Notice for Collection of Degree Certificate and Migration Certificate

(*As per guidelines of AICTE, UGC & MAKAUT*)

Students who have successfully completed their academic program under MAKAUT are hereby informed to collect their Degree Certificate by following the process outlined below.

- **Eligibility**
- **Students who have cleared all semesters and have been awarded final results.**
- **No pending dues (academic, library, hostel, etc.) with the institution.**

- **Documents Required**
- Please bring the following documents in original and photocopy (self-attested):
    - Final Semester Marksheet
    - Provisional Degree Certificate (if issued)
    - Clearance Certificate
    - Valid ID Proof (College ID/Aadhaar/Passport)
    - Copy of Registration Certificate (MAKAUT)
    - For Migration Certificate: Apply online to makaut exam.net

- **Process for Collection**
- Visit the Examination Section during the designated hours.
- Submit the required documents along with application.
- Degree Certificate will be handed over on the spot or informed for collection date.

If collecting through an authorized representative, an authorisation letter and ID proof of both student and representative is mandatory.

Timings for Certificate Collection

Days: Monday to Friday (except holidays)

Time: 11:00 AM – 1:30 PM | 2:30 PM – 4:30 PM

Contact Details

Office of the Controller of Examinations,

Haldia Institute of Technology,

Email: examcell.hit@hithaldia.ac.in / academic@hithaldia.ac.in

Phone: +91-3224252900

Website: hithaldia.ac.in

- **Important Notes**
A. Certificates will be issued only after due verification and submission of required documents.
B. Preserve your certificates carefully – duplicate issuance will follow university policy with additional formalities and fees.
C. Follow all AICTE, UGC and MAKAUT norms regarding academic records and document retention.

NB : For any further queries, students are requested to write to the above email with their Full Name, Roll Number, Program, and Year of Passing.