



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/48/10/2025

Date: 30.10.2025

Circular for Examination Pending Form Fill-up (With Late Fine) of Regular End Semester (Odd) UG/PG 3rd. (Except Lateral Entry), 5th. & 7th. Semester'2025-26 under Autonomy

The undersigned is urgently informed to all concerned that the **pending form fill-up with late fine** under autonomy for end semester (Odd) UG/PG students of 3rd. (Except Lateral Entry), 5th. & 7th. semester'2025-26 will be as under:

1. Examination form would be available in the student's login domain for all enrolled students of the end semesters (Odd)'2025-26 of UG and PG courses [3rd. (Except Lateral Entry), 5th. & 7th. semester] from hit.ucanapply.com / hitexam.net
2. Students must submit the **examination form and fees** online from their **login domain**.
Examination Fees for each candidates: Regular: Rs. 2500/- (with late fine)
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>
5. Upon verification/ confirmation by the college, the students will be eligible to submit their examination fees **@ Rs. 2500/- (with late fine)** through online examination web portal: hit.ucanapply.com / hitexam.net
Don't pay examination fees twice. If any discrepancy arises during online examination fees payment, you are advised to contact to COE office immediately.
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 admit card generation and examination (offline) would be notified separately by the Institute.

06/11/2025 (from 02.00 PM)	Availability of forms and submission of application form by the students for appearing in the Odd Semester Examination'2025-26.
15/11/2025 (With late fine)	Last date for online submission of the examination form by the students.
17/11/2025 (With late fine)	Last date for verification/confirmation by the colleges for eligibility of the students.
17/11/2025 (With late fine)	Last date for submission of examination fees online by the students.
25/11/2025	Admit Card Generation (Tentative)

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/-

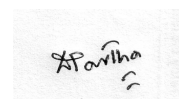
Prof. P.P.Das

Controller of Examinations.

HIT, Haldia.

Copy forwarded for information & necessary action to:

1. The Principal, HIT
2. All Deans, HIT
3. The Registrar General, HIT
4. All HODs/TICs, HIT
5. The Finance Manager, HIT
6. The General Manager, Administration, HIT
7. Assoc. Controller of Examinations, HIT
8. All Members, Examination Committee, HIT
9. Notice Board
10. Office File



[Prof. P.P.Das]

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