



UNIVERSITY OF HYDERABAD

O/o the Controller of Exams,
Academic Section,
Date: 27-04-2017

Ref: UH/Acad/AC-78/2017/

C I R C U L A R

Procedure for issue of duplicate Identity-cum-Semester Card to students

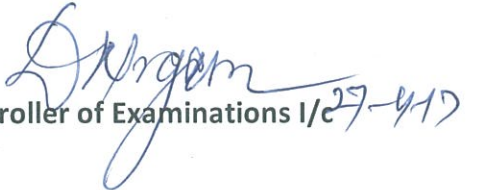
The Identity-cum-Semester Cards being issued by the Central University is an important identity proof which needs to be carefully handled by the students. Loss of an Identity-cum-semester card issued by the University may be reported immediately as it has several security related implications.

The Academic Council at its meeting held on 20th March, 2017 revisited the procedure for getting duplicate ID-cum-Semester Card. The following procedure shall be followed for issue of duplicate ID cum Semester Card:

1. A written complaint shall be lodged by the respective student who lost his/her ID-cum-semester card at e-seva centre and obtain a receipt to that effect by paying prescribed charges at e-seva centre.
2. Apply for issue of duplicate ID-cum-semester card in the prescribed format (Annexure-I) and get it endorsed by the authorities indicated thereon.
3. Pay Rs.100/- towards issue of duplicate semester cum-ID card in the Bank

After complying the procedure as stated above, the student shall submit (a) e-seva receipt (in original); (b) prescribed application form duly attested by respective authorities; and (c) challan for Rs.100/-, in the O/o the Controller of Examinations (Academic Section) for issue of duplicate ID-cum-Semester Card.

The above mentioned procedure shall come into force with immediate effect.


Controller of Examinations I/c 27-4-17

To
All Deans of Schools/Heads of Departments/Centres
Dean Students' Welfare
Security Officer
OSD to Vice-Chancellor
PVC-1/PVC-2
All Notice Boards
Webmaster – for uploading on website.