



**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**

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**CIRCULAR**

**Ref.No.: CR/COE/HIT/53/05/2022**

**Date: 23/05/2022**

**Circular for Backlog / Incomplete (Regular) Examination Form Fill-up of Odd Semester (UG/PG)'2021-22 under Autonomy**

The undersigned is urgently informed to all concerned that the Examination Form Fill-up of Odd Semester (UG/PG)'2021-22 under Autonomy will be as under:

1. Examination form would be available in the student's login domain for all backlog / incomplete (regular) students of the odd semester'2021-22(UG/PG) from **hitexam.net / hit.ucanapply.com**

2. **Students are advised to follow the under mentioned steps during Form Fill-up:**

Click "Students" menu > put your User Name & Password > click "Back / Incomplete Exam Form" > click "Edit" > click "Preview" (left hand side top) > click "I confirm the above" (left hand side bottom) > click "Submit" (right hand side bottom).

3. Students must submit the **examination form and fees** online from their **login domain**.  
**Examination Fees for backlog candidates: Rs. 1500/- & for incomplete (regular) candidates: Rs. 2000/-**

**Students are advised to follow the under mentioned steps during online exam. fees payment:**

Click "Students" menu > put your User Name & Password > click "Back / Incomplete Exam Form" > click "Edit" > click "Preview" (left hand side top) > click "Proceed to Payment" (left hand side bottom) > put payment mode (Online) > put payment option (Credit Card/Debit Card/Net Banking) > click "Go for Payment" (mid bottom) > put Card/Bank details > click "Make Payment".

**After successful payment, it will be shown in the examination form.**

4. On submission of the examination form online by the student, the said form will be available in the college admin login for verification / confirmation by the college.
5. Verification / confirmation of examination form will be made after clearing all the college dues. Students may pay college dues, if any through online mode to the following account **within 25.05.2022** positively:

**For online college dues payments students are advised to pay through the link:**

**<http://student.hithaldia.org>**

6. Upon verification/ confirmation by the college, the students will be eligible to submit their examination fees @ Rs. 1500/- or Rs. 2000/- (as applicable) through online examination web portal, [hit.ucanapply.com](http://hit.ucanapply.com)
7. **Do not send the examination fees to college bank account.**
8. After payment of the examination fee(s) student must download the form for future reference.
9. After submission of the examination fees admit card will be generated online in the student's login.
10. Provision of online examinations would be available for the students for whom admit card is issued. The process of online examination would be notified separately by the Institute.

Dates for examination form fill-up of backlog / incomplete (Regular) examination'2021-22 (UG/PG)	
24/05/2022 (from 03.00 PM)	Availability of forms and submission of application form by the students for appearing in the Backlog / Incomplete (Regular) Examination of Odd Semester 2021-22.
26/05/2022	Last date for online submission of the examination form by the students (up to 5.00 PM).
27/05/2022	Last date for confirmation/ verification by the colleges for eligibility of the students.
29/05/2022	Last date for submission of examination fees online by the students.
30/05/2022	Tentative date for generation of admit Card.
03/06/2022	Examination starts

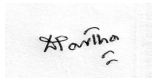
- **Examination schedule will be published separately.**

**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 Finance Manager, HIT
8. The Manager, Administration, HIT
9. Office File

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