



राजीव गाँधी विश्वविद्यालय  
RAJIV GANDHI UNIVERSITY  
रोनो हिल्स, दोईमुख  
RONO HILLS, DOIMUKH

फाइल संख्या File No. AC-101-90 (Pt-I)

दिनांक Dated the 21<sup>st</sup> Aug, 2025

**अधिसूचना Notification**

An Administrative approval is hereby accorded to implement unified Smart ID Card for Student's w.e.f Academic Session 2025-2026.

1. The existing **University Identity Card** and **Library Access Card** shall be merged into a **single, unified Smart ID Card**.
2. The Central Library shall act as the issuing centre for the unified Smart ID Card.
3. All students currently enrolled in various programmes of the University shall be required to apply for the Smart ID Card. This notification is applicable to all students.
4. All Departments/Institutes/Centres are directed to ensure compliance with the procedures laid down in the **Comprehensive Process Guide** for implementation of the Smart ID Card, enclosed herewith as **Annexure-I**.

This issue with the approval of the Vice Chancellor.

(डॉ नानी तामांग जोस Dr. Nani Tamang Jose)  
संयुक्त कुलसचिव (शैक्षणिक और सम्मेलन)  
Joint Registrar (Acad. & Conf.)

फाइल संख्या File No. AC-101-90 (Pt-I) / 631

दिनांक Dated the 22<sup>nd</sup> Aug, 2025

Copy to:

1. PS to Vice-Chancellor for information.
2. PS to Registrar for information.
3. PS to Controller of Examination/Finance Officer for kind information.
4. All Deans of faculty for kind information.
5. All Heads/Directors of Department/Institutes for information and necessary action.
6. The Director, IQAC/CDC/DSW, RGU for kind information.
7. Public Relation Officer, RGU for kind information.
8. Head In-charge Library for kind information.
9. Joint Director (CC) for information with a request to upload the circular in the University website.
10. Guard file/Office copy.

(डॉ नानी तामांग . जोस Dr. Nani Tamang Jose)  
संयुक्त कुलसचिव (शैक्षणिक और सम्मेलन)  
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- Departments/Institutes shall verify the accuracy of student data (enrolment number, programme, semester, etc.) as reflected in the submitted printout of the Google Form.
- Departments/Institutes shall also verify the supporting permanent address proof documents attached by the student.
- Any discrepancies shall be resolved at the departmental level prior to submission to the Central Library.

### **5.3 Issuance of Smart ID Cards**

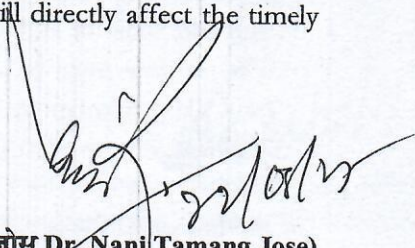
- The Central Library shall process, print, and issue the Smart ID Cards.
- Students shall be required to personally collect their Smart ID Cards from the Central Library (Card Issuing Centre) after being notified of availability.

### **6. Roles and Responsibilities**

- **Departments/Institutes/Centres**
  - Ensure wide circulation of this notification among all enrolled students.
  - Collect printouts of the completed Google Form with supporting permanent address proof.
  - Verify the submitted data and documents before forwarding them to the Central Library.
- **Computer Centre**
  - Maintain and monitor the Google Form system for student data collection.
  - Provide technical support during data collection and processing.
- **Central Library**
  - Act as the sole Card Issuing Centre for Smart ID Cards.
  - Process, print, and personalize the Smart ID Cards.
  - Facilitate the collection of Smart ID Cards directly by students.
- **Academic Branch**
  - Monitor overall implementation.
  - Issue further instructions/notifications as required.

### **7. Compliance**

All stakeholders are directed to strictly adhere to the procedures and timelines specified under this guideline. Non-compliance or delays in submission/verification of data will directly affect the timely issuance of Smart ID Cards.

  
(डॉ. नानी तामांग जोस Dr. Nani Tamang Jose)  
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**Comprehensive Process Guide for Implementation of Unified Smart ID Card**

**1. Introduction**

The University, in line with the recommendations of the Committee constituted to examine the feasibility of a unified student Identity card, has approved the introduction of a Smart ID Card for all students. This initiative replaces the existing University Identity Card and Library Access Card with a single, multi-purpose Smart ID Card.

**2. Objectives**

- To streamline the card issuance process by consolidating multiple identity cards into one.
- To ensure uniformity, administrative efficiency, and convenience for students.
- To provide clear guidelines for Departments/Institutes/Centres, the Computer Centre, the Central Library, and other stakeholders regarding their roles and responsibilities.

**3. Scope**

- All students currently enrolled in the University, who shall be required to apply for the Smart ID Card during the Academic Session 2025–2026.
- From the Academic Session 2026–2027 onwards, Smart ID Cards shall be issued only to fresh admittees.
- All Departments/Institutes/Centres responsible for facilitating data collection and verification.
- Administrative units such as the Computer Centre, Central Library, and Academic Branch involved in the Smart ID Card process.

**4. Validity of the Smart ID Card**

The validity of the Smart ID Card shall extend for the entire duration of the academic programme, expiring on 30th June of the terminal year as per the Academic Calendar.

**5. Procedures**

**5.1 Data Collection**

- The Computer Centre has created a Google Form for the collection of student information, available at the following link: <https://forms.gle/H2Cxom6jmfhns7K9>
- Students shall fill in the Google Form online and take a printout of the completed form.
- The printout must be submitted to the respective Department/Institute/Centre along with a copy of a valid permanent address proof document (such as Permanent Resident Certificate (PRC), Aadhaar, or any other government-issued document).
- While uploading their passport size photograph in the Google Form, students must ensure that the uploaded file is a digital copy of their passport photo (JPEG/PNG format) and not a scanned copy.

**5.2 Data Verification**