Sub: Form for Student I-Card and Form for Security Refund for Students of USS

Reference above subject, a circular was sent vide F.No.IPU/JR(Acad Coord)/2013-14/145 dated 28.06.2013 regarding form to be used for security refund. The same is also uploaded on University website on 28.06.2013.

The form for issue of Student Identity Card, as per approved Standard Operating Procedure (SOP)-duly approved by Hon’ble Vice Chancellor, has also been uploaded on University website dated 05.08.2013.

All concerned are requested to kindly use these forms for processing of cases.

Copy to:

1. Dean USBT
2. Dean USICT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Prof. In-Charge USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Dean USMPHS
14. Chairman UCITIM (with request to upload the same on University website)
15. AR to Hon’ble VC
16. AR to Registrar
17. Office Copy
18. Guard File
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078
Academic Coordination Branch

FORM FOR ISSUE OF STUDENT IDENTITY CARD
(Important: see notes below)

Name
(Block letters)

Father/Husband's Name
(Block letters)

Mother's Name
(Block letters)

School and Course

Enrolment No

Semester
(Give year, if annual pattern)

Type of Course (Regular/Weekend)

Date of Birth
(DD/MM/YYYY)

Blood Group

Name of Person & Phone No. to be contacted in case of emergency

Mark of Identification

Residential Address

Phone No
Mobile Res:

Valid upto
(for regular duration of course)
31st July_________ (Year)

UNDEARTING
I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any Information. I realise that if any information furnished here is found to be incorrect / untrue, I shall be liable to action by the University. I agree to abide by the rules and regulation of University. I understand that, if I am found indulging in any act of misbehavior / indiscipline, disciplinary action will be taken against me.

________________________________________
Signature of Student (with date)

________________________________________
Counter signature of Dean/Nominee (with date and Seal)

Notes:
1. Filled-in form is to be submitted at the office of respective Dean.
2. The form must be duly signed and stamped by the respective Dean/ Nominee at the space given above.
   (The form will not be accepted without the signature and stamp of Dean/ Nominee).
3. The Form must be filled up in legible handwriting as per instructions above.
4. All the Columns are compulsory.
Find enclosed the NOC application forms along with original I- Cards of the students of our schools as per details below for refund of Security deposit:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Student</th>
<th>Enrolment No.</th>
<th>Course Passed</th>
<th>Amount to be refunded (as per NOC form)</th>
<th>Contact No. (as per NOC form)</th>
<th>E-Refund Details: Bank A/c No.; Name of Bank with Address; MICR Code; IFS Code (as per NOC form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dated: __________

(Signature)
(Dean of School / Nominee)
(give name also in case of Nominee)
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078

(NO DUES CERTIFICATE
(For refund of security amount deposited at the time of Admission)
(Filling all columns is necessary)

1. Name of the Student (in Capitals) ________________________________________________________________________________
2. Father's Name ________________________________________________________________________________________________
3. Mother's Name ________________________________________________________________________________________________
4. Name of the Programme __________________________________________________________________________________________
5. Enrollment No. ________________________________________________________________________________________________
6. Correspondence Address _________________________________________________________________________________________
7. Security Amount Deposited (Rs.) (at the time of admission) __________________________________________________________________________________
8. Telephone / Cell No. ____________________________________________________________________________________________
9. Email Address ________________________________________________________________________________________________
10. Year of Passing ______________________________________________________________________________________________
11. Result (Passed / Awaited) _____________________________________________________________________________________
12. E-Refund Details :
   a) Complete Bank Account No (A photocopy of cheque be enclosed) _________________________________________________________________________________________________
   b) Name of Bank with Address __________________________________________________________________________________
   c) MICR Code ________________________________________________________________________________________________
   d) IFS Code ________________________________________________________________________________________________

UNDERTAKING
I declare that information given above is correct to the best of my knowledge and belief. The security deposit may be refunded to me after deducting dues, (if any) as indicated below:
My original Identity Card is enclosed.

Dated: ____________________________________________________________________________

(Student's Signature)

No Dues / Dues (if any, may please be specified)

Dean / Nominee ______________________ Proctor ______________________ Director, Students’ Welfare ______________________
Librarian ______________________ Hostel Warden (Boys/Girls) ______________________

Net Amount to be refunded: (As per above Undertaking) Rs. ______________________
(To be filled up by student before submitting to Dean’s Office)

To be submitted to:
Dean of the School.