



**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/29/11/2021

Date: 11.11.2021

**Sub.: Circular for Form Fill-up of Backlog End Semester (odd) UG/PG Students'2020-21 under Autonomy**

The undersigned is urgently inform to all concerned that the backlog form fill-up under autonomy against end semester (odd) UG/PG students'2020-21 will be as under:

1. Backlog Examination application form would be available in the student's login domain for all backlog students of the odd semesters'2020-21 of UG and PG courses (1<sup>st</sup>., 3<sup>rd</sup>., & 5<sup>th</sup>. semester) from **hit.ucanapply.com**
2. Students must submit the **examination application form and fees** online from their **login domain**.  
**(Form Preview then click on RE-APPEAR print section)**  
**Examination Fees for each candidates: Backlog: 1500/-**
3. On submission of the form online by the student, the said form will be available in the college admin login for confirmation by the college.
4. Upon verification/ confirmation by the college, the students will be eligible to submit their examination fees @ Rs. 1500/- through online examination web portal.
5. **Do not send the backlog examination fees to college bank account.**
6. After payment of the examination fee(s) student must download the form for future reference.
7. After submission of the examination fees admit card will be generated online in the student login.
8. Provision of submission of online examinations would be available for the students for whom admit cards issued. The process of online examination would be notified separately by the Institute.

Dates for form fill-up of End Semester (Odd) Examination 2020-21 for Backlog Students	
12/11/2021	Availability of examination form and submission of examination form by the students for appearing in the Backlog Examination of Odd Semester 2020-21.
16/11/2021	Last date for confirmation/ verification by the colleges for eligibility of the students.
19/11/2021	Date for submission of the examination fees online by the students.
20/11/2021	Tentative date for generation of admit Card.
29/11/2021 – 07/12/2021	Tentative dates of Theory Examinations ( <b>Backlog examination schedule will be notified shortly</b> ).

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]

Controller of Examinations.

