PROCEDURE FOR EDUCATIONAL VERIFICATION

The companies/agencies requiring verification in respect of Alumni (Ex-Students) of this Institute are requested to communicate their verification requirement through email-**academic@nitkkr.ac.in** or speed post/registered post at the following address: -

Faculty In-Charge (Academic)
Room No.: 210, 1st Floor, Golden Jubilee Admin
Building, National Institute of Technology, Kurukshetra
Kurukshetra, Haryana, India - 136119
Phone No.: - 01744-233-227, 228

1. It may be noted that the Institute charges a fee of **500/-** Per Student/Per Verification. The verification request should be accompanied by: -
2. Application Form **(Format Attached)** duly filled in by the Company/Agency.
3. Proof of deposition of fee in the Institute Account through: -
   (i) **Account No. 10116885013 & IFSC: SBIN0006260.**

   Or

   (ii) **SBI Collect**
   ↓
   Educational Institutions
   ↓
   Director NIT Kurukshetra
   ↓
   Payment Category- Exam Fee Other-Degree/DMC/Transcript/Re-evaluation.
   (Fill Appropriate Remarks)
4. Photocopies of the Academic credentials of the student to be verified by the Institute Authority. In the NIT Kurukshetra, Faculty In-Charge (Academic) is authorized to attest and verify the Educational Credential of the students on behalf of the Institute.
5. The verification report demanded by the Government Departments/Organizations is exempted from the above said verification fee.
6. The Academic Section will try to send the verification of the student in maximum 7-14 working days of receipt of the application.
7. The verification report will be sent to the company/organization by Email only except in compelling situations where postal delivery is specifically demanded by the company/ organizations, hence they shall mention their authentic Email ID along with the application form.
8. In case of any query regarding process, please contact:

   For UG/PG/Ph.D. Educational Verification: - 01744-233-342

9. Your suggestions to improve the procedure for educational verification are always welcome. You may send your suggestions through email at **academic@nitkkr.ac.in**

NOTE: - The institute remains open on all working days except Govt. holidays and weekends (Saturday and Sunday) from 9.00 am to 5:30 pm.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Date: ____ / ____ /20____

To

The Faculty In-Charge (Academic)
Room No. 210, First Floor,
Golden Jubilee Administrative Building
National Institute of Technology Kurukshetra, Haryana – 136119

Subject: **Educational Verification of Mr./Ms./Dr.**_____

Roll No./Registration No. _____

Dear Sir/Madam

We request you to kindly verify whether below candidate has successfully completed the

Program & reply to Email ……………………………………………………………………………

Student Education Details:-		**Verification Remarks**
Student Name		
Father's Name		
D.O.B.		
Roll No./Registration No.		
Course Name	B.Tech. / B.Arch. / M. Tech./ MBA / MCA / M.Sc. /Ph. D	
Specialization		
Institute/University Name	NIT, Kurukshetra /REC Kurukshetra	
Year of Passing with Month		
Degree Awarded Date		
Obtained Marks/Percentage/Division/ CGPA		
Mode of Education (Regular/ Distance)		
Duration of Study in Institute	July/Aug. ………………………..… To ……………………………………	
If Any Backlog is Still Pending		
Document enclosed (Degree/DMCs)	1. ……..……….. 2. ………………	
Additional Comments if any		

Note:
1. We are enclosing the Degree Certificate/DMCs for your reference/verification.
2. Fee Receipt of the amount of **500/-** enclosed as verification Fee.
3. Please provide your E-mail ID (Mandatory) so that the verification may be sent at the earliest preferably by email.

Signature of Representative
With seal

…………………………………. **For Office Record**…………………………………

After due verification of academic records of the student Mr./Ms./Dr. _____
_____ **Roll No./Registration No.** _____. **It is found that the**
academic records of student are correct/ not correct.

Verifier's Signature:

Designation   :   Faculty In-Charge (Academic)
Contact No.   :   01744233-227, 228
E-mail ID   :   academic@nitkkr.ac.in   **Institute Seal**