

**OFFICE OF DEAN (STUDENTS' WELFARE)
NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

No. Dean (SW)/2023/204

Dated: 24.07.2023



NOTIFICATION

Sub: Instructions on financial assistance to students participating in activities such as technical fests/cultural events/sports competitions/NCC/NSS etc. to represent NIT Kurukshetra in other institutes.

The following instructions have to be followed in order to provide financial assistance to students participating in activities such as technical fests/cultural events/sports competitions/NCC/NSS etc. to represent NIT Kurukshetra in other institutes:

1. It is mandatory to obtain the prior approval of the Director for student requests, which should be duly recommended by the Dean (SW).
2. Only the following expenses will be allowed for reimbursement:
 - Registration Fee (as per actual cost).
 - Train Fare will be allowed for Second Seating (2S), if not available then Sleeper Class(SL), if not available then 3AC (maximum). If booked in higher class inspite of availability, then the claim will be restricted to available class.
 - Fare for local travel by public transport only on production of tickets.
 - Rs. 250/- per day for food expenses.
3. Economy class airfare may be allowed for students traveling to Jammu & Kashmir (from Delhi/Chandigarh), North-Eastern states, and Andaman & Nicobar Islands (from Kolkata).
4. In order to claim the daily food allowance of Rs. 250/-, students must submit an undertaking stating that no food was provided at the event destination.
5. Claims for reimbursement should be submitted within 15 days of the completion of the event through Dean (SW).
6. Claims submitted without prior approval from the competent authority will not be admissible under any circumstances.
7. All institute rules and regulations must be abide by while booking train and air tickets.
8. Anything not covered above will be decided by Hon'ble Director on the recommendations of Dean (Students' Welfare).

This issues with the approval of the competent authority.


Dean (Students' Welfare)


All HoDs/School Coordinators

Copy to:

1. All Deans.
2. Associate Deans (Students' Welfare).
3. Prof.-in-Charge (CCN) for uploading the notification on institute website.
4. Chief Warden (Hostels).
5. Prof.-in-Charge (Sports & Physical Education).
6. Prof.-in-Charge (Students' Clubs).
7. Prof.-in-Charge (Technical Societies)
8. NCC Officer.
9. Programme Coordinator, NSS.
10. Assistant Registrar to Director for kind information of the Director.