



**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/HIT/COE/HIT/21/08/2021

Date: 09.08.2021

**Online Examination Guidelines for End Semester (even) UG/PG  
Students'2020-21 under Autonomy**

The undersigned is urgently inform to all concerned that the guidelines for online examination'2020-21 (Even) under autonomy has been attached herewith.

All the HODs/TICs are requested to go through the same and circulate among students under autonomy in urgent/priority basis. Mentors are also requested to go through the guidelines.

**Students should go through the online examination guidelines very carefully.**

- 1. Online examination ID & Password will be available from student's portal in the "Online Examination Credential" menu. Note the ID & Password and then 'click' on the link given. Put your "Online Examination" ID & Password. It is applicable for Mock Test also. Follow the guidelines step by step.**
- 2. Students are advised to login their portal before fifteen minutes (15 minutes before) of commencement of the examination.**
- 3. Technical helpdesk will remain open from 11.00 am to 6.00 pm on examination days. Students must call to "TechnicalHelpdesk" number (given in their portal) for any query.**
- 4. Duration of examination for all the UG courses will be 1 hour 30 minutes & 2 hours for all the PG courses.**
- 5. For all PG courses, answers for Group – C should be written in separate plane A4 size papers with page numbers attaching to the front page (attached herewith) by filling up require information. After examination students should scan all the pages (including front page) & PDF scan copy should send to the link provided to the students within 15 minutes of completion of each examination.**
- 6. For all PG courses, answer sheets for Group – C should be submitted in original to the COE of HIT within 7 (seven) days of completion of entire examination by hand or by post address to: COE, Haldia Institute of Technology, ICARE Complex, HIT Campus, Haldia, Purba Medinipur, West Bengal 721 657.**

Front Page

USE BLACK / BLUE BALL POINT PEN ONLY



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Stream	
Semester	
Date of Examination	
Paper Code	
Paper Name	
Student's Name	
Roll Number	
Registration Number with Year	
Student's Signature	

<b>CONFIDENTIAL SECTION</b> (Student should not write anything in the section)	
Question Number (Group – C)	Marks Obtained
3. (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
Total	
Examiner's Name	
Examiner's Signature	
Head Examiner's Name	
Head Examiner's Signature	

**Note:** Students are advised to print this front page well in advance and filled up front page should attach with answer scripts for each & every examination (for Group – C answers of PG courses only).



HALDIA INSTITUTE OF TECHNOLOGY

হালদিয়া প্রৌद्यোগিকী সংস্থান

ইনস্টিটিউট অফ টেকনোলজি

Approved By : AICTE • Affiliated To : MAKAUT (WBUT)

### **Guidelines for Online Exam 2021 (Even)**

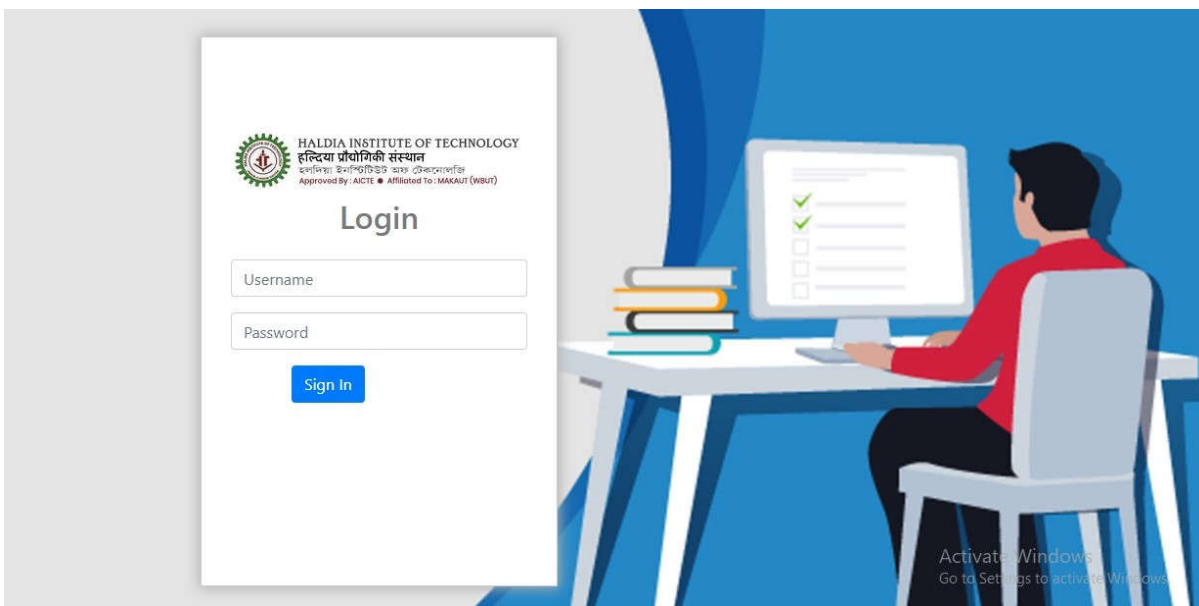
#### **Step:1**

Visit the link

<https://hitexam.ucanapply.com/onlineexam/public/>

Using your Google Chrome browser (*please up grade your browser to the latest version*). You will find the below screen on your desktop/laptop/Smart Phone.

The “Start Test” link will become live as per schedule. Click on the Junior Talent Search Test “Start Test” link and students will be redirected to a login page as given on the screen shot below:



- Login with the user ID and Password sent to your registered email id and mobile no (through SMS).
- After successful login, you will find your subject papers list
- **PLEASE READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM.**

## Step:2

All examinations will start as per time schedule mentioned in the notice. Click on the “Start Exam” button only after the schedule start examination time. Time remaining will show you the balance time left to complete your exam.

Exam Information	
Examination : HIT MOCK EXAM	Current User : studenttest1 studenttest1 .
Total Screen/Questions : 20	Total Duration : 1 Hour
Marks : 20 Adjusted using random mark of 5.00	

The question on the screen auto loads. Please wait to appear your question on the screen.

HALDIA INSTITUTE OF TECHNOLOGY  
 ଶିକ୍ଷା ବିଭାଗର ମୁଖ୍ୟ  
 ଓଡ଼ିଶା ବିଶ୍ୱବିଦ୍ୟାଳୟର ଅଧିକାରୀ  
 ଅନୁମୋଦିତ ଏକ୍ଟିଭ୍ ଏ ଆର୍ଟିକ୍ଲାଇଡ୍ ଟୁ ଟାକ୍ସଟ୍ (ଭାର୍ଟି)

studenttest1

Visited 0 / 20 Not Visited 20 Review 0 Time Left : 56 minutes 54 seconds

Screen. 1

Brass gets discoloured in air because of the presence of which of the following gases in air?

ans.  Hydrogen sulphide  
 Carbon dioxide  
 Oxygen  
 Nitrogen

Marked for Review Save & Continue

Take a break

Activate Windows  
 Go to Settings to activate Windows.

### Step:3

One by one question will appear from the below screen. Select the answer you want to choose and Click on “Save & Continue” button to go to the next question.

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studenttest1

Visited 1 / 20 Not Visited 19 Review 0 Time Left : 55 minutes 14 seconds

Screen. 2

Which of the following is a non metal that remains liquid at room temperature?

ans.  Chlorine  
 Bromine  
 Phosphorous  
 Helium

Previous Marked for Review Save & Continue

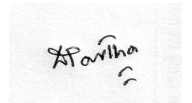
Please note: Single login from any one desktop/laptop/Smart Phone device is allowed. If you have already LOGGED IN from any other devices, then logout from that device first and try to login from the current desktop/laptop/Smart Phone device.

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

A small, square image showing a handwritten signature in black ink on a light-colored background. The signature appears to be 'P.P. Das' with a stylized flourish.

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