



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/37/05/2025

Date: 08.05.2025

Circular for End Semester (Even) Examination Form Fill-up of 1st. yr. 2nd. sem., 2nd. yr. 4th. sem., 3rd. yr. 6th. sem., & 4th. yr. 8th. sem. of UG/PG courses (Regular)'2024-25 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 1st. yr. 2nd. sem., 2nd. yr. 4th. sem., 3rd. yr. 6th. sem., & 4th. yr. 8th. sem. of UG/PG courses (Regular)'2024-25 under Autonomy will be as under:-

1. Examination form would be available (those have at least 75% attendance in the respective semester) in the student's login domain for all enrolled students of the even semesters'2024-25 from hit.ucanapply.com
2. Students must submit the **examination form and fees** online from their **login domain**.
Examination Fees for each candidates: Regular: Rs. 2000/- (within scheduled date)
Rs. 2500/- (with late fine after scheduled date)
After successful payment, it will be shown in the examination form. Never pay exam fees twice for unsuccessful payment. For such cases, students are advised to contact exam section.
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 online mode to the following account **within 22.05.2025** 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/- (Rs. 2500/- with late fine) through online examination web portal, 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'2024-25 for 1 st . yr. 2 nd . sem., 2 nd . yr. 4 th . sem., 3 rd . yr. 6 th . sem., & 4 th . yr. 8 th . sem. Regular Students | |
|--|---|
| 19/05/2025 (from 02.00 PM) | Availability of forms and submission of application form by the students for appearing in the Examination of Even Semester 2024-25. |
| 27/05/2025 | Last date for online submission of the examination form by the students |
| 28/05/2025 | Last date for confirmation/ verification by the colleges for eligibility of the students. |
| 28/05/2025 | Last date for submission of examination fees online by the students. |
| 30/05/2025 | Last date for submission of examination fees online by the students (with late fine) . |
| 31/05/2025 | Tentative date for generation of Admit Card. |
| 02/06/2025 | Commencement of Even Semester Practical / Sessional Examination. |
| 10/06/2025 | 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/-

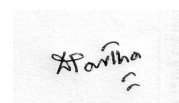
Prof. P.P.Das

Controller of Examinations.

HIT, Haldia.

Copy forwarded for information & necessary action to:

1. The Principal, HIT
2. All Deans, HIT
3. The Registrar General, 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.