

**OFFICE OF THE DEAN (STUDENT WELFARE)**  
**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

No. Dean(SW)/Sch./2025 80.

Date: - 26.06.2025

**NOTICE**

**Subject: Revised guidelines regarding verification of Scholarship application of B.Tech./MCA/MBA/M.Sc.  
in Online / Offline Mode and Disbursement of scholarship.**

It is informed to all students to process any document related to Scholarship like verification of application, disbursement of scholarship amount, students may submit the following documents at Student Help Desk near Training and Placement Cell.

A. For verification of Scholarship Application in online/offline mode: -

1. Scholarship General Application Form (Annexure-A).
2. Undertaking (Annexure-B).
3. Scholarship Form which is to be verified for scholarship purposes.
4. Category Certificate (for SC/ST/OBC(NCL), PwD, EWS).
5. Hostel Dues Certificate, if required.
6. Bonafide certificate issued from Academic Section, if required.
7. Fee Demand/Fee receipt issued from Academic Section/Account Section respectively.
8. Income certificate, if required.
9. Passing Mark sheet of last Academic Year. if student has reappeared then submit promotional certificate issued from Academic Section.
10. Postal Address to dispatch the scholarship form with fee receipt of postal charges of Rs. 150/-

B. For Disbursement of Scholarship

1. Scholarship Disbursement Form (Annexure-C)
2. Sanction Order or Document of Scholarship amount transfer in the Institute verified by Accounts Section.

It is responsibility of the student to submit the required documents on time and collect the signed documents after 4 days from Student Help Desk.

In case of urgency, the students may submit their documents at Scholarship Desk, Room No. 203, 1st Floor, Golden Jubilee Administrative Building.

Pawati Bha  
26/6/25  
Dean (Student Welfare)

Copy to: -

1. All Deans
2. All HoDs/Coordinator (Department/School) for circulation among the students.
3. Chief Warden (Boys/Girls) Hostels for circulation among the students.
4. Prof. I/c (CCN) with a request to upload on the Institute Website under Scholarship Section.

**OFFICE OF THE DEAN (STUDENT WELFARE)**  
**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

No. Dean(SW)/Sch./20.... / .....

Date: - .....

To

The Dean (Student Welfare)

National Institute of Technology Kurukshetra

Subject: **To issue/verify the scholarship form in online/offline mode / other document for scholarship as mentioned below.**

Sir,

Kindly arrange to issue/verify the attached document(s) / scholarship form for the ..... (name of the scholarship) purpose.

The following is required to issue the above mentioned document(s): -

**A. For verification of Scholarship Application in online/offline mode**

1. Undertaking (Annexure-B).
2. Scholarship Form with all supporting documents for scholarship purposes.
3. Category Certificate (for SC/ST/OBC(NCL), PwD, EWS).
4. Hostel Certificate, if required.
5. Bonafide certificate issued from Academic Section, if required.
6. Fee Demand/Fee receipt issued from Academic Section/Account Section respectively.
7. Income certificate, if required.
8. JEE Mains Rank (CRL), if required.
9. Passing Mark sheet of last Academic Year. if student has reappeared then submit promotional certificate issued from Academic Section, if applicable.
10. Postal Address to dispatch the scholarship form with fee receipt of postal charges of Rs. 150/-, if applicable.

(All the photocopies of the certificates / documents must be attested by Academic Section)

**B. For disbursement of Scholarship Amount**

1. Scholarship Disbursement Form (Annexure-C)
2. Sanction Order **OR** Document of Scholarship amount transfer in the Institute verified by Accounts Section.

It is responsibility of the student to submit the required documents on time and collect the signed documents after 4 days.

**Particulars of the student (In capital letter)**

Name ..... Roll No. ....  
 Semester ..... Academic Year ..... B.Tech. / MBA / MCA (Branch / Specialization) E-mail ..... Mobile No. ....

(Signature of the Student)

**(For office use)**

1. The Certificate may be issued as per letter placed below for signatures.

Official  
Scholarship Desk

Nodal Officer  
Scholarship Desk

I have received the required certificate(s) on/issue is solved on .....

(Signature of the Student)

**OFFICE OF THE DEAN (STUDENT WELFARE)**  
**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

**Undertaking regarding Income of family/Caste Certificate/Educational Qualification/Fraudulent Document for Scholarship Purpose**

**Note: - To be filled by student in CAPITAL LETTERS**

I, ..... S/D/o ....., a student  
 ..... (B.Tech./MBA/MCA/M.SC.) of National Institute of Technology Kurukshetra and  
 applied for .....  
 Scholarship (name of the scholarship) in **online/offline** mode (please tick) on with application ID  
 ..... for the Academic Year .....

I undertake the following in support to claim/apply my Scholarship: -

1. As per the income certificate of ..... financial year (current), my family income is Rs. ...., if required.
2. Caste Certificate SC/ST/OBC(NCL)/OBC/EWS (Please tick).
3. I have not uploaded/submitted any fraudulent document for the Scholarship purposes.
4. At any point of time, if any discrepancy found, I am fully responsible for this and return my all scholarship amount to the Institute/Concerned Ministry or Department.
5. I am not availing more than one Scholarship in an Academic Year.
6. **Scholarship Record of last two Academic Year: -**

Scholarship 1. .... Academic Year ..... Amt. ....

Scholarship 2. .... Academic Year ..... Amt. ....

Signature .....

Name .....

Application ID .....

Institute Roll no. ....

Mobile .....

Email .....

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NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

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**Scholarship Disbursement Receipt Form**

**Note: - To be filled by student in CAPITAL LETTERS**

I ..... (name of the student), roll no. ....  
have received ..... (name of the scholarship) scholarship  
from the ..... (Organization/Foundation/Ministry etc.) through the  
Director, National Institute of Technology, Kurukshetra of Rs. ....  
(Rupees in words) .....  
vide Sanction Order No. .... **OR** a Document of amount  
transfer in the Institute bank account for the year ..... to .....

**(Only student account details are acceptable)**

Bank Account No. .... IFSC Code: .....  
Mobile No. .... E-mail ID: .....

Further, I am undertaking that I am not availing any other Scholarship/Financial Assistance from anywhere.  
At later stage, if any discrepancy found in this regard, I will be responsible for this and refund the amount of  
this Scholarship.

Signature of the student

**Dues from the Hostel**

It is certified that there is .....Rs. (fill the actual dues pending otherwise fill Zero) dues is pending  
against ..... (Name and Roll no. of the student) at Hostel No. ....  
Bank Account of Hostel.....IFS Code .....

Hostels Warden  
(With Stamp & Hostel No.)

Documents are verified for disbursement of Scholarship to the concerned student account. Kindly confirm  
the disbursement of scholarship whenever completed via email scholarship@nitkkr.ac.in for further  
necessary action at the end of Scholarship Desk.

Scholarship Desk Official

Nodal Officer (Scholarship)

Dean (Student Welfare)

Asst. Registrar (Accounts)