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**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY  
INFORMATION TECHNOLOGY POLICIES, 2020**

**IDENTITY CARD POLICY**

1. This Policy applies to:
  - a. students enrolled in full-time programmes of NLSIU;
  - b. research scholars, including Ph.D. students, academic fellows and research centre associates;
  - c. faculty;
  - d. staff, including permanent and contractual staff, and consultants; and
  - e. other University residents, including dependant family members of University employees;

to whom the University shall issue a photo-identity card (“**ID Card**”).

2. This Policy shall be read along with the NLSIU IT Policies, 2020.

**3. Purpose & Functions of ID Cards**

- a. The ID Card issued by the University shall be the official means of verifying a person’s right to be on University premises, particularly areas not permissible to the public. It shall be used to access various buildings, including the library and academic blocks.
- b. The ID Card may be used to record attendance of students, staff and faculty.
- c. The ID Card may be used to make payments to access University facilities and services:
  - i. Food and beverage items at the NLSIU Canteen, Kiosks and Mess halls;
  - ii. University-provided laundromat services;
  - iii. Any other services that may be provided by the University.

**4. Collection & Use of Information**

- a. The following information shall be collected from persons for the purpose of issuance of the ID Cards:

● Name	● (For students) Programme in which the student is enrolled
● Photograph	
● Date of Birth	● (For staff & dependents) Employee ID
● Blood Group	● Emergency Contact Person and Phone No.
- b. The information collected, shall be stored locally on a University server. Only authorised personnel shall retain access to the information collected. For further information, please refer to “Electronic Data and Privacy Policy” at Clause 6 of the NLSIU IT Policies, 2020, which applies in full to the information collected.

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- c. The information collected shall be encoded on ID Card and transmitted to the University's authentication devices using RFID technology. The University doesn't use facial recognition or any other biometric information for authentication purposes.

## **5. Guidelines for Use**

- a. NLSIU Identification Cards (ID Cards) are the property of NLSIU and their use is governed by the University in its sole discretion.
- b. The front of the ID Card and the magnetic strips on the back may not be covered or defaced.
- c. All persons must hand over their ID Card or otherwise identify themselves upon request to any properly identified employee of the University. "Properly identified employee" shall mean any employee who has been duly authorized by the Registrar in terms of this Clause 5.
- d. ID Cards are **not transferable** and may never be used by another person. Anyone found using another person's card or allowing the use of their card by another person shall be subject to disciplinary action.
- e. Any person who alters or modifies an ID Card or produces or distributes false IDs of any kind shall be subject to disciplinary action.
- f. All persons are responsible for their ID Card and the consequences of its misuse.
- g. The card must be returned to the University when the ID Card user completes their association with the University.

## **6. Lost, Stolen or Damaged Cards**

- a. Lost, stolen or damaged cards should be reported immediately to the Academic Administration Department (in case of students) and People & Culture Office (in case of staff, faculty and dependents). The cost of replacement of an ID Card shall be Rs. 500/- (Rupees Five Hundred only).
- b. In case of damaged cards or wear & tear, the original card in possession of the user must be returned.

## **7. Name Change**

If the person to whom an ID card has been issued undergoes a name change, they must provide the necessary documentation under the laws of India in order to update and receive a new ID Card.

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