



MIE-SPPU
Institute of Higher Education
Doha-Qatar

*In
Collaboration
With*



**SAVITRIBAI PHULE
PUNE UNIVERSITY**
SINCE 1949

ID Card Policy

Category	Student Services
Type	Policy
Approved by	Executive Committee
Date Policy Took Effect	1 st April 2022
Last approved revision	
Responsible officer	Head of Administration

Purpose

To set out the requirements for the issuing of and holding of Milestone International Education Identity Cards.

Organisational scope

This policy applies to all Milestone International Education Identity Cards.

Definitions

- ID- Identity.
- Staff - Employed on a permanent, fixed term or casual employment agreement.
- Visitor and Guest - This category includes people not employed directly by the University, but who are undertaking research, sabbatical, consultancy, or similar activities.
- Contractors- This category includes contractors and sub-contractors. The individuals may work for companies or be sole-traders and consultants.

Content

1. Card Issue

- a. Cards are issued only to those who have been validated or approved to hold a card.
 - i. Student Administration validates students as enrolled via the Student Management System.
 - ii. Human Resources validate staff members as employed via an active record in the Payroll system.
 - iii. Heads of Administration approve visitors and guests via completion of the External Username/ID Card Access Request form.
- b. Proof of identity is required for a card to be issued, in accordance with section 2 below.
- c. The type of card issued will depend on the relationship between the individual and the University.

2. Identification

- a. The following are the only valid forms of photo identification accepted by the ID Card Office:
 - i. Valid Passport
 - ii. Qatar ID card
 - iii. Preceding year's Milestone International Education student ID Card.

3. Cardholder Responsibilities

- a. Those holding an ID Card are bound by the terms of issue and use.
- b. Cards remain the property of Milestone International Education.
- c. Once an individual ceases to be eligible to hold a card, the card must be returned to the University unless it was issued for a specific period of time. The time period will be displayed on the card:
 - i. Student cards are issued for the duration of your study at Milestone International Education.
 - ii. Staff cards are issued indefinitely and therefore must be returned at the end of employment.
 - iii. Visitor, Guest, and Contractor cards are issued for the duration of their stay at the campus and must return once they leave the campus.
- d. University officials can request an individual produce their ID Card as proof of identity. This is to confirm:
 - i. Eligibility for services or entitlements.
 - ii. Authorisation to access buildings, sites, or other areas under the control of the University.

- iii. Authorisation to access or participate in external organisation activities that require proof of University identity.

4. Fee

- a. ID card is issued free of cost for the first time.
b. Lanyards with Cardholder is available at a nominal price of QAR 20 at the University store.

5. Loss/Theft/Damage of ID Card

- a. You are expected to take reasonable care in the use and storage of your ID card. Punching holes in ID cards is prohibited. The reissuing of such cards due to related damage is subject to the replacement fee, without exception.
b. In case of an ID card being misplaced or lost, the Head of Administration needs to be informed of the same.
c. A replacement will be issued at a price of QAR 25.

<p><u>Position:</u> President MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Mr. Hassan A.K. Chougule</p> <p><u>Signature:</u> </p>	<p><u>Position:</u> Director MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Dr. Prof. Bimalendu B. Nath</p> <p><u>Signature:</u> </p>
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