

Heritage Institute of Technology Kolkata

NOTICE

Notice No. HRIT/0914/2929

Date: 05.02.2019

Degree Certificate Collection Process at HIT-Kolkata

- The student should fill up a form available (in hard copy) with the Controller of Examinations (COE) Office, located at the 6th floor of the Central Block (CB), on any working day between 2 PM and 4 PM. He / She should carry the following documents with him / her:
 1. Registration Certificate
 2. Photo-Id (e.g., AADHAAR Card, Voter Card, PAN Card, Passport, Driving License)
- The COE Office, after necessary verification of the submitted form and/or accompanying documents, will hand over the degree certificate to the student concerned, and collect the form duly signed off by the student concerned.

Note: The form can also be downloaded from HIT Web-site.

- In case the student is unable to come himself / herself, he / she can duly authorize someone (preferably his / her parent or sibling), called "the collector", to come, and collect the certificate on his / her behalf.
- The collector should fill up a form available (in hard copy) with the Controller of Examinations (COE) Office, located at the 6th floor of the Central Block (CB), on any working day between 2 PM and 4 PM. He / She should carry the following documents with him / her:
 1. Registration Certificate of the student concerned
 2. Photo-Id (e.g., AADHAAR Card, Voter Card, PAN Card, Passport, Driving License) of the collector
 3. Authorization Letter from the student concerned
- The COE Office, after necessary verification of the submitted form and/or accompanying documents, will hand over the degree certificate to the collector, and collect the form duly signed off by the collector.

Note: The form can also be downloaded from HIT Web-site.



Prof. Kalarab Ray
(Controller of Examinations)

To,
The Controller of Examinations,
Heritage Institute of Technology,
Chowbaga Road, Anandapur P.O.
East Kolkata Township,
Kolkata – 700107

Respected Sir,

SUB: APPLICATION FOR DEGREE CERTIFICATE

Please provide me Degree Certificate as per following details:

DEGREE (B.TECH/M.TECH/MCA)	
NAME OF STUDENT (In Capital Letters)	
DEPARTMENT & YEAR OF GRADUATION	
REGISTRATION NO.	
COLLECTOR'S NAME & RELATIONSHIP WITH STUDENT	
I.D PROOF NO. OF COLLECTOR (AADHAAR CARD/ VOTER CARD / PAN CARD / PASSPORT / DRIVING LICENSE)	
CONTACT NO.	
E-MAIL ID.	

With regards,

(FULL SIGNATURE OF APPLICANT)

DATE:

RECEIVED THE DEGREE CERTIFICATE: -- -----

(FULL SIGNATURE OF COLLECTOR)

DATE:

----- **FOR OFFICE USE** -----

Verified:-

- 1) Student's Registration Certificate
- 2) Collector's ID Proof
- 3) Authorization Letter for Collector (if student is NOT collecting)

VERIFIED BY:

DATE: