



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/09/08/2020

Date: 07.09.2020

**Circular for Phase III (Last) Enrollment & Form Fill up (Last) of Regular Students
under Autonomy of Even Semester UG/PGStudents'2019-20)**

The undersigned is urgently inform to all concerned that the phase III & final enrollment & form fill up for the students those were unable to enrolled & filled up examination form under autonomy for 2nd. & 4th. semester UG/PG students'2019-20 will be as under:

1. Enrollment process will starts from **08.09.2020 at 12.00 noon** and students should complete the process before **09.09.2020 up to 12.00 night** positively.
2. Enrollment process would be available in the Institute Examination Web Portal:**<http://hitexam.net>**
3. 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.
4. 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.
5. Examination form fill up date for the phase III enrolled students will starts from **10.09.2020** and students should complete the process before **12.09.2020 up to 12.00 night** positively.
6. **Students should pay Examination fees through payment gateway from their portal positively.**

However the other information mentioned in the previous circular (Ref.No.: CR/COE/HIT/05/07/2020, dated 22.07.2020) will remain unchanged.

7. **Any further request of enrollment or form fill up should not be entertained.**

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.

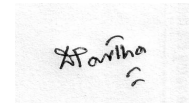
Sd/-

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



Prof. P.P.Das

Controller of Examinations.
HIT, Haldia.