

FORM NO. SCC1

Smart card request form for faculty members and staff

- Fill the relevant details in this form and submit the same in Administration Section.
 - **Duplicate cards in lieu of lost cards:** For issue of duplicate cards in lieu of lost/ stolen card, please submit (a) attested copy of police complaint registered in the police station; (b) Pay a fee of Rs. 300 in the Finance and Accounts Section and submit these along with this form in Administration Section.
 - **Address Change:** For issue of duplicate card in case there are any changes in address, please submit a fee Rs. 300 in the Finance and Accounts Section and submit these along with this form in Administration Section.
 - **Designation Change:** Fill the relevant details in this form and submit the same in Administration Section.
 - If you urgently need the smart card, please proceed to the smart card cell in School Building, Room No. 318 (A) with the approved form along with other relevant documents.
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FORM NO. SCC2

Smart card request form for Student - B.Tech/M.Tech/M.Sc/Ph.D

- Fill the relevant details in this form and submit the same in Academic Section.
 - **Duplicate cards in lieu of lost cards:** For issue of duplicate cards in lieu of lost/ stolen card, please submit (a) attested copy of police complaint registered in the police station; (b) Pay a fee of Rs. 300 in the Finance and Accounts Section and submit these along with this form in Academic Section.
 - **Address Change:** For issue of duplicate card in case there are any changes in address, please submit a fee Rs. 300 in the Finance and Accounts Section and submit these along with this form in Academic Section.
 - If you urgently need the smart card, please proceed to the smart card cell in School Building, Room No. 318 (A) with the approved form along with other relevant documents.
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FORM NO. SCC3

Smart card request form for Project staff, Scientists, Fellows

- Fill the relevant details in this form and submit the same in R&D Section.

- **Duplicate cards in lieu of lost cards:** For issue of duplicate cards in lieu of lost/ stolen card, please submit (a) attested copy of police complaint registered in the police station; (b) Pay a fee of Rs. 300 in the Finance and Accounts Section and submit these along with this form in R&D Section.
 - **Address Change:** For issue of duplicate card in case there are any changes in address, please submit a fee Rs. 300 in the Finance and Accounts Section and submit these along with this form in R&D Section.
 - If you urgently need the smart card, please proceed to the smart card cell in School Building, Room No. 318 (A) with the approved form along with other relevant documents.
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FORM NO. SCC4

Smart card request form for dependents of faculty members, staff or fellows - Ramanujan, Inspire and others

- Fill the relevant details in this form and submit the same in R&D Section.
 - **Duplicate cards in lieu of lost cards:** For issue of duplicate cards in lieu of lost/ stolen card, please submit (a) attested copy of police complaint registered in the police station; (b) Pay a fee of Rs. 300 in the Finance and Accounts Section and submit these along with this form in R&D Section.
 - **Address Change:** For issue of duplicate card in case there are any changes in address, please submit a fee Rs. 300 in the Finance and Accounts Section and submit these along with this form in R&D Section.
 - If you urgently need the smart card, please proceed to the smart card cell in School Building, Room No. 318 (A) with the approved form along with other relevant documents.
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FORM NO. SCC5

Sample letter for informing the police regarding lost/stolen ID Card/Smart Card

- You must always inform the police if your identity card is lost or stolen, to prevent its use for illegal purposes. This will allow the police to register this information in their system.
- Fill the relevant details in this form (SCC5) and submit one copy in the police station and get the other one attested.
- Submit the attested letter along with the forms - SCC1/SCC2/SCC3/SCC4 to the relevant section/smart card cell.