



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

PROCEDURE TO GET DUPLICATE GRADE CARD/S

Obtaining Duplicate Grade Cards:

1. Students have to lodge a general diary with any police station.
2. Students have to log in the Institute website i.e. www.heritageit.edu
3. Students have to click the Examination Portal and fill up the Application Form for duplicate grade card.
4. Students have to pay the requisite fees@ Rs. 300/-(Three hundred) only per duplicate grade card.
5. COE Department will then process to obtain the duplicate grade cards. Normally, it takes 21 (Twenty one) working days to get the grade cards.
6. Grade cards will be handed over directly to the candidate or to his/her parents.

Students should carry the following documents with him/her:

Original Registration Certificate/Original College Identity Card of the student.

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.

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