

Inward No.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
APPLICATION FORM FOR INSTITUTE CERTIFICATE

**Photograph
Attested by
the CL-1
Officer**

DUPLICATE DMC/DEGREE FORM

Important Note for the Scholar: -

- (i) Read instruction overleaf carefully before filling in this form.
- (ii) Use separate form for each certificate.
- (iii) No person is entitled to apply on behalf of another person.
Or to receive DMC personally from the Exam Office. However, the form can be submitted by student's friend/relative along with his/her request (Email Request will also work)
- (iv) Photograph should be attested by the same officer who certifies the application form for Duplicate DMC/Degree.
- (v) The application form must contain Self Attested Photo ID proof (Student ID Card, Aadhar Card, ID Card Issued by employer or similar ID proof) and an Affidavit on 20/- Rs. Stamp for lost of the DMC/Degree or any other valid reason for issue of Duplicate DMC/Degree (if applicable).
- (vi) An original copy of the FIR is required in case if duplicate DMC/Degree is required due to lost thesame by the Student.

All the particular given below should be carefully, neatly and accurately filled in his/her own handwriting the certificate overleaf must be signed by one of the authorized officers. The Institute will not be responsible for any delay in case the form is found incomplete.

1. Name of the applicant (Block Letters) _____
2. Father's Name (Block Letters) _____
3. Regn. No. _____
4. Male/Female _____
5. Roll No. _____ Branch _____ Sem. _____
6. Nature of Certificate required: Duplicate DMC/Degree _____
7. Give reason for applying _____
8. Name of Examination _____
Month _____ Year _____ Roll No. _____
Subject offered (i) _____ (ii) _____ (iii) _____
(iv) _____ (v) _____ (vi) _____
(vii) _____ (viii) _____ (ix) _____
9. Have you applied for re-evaluation? _____ if so, please indicate the Name of Exam _____
Session/Year _____ Roll No. _____
10. Fee remitted Rs.500/- (Re-issue DMC) and Rs.2000/- (Re-issue Degree) [Rs. 150/- Extra if the same is required to be sent by post anywhere in India & Rs. 1000/- outside India]
(a) Institute Receipt No. Book No. and date _____ (also attach original receipt).
(b) Bank/Draft No. _____

I solemnly declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences.

Date _____

Signature of the Applicant with date

The candidate should sign here in the presence of the officer attesting the certificate overleaf

Address on which the DMC/Degree is to be sent (to be filled in by the candidate)
[Please attach self-attested address proof]

Address _____

Pin Code _____ Phone No/Mobile No. _____

Email _____

Certificate

I certify that applicant Mr/Ms. _____ son/daughter of Sh. _____ who has signed the application overleaf in my presence, whose photograph has also been attested by me is the same who passed the examination under particular mentioned overleaf.

.....
Full Name of Officer who has attested
(in Block Letters)

Signature _____
Official Stamp _____

Signature and full address

.....
.....

Faculty In-Charge (Academic)

Forwarded to Exam Cell/Sup.(Exam) for NA

Exam./Sup.(Exam)

Note: This certificate should be attested by any of the following officers:-

1. Gazetted Officer.
2. Head of the Deptt./Dean (Academic)
3. First Class Magistrate.
4. An Officer of the National Institute of Technology, Kurukshetra not below the rank of the Deputy Registrar (Academic).

IMPORTANT INSTRUCTIONS

The fee is payable by the student in the form of Bank Draft/ through **SBI i-Collect Portal**/Student Payment Slip (Available in the SBI, NIT Kurukshetra Branch/Accounts Section) of NITK in the interest of early issue of Certificate. The applicants are advised to sent the full amount of prescribed fee (including postal charges of Rs. 150/- anywhere in India and Rs. 1000/- outside India, if applicable) by Crossed Bank Draft drawn in favor Director, National Institute of Technology, Kurukshetra Payable at NIT, Kurukshetra (SBI, Bank Code-6260). The candidate must fill in his name and address on the back of the Demand Draft.

The Certificate will ordinarily be issued within a fortnight of the receipt of the application and the prescribed fee provided the form is complete in all details. In the event on non-receipt of certificate within 20 days, the candidate should write to the Examination Cell, National Institute of Technology, Kurukshetra giving full particulars (i.e. Name of Examination, Year., Roll No. and Institute fee receipt No.) to ensure early compliance. In case student want that his/her certificate be sent at his/her address he/she must pay additional Rs. 150/- anywhere in India & Rs. 1000/- outside India as postal charges and attach address proof of his/her own/ parents along with this form. Fee deposited for Institute certificate will be refunded only if the Institute is not in a position to issue the certificate for lack of record. In case change in name/correction in particulars, DMC/Certificate already issued may be attached with this application form. In case of loss of duplicate Certificate/DMC/Degree, no triplicate copy will be issued in such case the student must attach original copy of the FIR with this form.