



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/07/02/2023

Date: 28.02.2023

Circular for Special Supplementary Examination Form Fill-up of End Semester (Odd) UG/PG 3rd, 5th. & 7th. Semester'2022-23 under Autonomy

The undersigned is urgently informed to all concerned that the incomplete & backlog examination form fill-up under autonomy for end semester (odd) UG/PG students of 3rd, 5th. & 7th. semester'2022-23 will be as under:

1. Examination form would be available in the student's login domain for incomplete / backlog students of the end semesters (Odd)'2022-23 of UG and PG courses [3rd, 5th. & 7th. semester] from hitexam.net / hit.ucanapply.com
2. Students must submit the **examination form and fees** online from their **login domain**.
Examination Fees for each candidates: Incomplete: Rs. 2000/- & Backlog: Rs. 1500/-
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 dues (if any) through the link <http://student.hithaldia.org> to the college account **within 06.03.2023** positively.
5. Upon verification/ confirmation by the college, the students will be eligible to submit their examination fees @ Rs. 2000/- (for incomplete students) & @ Rs. 1500/- (for backlog students) respectively through online examination web portal, hitexam.net / 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 in the student's login.
9. Provision of examinations (**offline**) would be available for the students for whom admit card is issued. The schedule of examination (**offline**) would be notified separately by the Institute.

Dates for special supplementary examination form fill-up for 3 rd , 5 th . & 7 th . end semester (Odd) examination 2022-23 for incomplete & backlog students

02/03/2023 (from 02.00 PM)	Availability of forms and submission of application form by the students for appearing in the Special Supplementary Examination of Odd Semester 2022-23.
06/03/2023	Last date for online submission of the examination form by the students.
08/03/2023	Last date for verification/confirmation by the colleges for eligibility of the students.
08/03/2023	Last date for submission of examination fees online by the students.
09/03/2023	Admit Card Generation (Tentative)
13/03/2023	Theory Examination (Tentative) – Schedule will be published shortly.

For any further information, students are advised to visit the notice section of the Institute's examination web portal (hitexam.net) or contact to respective mentor/HOD.

Sd/-

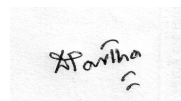
Prof. P.P.Das

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
10. Office File



[Prof. P.P.Das]

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