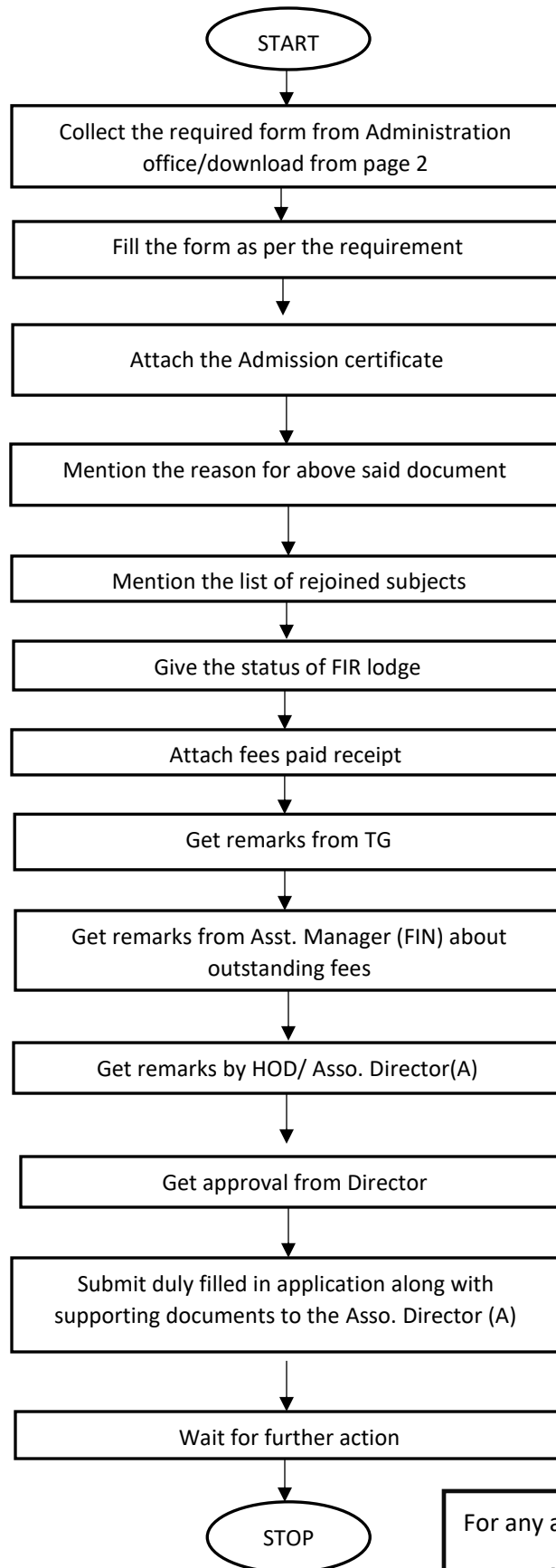


DUPLICATE ID/ LIBRARY/ MESS CARD



For any assistance contact Asst. Registrars, SMIT

1. Mr. Saumya Das (7076566858/
asstregistrar.admin@smit.smu.edu.in)
2. Mr. P.M. Pradhan (8984212456/
asstregistrar.acad@smit.smu.edu.in)
3. Mr. Ishwer Shivakoti (8768231697/
asstregistrar.compliance.smit.smu.edu.in)



APPLICATION FORM FOR DUPLICATE ID /LIBRARY/MESS CARD
(Revised on May 2019)

1. Name in full: Mr/Ms..... Regn. No.
2. Parent's name Phone No.
(F/M/G#):
3. Dept./Branch Sem/Sec.
4. Email ID Phone No.
5. Address in Hostel:
6. Address if not in Hostel :

7. **Documents Attached:**(a) Admission Certificate

Y	N
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(b) If for extension after completed period of course give details as:
.....
.....

8. **Reason for the said Document:**.....
.....

9. If lost, whether FIR lodged (copy to be enclosed) – Yes/No
10. **Fees Paid (Receipt to be attached):Rs.**.....

11. Signature of the student: Date:/...../.....

12. Remarks by Asst. Manager (FIN) about outstanding fees if any:

13. Approved by HOD/ Associate Director (A)*:Date:.....

14. Duly filled in application endorsed/approved by the competent authorities along with supporting documents as stated above shall be submitted to the Associate Director (A) for first year students.

[Contact No: 03592- 246145 OR 03592- 246117/ 246118/ 246119/ 246120 ext: 270]

F: Father/M: Mother/G: Legal guardian – Strike out whichever is not applicable
* Associate Director (A) only for 1st. year students and HODs for Higher semester students.