Rules on Student Identity Card

Issue of Identity Card
Upon admission and enrolment at the college, each student is issued a Photo Student Identity Card (ID Card) which is valid for the entire period of his/her tenure at the college.

Each student is responsible for the use of his/her Identity Card and must ensure that their ID Card is kept secure at all times and is not deliberately or inadvertently made available for use by any other person.

Card Presentation & Usage
The ID Card must be presented for identification purposes during every entry to college and at the request of an authorised person of the college.
It is a very important document and the students cannot afford to misplace it under any circumstances.
This card represents your details hence it has to be carried always for entering the college premises as well as gaining access to the college office or to the System Control Room.
It also presents as proof of your student status.
It also must be presented for all the exams and tests conducted in the college.
Entry to all the college events and Inter College Representation and its attendance will only be allowed on presentation of the ID Card.
It has to be presented to collect the Calcutta University Registration and Examination forms and to collect the Admit Card and Mark Sheets.
The ID Card must be deposited to the authorities while collecting the final third year mark sheets.

Lost Card Notification & Replacement
A student who loses his/her ID Card should report it in writing to the System Control Room immediately and apply for a replacement.
A new Identity Card would be issued on a payment of Rs. 500.00 (Rupees Five Hundred Only).
The student has to print the Application from his/her profile. Once the application has been printed they have to print a challan of the aforesaid amount and deposit in the bank.
The photocopy of the paid challan and the application form has to be duly submitted to the System Control Room.
The student has to collect their reissued ID card the following Saturday between 1000 hours to 1200 hours from the System Control Room.
Fine for subsequent replacement shall be Rs 1,000.00 (Rupees One Thousand Only).
In case of students repeating class beyond the validity of initially issued ID card, casuals/regulars are required to apply as above for new ID Card for paying Rs. 500.00 (Rupees Five Hundred Only) along with the application.
Replacement of I card due to requirement of change in printed data like,UID,Course Session will also be done as per above procedure.

(S Dan)
Principal
11 Feb 2013