

# ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE

4<sup>TH</sup> CYCLE ACCREDITED A+ GRADE BY NAAC

Best College Award (2015-2016) University Of Mumbai

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## STUDENTS NOTICE Degree No. 99 / Jr. No. 64


### REVISED-Standard Operating Procedure (SOP) for Applying for Duplicate Identity Card

Students who wish to apply for a **Duplicate Identity Card** are required to follow the procedure mentioned below:

1. **In case the Identity Card is lost**, students must first file an **online FIR** with the police. After obtaining the FIR copy, students should send a **formal request email** along with the **copy of the FIR** to **info@standrewscollege.ac.in**.  
The email must include the following details:
  - Full Name
  - Class & Division
  - Roll Number
  - Date of Birth
  - Blood Group
  - Contact Number(s)
2. Students are required to make **payment of Rs. 300/-** for the Duplicate Identity Card **at the Main Gate with copy of their email request and FIR copy**.
3. After completing the payment, students are required to provide one photograph for Temporary Identity Card and a **Temporary Identity Card** will be issued after verification with Class Teacher, Discipline Committee and Attendance Committee and accordingly students will be informed to collect the Temporary Identity Card at the main gate.
4. Students will be **informed via email** once the **Duplicate Identity Card** is ready for collection.
5. Once email is received regarding Confirmation about Duplicate Identity Card students are required to collect the Duplicate Identity Card within 24 hours.

18 December 2025



  
Prof. (Dr.) Sybil Thomas  
Principal