



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स Delhi College of Arts & Commerce

(दिल्ली विश्वविद्यालय)
(University of Delhi)

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दिनांक/Date..... 23.09.2025

NOTICE (Most Urgent)

Subject: Distribution of Identity Cards to First-Year Students

All **First-Year** students are informed that their **College Identity Cards** have been prepared. Students must **collect their original Identity Card** from their **respective Dealing Assistant / counter in the Administration Office** without delay.

Important: Without the original College Identity Card, entry to the College campus will not be permitted. Students will not be allowed to attend classes, access the Library, or participate in any college activities - **including Student Union Election** - without producing the original ID card.

Collection Details:

- **Venue:** Administration Office – respective dealing counters
- **Days/Time:** Monday–Friday, 10:00 a.m. – 1:00 p.m. & 2:00 p.m. – 4:00 p.m.
- **Documents (for verification):** Any one valid photo ID (e.g., Aadhaar/Driving Licence) & Fee receipt.

Instructions to Students:

1. Collect your ID card **in person** and **verify your photograph and all particulars** before leaving the counter. If any error or damage is noticed, **report it immediately at the same counter on the day of collection.**
2. **Carry your ID card daily** and present it on demand to Security/Faculty/Administrative staff.
3. In case of **loss**, report to the Administration Office and apply for a **duplicate ID** as per rules (applicable fee and FIR may be required).

For any clarification, please contact your **respective Dealing Assistant** in Administration.

By Order

(Prof. Rajiv Chopra)

Principal

Copy to:

- College Website/Notice Board
- Administration Office (Dealing Assistants)
- Network & System Administrator