



Notice No: AJU/R/891

Date: 25th March, 2026

NOTICE

Subject: Revision of Charges for Re-Issue of Student / Transport ID Card

This is to inform all students that the fee for the re-issue of Student / Transport Identity Card has been revised. Any student who has lost or misplaced their ID card will be required to pay a fee of Rs. 300/- for obtaining a duplicate card. This revised fee will be effective from 01st April, 2026.

Students who apply for a re-issued ID card must first collect the prescribed application form along with the self-declaration form from the Registrar Office. The completed forms, along with the applicable fee, should then be submitted to the Accounts Department for further processing.

All students are advised to take proper care of their ID cards, as it is an essential document for identification within the university. Re-issue requests will only be processed upon completion of the required formalities.

For any further clarification, students may contact the Registrar Office Student Support @ 0657-2312005.

Copy to:

1. PS to Vice Chancellor
2. PS to Pro Vice-chancellor
3. PS to Director
4. Office of the Registrar
5. Director Campus /DSW
6. Finance Office
7. Deans/HODs/PCs of various Schools/Departments
8. All Officers
9. Concerned Personnel

By order of the Vice Chancellor

