



Office of the Controller of Examinations
Heritage Institute of Technology

Ref: HRIT/0914/3211

20.05.2020

NOTICE

It is notified for information of all concerned that Students of B.Tech. programmes of Heritage Institute of Technology (HITK), Kolkata will get the opportunity of transfer of credit from the Academic Year 2020-2021 as per recommendations of Academic council of the Institute in accordance with the policy adopted by Maulana Abul Kalam Azad University of Technology (MAKAUT). Students are advised to follow the curriculum and the Credit Transfer Policy of his/her programme available on the website of the Institute for further details.

Dr. N.P.Nayak
Controller of Examinations
Heritage Institute of Technology




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CREDIT TRANSFER POLICY

- Heritage Institute of Technology may deny credit transfer that has not been pre-approved. Students should discuss their course selection with their respective **Heads of the Departments** to ensure transferability and applicability toward their degree programme. No student will be allowed to enroll in any course offered by any programme of their parent programme at Heritage Institute of Technology or another institution during the same term/semester without the specific approval of the Board of Studies.
- The Institute encourages students to opt MOOCs courses from SWAYAM-NPTEL.
- For credit transfer, students must obtain at least Grade C or equivalent in the course in which credit transfer is applied for.
- Transferred credit will be calculated as per Examination rule of the Institute.


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APPLICATION FOR PERMISSION TO TRANSFER OF CREDIT FROM ANOTHER INSTITUTION


(This application must reach to concerned department at least two weeks before the commencement of a semester for necessary approval)

- Name _____ E-mail : _____
- Department _____
- Registration no _____ of _____
- Local Address _____

- City: _____ State : _____ Telephone (Res) / Mob. No: _____
- Name of the course _____ Session _____
- Expected date of completion of final examination at Heritage Institute of Technology _____
- Class Roll.no _____ Examination Roll No _____
- Petition to register for courses at _____ For the Semester/Session with date: From.....to.....
- *Name & Address of the Institution from where the credit to be transferred _____

- e-mail Address _____ Website _____
- Have you submitted another "Permission to Transfer Credit" form for the same semester? Yes _____ No _____

* All the relevant papers including the Acceptance/ Approval letter from the Institution must be attached with this application


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To be filled by the student	1	2	3	To be filled by the department	1	2	3	4	5
Course(s) Title(s) to be Taken at Other Institution to Transfer to Heritage Institute of Technology	Course Prefix	Course Number	Credit Hours	Equivalent Course(s) Title(s) at Heritage Institute of Technology	Course Code	Course Number	Credit Hours	ONE/TWO semesters for which the transfer of Credit required	Maximum credits may be transferred

IMPORTANT:

- Approval is granted ONLY for the semester noted above.
- **The student must attach details of Curriculum & Syllabus of the course for which credit transfer is opted.**
- The student must request an official graded transcript to be sent to Heritage Institute of Technology's Controller of Examination's Office within one semester of completing the course(s).

Student's Signature _____

Date _____

Head of the Department's Signature _____

Date _____

APPROVED/ DENIED

Meeting of the Boards of Studies in _____ date _____

Item no _____

Forwarded to Controller of Examinations for necessary action :

Signature of Dean, _____ Date _____

(For office use only by COE'S office)

[Signature]
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