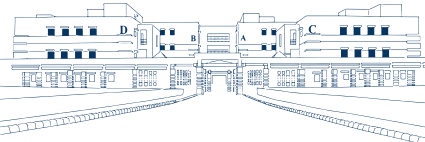




**CAPITAL UNIVERSITY
OF SCIENCE AND TECHNOLOGY**



ADMISSIONS



REGISTRATIONS



SCHOLARSHIPS



ASSESSMENTS



REGULATIONS

ID CARD AND EMAIL ISSUANCE POLICY

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1. Issuance of the University ID Card

The following process shall be followed by the Admissions Department for preparation of University ID Cards for students admitted to a degree program:

- a) Students' photographs, received at the time of documents submission, shall be forwarded to the printing team.
- b) The validity period of the Student ID Card, corresponding to the duration of the degree program, shall be determined and communicated to the printing team.
- c) The admitted student's name, registration number, and father's name shall also be shared with the printing team.
- d) The Student ID Card shall bear the student's registration number, name, father's name, program, as well as the issuance and expiry dates.
- e) Each card shall also be assigned a unique, scannable RFID number, the record of which shall be maintained by the DSA and provided to the IT Department for uploading into RFID machines installed at various locations, particularly at entry gates.

2. Issuance of the Duplicate University ID Card

If a student ID card is lost or damaged, a duplicate card may be issued in accordance with the following procedures:

- a) A request for a duplicate ID card shall be submitted to the DSA on the prescribed application form as attached.
- b) An affidavit on judicial stamp paper of Rs. 100 as per the attached specimen, shall be provided, stating that the ID card is lost and that, if found, it will be returned to the University.
- c) NADRA biometric verification shall also be required.
- d) The application must be approved by the respective Head of Department (HoD).
- e) A fee of Rs. 2,000/- shall be charged.
- f) In case of a damaged ID card, the approved application form shall be submitted along with the damaged card and the prescribed fee of Rs. 2,000/-. No additional documentation shall be required.

Note: The application form is attached at the end of this document.

3. Creation of Outlook Email Account and First Login

CUST students shall be issued an official Outlook account, which may be used to access the Learning Management System (Tasjeel), Microsoft Teams for online lectures and meetings, and for email correspondence. Students shall not share their email credentials with any other student or unauthorized individual. The following procedure shall be followed for the issuance of Outlook accounts:

- a) The Admissions Department shall share the details of admitted students with the IT Department for the creation of Outlook email accounts.
- b) The students details shall include name, registration number, personal email ID, and mobile number.
- c) The IT Department shall create the Outlook email account, and the data specified in Clause 3(b) shall be linked to the respective Outlook ID, which, under normal circumstances, shall not be subject to modification.
- d) The same email ID shall be used for Outlook email, Tasjeel, and MS Teams.
- e) The email ID issued by the IT Department shall be communicated to the Admissions Department, which shall subsequently transmit it to the concerned students via email.
- f) As per policy, upon first login, the system shall require a password change, for which an OTP shall be sent to the registered email address or mobile number, enabling the user to set a new password.

4. Email Password Reset

- a) A student may reset their password at any time, subject to authentication through the data linked to the email account at the time of its creation.
- b) The password reset facility shall not be available through the University Admin Account or the Registration Department.

5. Re-activation of a Blocked Account

- a) If an account is blocked for any reason, an email shall be sent to activation@cust.edu.pk from the registered email address, providing the following details:
 - i) Name of the student

- ii) Registration number
 - iii) Mobile number (must match the University record)
 - iv) An image of the Student ID card
- b) Verification of the submitted information shall be carried out by the Registration Department, which shall forward the verified case to the IT Department for reactivation of the account.
 - c) Upon reactivation, the account details shall be communicated by the IT Department to the Registration Department for onward transmission to the student.
 - d) Emails received from unregistered or unknown accounts shall not be entertained.
 - e) Generally, a blocked account shall be reactivated within 24 hours, provided that the request is received on a working day.

6. Modification of Account Credentials

- a) A student may not request simultaneous changes to both the secondary email address and the mobile number associated with their official University email account.
- b) If a student wishes to change the mobile number linked to their University Outlook email, they must submit a request to modification@cust.edu.pk from their registered email address, along with documentary evidence confirming that the new number is issued in their name and is linked to their CNIC. This facility may be availed only once during the entire duration of the degree program.
- c) If a student wishes to change the secondary email address linked to their Outlook account, a request may be submitted to modification@cust.edu.pk with a valid justification. This facility may be availed only once during the entire duration of the degree program.
- d) A copy of each request for change of secondary email address or mobile number shall be duly recorded and maintained in the student's personal file for official record and future reference.
- e) Requests for activation or modification submitted by students shall be handled by the Deputy Registrar's Office, while Outlook account-related processing shall be carried out by the IT Department upon receipt of a request from the Deputy Registrar's Office.

Note: Under special circumstances, the DSA or the Vice Chancellor's Secretariat may issue instructions, which shall be duly implemented by the relevant departments for activation or deactivation of an email account, or for modification or cancellation of a University ID card, as the case may be.



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone V, Islamabad

DUPLICATE ID CARD APPLICATION FORM

- For a lost ID card, the approved Application Form should be accompanied by an affidavit and NADRA verification along with a fee of Rs. 2,000.
- For a damaged ID card, the approved Application Form should be accompanied by the damaged ID card along with a fee of Rs. 2,000.

Name		Registration #	
Father's Name		Department	
Cell No.		Email	
CNIC No.		Cr. Hrs. Completed	
Cr. Hrs. Registered		CGPA	
Current Residence Address			

Reason for Duplicate Card (Mandatory)

Undertaking by the Student

I hereby solemnly declare that the information provided is true and correct. In the event of a lost ID card, I undertake to return the original if found and confirm that it will not be used for any purpose whatsoever within or outside the University. I further acknowledge that possession of more than one University ID card is strictly prohibited, and any violation of this rule shall lead to disciplinary action.

Student Signature

Date

Head of Department Approval

Date

Student Affairs Office

Card prepared and issued on

Date

RFID of the New Card _____

AFFIDAVIT

I, _____, son/daughter of _____, holder of CNIC _____, and resident of _____, do hereby solemnly affirm and declare as under:

1. That I am a bona fide student of Capital University of Science and Technology (CUST), Islamabad, enrolled in Program _____, Registration No. _____, and my current semester registration status is active.
2. That my University Identity Card has been lost/damaged, and despite my best efforts, I have been unable to recover the said card, and I believe it to be irretrievably lost / no longer usable.
3. That I hereby undertake that if the lost ID card is found at any time, I shall immediately return it to the Directorate of Student Affairs.
4. That I further undertake that the said card has not been used, nor shall it be used, for any unlawful or unauthorized purpose by me or to the best of my knowledge by any other person.
5. That I request the University authorities to kindly issue me a duplicate Student Identity Card.
6. That the contents of this affidavit are true and correct to the best of my knowledge, and nothing has been concealed therefrom.

DEPONENT

(Signature)

[Student Name]

Registration No.: _____

Date: _____

VERIFICATION

Verified on oath at Islamabad on this _____ day of _____, 20____, that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature)

ATTESTATION

Sworn before me on this _____ day of _____, 20____ at Islamabad. _____

Oath Commissioner / Notary Public

DISCLAIMER: Capital University of Science and Technology reserves the right to change, amend, replace or annul any part or whole of this document without any notice.