

**IMPORTANT INSTRUCTIONS & GUIDELINES FOR DOCUMENT VERIFICATION  
( B.TECH. 2021 BATCH)**

This is with reference to Notification issued vide No. Acad./2022/484 dated 05.04.2022 regarding switching over of classes of B.Tech. 2<sup>nd</sup> semester from Online Mode to Offline mode w.e.f. 26.04.2022 after receding conditions of Covid-19 & on the directions of the State/Central Govt. The offline classes for students of B.Tech. 2021 batch have already been started from 26.04.2022.

The document verification (Physical Reporting) of the students admitted in B.Tech. programmes of the Institute in 2021 will be conducted from **04.05.2022 to 24.05.2022 [ Final Schedule ]**. The notice in this regard is issued vide No. Aca./JoSAA-2021/2022/651 dated 30.04.2022 (copy attached). Please visit Institute website ( [www.nitkkr.ac.in](http://www.nitkkr.ac.in) ) for more information related to document verification schedule.

The students are advised to bring all the original documents and one set of photocopies of all the required documents in the order as per the check list of enclosures as mentioned on 2<sup>nd</sup> page of **Personal Information Form (PIF)** on the notified date and time of document verification for their branch. It is also mandatory to carry **Provisional Admission Letter (PAL)** with them at the time of document verification.

The PIF Form and PAL have already been sent to all the students by Email in January-2022 & April-2022 respectively on their registered Email (Received from JoSAA/CSAB-2021 & MEA, DASA authorities). In case if any student has not received the same, he/she may request for the same by sending email on [academic@nitkkr.ac.in](mailto:academic@nitkkr.ac.in) / [admission@nitkkr.ac.in](mailto:admission@nitkkr.ac.in)

The PIF Form contains 7 pages, out of which first 3 pages contains personal and educational details, 4<sup>th</sup> page is Medical Certificate format, 5<sup>th</sup> and 6<sup>th</sup> pages are Antiragging Undertakings (Student and Parents) and 7<sup>th</sup> page is admission brief of the student. The page no. 7 will be pasted on the front side of the admission file.

The students will be issued ID Card on the basis of PAL,PIF and after successful verification of documents during Physical Reporting, therefore please bring all the documents at the time of Physical Reporting for issuance of ID Card.

The guidelines for safety precaution in view of prevailing conditions of Covid-19 pandemic has to be followed by the students during their stay in the campus. The students are required to complete unfilled personal data like Name in Hindi, Marks of Physics, Maths, Chemistry etc in the PIF form. The students are also required to put their & their parent's signature in the PIF form at the designated places specially on Anti Ragging Undertaking.

The venue for the document verification is Academic Section, First Floor, Golden Jubilee Administrative Building, NIT Kurukshetra.

## A. IMPORTANT INSTRUCTIONS & GUIDELINES

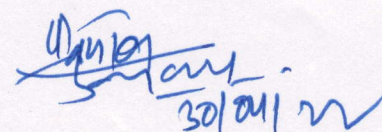
Please note the following ( Must read thoroughly ):-

- 1) The students must wear face mask and follow COVID appropriate behaviour all the time during their document verification in Academic Section.
- 2) The students are required to carry fully vaccinated certificate or RT-PCR report of not older than 72 hours on the date of their document verification.
- 3) The students are also required to carry any valid Photo ID Proof and they must wear mask during document verification process.
- 4) The students must co-operate the staff on duty. It is also expected to maintain social distancing during document verification.
- 5) The students must carry original documents or Digi Locker verified documents along with them at the time of their arrival in the Institute for Physical Reporting (Document Verification).
- 6) ***The students admitted under PwD quota must get countersignature of the senior Medical Officer/ Medical Officer of the Health Centre on duty on photocopy of their PwD certificate ( Min 40% bench mark disability)***
- 7) The students must take printout of **Personal Information Form (PIF)** attached with this email.
- 8) The students are required to complete unfilled entries in the PIF form using Blue point pen.
- 9) The students must ensure that their & their Parent's /Guardian's signature in the PIF at the proper place must have been done.
- 10) The students are required to attach Self Attested Photocopies in support of their admission as per Check List of PIF. They are also required to write Annexure No on the Top Right of each Document ( i.e. Annexure-18 (i) etc). The students must arrange all the documents in the order as per check list of enclosures given on the page no 02 of PIF.
- 11) The student must carry **Provisional Admission Letter (PAL)** sent to them by email as a proof of their admission in the Institute. **Without this document, the student will not be issued ID Card.**
- 12) For effective and smooth document verifications, the Academic Section established Desk-01 and Desk-02 in Academic Section. The students are advised to see schedule of the Desk-01 & Desk-02 and report at appropriate Desk where they are supposed to submit their documents for document verification.
- 13) The student will be issued Admission File by the support staff on duty at respective Desk for preparation of the admission file.
- 14) The students are required to place PIF along with self attested documents in the Admission File and hand over the file to the support staff on duty.
- 15) The students will be issued ID Card on producing any valid Photo ID Proof (Aadhar Card) and Provisional Admission Letter(PAL) by the support staff on duty.

In case of any query in this regard, the students may drop email mentioning their Roll No and Query on [academic@nitkkr.ac.in](mailto:academic@nitkkr.ac.in), [admission@nitkkr.ac.in](mailto:admission@nitkkr.ac.in) email id or alternatively send whats app query on 09729-233227 or call on 01744-233227,233226,233228

We wish pleasant and safe stay of all the students of B.Tech-2020 batch in the NIT Kurukshetra campus.

.....  
Deputy Registrar (Academic)  
Office of the Dean (Academic)  
NIT Kurukshetra, Haryana  
.....

  
30/01/20

**B. NOTICE and DESK-01 & DESK-02 Schedule****NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA-136119**

No. Acad/JoSAA-2021/2022/651

Dated : 30.04.2022

**NOTICE****Subject :- Schedule for Physical Reporting of B.Tech students admitted in NIT Kurukshetra in Academic Year 2021-22 through JoSAA/CSAB- 2021.****Venue for Physical Reporting: Academic Section**

Sr. No.	Date	Branch	Roll Nos.	Time
1.	4.05.2022	Civil Engineering	12111001 to 12111040	09.30 A.M. to 12.30 P.M.
			12111041 to 12111080	02.00 P.M. to 05.00 P.M.
2.	5.05.2022	Civil Engineering	12111081 to 12111120	09.30 A.M. to 12.30 P.M.
			12111121 onwards	02.00 P.M. to 05.00 P.M.
3.	6.05.2022	Computer Engineering	12112001 to 12112040	09.30 A.M. to 12.30 P.M.
			12112041 to 12112080	02.00 P.M. to 05.00 P.M.
4.	9.05.2022	Computer Engineering	12112081 to 12112120	09.30 A.M. to 12.30 P.M.
			12112121 to 12112160	02.00 P.M. to 05.00 P.M.
5.	10.05.2022	Computer Engineering	12112161 to 12112200	09.30 A.M. to 12.30 P.M.
			12112201 onwards	02.00 P.M. to 05.00 P.M.
6.	11.05.2022	Information Technology	12113001 to 12113040	09.30 A.M. to 12.30 P.M.
			12113041 to 12113080	02.00 P.M. to 05.00 P.M.
7.	12.05.2022	Information Technology	12113081 to 12113120	09.30 A.M. to 12.30 P.M.
			12113121 onwards	02.00 P.M. to 05.00 P.M.
8.	13.05.2022	Electrical Engineering	12114001 to 12114040	09.30 A.M. to 12.30 P.M.
			12114041 to 12114080	02.00 P.M. to 05.00 P.M.
9.	17.05.2022	Electrical Engineering	12114081 to 12114120	09.30 A.M. to 12.30 P.M.
			12114121 onwards	02.00 P.M. to 05.00 P.M.
10.	18.05.2022	Electronics & Comm. Engg.	12115001 to 12115040	09.30 A.M. to 12.30 P.M.
			12115041 to 12115080	02.00 P.M. to 05.00 P.M.
11.	19.05.2022	Electronics & Comm. Engg.	12115081 to 12115120	09.30 A.M. to 12.30 P.M.
			12115121 onwards	02.00 P.M. to 05.00 P.M.
12.	20.05.2022	Mechanical Engineering	12116001 to 12116040	09.30 A.M. to 12.30 P.M.
			12116041 to 12116080	02.00 P.M. to 05.00 P.M.
13.	23.05.2022	Mechanical Engineering	12116081 to 12116120	09.30 A.M. to 12.30 P.M.
			12116121 onwards	02.00 P.M. to 05.00 P.M.
14.	24.05.2022	Production and Industrial Engg.	12117001 to 12117040	09.30 A.M. to 12.30 P.M.
			12117041 onwards	02.00 P.M. to 05.00 P.M.

**Important Instructions:**

1. The students are required to bring one hard copy of the Personal Information Form (PIF), Provisional Admission Letter(PAL) issued by NIT Kurukshetra and already sent to the students on their registered JoSAA/CSAB email ID along with required documents mentioned in PIF at the time of physical reporting. The student must carry all the Original documents at the time of Physical Reporting.
2. PWD students are required to get attested photocopy of their PWD Certificate from the Senior Medical Officer/Medical Officer of the Institute Health Centre.
3. The students must be vaccinated with two doses of COVID-19 vaccination and the students are required to produce fully vaccinated certificate or RTPCR report of not older than 72 hours. In absence of the certificate Physical Verification of documents of the students will not be carried out.
4. The students must follow the COVID-19 protocol during physical verification.
5. The guidelines for the students will be made available on the Institute Website on or before 2.5.2022.
6. During this period, Help Desk will not be in function. However, urgent cases will be dealt with in Academic Section./\*

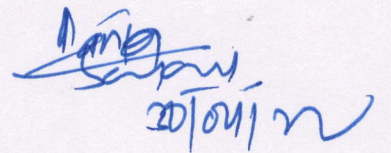
Deputy Registrar (Academic)

**Copy to**

1. P/I (CCN ) for uploading on the Institute website.
2. Centre Incharge, JoSAA/CSAB- 2021 for information.
3. Deputy Centre Incharge, JoSAA/CSAB- 2021 for information.
4. Senior Medical Officer for information.

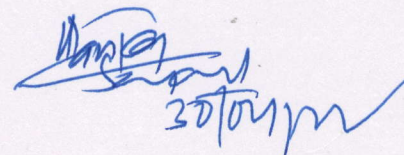
## SCHEDULE ( DESK – 1)

Sr. No.	Date	Branch	Roll Nos.	Time
1.	4.05.2022	Civil Engineering	12111001 to 12111020	09.30 A.M. to 12.30 P.M.
			12111041 to 12111060	02.00 P.M. to 05.00 P.M.
2.	5.05.2022	Civil Engineering	12111081 to 12111100	09.30 A.M. to 12.30 P.M.
			12111121 to 12111140	02.00 P.M. to 05.00 P.M.
3.	6.05.2022	Computer Engg.	12112001 to 12112020	09.30 A.M. to 12.30 P.M.
			12112041 to 12112060	02.00 P.M. to 05.00 P.M.
4.	9.05.2022	Computer Engg.	12112081 to 12112100	09.30 A.M. to 12.30 P.M.
			12112121 to 12112140	02.00 P.M. to 05.00 P.M.
5.	10.05.2022	Computer Engg.	12112161 to 12112180	09.30 A.M. to 12.30 P.M.
			12112201 to 12112220	02.00 P.M. to 05.00 P.M.
6.	11.05.2022	Information Technology	12113001 to 12113020	09.30 A.M. to 12.30 P.M.
			12113041 to 12113060	02.00 P.M. to 05.00 P.M.
7.	12.05.2022	Information Technology	12113081 to 12113100	09.30 A.M. to 12.30 P.M.
			12113121 to 12113140	02.00 P.M. to 05.00 P.M.
8.	13.05.2022	Electrical Engg.	12114001 to 12114020	09.30 A.M. to 12.30 P.M.
			12114041 to 12114060	02.00 P.M. to 05.00 P.M.
9.	17.05.2022	Electrical Engg.	12114081 to 12114100	09.30 A.M. to 12.30 P.M.
			12114121 to 12114140	02.00 P.M. to 05.00 P.M.
10.	18.05.2022	Electronics & Comm. Engg.	12115001 to 12115020	09.30 A.M. to 12.30 P.M.
			12115041 to 12115060	02.00 P.M. to 05.00 P.M.
11.	19.05.2022	Electronics & Comm. Engg.	12115081 to 12115100	09.30 A.M. to 12.30 P.M.
			12115121 to 12115140	02.00 P.M. to 05.00 P.M.
12.	20.05.2022	Mechanical Engg.	12116001 to 12116020	09.30 A.M. to 12.30 P.M.
			12116041 to 12116060	02.00 P.M. to 05.00 P.M.
13.	23.05.2022	Mechanical Engg.	12116081 to 12116100	09.30 A.M. to 12.30 P.M.
			12116121 to 12116140	02.00 P.M. to 05.00 P.M.
14.	24.05.2022	Production and Industrial Engg.	12117001 to 12117020	09.30 A.M. to 12.30 P.M.
			12117041 to 12117060	02.00 P.M. to 05.00 P.M.

  
20/04/22

## SCHEDULE ( DESK – 2)

Sr. No.	Date	Branch	Roll Nos.	Time
1.	4.05.2022	Civil Engineering	12111021 to 12111040	09.30 A.M. to 12.30 P.M.
			12111061 to 12111080	02.00 P.M. to 05.00 P.M.
2.	5.05.2022	Civil Engineering	12111101 to 12111120	09.30 A.M. to 12.30 P.M.
			12111141 onwards	02.00 P.M. to 05.00 P.M.
3.	6.05.2022	Computer Engg.	12112021 to 12112040	09.30 A.M. to 12.30 P.M.
			12112061 to 12112080	02.00 P.M. to 05.00 P.M.
4.	9.05.2022	Computer Engg.	12112101 to 12112120	09.30 A.M. to 12.30 P.M.
			12112141 to 12112160	02.00 P.M. to 05.00 P.M.
5.	10.05.2022	Computer Engg.	12112181 to 12112200	09.30 A.M. to 12.30 P.M.
			12112221 onwards	02.00 P.M. to 05.00 P.M.
6.	11.05.2022	Information Technology	12113021 to 12113040	09.30 A.M. to 12.30 P.M.
			12113061 to 12113080	02.00 P.M. to 05.00 P.M.
7.	12.05.2022	Information Technology	12113101 to 12113120	09.30 A.M. to 12.30 P.M.
			12113141 onwards	02.00 P.M. to 05.00 P.M.
8.	13.05.2022	Electrical Engg.	12114021 to 12114040	09.30 A.M. to 12.30 P.M.
			12114061 to 12114080	02.00 P.M. to 05.00 P.M.
9.	17.05.2022	Electrical Engg.	12114101 to 12114120	09.30 A.M. to 12.30 P.M.
			12114141 onwards	02.00 P.M. to 05.00 P.M.
10.	18.05.2022	Electronics & Comm. Engg.	12115021 to 12115040	09.30 A.M. to 12.30 P.M.
			12115061 to 12115080	02.00 P.M. to 05.00 P.M.
11.	19.05.2022	Electronics & Comm. Engg.	12115101 to 12115120	09.30 A.M. to 12.30 P.M.
			12115141 onwards	02.00 P.M. to 05.00 P.M.
12.	20.05.2022	Mechanical Engg.	12116021 to 12116040	09.30 A.M. to 12.30 P.M.
			12116061 to 12116080	02.00 P.M. to 05.00 P.M.
13.	23.05.2022	Mechanical Engg.	12116101 to 12116120	09.30 A.M. to 12.30 P.M.
			12116141 onwards	02.00 P.M. to 05.00 P.M.
14.	24.05.2022	Production and Industrial Engg.	12117021 to 12117040	09.30 A.M. to 12.30 P.M.
			12117061 onwards	02.00 P.M. to 05.00 P.M.

  
30/05/22