



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/01/02/2021

Date: 22.02.2021

Circular for Form Fill-up of Regular/Backlog End Semester (odd) UG/PG Students'2020-21 under MAKAUT

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

1. Application form would be available in the student's and college login for all enrolled students of the odd semesters'2020-21 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 considering 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 **within 26.02.2021** positively:

For online college dues payments students are also advised to pay to the under mentioned college account:

A/c. Holder: Haldia Institute of Technology

Bank Name: STATE BANK OF INDIA

Branch: IOC TOWNSHIP, HALDIA

A/c. No.: 32119478668

IFSC: SBIIN0007089

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.:

Student's Mob. No.:

UTR/Transaction No./IMPS No./UPI No.:

Account Holder Name:

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 online examinations would be available for the students for whom admit cards issued. The process of online examination would be notified separately by the MAKAUT.

Dates for form fill-up for End Semester (Odd) Examination 2020-21 for Regular and Backlog Students	
27/02/2021	Availability of forms and submission of application form by the students for appearing in the Examination of Odd Semester 2020-21 and other backlog students, as applicable.
02/03/2021	Last date for the students for online submission of the form.
03/03/2021	Last date for confirmation/ verification by the colleges for eligibility of the students.
01/03/2021 – 04/03/2021	Dates for submission of the fees online by the students.
05/03/2021 – 06/03/2021	Dates for submission of the fees online by the colleges.
10/03/2021	Tentative date for generation of admit Card.
12/03/2021 – 26/03/2021	Dates for end semester theory examinations.

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 Finance Manager, HIT
9. The Manager, Administration, HIT
10. Office File

P.P.Das

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HIT, Haldia.



**Controller of Examination
Haldia Institute of Technology**