

Heritage Institute of Technology, Kolkata

NOTICE

HRIT/0914/2375

Date : 20.11.2015

All **1st year B.Tech., M.Tech. and 2nd year B.Tech. (Lateral Entry)** students are hereby informed that Odd Semester Examination Form will be available on the Institute website (www.heritageit.edu) on and from **23.11.2015 (Monday)**. They are advised to fill up the examination form online entering their **Autonomy Roll Nos. (available at the Departmental Notice Board)** and selecting paper name and paper code (both theory & practical) at appropriate place.

They are hereby directed to submit the **Odd Semester Examination Form** along with **Examination fee of Rs. 1000/- in cash** by filling the fee book for examination purpose only on **24th and 26th November, 2015** at the Institute Office in the CME Building as per the following schedule

Date	Morning (10:15 am to 12:45 pm)	Afternoon (1:45 pm to 4:00 pm)	Date	Morning (10:15 am to 12:45 pm)	Afternoon (1:45 pm to 4:00 pm)
24.11.2015	B.Tech. 1 st yr CSE, IT, BT, AEIE	B.Tech. 1 st yr ECE, ChE M.Tech. 1 st yr CSE, ECE, ECE-VLSI	26.11.2015	B.Tech. 1 st yr CE, ME, EE	B.Tech. 2 nd yr All Lateral Entry students M.Tech. 1 st yr AEIE, IT & BT

All defaulters are directed to note that Examination Fees would not be collected from them unless they clear their outstanding dues with delay fine.

Students are also directed to note the following points :

→ That the **acceptance of form is only provisional** and that if any **student fails to secure minimum attendance, he/she is liable to be disallowed to appear for Odd Semester Examination 2015** and, in such case, his/her **Examination fees would be refunded**.

→ A **late fee amounting Rs. 100/- (Rupees One hundred only)** will be required to be deposited along with regular examination fee by the students who shall fail to submit the examination form on due date.

Prof. B. R. Saha
Controller of Examinations

Copy forwarded for information to:

Manager(F&A) – with a request to provide at least 1 official in **CME Reception** as per above schedule for collection of fees, who would work conjointly with Admin Office Staff; he is also requested to kindly arrange for forwarding an up-to-date defaulter list to the Admin Office latest by **23.11.2015**.

All HODs/DCs – *with a request to give the matter wide publicity amongst students*

Security Manager – *with a request to arrange for at least 3 security staff at CME Reception on dates specified above for manning the students*

All Notice Boards (including Boys' & Girls' Hostels)

Canteen