

KRISHNA ENGINEERING COLLEGE, GHAZIABAD

19 July 2017

OFFICE OF DEAN (ACADEMICS)

Attention : All students of KEC **Wearing of ID card in college premises**

All students are required to wear ID cards while entering the college premises and continue to do so while being in academic blocks, library and canteen.

ID cards are issued to students when they join the college. The cord of ID card changes, depending upon the year in which they study. The cord is issued by the department at the commencement of the session.

I Year	-	Black
II Year	-	Yellow
III Year	-	Maroon
IV Year	-	Green

Those students who misplace/ loose their ID cards are required to fill the ID card form for re-issue (available with Library) and deposit Rs. 200/- in the Finance Office for re-making of the ID card. These forms alongwith fee receipt are to be submitted to library after obtaining signature of their HOD.

The process of making ID card has been outsourced and cards are made in a lot. Thus, at times, the process takes couple of weeks and during this period, the student is without ID card.

Henceforth, **on submission of the duly filled form along with fee receipt of Rs. 200/-, library will issue a temporary ID card to the students on the same day and this will be replaced by permanent ID card when received.**

With effect from 24th July 2017, ID cards of all students will be strictly checked at college main gate and those students who are found without valid ID cards will be refused entry.

It is requested that HsOD, proctors, mentors and students may please take appropriate action in this regard.

Dr. Sanjeev Kumar
Dean (Academics)

Notice Boards

Hostels

HsOD (CS, IT, EC, EN, ME, CE, AS, HUM)

Copy to

Director – for kind information
Dean (SA)
Manager Admin
Finance Officer
Librarian

Registrar
Head – Placement Deptt.
Training Cell
Asst. Manager – H.R.
Purchase Officer

