



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/17/08/2024

Date: 26.08.2024

Circular for Backlog Examination Form Fill-up of End Semester (Even) UG/PG 2nd. / 4th. / 6th. / 8th. Semester'2023-24 and Special Supplementary Examination'2023-24 (Odd semesters, only for 2024 passed out batch) under Autonomy

The undersigned is urgently informed to all concerned that backlog examination form fill-up under autonomy for end semester (Even) UG/PG 2nd. / 4th. / 6th. / 8th. Semester'2023-24 and Special Supplementary Examination'2023-24 (Odd semesters, only for 2024 passed out batch) under Autonomy will be as under:

1. Examination form would be available in the student's login domain for backlog students of the end semesters (Odd)'2023-24 of UG and PG courses [2nd. / 4th. / 6th. / 8th. Semester & special supplementary examination, odd semesters, only for 2024 passed out batch] 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: Backlog: Rs. 1500/- per semester
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. Upon verification/ confirmation by the college, the students will be eligible to submit their examination fees @ Rs. 1500/- through online examination web portal, hit.ucanapply.com / hitexam.net
5. **Do not send the examination fees to college bank account.**
6. After payment of the examination fee(s) student must download the form for future reference. Students are advised not to pay examination fees twice for unsuccessful payment. For such case, contact to examination section immediately.
7. After submission of the examination fees admit card will be generated online in the student's login.
8. 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 backlog examination form fill-up for 2 nd . / 4 th . / 6 th . / 8 th . Semester & Special Supplementary examination (Odd semesters, only for 2024 passed out batch)

28/08/2024 (from 02.00 PM)	Availability of forms and submission of application form by the students for appearing in 2 nd . / 4 th . / 6 th . / 8 th . Semester & Special Supplementary examination (Odd semesters, only for 2024 passed out batch)
31/08/2024	Last date for online submission of the examination form by the students.
02/09/2024	Last date for verification/confirmation by the colleges for eligibility of the students.
02/09/2024	Last date for submission of examination fees online by the students.
04/09/2024	Admit Card Generation (Tentative)
10/09/2024	Theory Examination (Tentative) – Schedule will be published shortly.
17/09/2024 – 20.09.2024	Practical Examination – Students are advised to contact their respective HOD.

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/-

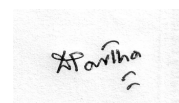
Prof. P.P.Das

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. 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]

Controller of Examinations.

HIT, Haldia.