



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/03/07/2020

Date: 20.07.2020

**Circular for Enrollment of Regular Students under Autonomy of Even Semester
UG/PG Students'2019-20)**

The undersigned is urgently inform to all concerned that the enrollment for the students under autonomy for 2nd. & 4th. semester UG/PG students'2019-20 will be as under:

1. Enrollment of student under autonomy is **mandatory**.
2. Enrollment process will starts from **21.07.2020 at 12.00 noon** and students should complete the process before **23.07.2020** positively.
3. Enrollment process would be available in the Institute Examination Web Portal: **http://hitexam.net**
4. Click the link provided in the web portal. Then click Enrollment menu and put your ID & password (ID: Univ. Roll No. & Password: Univ. Reg. No.), then click submit button. Students may change their password only after first enrollment is over.
5. Four categories having cross marks will show in the most left side of the portal. Students should click one after one by filling up all the fields very sincerely. At last by clicking I Confirm the Above button, students should click confirm & submit button to complete the enrollment process.

N.B.: Student can't fill up any field by copying data from other source. He/She must write or put from drop down button

For any further information, students are advised to visit the institute exam portal or contact college concerned.

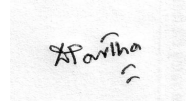
Sd/-

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 Sr. Administrative Officer, HIT
9. Office File

A small, rectangular stamp containing a handwritten signature in black ink. The signature appears to be 'P.P. Das' with a flourish underneath. The stamp has a light, textured background.

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