



STUDENT IDENTIFICATION CARD

1. Issuance

- 1.1. All the fresh students of the Institute are issued a student identification card (the **ID card**) in about two weeks of the registration of first semester.
- 1.2. The ID card is property of the Institute and is valid for the period for which the student remains as *regular student* of the Institute.
- 1.3. First time the ID card is issued without any charges. However, students have to submit prescribed *Application form* with necessary documents and have to attend the photography session arranged by the Institute to obtain the ID card.
- 1.4. Students not complying the ID card procedures within the announced period must pay the requisite charges to get the ID card.

2. Purpose and usage

- 2.1. The ID card serves as official identification as a student of DA-IICT and entitles the owner to access the services and places within the campus for which the student is authorized to.
- 2.2. The ID card must be carried at all times by the students. Upon demand by an Institute authority (faculty, staff, security or other authorized persons), students are required to present their ID card. Any non-compliance will result in denial of the desired service including entry into the campus.
- 2.3. Possession, use or attempted use of an ID card for the purpose of identification or to receive services, by any student other than the student whose Name, ID number and Photo appear on the card will be treated as unauthorized use. The offender will attract disciplinary actions and/or confiscation of the ID card. Any alteration made in the ID card will also attract disciplinary/penal action.
- 2.4. It is the student's responsibility to report a lost or stolen ID card immediately to the Registrar's office in writing.

3. Duplicate ID Card

- 3.1. The student shall apply for Duplicate ID card in the prescribed form (also available in announcement folder) to the Registrar's office and deposit the fees of Rs. 500/- with the Accounts department of the Institute.
- 3.2. The Registrar's office will issue the duplicate ID card normally in 3-5 working days after receiving the application and fees.

4. Temporary ID Card

- 4.1. In case of urgent requirement of ID card, the student may request for issuance of Temporary ID card.
- 4.2. The Temporary ID card shall be issued on payment of Rs.50/- .
- 4.3. The Temporary ID card is valid till 7 (Seven) days from the date of Issue. Student shall be required to immediately apply and get a duplicate ID card. Student must return the temporary ID card at the time of receiving the duplicate ID card.

5. Returning the ID Card

- 5.1. Student must return the ID card on:
 - 5.1.1. Completion of the program for which he/she was admitted.
 - 5.1.2. Termination from the Institute.
 - 5.1.3. Withdrawal of admission
- 5.2. Non-compliance to above shall attract penalty of Rs. 1000/- which will be recovered from the Caution Deposit.