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Guidelines for Issuing Duplicate Identity Cards at ITM University Gwalior

Purpose:

To establish a clear and standardized procedure for the issuance of duplicate and temporary identity cards to students who have lost their original identity cards.

Scope:

This Guideline applies to all students of ITM University Gwalior who need to obtain a duplicate or temporary identity card.

Responsibilities:

- Deputy Registrar (Admin): To process applications, collect fees, and issue duplicate or temporary identity cards.
- Students: To submit the required application and fees for obtaining the identity cards.

Procedure:

1. Application for Duplicate Identity Card:

• Submission:

- The student must submit a written application in the approved format to the Student Affairs Office.
- The application should include the student's full name, registration number, course, and a brief explanation of how the original card was lost.

• Fee Payment:

- The student must pay a fee of Rs. 100 for the issuance of the duplicate identity card.
- The payment can be made at the Deputy Registrar (Admin) or through the university's online payment portal (if available).

• Processing:

- Upon receiving the application and fee, the Deputy Registrar (Admin) will process the request.
- The student will be informed of the estimated time for the issuance of the duplicate identity card.

• Issuance:

- The duplicate identity card will be issued to the student within the stipulated time.



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- Till the handover of duplicate identity card, a temporary identity card will be issued to the student.
- The student must sign an acknowledgment of receipt upon collecting the duplicate identity card.

2. Application Format:

To,
The Deputy Registrar (Admin),
ITM University Gwalior

Subject: Application for Duplicate Identity Card

Respected Sir/Madam,

I, [Full Name], bearing registration number [Enrolment Number], a student of [Course], have lost my original identity card. I request the issuance of a duplicate identity card. I have paid the fee of Rs. 100 for the same.

Thank you.

Sincerely,

[Full Name]


[Contact Information]

3. Record Keeping:

- The Deputy Registrar (Admin) will maintain a log of all applications received and identity cards issued.
- This log will include the student's name, registration number, date of application, type of identity card issued, and date of issuance.

4. Review and Update:

This SOP should be reviewed annually and updated as necessary to ensure it meets the current needs of the university and students.


Dr. Omveer Singh
REGISTRAR .
Registrar
ITM University
Gwalior (M.P.)