



Office of the Controller of Examinations

HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

Notice for Odd Semester Examinations 2025 – Examination Form Fill-up

Notice No. HRIT/0914/4332

Date: 15.01.2026

This is to inform all **B.Tech. (1st & 3rd Semesters), MCA (1st Semester), and M.Tech. (1st Semester)** students that the **Odd Semester Theory Examinations, 2025** are tentatively scheduled to commence from **13th February, 2026**. The detailed examination timetable will be notified separately.

Students are advised to **fill up the Examination Form online** through their **student login in the ERP portal** starting from **16.01.2026 at 5:00 PM**. While filling up the form, students must carefully select and enter the **correct elective paper codes**.

After successfully saving the form, students are required to pay the prescribed examination fees (**non-refundable**) strictly through **online mode only (Net Banking / Debit Card / Credit Card)** as per the details below:

- Regular Papers: Rs. 1200/- per semester
- Backlog Papers: Rs. 1000/- per semester

The **last date for online submission of the examination form and payment of fees is 26.01.2026**.

Students are also directed to note the following important instructions:

- Acceptance of the examination form is **purely provisional**. Any student failing to secure the minimum required attendance shall be disallowed from appearing in the Odd Semester Examinations, 2025. In such cases, the examination fee will be refunded.
- **Admit Cards** will be generated **one week prior** to the commencement of the examinations.
- Students are advised **not to change or discontinue** the mobile number provided in the examination form.
- Students are instructed to use **Mozilla Firefox browser** for filling up the online examination form to avoid technical issues.

For Grade Improvement Examinations for 2nd Year Students:

- Students intending to appear for **Grade Improvement Examinations in 1st year papers** must obtain **prior approval** from the **Office of the Controller of Examinations (COE)**.
- **A written application for Grade Improvement must be submitted to the COE Office on or before 22nd January 2026.**

Students are advised to adhere strictly to the above instructions to avoid any inconvenience.

Prof. N. P. Nayak
(Controller of Examinations)