

➤ **Issue of I-card to Students**

I-Card is issued to all registered students of the Institute in assistance with Central Library of the Institute in 1st semester itself. Students are supposed to keep their I-Card with them in the Institute campus every time. At the end of the course, I-Card has to be deposited in the Office of Dean (Student Welfare) when a student gets “No Dues Certificate” from Dean (Student Welfare) Office.

A new I-Card may be issued to a student in case I-Card is lost and for the same a F.I.R is lodged by the concerned student in the nearest Police station. Regarding issuing of new I-Card, the concerned student is required to write an application to Chief Proctor duly forwarded by concerned Head/Chairperson of the Department/Cell/School with following enclosures.

1. Self attested original copy of the F.I.R.
2. A copy of profile of the student generated from Academic Portal of the Institute (Self Attested).
3. Original receipt of Rs. 25.00 deposited in the Accounts Section of the Institute.

For issue of new I-Card due to some defect generated in the I-Card, student shall enclose documents given on point No. 2 and 3 only.

➤ **Issue of Character Certificate**

It is assumed that a student will collect his/her Character Certificate before leaving the Institute after completion of his/her academic programme (B.Tech/M.Tech/M.C.A/M.B.A/M.Sc./Ph.D.). To get Character Certificate, a student is required to submit an application in “DSW-06” format with enclosures as given on point no. 9 of the same format.

To get Character Certificate by post, a student is required to send the application in format “DSW-06” with enclosures as given on point no. 9 of the format along with a self addressed envelope with postal stamp (to send the certificate on address for correspondence provided by the student).