



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/14/05/2021

Date: 29.05.2021

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

The undersigned is urgently inform to all concerned that the enrollment for the students under autonomy for 2nd, 4th & 6th semester UG/PG students'2020-21 will be as under:

1. Enrollment of student under autonomy is **mandatory**.
2. Enrollment process will starts from **31.05.2021 at 2.00 pm** and students should complete the process before **04.06.2021** 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 **username & password**.
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 putting ✓ in the 'I CONFIRM THE ABOVE' box & 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 (if not provided earlier). Students must put/update (if any) their phone no. & e-mail address in the appropriate space given in the student's portal as "E-mail ID & Phone No. Change" menu.

Choose your subjects that offered by the respective department very carefully.

N.B.: Student can't fill up any field by copying data from other source(s). 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 to 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 Manager, Administration, HIT
9. Office File

Prof. P.P.Das

Controller of Examinations.
HIT, Haldia.