

राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

शैक्षिक अनुभाग /Academics Branch

दूरभाष / Tel: 0495-228-6136

GA1/ /2018

April 10, 2018

NOTICE

Sub: Procedure for Issue of Duplicate Identity Cards to the Students

Most of the students of UG, PG and Ph.D programmes were issued with Smart Card. For those who have not been issued the Smart Identity Card, action is being to complete the same. Under the circumstances, a committee appointed by the competent authority had reviewed the procedure for issue of Duplicate Identity Cards and revised the norms as follows:

1. The application for issue of duplicate Identity Card should be in the prescribed format, which has to be duly recommended by Faculty Advisor and HoD of the concerned Department.
2. All the sections/department where the use of Smart Card has been computerised has to make a note of this and has to make necessary changes in their database so that the old/lost card cannot be used by anyone. Thereafter, the section/department has to recommend for issue of duplicate Identity Card.
3. The student has to pay an amount of Rs. 300/- for loss of Smart ID card and Rs. 50/- for Paper Card, at the Accounts Section through digital payment (swiping) and receipt issued by the Accounts Section has to be attached with the application.
4. The student, in the prescribed format, has to give an undertaking stating that in any event of misuse of identity card lost by him/her, it will be his/her responsibility and any loss or damage that may be incurred to the Institute can be recovered from him / her.
5. The completed application form duly recommended by FA and HoD, along with the fee paid receipt, has to be submitted to the Academic Section between 3 to 5 pm, on any working day.
6. The duplicate Identity Card will be issued on a later date at the time and date, which will be notified.

All the students are once again reminded to take utmost care to preserve their Identity Card and the loss or damage of the Identity Card is viewed very seriously.

Dy Registrar (Academic)

Dean (Academic)

To: All Notice Boards, including hostel notice Boards

Copy to: Registrar, All Deans, Chief Warden, All HoDs. with a request to circulate among FAs
Chairman ETL, Faculty in charge of Main Computer Centre, All Section Heads, SAC

Director for favour of kind information

National Institute of Technology Calicut

APPLICATION FOR DUPLICATE IDENTITY CARD



(to be filled in by the student)				
Name of the student		Roll No.		Branch
Semester	Monsoon / Winter	Date/Year of Issue of ID		
	Academic Year			
Email ID		Mobile No.		
Name of Faculty Advisor.				

Where the ID has been lost (please tick mark)	Within the Campus	During Travelling
Damaged (If so, please return the damaged one)	At home	Any other: Pl. specify:
Have you ever lost the Identity Card before	If so When (Month/year)	
	How many times you have been issued duplicate ID Cards	
Number of books issued to you with your ID Card		
Fee for Duplicate Smart Card Rs. 300/- (copy of receipt should be attached)	Receipt No.	Amount (Rs.)
		Date

DECLARATION

I hereby declare that the information given by me is correct. I am also aware that the Smart Identity Card declared to have lost by me has been irrecoverably lost and in case anyone makes wrong use of the same and or any claim based on the usage of this Smart Identity Card, I am fully responsible for the same. I will be liable for all the future losses/damages/consequences that may incur to the Institute, which shall be made good by me without making any counter claim. In the event, if it is traced, old smart ID will be surrendered immediately to the Institute.

Date: _____ Name _____ Roll No.....Signature _____

(Office Use – Department/Section Level)

Remarks by Faculty Advisor	
Clearance from Head of the Department for issuing Duplicate Smart ID	
Library Clearance after making necessary changes in the database	
Main Computer Centre Clearance for issue of duplicate Smart Card	

(For Academic Section)

Date of Receipt	Date of Issue of Duplicate Paper Card	Date proposed for preparation of Smart Card

Signature of the JS/DR(Acad.)