



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/70/09/2022

Date: 19/09/2022

Circular for Special Supplementary Examination Form Fill-up of Both Odd & Even Semester (UG/PG)'2021-22 under Autonomy

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

1. Special supplementary examination form would be available in the student's login domain for all backlog students of both odd & even semester'2021-22(UG/PG) from hitexam.net / hit.ucanapply.com

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

Click "Students" menu > put your User Name & Password > click "Back 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 **special supplementary examination form and fees** online from their **login domain**.

Examination Fees for backlog candidates: Rs. 1500/-

Students are advised to follow the under mentioned steps during Online Exam. Fees Payment:

Click "Students" menu > put your User Name & Password > click "Back 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 special supplementary examination form.

4. On submission of the special supplementary 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 special supplementary 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 26.09.2022** 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/- online through examination web portal, hit.ucanapply.com

7. Do not send the special supplementary examination fees to college bank account.

8. After successful payment of the special supplementary examination fee(s) student must download the form for future reference.

9. After submission of the special supplementary examination fees admit card will be generated online in the student's login.

10. Provision of **examinations (offline/pen & paper)** would be available for the students for who admit card is issued. The schedule of offline examination would be notified separately by the Institute.

Dates for online examination form fill-up of special supplementary examination'2021-22 (UG/PG) - For all the semester	
26/09/2022 (from 12.00 PM)	Availability of forms and submission of application form by the students for appearing in the Special Supplementary Examination of both Odd & Even Semester 2021-22.
28/09/2022	Last date for online submission of the examination form by the students
29/09/2022	Last date for confirmation/ verification by the colleges for eligibility of the students.
30/09/2022	Last date for submission of examination fees online by the students.
11/10/2022	Tentative date for generation of Admit Card.
13/10/2022	Tentative date of offline examination starts.

- **Offline (Pen & Paper) Examination Schedule will be published separately (Available in the website: hitexam.net as well as examination section notice board & departmental notice board).**

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.

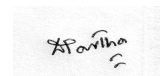
Sd/-

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]

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