



**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/15/06/2023

Date: 14.06.2023

**Circular for End Semester (Even) Examination Form Fill-up of 1<sup>st</sup>. yr. 2<sup>nd</sup>. sem. of UG/PG courses (Regular)'2022-23 under Autonomy**

The undersigned is urgently informed to all concerned that the examination form fill-up under autonomy for end semester (even) examination Form Fill-up of 1<sup>st</sup>. yr. 2<sup>nd</sup>. sem. of UG/PG courses (Regular)'2022-23 under Autonomy will be as under:-

1. Examination form would be available in the student's login domain for all enrolled students of the even semesters'2022-23 from [hit.ucanapply.com](http://hit.ucanapply.com)
2. Students must submit the **examination form and fees** online from their **login domain**.  
**Examination Fees for each candidates: Regular: 2000/-**  
**After successful payment, it will be shown in the examination form.**
3. 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.
4. Verification / confirmation of examination form will be made after clearing all the college dues. Students are advised to pay college / hostel dues, if any through online mode to the following account **within 21.06.2023** positively:  
**For online college dues payments students are advised to pay through the link:**  
<http://student.hithaldia.org>
5. Upon verification / confirmation by the college, the students will be eligible to submit their examination fees @ Rs. 2000/- through online examination web portal, [hit.ucanapply.com](http://hit.ucanapply.com)
6. **Do not send the examination fees to college bank account.**
7. After payment of the examination fee(s) student must download the form for future reference.
8. After submission of the examination fees admit card will be generated online & available in the student's portal.
9. Provision of theory and practical examinations (offline) would be available for the students for whom admit card is issued.

Dates of Form Fill-up of Even Semester (UG/PG) Examination'2022-23 for 1 <sup>st</sup> . yr. 2 <sup>nd</sup> . sem. Regular Students
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19/06/2023 (from 02.00 PM)	Availability of forms and submission of application form by the students for appearing in the Examination of Even Semester 2022-23.
23/06/2023	Last date for online submission of the examination form by the students
24/06/2023	Last date for confirmation/ verification by the colleges for eligibility of the students.
26/06/2023	Last date for submission of examination fees online by the students.
30/06/2023	Tentative date for generation of Admit Card.
03/07/2023	Commencement of Even Semester Practical/Sessional Examination.
12/07/2023	Tentative date of commencement of Even Semester Theory Examination. Examination schedule will be published shortly.

**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/-**

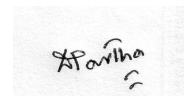
**Prof. P.P.Das**

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. Notice Board/Exam. Website
10. Office File



**[Prof. P.P.Das]**

Controller of Examinations.

HIT, Haldia.