



HALDIA INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION UNDER MAKAUT, WEST BENGAL)
ICARE COMPLEX, HIT, HALDIA, PURBA MEDINIPUR, WEST BENGAL 721657

Office of the Controller of Examinations

CIRCULAR

Ref.No.: CR/COE/HIT/16/07/2021

Date: 02.07.2021

**Circular for Form Fill-up of Regular End Semester (Even) UG/PG Students'2020-21 under
Autonomy**

The undersigned is urgently inform to all concerned that the form fill-up under autonomy against end semester (even) UG/PG students'2020-21 will be as under:

1. Examination form would be available in the student's login domain for all enrolled students of the even semesters'2020-21 of UG and PG courses [2nd., 4th., & 6th. semester (Lateral entry)] from hit.ucanapply.com
2. Students must submit the **examination form (by clicking 'I confirm the Above' & 'Submit' button) and examination fees** online from their **login domain**.
Examination Fees for each candidates: Regular: Rs. 2000/-
3. On submission of the examination form online by the student, the said form will be available in the college admin login for confirmation/verification by the college.
4. Confirmation/verification of examination form will be made after clearing all the college dues. Students are advised to pay **college dues** through online mode to the following account **within 10.07.2021** positively:

For online college dues payments students are advised to pay through the under mentioned link:

<http://student.hithaldia.org>

5. Upon confirmation/verification by the college, the students will be eligible to submit their examination fees @ Rs. 2000/- through online examination web portal.
6. **Do not send the examination fees to college bank account.**
7. After payment of the examination fee(s) student must download the form for future reference.
8. After submission of the examination fees admit card will be generated online in the student login.
9. Provision of appearing in the online examinations would be available for the students for whom admit cardis issued. The process/guidelines of online examination would be notified separately by the Institute.

Dates for examination form fill-up & online examination for End Semester (Even) Examination 2020-21 of UG/PG Regular Students	
07/07/2021	Availability of forms and submission of application form by the students for appearing in the Examination of Even Semester 2020-21.
12/07/2021	Last date for the students for online submission of the examination form (up to 5.00 pm).
13/07/2021 – 16.07.2021	Confirmation / verification by the colleges for eligibility of the students.
13/07/2021 – 18.07.2021	Submission of the fees online by the students.
22/07/2021	Tentative date for generation of admit Card.
23.07.2021	Mock Test for PG Students Only (1.00 pm – 2.00 pm).
26.07.2021 – 07.08.2021	Theory Examinations

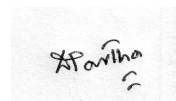
- If a student is not satisfied with 'Online Examination Result', he/she may wish to appear in a formal examination (off line) instead of above 'online examination evaluation method'. He/she would be given an opportunity to apply for the formal examination (off line) and to be notified only after Covid-19 situation gets normalized.
For that case, the online examination result would be revised as per student's performance in the formal examination (off line), irrespective of whether a student secures more or less marks than what is awarded to him/her through the 'online examination' method & that would be final result.

For any further information, students are advised to visit the notice section of the Institute's examination web portal or contact to respective mentor/HOD.

Sd/-
Prof. P.P.Das
Controller of Examinations.
HIT, Haldia.

Copy forwarded for information & necessary action to:

1. The Director, HIT
2. The Principal, HIT
3. All Deans, HIT
4. The Registrar, HIT
5. All HODs/TICs, HIT
6. All Members, Examination Committee, HIT
7. Dy. Controller of Examinations, HIT
8. The Finance Manager, HIT
9. The Manager, Administration, HIT
10. Office File



[Prof. P.P.Das]
Controller of Examinations.
HIT, Haldia.