

**KU/OW/2021/049**

**Date: 22<sup>nd</sup> October 2021**

## **NOTICE**

### **Subject: Implementation of mandatory ID card policy**

In order to ensure authorized entry inside the campus, with view to eliminate unauthorized entry inside campus, University has decided *not to allow students, staff and visitors (about whom, pre-information is not received by Head-Security) in the campus without identity card* with effect from Monday, 25<sup>th</sup> October 2021

1. Students must show their ID Cards at the entrance of the University for proper identification, otherwise, they will not be allowed to enter the university premises. No excuse will be entertained thereon under any circumstance. Those who do not have valid ID Cards and ribbon, must collect these immediately.
2. Security personnel will check the ID Cards of all personnel, at the entrance.
3. If any student is found helping other student to enter the university by transferring his/her own ID Card, disciplinary action will be taken against both of them.
4. If the ID card is lost, duplicate ID card will be issued upon payment of prescribed fee, as per norms.
5. Students must DISPLAY their ID Cards for all time when they are on KU campus. This is required for their own safety and the protection of the campus from unauthorized visitors.
6. If anyone forgets / lose their ID card, they can get temporary ID card issued from the Security personnel by depositing valid Government Identity card (in original) which will be returned when the temporary ID card is deposited with the Security personnel at the time of exit. **Please note that temporary ID will be issued only under special circumstances and shall be denied to regular indulgence.**



7. Apart from temporary ID cards, Visitor ID Cards and Patient ID cards (for KSD) will also be issued at the main gate for due-diligence.

8. All-important dignitaries visiting various schools of KU will also be issued VIP Card. A representative from the organizing school shall receive the guest at the main gate and hand over VIP card to the dignitary.

9. A special task force is constituted to ensure implementation of ID card policy on campus with following members:

- a. Mr. K. K. Singh – Chair of the Task force
- b. Mr. Tariq Ali Saiyed, Registrar
- c. Mr. Ashesh Bhandari, P.R.O.
- d. Ms. Tanu Singh, Sr. Academic Coordinator
- e. Mr. Yash Vaghela, Academic Coordinator
- f. Mr. Nirmal Devasi, Academic Coordinator
- g. Mr. Satish Kumar, Academic Coordinator
- h. Mr. Miral Salunke, Academic Coordinator
- i. Mr. Sish Ram, Security Incharge

10. Student Council of Karnavati University will also be actively involved for smooth implementation of ID card policy.

All HoI (Head of Institutions) and HoD (Head of Departments) are requested to ensure that all students, staff and faculty have been issued with identity cards by end of 24<sup>th</sup> October, 2021.

All are requested to kindly cooperate with our security personnel and task force members in making 'KU' campus, safest academic campus.

This issues with approval of 'Vice Chancellor'.

  
Tariq Ali Saiyed  
Registrar

