

OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref No : SU/DSW/ID-card/1/2026/927

Date: 09-10-2026

Notice

It is hereby notified that the process of printing Identity Cards (ID Cards) for students of FYUGP 1st Semester, ITEP 1st Semester, PG 1st Semester, B.Ed. 1st Semester and B.Ed. 3rd Semester will commence shortly. The ID Cards are expected to be distributed among the students after the Puja Vacation.

Accordingly, all concerned students are hereby instructed to complete their personal profiles and upload the required photograph and signature by following the procedures outlined below:

1. Visit the University portal at <https://sibsagarcollegeonline.co.in/> and click on "Student". Enter your User ID and Password to access your personal dashboard.
2. Click on "Profile" and fill in all the required personal information accurately. Upload your passport-size photograph and signature in the designated fields on the right-hand side of the page.
3. The passport-size photograph must be taken in the prescribed University uniform, with the face clearly visible against a light-coloured background.
4. Students must ensure that both the photograph and signature are uploaded correctly and comply with the prescribed requirements. Failure to do so may prevent the ID Card from appearing in the portal and being processed for printing.
5. The last date for submission and completion of the personal profile is 15-10-2026. All concerned students must complete the process within the stipulated deadline.

Special Instruction for Students Who Have Not Yet Received Their ID Cards

Students from any semester or programme who have not yet received their University ID Cards are also required to complete their personal profiles and upload their photographs and signatures through the portal as instructed above. Thereafter, they must submit a written application to the undersigned on or before **15-10-2026**, requesting the issuance of their ID Cards.

Students are strongly advised to comply with the above instructions within the stipulated time. Requests received after the deadline may not be considered for ID Card printing under the present process. In such cases, the University shall not be responsible for any delay or non-issuance of ID Cards, and the concerned students may be required to bear the cost of printing their ID Cards separately.

All concerned students are therefore directed to treat this matter as **urgent** and complete the necessary formalities within the prescribed deadline.



Diganta Borah
09-10-26

Diganta Borah
Dean Students' Welfare

Copy to-

1. The Registrar for kind information
2. The Academic Registrar for information
3. The Finance and Accounts Officer
4. University website
5. Notice Board
6. Office file

Diganta Borah
Dean Students' Welfare