



**INSTITUTE OF ENGINEERING & MANAGEMENT**  
Good Education, Good Jobs

**INSTITUTE OF ENGINEERING &  
MANAGEMENT, SALT LAKE**

**USER MANUAL FOR B.TECH  
ONLINE ADMISSION PROCESS  
(2022 - 2023)**

**IEM** INSTITUTE OF ENGINEERING & MANAGEMENT **IEM**  
SALT LAKE, KOLKATA

WBJEE Roll No \_\_\_\_\_  
WBJEE Rank \_\_\_\_\_

**H<sup>5</sup> Z 6**

Enter the captcha code \_\_\_\_\_

**next**

1. Those students who have got allotment letter through the **WBJEE / JEE Main/ JELET** only they can fill up this online application form for B.Tech Course through the following link:

[https://www.iemcrp.com/iemEn/iem\\_onlineAppBTech.jsp](https://www.iemcrp.com/iemEn/iem_onlineAppBTech.jsp)

2. Enter the Roll No of **WBJEE/ JELET**& Application No of **JEE Main** (From which you have allotted), Rank.

3. Enter the **Captcha Code** and then Click on **Next** Button

**Note:** Students have to fill up the entire online process by their Desktop or Laptop. Do not use the mobile phones for this process.

Online Application Form

iemcrp.com/iemEn/iem\_onlineApp.jsp

**Instructions to fill the form:**

- Before filling up the form please be ready with one softcopy of passport size photograph (.jpg format maximum size 20kb).
- Parent must give a valid e-mail id and mobile number for correspondence at the box "Guardian Email for communication" and "Guardian Mobile No. for communication through SMS".
- Candidate must keep a hard copy (Printout of submitted form) with him / her and will submit the same along with all required documents at the time of admission.
- Kindly check the Email which you have mentioned at the "Guardian Email for communication" inbox or SPAM folder and take the print out of the form using browser print option.

**ADMISSION FORM FOR THE SESSION 2020-21**

**IEM INSTITUTE OF ENGINEERING & MANAGEMENT SALT LAKE, KOLKATA**

Note: Columns marked with \* are compulsory to fill in.

Course:  Stream:

Full Name:  (Names should be in full, initials & surnames only. No. of characters not allowed)

Gender:  Date of Birth:  (DD/MM/YYYY)

Present Address: (At Least First Two Address Lines are to be filled)  Permanent Address:  ( ) Same as Present

Stud. Email Address:  Stud. Mobile No.:

**Candidates's Family Information (All Names should be in full (including surname if any). Initials and titles are not allowed)**

Father's Name:  Mobile No:

Mother's Name:  Mobile No:

Guardian's Name:  Relation:

Full office Address with Designation:  Monthly Income:

Office Phone No.:

**Citizenship Information**

Are you a foreign student?  Residence:

Passport No.:  Date of Issue:

Visa No.:  Date & Place of Issue:

**Academic Information**

Admission Test:  Year of Exam:

Registration No.:  Rank:

**10th Standard**

Exam Name:  Board Council:

Year of Passing:  % of marks in Aggregate:

School Name:

Subjects:

**12th Standard**

Exam Name:  Board Council:

Year of Passing:  % of marks in Aggregate:

School Name:

Subjects:

**Details of marks obtained in 12th standard (Not Applicable for B.B.A., H.B.A. & P.G.D.H.)**

English:  Physical:

Chemistry:  Mathematics:

Computer Science:

**Other / Polytechnic Examination**

Degree Name:  Board Council:

Year of Passing:  % of marks in Aggregate:

Institution Name:

Subjects:

**Other Examination (Any Post graduate)**

Degree Name:  Board Council:

Year of Passing:  % of marks in Aggregate:

Institution Name:

Subjects:

**Communication with Guardian/Father/Mother via SMS or Email**

Guardian Email communication:  (or) A link for printing the form will be sent at this email address.

Guardian Mobile No. for communication through SMS:

Category:  \* Category except General must produce certificate

Blood Group:

**Other Details of Certificates/Sports/Cultural/Volunteering/Extra-Curricular Activities and Hobbies (max. 250 characters)**

**Candidate's Aadhar No. & Guardian's PAN**

Candidate's Aadhar No.:  Guardian's PAN:

Submit

- After Click on Next Button Students will find the online application form. Students have to fill up the application form, specially **Mandatory fields (\*)** and then click on **Submit** Button.

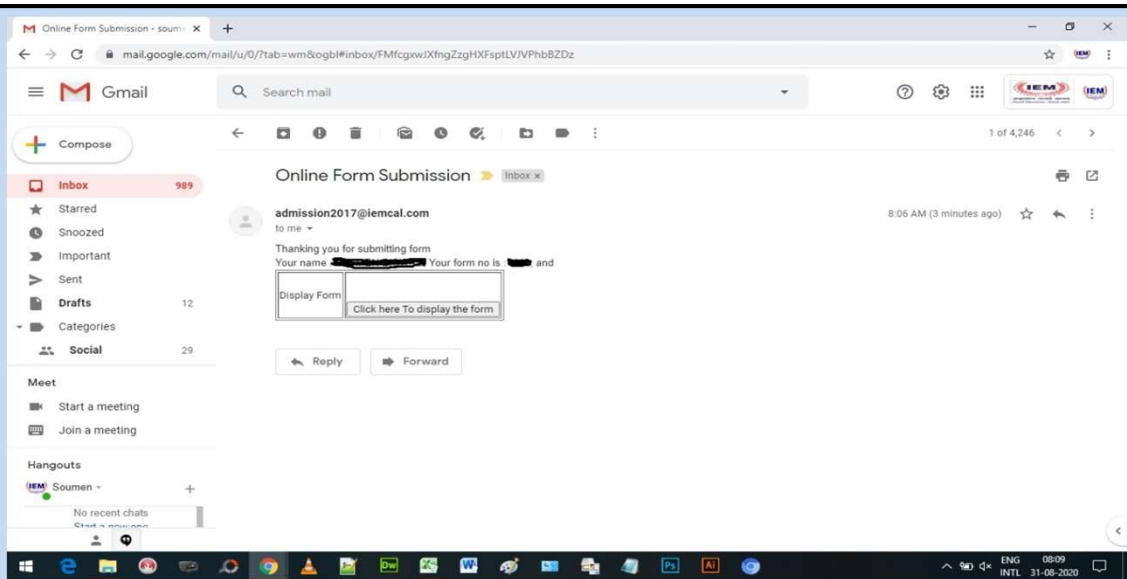
**IEM INSTITUTE OF ENGINEERING & MANAGEMENT SALT LAKE, KOLKATA**

Part - II  
Photo Upload

Kindly upload Passport Size Photo, .jpg format only  
Max size 30k

Choose File | No file chosen | Upload Photo

- After submit the application form students have to upload their own picture (**Photo must be within 20 kb & name of the file "rank.jpg" format otherwise it won't be working**)



- After filling up the online application form properly student will get a mail from admission2017@iemcal.com. Please see the above screen shot.
- You can modify form by creating a new form. If you create a new form the previous form will reject the system automatically. Paid form can't modify.
- There will be a form no & link to display the form in the mail. By Clicking "Click here to display the form" student can see their application form which they have filled up. There will be an option to upload thier documents. Students have to upload their mentioned documents one by one in pdf format (Max.size 1mb) ↓↓.

Upload Document			
SINo	Document Name	Remarks	
1.	Upload Class 10 Admit : <ul style="list-style-type: none"> <li>• Please upload files having extensions PDF only</li> <li>• Maximum Size of the file is 1MB.</li> <li>• Name of the file: <b>cl10admit.pdf</b></li> </ul>	Already Uploaded	Choose File   No file chosen Click - Upload Class 10 Admit
2.	Upload Class 10 Marksheet : <ul style="list-style-type: none"> <li>• Please upload files having extensions PDF only</li> <li>• Maximum Size of the file is 1MB.</li> <li>• Name of the file: <b>cl10msheet.pdf</b></li> </ul>	Already Uploaded	Choose File   No file chosen Click - Upload Class 10 Marksheet
3.	Upload Class 12 Admit : <ul style="list-style-type: none"> <li>• Please upload files having extensions PDF only</li> <li>• Maximum Size of the file is 1MB.</li> <li>• Name of the file: <b>cl12admit.pdf</b></li> </ul>	Already Uploaded	Choose File   No file chosen Click - Upload Class 12 Admit
4.	Upload Class 12 Marksheet : <ul style="list-style-type: none"> <li>• Please upload files having extensions PDF only</li> <li>• Maximum Size of the file is 1MB.</li> <li>• Name of the file: <b>cl12msheet.pdf</b></li> </ul>	Already Uploaded	Choose File   No file chosen Click - Upload Class 12 Marksheet
5.	Upload Candidate's Adhar : <ul style="list-style-type: none"> <li>• Please upload files having extensions PDF only</li> <li>• Maximum Size of the file is 1MB.</li> <li>• Name of the file: <b>adhar.pdf</b></li> </ul>		Choose File   No file chosen Click - Upload Adhar Card
6.	Upload Candidate's Allotment Paper : <ul style="list-style-type: none"> <li>• Please upload files having extensions PDF only</li> <li>• Maximum Size of the file is 1MB.</li> <li>• Name of the file: <b>allotment.pdf</b></li> </ul>		Choose File   No file chosen Click - Upload Allotment Paper


• After uploading all the documents Student can pay their fees by Online/ offline mode. In the online payment students have to click "Pay online" button. If you paid online, the system will generate the money receipt instantly ↓↓

Select Mode of Payment: After Upload all the document you can able to pay						
Form No.	Amount	Pay-Mode				
1458	Rs.58400.00	<b>Online Mode: (Candidate will receive the Money Receipt Automacally after payment)</b> <ul style="list-style-type: none"> <li>• Net Banking</li> <li>• Credit Card</li> <li>• Debit Card</li> <li>• If you paid but not received money receipt using <b>PayOnline</b> mail to <b>sourav@iemcal.com</b> using following format:               <ul style="list-style-type: none"> <li>◦ Form No.:</li> <li>◦ Payment Mode: Net Banking/Credit Card/Debit Card</li> <li>◦ Transaction ID.:</li> <li>◦ Payment Date.:</li> <li>◦ Payment Amount.:</li> <li>◦ WBJEE Applicagtion No.:</li> <li>◦ WBJEE Rank.:</li> </ul> </li> </ul>				
		<b>Offline Mode:(Candidate will be received money receipt within 5 working days)</b> <ul style="list-style-type: none"> <li>• NEFT/RTGS               <ul style="list-style-type: none"> <li>◦ Bank Name: IDBI Bank Ltd.</li> <li>◦ Branch: Salt lake, Sector-V, Kolkata-91</li> <li>◦ Beneficiary name: Institute of Engineering &amp; Management Trust</li> <li>◦ Account no.:18410400054214</li> <li>◦ IFS Code: IBKL0000184</li> </ul> </li> <li>• Mail to <b>kartik.ghosh@iemcal.com</b> using following format:               <ul style="list-style-type: none"> <li>◦ Form No.:</li> <li>◦ Payment Mode: NEFT/RTGS</li> <li>◦ Transaction ID.:</li> <li>◦ Payment Date.:</li> <li>◦ Payment Amount.:</li> <li>◦ WBJEE Applicagtion No.:</li> <li>◦ WBJEE Rank.:</li> <li>◦ Scan Copy of Payment Document Attached with the mail</li> </ul> </li> </ul>			PayOnline	Off-Line


By clicking the "Pay Onlne" button there will be open the payment page like this ↓↓.

**Payment Information**

- Credit Card
- Debit Cards
- Net Banking
- UPI
- BHARAT QR** >
- EMI Options



Scan here to pay



Note: To pay, Scan using BHARAT QR enabled Wallet/Bank app. You will be automatically redirected to the merchant's website after 4:56 minutes.

INR [REDACTED] (Total Amount Payable)

[Cancel](#)

**ORDER DETAILS**

Order #: [REDACTED]

Order Amount [REDACTED]

Total Amount INR [REDACTED]

- After Completing the online payment students have to open that mail again and click on to "Click here to display the form" button. There will be the money receipt below the application form.

**For Office Use Only**

Full Signature of Admission Officer of IEM, Saltlake, Kolkata

**INSTITUTE OF ENGINEERING & MANAGEMENT**

**SALT LAKE, KOLKATA**

**Money Receipt**

Bill No. 00000000000000000000	Form No. 00000000000000000000
Name 00000000000000000000	Degree: B.Tech
Transaction ID: 946355	Stream: CSE
Mode of Transaction: Online, Debit Card	Date of payment: 00/00/0000
	Total Amount Paid: Rs. 00000000000000000000

Admission is provisional, subject to registering this student with the affiliating university. In case, university refuse to register the student our liability will be limited to refund of the full amount without interest.

**Sub: Application for Admission to Soft Skill Development Programme (SSDP)**

To,  
The Principal

- If any student has paid his fees but not received any money receipt using "Pay Online", mail to [sourav@iemcal.com](mailto:sourav@iemcal.com) using the following format  
Form No; Payment Mode: Net Banking/ Credit Card/ Debit Card; Transaction ID; Payment Date; Payment Amount; WBJEE/ JEE Main Application No; WBJEE/ JEE Main Rank
- In this way students can complete their Online Admission in B.Tech Course.

**DOCUMENTS REQUIRED FOR PHYSICAL VERIFICATION (2 SETS - HARD COPY)**

- i) Printed Online Application Form
- ii) Admit & Marksheet of Class 10th
- iii) Admit & Marksheet of Class 12th
- iv) Provisional Seat Allotment Letter (Received from WBJEE Board)
- v) Domicile Certificate
- vi) Income Certificate (For TFW Candidate)
- vii) Aadhar Card
- viii) 2 Copy Passport size colour Photographs
- ix) All Semester Marksheet (For Diploma Student)

**SOFT COPY DOCUMENTS REQUIRED (MUST CARRY SOFT COPIES IN A PEN DRIVE)**

- i) Photo of The Student (Jpg Format - Within 30KB)
- ii) Signature of the Student (Jpg Format – within 30kb)
- iii) Admit & Marksheet of Class 10th (PDF Format – within 300kb)
- iv) Marksheet of Class 12th/ Final Semester (PDF Format – within 300kb)
- v) Aadhar Card (PDF Format – within 300kb)
- vi) Provisional Seat Allotment Letter (PDF Format – within 300kb)
- vii) Acceptance Mail copy of Anti Ragging (PDF Format – within 300kb)

**For any further help please call at: 8010700500/ 9674005986/ 9804684776  
(10 am to 5 pm)**