

## **Process for the Application of Duplicate Smart**

- a) Student login in portal account by valid "User ID" & "Password"
- b) After login, Go to "**Student Services**" → "**Smart Card**" → "**Duplicate Smart Card**"
- c) In the Online Duplicate Smart Card form, student has to follow below steps :-
  - 1) In Duplicate Smart Card application student have facility to change below listed information.
    - 1) **Father/ Husband Name**
    - 2) **Address**
    - 3) **Pincode**
    - 4) **Date of Birth**
    - 5) **Blood Group**
    - 6) **Photo**
    - 7) **Signature**
  - 2) There are two button (i.e. Yes / No) available in front of all above listed information.
  - 3) To Change/Modify any of above listed information, student are required to click on "**Yes**" button, otherwise click on "**No**" button.
  - 4) To update Photo & Signature, student has to follow below process
    - Click on on "**Browse**" button to select image then Click on "**Attach Photo**" button to upload Photo.
    - Click on on "**Browse**" button to select image then Click on "**Attach Signature**" button to upload Signature.
  - 5) Next to proceed further student have to click on "**Update & View Smart Card**" button, this provides the preview of updated Smart Card to the student.
  - 6) With the preview of Smart Card, student gets two information
    - **Duplicate Smart Card Fees**
    - **Payment Mode** (i.e. Selection of Name of Bank through which student is doing transaction), here Student can click on "Go" button to proceed further. In case student want to do any change in information, then, student can click on "Back" button.
  - 7) After clicking on "**Go**" button, student will get "**Candidate Declaration**" option.
  - 8) After reading candidate declaration, student are required to click on checkbox which activates "**Go for Online Payment**" button.
  - 9) Clicking on "**Go for Online Payment**" button student perform online Payment of the Duplicate Smart Card.
  - 10) For performing Online Payment student should have Internet banking account.