



Rawal Institutions

Where Success is the Culture

(A Unit of Goyal Educational & Welfare Society)

Dated: 15/05/2023

Notice

Attention All Students,

This is to inform you that if you have **lost your college student identification card (I-card)**, you can apply for a duplicate I-card. However, please note that certain conditions will apply:

1. You are required to submit a written undertaking stating that you have lost your original I-card and will bear full responsibility for any misuse that may occur in future.
2. A fee of Rs. 500 will be charged for the issuance of a duplicate I-card. This fee covers the costs associated with processing the request and preparing a new I-card.

To apply for a duplicate I-card, please follow the procedure outlined below:

1. Visit the academic office & meet concerned official for issuing student I-cards.
2. Obtain the application form for a duplicate I-card.
3. Fill out the form completely and accurately, providing all the necessary information.
4. Attach the written undertaking stating the circumstances of your lost I-card and your agreement to bear responsibility for any misuse in future.
5. Pay the required fee of Rs. 500 as specified in the accounts section.
6. Attach the photocopy of the receipt provided by the account section as proof of payment.
7. Submit the completed application form along with receipt and undertaking to the academic office.

Once your application is processed and approved, you will be issued a duplicate I-card. This card will serve as your official identification within the institution until the valid date mentioned on the I-card.

Please be advised that I-card is for your personal use only and must not be shared or misused. Any violation of the rules and regulations regarding the use of the I-card may result in a strict disciplinary action.

If you have any further queries or require additional information, please contact the academic office for the same.


Director, RIET


Director, RIM