

HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

NOTICE

Ref.No.HRIT/0914/3298

Date: 02.02.2021

Degree Certificate Collection Process

All students under autonomy are hereby informed that Degree Certificate of B.Tech, M.Tech & MCA for 2020 graduands will be available from COE Office located at the 6th floor of the Central Block (Room No. CB-612) from 08.02.2021(Monday) on any working day between 9:30 a.m. - 4:00 p.m.

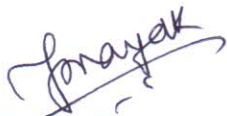
Student should carry the following documents with him / her:

1. Original Registration Certificate.
2. Original Photo Identity Card of the student (any one of the following):
College ID Card / Aadhar Card / Voter Card / PAN Card / Passport / Driving License.
3. In case if the student is unable to appear, he / she can duly authorize his / her parent or sibling to collect the certificate on his / her behalf.

Authorized person should carry the following documents with him / her:

1. Original Registration Certificate.
2. Original and Photocopy of Photo Identity Card of authorized person.
3. Aadhar Card / Voter Card / PAN Card / Passport / Driving License authorization letter from the student concerned.

After necessary verification, the COE Office will hand over the Degree Certificate to the student/authorized person.



Prof.NP Nayak
(Controller of Examinations)