



**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
HERITAGE INSTITUTE OF TECHNOLOGY**

**Degree Certificate Collection Process**

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

**Students should carry the following documents with him/her:**

1. Original Registration Certificate/Original College Identity Card of the student.
2. In case the student is unable to appear, he/she can duly authorize his/her parent only to collect the certificate on his/her behalf.

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

1. Authorization letter from the student concerned.
2. Original Registration certificate/ Original College Identity Card of the student concerned.
3. Original and Photocopy of Photo Identity Card of authorized person amongst the following documents:  
Aadhar card/Voter Card/Pan Card/Driving License.

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

Prof. N.P. Nayak  
(Controller of Examinations)