



**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/05/03/2021

Date: 03.03.2021

**Sub.: Circular for Enrollment of Regular Students under Autonomy of Odd Semester UG/PG Students'2020-21**

The undersigned is urgently inform to all concerned that the enrollment for the students under autonomy for 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup>. semester UG/PG students'2020-21 will be as under:

1. Enrollment of student under autonomy is **mandatory**.
2. Enrollment process will starts from **04.03.2021 at 12.00 noon** and students should complete the process before **06.03.2021** positively.
3. Enrollment process would be available in the Institute Examination Web Portal: **hit.ucanapply.com**
4. Click the student menu provided in the web portal. Then put your ID & password (**ID: Univ. Roll No. & Password: Univ. Reg. No.**).
5. Click the 'Enrollment' menu and then click 'Edit' option. Five categories having cross marks will show in the most left side of the portal. (a) Application Details (b) Photo & Signature (c) Academic Details (d) Subject Selection & (e) Preview. Students should filling up all the fields one after another by clicking 'Save & Continue" very sincerely. At last by clicking 'Confirm & Submit', total enrollment process will be over. Students are advice to upload their recent passport size photo (color) & signature in the proper place. Students must put/change their phone no. & e-mail address in the appropriate space. Choose your subjects that offered by the respective department very carefully. Students may change their password only after enrollment is over.

**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 Manager, Administration, HIT
9. Office File

**Prof. P.P.Das**

Controller of Examinations.

HIT, Haldia.