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/54/01/2026   **Date: 19.01.2026**

Circular for Examination Form Fill-up of End Semester (Odd) 1st. Year 1st. Semester (UG/PG – Except MCA)'2025-26 under Autonomy

The undersigned is urgently informed to all concerned that the form fill-up under autonomy for end semester (Odd) students of 1st. year 1st. semester (UG/PG – Except MCA)'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 semester (Odd)'2025-26 [1st. year 1st. semester (UG/PG – Except MCA) from **hitexam.net / hit.ucanapply.com**

2. Students must submit the **examination form and fees** online from their **login domain. Examination Fees for each candidates: Regular: Rs. 2000/-.**

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. 2000/- through online examination web portal, **hitexam.net / hit.ucanapply.com**

5. **Do not send the examination fees Rs. 2000/- to college bank account.**

6. After payment of the examination fee(s) students are advised to click **refresh** button in the **'Make payment'** menu for updating payment status in the examination form & must download the form for future reference. Never try to pay twice. For any unsuccessful payment, students are advised to contact to the Controller of Examinations through their respective Mentor/HoD.

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.
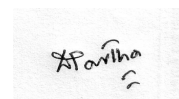
Dates for form fill-up for 1st. year 1st. semester (UG/PG – Except MCA) examination 2025-26 (Odd)	
20/01/2026 (from 02.00 PM)	Availability of examination forms and submission of examination form by the students for appearing in the Examination of Odd Semester 2025-26.
27/01/2026	Last date for online submission of the examination form by the students.
28/01/2026	Last date for verification/confirmation by the colleges for eligibility of the students.
28/01/2026	Last date for submission of examination fees online by the students.
31/01/2026	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.

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Sd/-
Prof. P.P.Das
Controller of Examinations.
HIT, Haldia.

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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. Assoc. Controller of Examinations, HIT
7. The Finance Manager, HIT
8. The General Manager, Administration, HIT
9. Office File

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[Prof. P.P.Das]
Controller of Examinations.
HIT, Haldia.

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