

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA

No. Acad/2017/645

Dated 16.10.2017

NOTICE

The Students' Help Desk near Training & Placement Centre in Old Administrative Block will start functioning from 17.10.2017 from 9.00 am onwards. The Students' Help Centre is established to address the academic & examination related issues of the students in timely manner.

**The Students' Help Desk will work from Monday to Saturday except public holidays as notified by this Institute during 9.00 am to 1.00 pm and 2.00 pm to 5.00 pm.** The Institute has developed a comprehensive application form for this purpose which may be obtained from the Institute website.

The students are requested to fill the form and submit the same at the Students' Help Centre during timings as above. The students will be replied/delivered necessary documents from the Students' Help Centre only within maximum 7 days from the date of application.

**In future no student will be entertained for their above issues, in the Academic Section & Exam Cell in Golden Jubilee Administrative Building.**

This is for information of all concerned.

*Venue*  
16.10.2017  
Dean (Academic)

Copy to :-

1. All Notice Boards
2. All HODs/Coordinators of Schools.
3. Librarian
4. Prof. Incharge, CCN with a kind request to upload on the Institute website.
5. Prof. Incharge Academic.
6. Prof. Incharge Examination
7. Deputy Registrar (Academic)
8. Sr. Secretary to Registrar for kind information of the Registrar
9. Sr. Secretary to Director for kind information of the Director.

*Satish*  
9/10/17

# NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

## Application Form (Academic & Examination Section)

For office use:

No:		Date:		
B.Tech Desk	PG Desk		Ph.D Desk	IIIT Cell
DR(Acad)	Prof. I/C (Acad)	Prof. I/C (Exams)	Dean (Acad)	

### To be filled by the student

1. Name of the applicant : \_\_\_\_\_ Student ID: \_\_\_\_\_
2. Gender : MALE / FEMALE
3. Father's Name : \_\_\_\_\_ 4. Mother's Name: \_\_\_\_\_
5. Name of the programme : B.Tech/M.Tech/MBA/MCA/Ph.D:- (Full Time/ Part Time)
6. Branch/Discipline : \_\_\_\_\_ 7. Semester: \_\_\_\_\_
8. Contact details : Mobile No. \_\_\_\_\_  
: E-mail ID \_\_\_\_\_

**(Case status will be intimated through sms/mail within one week.)**

<b>Mark appropriate BOX</b>	Exams Related Issue	Withdrawal from Course or Semester or Programme	Course Registration Issue	Scholarship Issue	Bonafide Certificate
IIIT Issue	Duplicate DMC/ Degree	I Card (Duplicate)	Rank Certificate	Migration & character certificate	Any Other Issue
Brief the request					

Enclosed Documents (if any) \_\_\_\_\_

Signature of applicant

**Case To be Resolve within 7 days**

**For Office Use (Academic/ Exam Cell)**

Name of dealing person	Action Taken with Dates.

Finally copy to:      Dean (Academic)