

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA**

No. Acad./19/554

May 17, 2019
20

NOTICE

This is for information to all the students of final year of UG/PG programmes, who appeared in end semester examinations during May/June, 2019 and they are likely to pass UG/PG programmes by June/July, 2019 that:-

If they wish to get their Provisional Degree Certificate (PDC), Character Certificate (CC) & final semester Detailed Marks Certificate (DMC) by speed post at their home/place of employment address, then they are required to submit request form along with the following documents at Students Help Desk as per the timing given as below:

a. Documents: -

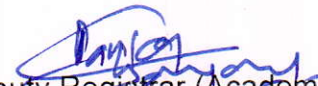
1. **Duly filled in Request form.**
2. **No Dues Certificate issued after last date of examination.**
3. **Self-attested photocopy of photo and address proof (Student ID-Card, Aadhar Card & Employee ID-Card etc.).**
4. **Original Receipt of postal charges of ₹100/- only deposited in institute main current account.**

b. Timing on all working days including Saturday for submission of documents as above:

09.00am to 10.30am (Morning)

02.00pm to 03.30pm (Evening)

Encl: Request form & No dues form


Deputy Registrar (Academic)

V. Singh 20/5/19 V. Singh 20/05/19
20/5/19 20/5/19

Copy to:

1. All HoDs
2. Chief Warden (Boys & Girls) circulate this notice to all the hostels
3. Prof. I/C (CCN) upload the same on institute website under notification academic & announcements.
4. Dean (Academic) for kind information

Date :- ___/___/___

To,
The Deputy Registrar (Academic)
National Institute of Technology, Kurukshetra-136119

Sub: Request for Dispatching Provisional Degree Certificate, DMC of Final Semester and Character Certificate.

Sir,
I _____, Roll No. _____

B.Tech./M.Tech./MBA /MCA _____ Branch _____

request you to dispatch my Provisional Degree Certificate (PDC) , Final Semester DMC and Character Certificate(CC) at the following Address. I have enclosed my address proof with this application:

Address (Capital Letters)

Pin Code _____

Mobile No. _____

I have deposited the requisite fee of Rs. 100/- towards postage and handling charges (Receipt Attached). I understand that the responsibility of any damage/theft/being lost to the Provisional Degree Certificate(PDC), Final Semester DMC and Character Certificate shall be mine.

Thanking You,

Yours faithfully,

Dated: _____

Signature _____

Name _____

Roll No. _____

Roll No. _____ Branch _____

To

Pin Code _____

Mobile No. _____

NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119

NO DUES CERTIFICATE

Name of the student _____, Roll No. _____

Semester _____, /Branch _____

Dated: _____

Signature of Student

Nothing is Due against the aforementioned student

1. HOD/Coordinator : _____

2. Workshop Supdt. : _____

3. Prof. I/c (Clubs) : _____

4. Prof. I/c (NCC) : _____

5. Prof. I/c (Sports) : _____

6. Prof. I/c (CCN) : _____

7. Librarian : _____

8. Warden Hostel No. : _____

9. Deputy Registrar (Accounts): _____