



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.: MAKAUT /CR/COE/HIT/03/09/2020

Date: 29.09.2020

Circular for Form Fill-up of Regular/Backlog Intermediate End Semester (Even) UG/PG Students'2019-20) under MAKAUT

The undersigned is urgently inform to all concerned that the form fill-up against intermediate end semester UG/PG students'2019-20 will be as under:

1. Application form would be available in the student's and college login for all enrolled students of the final year of degree of UG and PG courses.
2. Students can submit the application online from their login. In case, there is problem of connectivity, college admin can submit the application on the request of the student as a special case due to Covid- 19 pandemic situation.
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. Verification of Form will be made after clearing all the college dues. Students are advised to pay college dues through online mode to the following account:

A/c. Holder: Haldia Institute of Technology

Bank Name: Syndicate Bank

Branch: HIT Campus Branch

A/c. No.: 95582200000010

IFSC: SYNB0009558

After submission of the college fees students are advised to send an e-mail to the following address hit_examcell@hithaldia.ac.in mentioning the details as under:

Student's Name:

College ID No.:

UTR/Transaction No./IMPS No./UPI No./Remitter's Ac. No.:

Date of Payment:

Amount:

5. Upon verification/ confirmation by the college, the students will be eligible to submit their fees online through different methods available. In case of non availability of online payment process with the students, provision would be available to pay the fees of the students by the colleges as earlier.
6. The regular and backlog form have to be filled up separately by the students.
7. After payment of the fee(s) student must download the form for future reference.
8. After submission of the fee admit card will be generated online in the student login.
9. The following would be different dates for different activities for the above mentioned purpose.
10. Provision of submission of marks would be available for the students for who admit card is issued.

| Dates for fill-up for Intermediate End Semester Evaluation 2019-20 for Regular and Backlog Students | |
|---|--|
| 29/09/2020 | Availability of forms and submission of application form by the candidate for appearing in the Evaluation of Even Semester 2019-20 and other backlog students, as applicable |
| 03/10/2020 | Last date for the students for online submission of the form. |
| 06/10/2020 | Last date for confirmation/ verification by the colleges for eligibility of the students |
| 08/10/2020 | Last date for submission of the Fee online by the students or colleges |
| 10/10/2020 | Tentative date for generation of admit Card |
| 12-17/10/2020 | Dates for submission of assignment (out of 20 marks), Practical final (out of 60), sessional /grand viva/ project (out of 100) marks in university portal |

Fees for each candidates: Regular: 1200/-

Back paper per semester: 1000/-

For any further information, students are advised to visit the notice section of the university exam portal or contact college concerned.

Sd/-

Prof. P.P.Das

Controller of Examinations.
HIT, Haldia.

Copy forwarded for information & necessary action to:

1. The Director, HIT
2. The Principal, HIT
3. All Deans, HIT
4. The Registrar, HIT
5. All HODs/TICs, HIT
6. All Members, Examination Committee, HIT
7. Dy. Controller of Examinations, HIT
8. The Sr. Administrative Officer, HIT
9. Office File

Prof. P.P.Das

Controller of Examinations.
HIT, Haldia.