS FOR CORRECTION

Selected Category: **Semester Marksheet** Correction Fee: **₹250**

Document Category / Year	File Name	Action
Semester Marksheet (1st Year - Semester 2) Seat No: 452525 Passing: August 2026	Marksheet (2).pdf	View File

UPLOADED SUPPORTING DOCUMENTS

Document	File Name	Required	Status	Action
HSC / Passing Certificate	HSC Passing.pdf	Required	Uploaded	View File
Domicile Certificate	Domicile_Cert.pdf	Required	Uploaded	View File
Name Correction Gazette	—	Optional	Not uploaded	—
Aadhaar Card	—	Optional	Not uploaded	—
Affidavit	—	Optional	Not uploaded	—

[← Back to Supporting Documents](#) [Edit Name](#) [Submit Application](#)

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- Save the generated Application Number (e.g., NC-2026-00142) for future tracking.

My Profile / Name Correction / Confirmation

Progress: 1. Select Document 2. Type 3. Enter Correction 4. Supporting Documents 5. Preview 6. Submit

Application Submitted Successfully!

Your name correction application has been submitted and is pending review.

Application Number	NC-20260817-0001
Submitted On	17 Aug 2026, 12:18 PM
Status	Pending

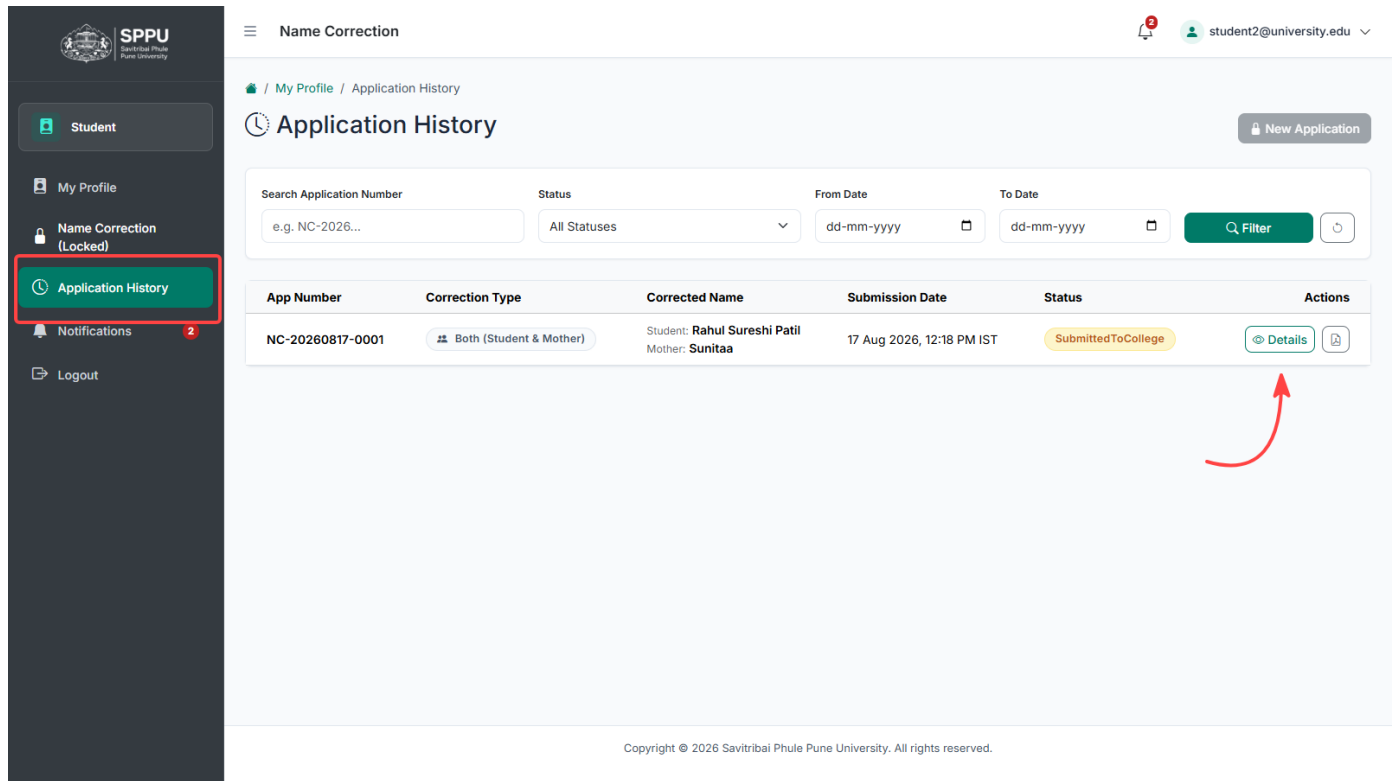
[View Application](#) [Application History](#) [My Profile](#)

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STEP 10

Track Status in Application History

- Go to 'Application History' to check live status (Submitted to College, Accepted, Forwarded to University).
- Click 'Details' to view the complete verification timeline.



The screenshot displays the SPPU (Savitribai Phule Pune University) Name Correction Application History interface. The left sidebar contains navigation options: Student, My Profile, Name Correction (Locked), Application History (highlighted with a red box), Notifications (2), and Logout. The main content area shows the 'Application History' section with a search bar and filters. Below the search bar is a table listing applications.

App Number	Correction Type	Corrected Name	Submission Date	Status	Actions
NC-20260817-0001	Both (Student & Mother)	Student: Rahul Sureshi Patil Mother: Sunitaa	17 Aug 2026, 12:18 PM IST	SubmittedToCollege	Details

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STEP 11

Resubmit (If Returned by College or University)

- If status changes to 'Returned for Correction', click 'Details'.

The screenshot shows the 'Name Correction' section of the SPPU portal. The user is logged in as 'student2@university.edu'. The 'Application History' table lists applications with columns: App Number, Correction Type, Corrected Name, Submission Date, Status, and Actions. The application NC-20260817-0001 is highlighted, showing a status of 'ReturnedForCorrection'. A red box highlights this status, and a red arrow points to the 'Details' button in the Actions column.

App Number	Correction Type	Corrected Name	Submission Date	Status	Actions
NC-20260817-0001	Both (Student & Mother)	Student: Rahul Sureshi Patil Mother: Sunitaa	17 Aug 2026, 12:18 PM IST	ReturnedForCorrection	Details

- Read the return remarks, Modify the application and resubmit it

The screenshot shows the 'Application Details' page for application NC-20260817-0001. The status is 'ReturnedForCorrection'. A red box highlights the 'Remarks / Feedback' section, and a red arrow points to the 'Modify' button. The page includes sections for Student Information, Correction Comparison, and Application Processing Timeline.

Application Details

Application Number: **NC-20260817-0001**

Current Status: **ReturnedForCorrection**

Remarks / Feedback

Upload Clear Documents

Student Information

Student Name: **Rahul Suresh Patil**
PRN Number: **PRN2024001236**
Faculty: **Engineering**

Correction Comparison

Correction Type: **Student & Mother Names**

Document Category: **Semester Marksheets**

Current Student Name: **Rahul Suresh Patil**
Corrected Student Name: **Rahul Sureshi Patil**

Current Mother Name: **Sunita**
Corrected Mother Name: **Sunitaa**

Application Processing Timeline

17 Aug 2026, 12:18 PM IST
Application Submitted
By: Student

STEP 12

Pay Processing Fee (Post-Approval)

- Once approved by the University (Status: Approved), click 'Pay Now' to pay the Application Fee (₹250/marksheet)

The screenshot shows the SPPU Name Correction Application History page. The left sidebar contains navigation links: Student, My Profile, Name Correction, Application History (highlighted), Notifications, and Logout. The main content area shows the 'Application History' section with a search bar and filters. A table lists applications, with the first one (NC-20260817-0001) highlighted. The 'Pay Now' button for this application is circled in red.

App Number	Correction Type	Corrected Name	Submission Date	Status	Actions
NC-20260817-0001	Both (Student & Mother)	Student: Rahul Sureshi Patil Mother: Sunitaa	17 Aug 2026, 12:18 PM IST	Approved	Pay Now Details

- Complete the ₹250 per marksheet online payment through the University Payment Gateway.

The screenshot shows the SPPU Pay Fee page. The left sidebar is the same as the previous screenshot. The main content area shows the 'Pay Fee' section with a message about the approved application. Below is a 'Payment Summary' table. The 'Total Payable Amount' is ₹250.00, and the 'Proceed to SPPU Payment Gateway' button is circled in red.

Payment Summary	
Application Number:	NC-20260817-0001
Student Name:	Rahul Suresh Patil
Correction Type:	Both (Student & Mother)
Service Fee:	₹250.00
Total Payable Amount:	₹250.00

[Proceed to SPPU Payment Gateway \(₹250.00\)](#)

STEP 13

Download Challan & Forward for Printing

- Download your official Payment Receipt / Challan PDF.
- Click 'Forward for Document Generation' so the Result Section can generate your certificate.

Image Pending Due to Unavailable Payment Page in Test Environment

STEP 14

SpeedPost Dispatch & Tracking

- When status shows 'Dispatched', note the 13-character SpeedPost tracking number.
- Click 'Track on India Post' to check live postal transit by entering the tracking number.

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Pune University

Student

My Profile

Name Correction

Application History

Notifications 1

Logout

≡ Name Correction

Domicile Certificate	Marksheet.pdf	0.15 MB	17 Aug 2026	View File
Semester Marksheet (2nd Year - Semester 4) Seat No: 3515134 Passing: February 2023	Printing_Receipt_NC-20260807-0001 (2).pdf	0.15 MB	17 Aug 2026	View File
College Eligibility List Document	HSC Passing.pdf	0.15 MB	17 Aug 2026	View File
College Forwarding Letter	HSC Passing.pdf	0.15 MB	17 Aug 2026	View File
Corrected Generated Document	Domicile_Cert.pdf	0.15 MB	17 Aug 2026	View File

Processed by: Department Admin

17 Aug 2026, 12:44 PM IST
Corrected Document Generated
Processed by: Result Section

17 Aug 2026, 12:45 PM IST
Generated Document Verified
Processed by: Department Admin

17 Aug 2026, 12:45 PM IST
Sent to Printing Section
Processed by: Department Admin

17 Aug 2026, 12:45 PM IST
Inwarded by Printing Section (Printing)
Processed by: Printing Officer

17 Aug 2026, 12:45 PM IST
Print Completed & Forwarded to Dept Admin
Processed by: Printing Officer

17 Aug 2026, 12:46 PM IST
Document Dispatched (SpeedPost)
Processed by: Department Admin
Tracking Number: EK123456789IN
[Track Package \(IndiaPost\)](#)

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