INSTITUTE OF ENGINEERING & MANAGEMENT, KOLKATA

EXAMINATION POLICY

INSTITUTE OF ENGINEERING & MANAGEMENT
Good Education, Good Jobs

Institute of Engineering & Management (Autonomous)

Examination Rules and Regulations

1. Introduction

1.1 The provisions of these regulations are applicable for B.Tech./ BBA/ BCA/ MBA/ /MCA/ M.Tech./ M.Sc. degree programmes offered by Institute of Engineering & Management, Kolkata affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT).

1.2 These provisions will also be applicable to a new 4 year or 3 year Bachelor level programme or 2 year Masters level programme that will be offered by Institute of Engineering & Management (IEM) in affiliation with Maulana Abul Kalam Azad University of Technology (MAKAUT).

1.3 B.Tech./ BBA/ BCA/ MBA/ MCA / M.Tech./ M.Sc. degree programmes is offered by IEM for the following disciplines.

Programme	Discipline	Department code
B.Tech.	Computer Science Engineering	CSE
	Electronics and Communication Engineering	ECE
	Information Technology	IT
	Mechanical Engineering	ME
	Electrical Engineering	EE
	Electrical and Electronics Engineering	EEE
	Artificial Intelligence and Machine Learning	AIML
	Internet of Things	IOT
	Internet of Things and Cyber Security including Block Chain Technology	IOTCSBT
	Computer Science and Business Systems	CSBS
	Artificial Intelligence	AI
BBA	Business Administration	BBA
BCA	Computer Applications	BCA

M.Tech	Electronics and Communication Engineering in VLSI and Micro Electronics	M.E.C.E
	Computer Science Engineering	M.Tech.(CSE)
	Computer Science and Business Systems	M.Tech(CSBS)
M.Sc.	Computer Science	M.Sc.(CS)
MBA	Business Administration (FT)	MBA (FT)
	Business Administration (General Management)	MBA (GM)
MCA	Master of Computer Application	MCA

1.4 Duration of Curriculum for B.Tech./ BBA/ BCA/ MBA/ MCA / M.Tech./ M.Sc. degree programmes is as follows:

Programme	Duration
B.Tech.	4 years
BBA	3 years
BCA	3 years
MBA	2 years
MCA	2 years
M.Tech.	2 years
M.Sc.	2years

Institute of Engineering & Management (Autonomous)

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2. The Regulation relating to Constitution, Powers and Functions of the Board of Examinations:

2.1 There shall be one Board of Examinations (BOE) for all the UG and PG courses of the Institution. BOE will report to the Academic Council.

2.2 The constitution of BOE is as follows:

Sl. No.	Name	Designation
1	Prof. Dr. Manojit Mitra	Chairman
2	Prof. Dr. Satyajit Chakrabarti	Vice Chairman
3	Prof. Dr. Debika Bhattacharyya	Member Secretary
4	Prof. Dr. Sukhendu Samajdar	University representative
5	Prof. Dr. Arun Kumar Bar	Member
6	Prof. Prabir Kumar Das	Member
7	Prof. Tapas Kumar Datta	Member
8	Prof. Dr. Malay Ganguly	Member
9	Prof. Dr. Indraneel Mukhopadhyay	Member
10.	Prof. Dr. Rabin Mazumder	Member
11.	Prof. Abhishek Bhattacharya	Member
12.	Prof. Dr. Sujit Dutta	Member
13.	Prof. Dr. K.P. Ghatak	Member
14.	Prof. Dr. Mohuya Chakraborty	Member
15.	Prof. Dr. Anupam Bhattacharya	Member
16.	Prof. Sanghamitra Poddar	Member
17.	Prof. Tufan Saha	Member
18.	Prof. Animesh Kairi	Member
19.	Prof. Madhab Samanta	Member
20.	Prof. Arindam Roy	Member
21.	Ms. Rinki Dey	Member
22.	Prof. Sourav Mukhopadhyay	Member

2.3 Subject to any Statutes, Ordinances, Rules or Regulations and General Guidance of the Academic Council, the BOE shall have the following Powers and Functions :

2.3.1 to conduct the various examinations of the Institute

2.3.2 to review the results of examinations before publication and take appropriate measures if considered necessary

2.3.3 to publish end semester result. Examination result to be given to HODs by Controller of Examination before publication for review by respective HODs. Then BOE will pass the result to Governing body for approval.

2.3.4 to report to the Academic Council and Governing Body the modalities of examinations, result and result analysis.

3. Regulations regarding the conduct of examinations

3.1 Eligibility for appearing in Examinations

3.1.1 A student is liable to be debarred from appearing in end semester examination if he/she has not attended at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the candidate in the institute in case of first semester and the date of commencement of semester classes for all other semesters.

3.1.2 A student shall be allowed to appear to end semester examination of the Institute only if he/she pays the prescribed fee by the date specified by the Registrar section. A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, but at least 3 (three) days before the commencement of that examination, provided that no such period of grace shall apply to a candidate for an examination for clearing his supplementary or special examinations, if any.

3.1.3 A candidate is allowed to appear in an examination only after he/she is issued an Admit Card for the relevant examination by the Controller of Examination (COE) Section.

3.2 Rules of the examination

3.2.1 Each discipline of B.Tech./ BBA/ BCA/ MBA/ MCA / M.Tech./ M.Sc. degree programmes consist of three types of papers:

(a) Theory papers
(b) Practical papers
(c) Sessionals

3.2.2 The schedule of these components along with their credit points for each semester is as per the curriculum and syllabus in force.

3.2.3 At the end of each semester, there will be an examination conducted by the Institution as per programme announced by the Controller of Examinations.

3.2.4. Back Log examinations, if any, shall be held with the normal end semester examinations.

3.2.5. Supplementary examinations to be held only for 7th and 8th Semester of B.Tech., 5th and 6th semester of BBA and BCA and 3rd and 4th semester of MBA, MCA , M.Tech. and M.Sc. programmes. These examinations will be held within 1 month of the date of publication of the result.

3.3 Evaluation of Course papers

The evaluation of Course Papers will be done as per the following guidelines:

3.3.1   Theory papers:

Every paper in this category shall be evaluated out of 100 percentage points, divided under two broad categories End Semester Examination (3.3.1.1) contributing to 70 percentage of the 100 percentage points and Theory Internal Assessment (3.3.1.2) contributing to 30 percentage of the 100 percentage points, as detailed below:

3.3.1.1. End Semester Examination: 100 marks

i. For each subject a question bank is to be framed by respective subject teachers. Guidelines and Templates for framing questions in question bank is to be given by Controller of Examinations. Sufficient number of questions should be set module wise in question bank of each subject.

ii. List of moderators shall be recommended by HODs for different subjects of their departments. From this list, the moderator for different theory papers shall be appointed by the COE.

iii. The final question paper for a given subject shall be prepared from amongst the questions of the question bank for that particular subject by the moderator in presence of COE. The moderator will also have the right to change / modify / add questions; he should ensure that questions have been set from different modules of the syllabus, and have proper grading for students of high merits as well as students of average merit. The choice of questions is to be given within the same module and it is to be ensured that a student has to answer questions from all modules. Each module should pertain to a given course outcome.

iv. Examiner(s), duly recommended by the respective BOS and approved by the Academic Council, shall be appointed by the COE for evaluation of the answer scripts.

v. COE may appoint a Head Examiner for the evaluation of a given theory if required.

vi. The COE shall also appoint Scrutineers for evaluation of theory papers

vii. This shall contribute to 70 percentage of the 100 percentage points awarded for the theory paper.

3.3.1.2. Theory Internal Assessment: 100 marks

i. Each Mid Semester Examinations (3.3.1.2.1) shall carry 30 percentage of 100 marks.

ii. Class Test and Assignments (3.3.1.2.2) shall carry 30 percentage of 100 marks.

iii. Attendance regularity and participation in the class (3.3.1.2.3) shall carry 10 percentage of 100 marks.

iv. The addition of (i), (ii) and (iii) which yields to a total of 100 marks as Theory Internal Assessment marks, shall contribute to 30 percentage of the 100 percentage points awarded for the theory paper.

v. The course teacher, in consultation with respective HOD, shall finalize the marks of a student [out of 100, comprising 3.3.1.2.1, 3.3.1.2.2 and 3.3.1.2.3] and communicate the marks list to the COE's office.

3.3.1.2.1 Mid Semester Examination (30 marks each)

i. At least two tests are to be conducted at near-identical intervals.

ii. The COE, in consultation with Dean Academics, Dean Engineering will set the test schedule and announce test dates as per Institution calendar with the prior approval of the Principal.

iii. The question papers are to be sent by HODs to the COE section for printing and distribution.

iv. Test scripts are to be corrected / evaluated within ten days of actual conduct of test and the solutions are to be discussed in the class. During the discussions the students can have access to the corrected scripts. The final award of marks list for each test is to be put on the notice board within next two days and copies of the same along with evaluated answer scripts communicated to the COE for record.

v. For the 2nd Mid Semester Examination, the same process may be followed or it may be taken online mode.

vi. A student is eligible to appear for Mid Semester Examination only if he/she has 75% of attendance in aggregate.

vii. Each Mid Semester Examination shall contribute to 30 percentage of the 100 marks of Theory Internal Assessment.

3.3.1.2.2. Class test and Assignments

Operational Guidelines:

The course teachers will conduct regular class tests consisting of multiple-choice type questions during the lecture/tutorial class and suitable number of home assignments are to be cleared by the student within stipulated time. The course teacher is solely responsible for final award under this category.

This shall contribute to 30 percentage of the 100 marks of Theory Internal Assessment.

3.3.1.2.3. Attendance regularity and participation in the class:

Operational Guidelines:

The award under this category is the sole prerogative of the course teacher whereas attendance/regularity in a class is factual, assessment about participation is subjective. The idea is to encourage teacher/student interaction in conduct of courses and discourage one-way communication.

This shall contribute to 10 percentage of the 100 marks of Theory Internal Assessment.

3.3.2. Practical papers:

Every paper in this category shall be evaluated out of 100 percentage points, divided under two broad categories End Semester Examination (3.3.2.1) contributing to 60 percentage of the 100 percentage points and Laboratory Internal Assessment (3.3.2.2) contributing to 30 percentage of the 100 percentage points, as detailed below:

3.3.2.1. End semester examination: 60 percentage points

Operational Guidelines

i.   There shall be an End Semester Examination in each laboratory item. The evaluation may be done based on:
- Organization of the experiment
- Actual data generated and the actual conduct of the experiment assigned.
- Data analysis/Synthesis and Conclusions etc.
- A comprehensive Viva-Voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the HOD and the course teacher.

ii. The award shall be finalized immediately by the course teacher and submitted in portal of COE's office. All materials used by students during examination, is to be preserved for spot checking by HOD / COE, if desired.

iii. This shall contribute to 60 percentage of the 100 percentage points awarded for the practical paper.

3.3.2.2.   Laboratory Internal Assessment: 40 percentages points.

Operational Guidelines

i.   The course teacher shall be the sole authority for finalizing award under this item.

ii. He shall divide the points under the following guidelines:
- Attendance and regularity   05 points

- Regular performance in Lab Class .... 10 points
- Innovative projects .... 10 points
- Presentation of lab report, its regularity in submission and content ... 15 points

The categories of internal laboratory assessment may vary subject wise as per the discretion of subject teacher.

iii. The course teachers finalize the award (out of 40 points) before the end – semester examination and upload the marks in the portal of COE office within the deadline given by COE.

iv. This shall contribute to 40 percentage of the 100 percentage points awarded for the practical paper.

3.3.3. Sessionals (out of 100 percentage points)

Explanation & Operational Guidelines

Sessionals are those where, either the formal institutional contact hours are not specified, (viz., Practical Training, Extra/Co-curricular participation), or there is no formal End Semester examination of the written kind, (viz., Comprehensive Viva-Voce, Seminar, Industrial Training, etc.).

For all items under these categories, the evaluation will be done internally through a Departmental Committee, appointed by the Departmental Head and duly endorsed by the Principal.

The award list for this paper is finalized by all the members of the Departmental Academic Committee before the starting of the end-semester theory/practical examinations, and shall be communicated to the COE's office.

3.4 Declaration of result, promotions and grading system:

3.4.1. Rules for passing Theory Papers:

i. End semester examination and Continuous Internal Assessment (CIA) both will comprise of 100 marks. For a theory paper, a student has to score a minimum of 40 out of 100 in End semester examination.

ii. Internal Assessment marks can be awarded only once to a candidate.

iii. If a student gets backlogs for less than 4 subjects comprising of two semesters in a year then he will be promoted to next year and can continue with the syllabus of the next year. However, he has to pass in all those subjects in the alternate semester.

iv. If the syllabus of a particular paper changes, then a particular student who has got backlog has to give exam in the new content of the paper. However, if a particular paper in the curriculum

changes, then a student who has backlog in that paper will give examination of that paper in the old syllabus.

v. For all course the promotion is to be given year wise at the end of even semester.

3.4.2. Rules for passing in Practical Paper:

i. End semester examination and Continuous Internal Assessment (CIA) both will comprise of 100 marks. For a practical paper, a student has to score a minimum of 50 out of 100 in End semester examination.

ii. Internal Assessment marks can be awarded only once to a candidate.

3.4.3. Rules for passing in Sessionals:

i. Assessment will comprise of 100 marks. For a sessional, a student has to score a minimum of 50 out of 100.

ii. If a student gets backlog in a sessional paper, then he is not eligible for promotion to next year.

The promotional status in respect of B.Tech./ BBA/ BCA/ MBA/ MCA / M.Tech./ M.Sc. is indicated on the even semester credit card/sheet as per details below:

i. A student shall be eligible for promotion to the next higher level if he has cleared ALL course papers of earlier semesters individually.

ii. A student shall also be eligible for promotion to the next higher level / year with backlogs but those backlogs are to be cleared within the time limit specified for the completion of the course which is 7 years for undergraduate program and 5 years for post graduate program from the year of admission.

iii. A student shall be eligible for promotion only if he has not been involved any breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

iv. The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of all the semesters.

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3.5 Grading system

1. The table below shows the letter grades and their corresponding classification and percentage points

Theoretical

Classification	Range of Marks Obtained (out of 100)	Letter Grade	Points
Outstanding	90 to 100	O	10
Excellent	80 to 89	E	9
Very Good	70 to 79	A	8
Good	60 to 69	B	7
Fair	50 to 59	C	6
Below Average	40 to 49	D	5
Failed	Below 40	F	2

Practical / Sessional

Classification	Range of Marks Obtained (out of 100)	Letter Grade	Points
Outstanding	90 to 100	O	10
Excellent	80 to 89	E	9
Very Good	70 to 79	A	8
Good	60 to 69	B	7
Fair	50 to 59	C	6
Failed	Below 50	F	2

2. The method of calculation of Grade Point Average (GPA) are as follows :

SGPA (Semester Grade Point Average) $= \dfrac{\Sigma (\text{Credit Points})}{\Sigma (\text{Credits})}$

YGPA (Yearly Grade Point Average) $= \dfrac{\Sigma (\text{Credit Points of Odd Semester}) + \Sigma (\text{Credit Points of Even Semester})}{\Sigma (\text{Credits of Odd Semester}) + \Sigma (\text{Credits of Even Semester})}$

3. The methods of calculation of final Degree Grade Point Average (DGPA) are as follows :

DGPA (For 4-year Degree Course) $= \dfrac{\text{YGPA1} + \text{YGPA2} + 1.5 \times \text{YGPA3} + 1.5 \times \text{YGPA4}}{5}$

DGPA (For Lateral Entry Students) $= \dfrac{\text{YGPA2} + 1.5 \times \text{YGPA3} + 1.5 \times \text{YGPA4}}{4}$

DGPA (For 3-year Degree Course) $= \dfrac{\text{YGPA1} + \text{YGPA2} + \text{YGPA3}}{3}$

DGPA (For 2-year Degree Course) $= \dfrac{\text{YGPA1} + \text{YGPA2}}{2}$

4. No Class / Percentage is awarded

5. The method of conversion from Grade Point Average (GPA) to corresponding percentage of marks is as follows :

$$\text{Percentage of Marks} = (\text{GPA} - 0.75) \times 10$$

6. Different Nomenclatures of Result :

X	: Not eligible for Promotion/Degree
XP	: Eligible for Promotion with Backlogs
P	: Passed and Promoted

3.6 Examination Conduction Process

3.6.1 End Semester – Theory Paper Examination Conduction

i.   As per the Eligibility Criteria (3.1), the eligible student list shall be generated, department-wise and circulated to the respective departments by the COE, upon receiving approvals from the competent authorities.

ii. Examination form fillup notice along with a tentative date of examination shall be circulated to the students with appropriate instructions of the examination form fill-up process.

iii. Appointment of the Officer-In-Charge (OIC) for the End Semester Examination shall be done by the COE, in consultation with the competent authorities.

iv. Examination schedule shall be published and circulated by the COE, upon receiving approvals from the competent authorities.

v.   Upon successful completion of the examination form fillup, final list of students shall be supplied to the appointed OIC.

vi. Only eligible students shall be issued admit cards.

vii. Question Paper moderation and generation shall be completed in prior.

   a. Multiple sets of question paper shall be generated from the question bank, provided by the respective faculties of the subjects.

   b. All generated sets of the question papers for any particular subject shall be moderated by external moderators, as referred and approved by the competent authorities.

   c. Final set of questions papers shall be approved by COE.

viii. Answer Script encoding list shall be generated and approved by the COE, for the purpose of masking of student details on answer scripts, post-examination conduction.

ix. The examination shall be conducted by the OIC as per the published examination schedule.

   a. Requisite amount of answer scripts shall be made available to the OIC, by the COE, upon receiving approvals from the competent authorities.

   b. Requisite amount of questions paper shall be dispatched to OIC on a daily basis for each day of the examination schedule.

   c. Attendance sheets shall be dispatched to OIC on a daily basis for each day of the examination schedule.

d. Answer scripts of the examination conducted shall be received from OIC on a daily basis for each day of the examination schedule.

e. Attendance records of the examination conducted shall be received from OIC on a daily basis for each day of the examination schedule.

x. Encoding of the received answer scripts shall commence on receipt.

xi. Invitations to the approved Examiners and Head-Examiners shall be dispatched once the encoding of the received answer scripts for a particular subject has been completed, along with a due date of completion of evaluation.

xii. Evaluation of the encoded answer scripts shall commence.

a. Invited examiners shall complete the evaluation process and submit the signed copy of the marks-slip to the COE Section.

b. Scrutineers shall complete the evaluation process of the examiner-evaluated subject encoded answer scripts and submit the signed copy of the marks-slip to the COE Section.

c. Head Examiners (if assigned) shall complete the evaluation process of the scrutineer-evaluated subject encoded answer scripts and submit the signed copy of the marks-slip to the COE Section.

d. The marks-slip received from the Head Examiners shall be recorded to the COE Section system by the examiners for any particular subject.

xiii. Evaluated answer scripts along with the received marks-slips shall be sealed and stored as documentation at the COE Section.

3.6.2 Mid Semester – Theory Paper Examination Conduction

i. As per the Eligibility Criteria (3.1), the eligible student list shall be generated, department-wise and circulated to the respective departments by the COE, upon receiving approvals from the competent authorities.

ii. Examination schedule shall be published and circulated by the COE, upon receiving approvals from the competent authorities.

iii. Question Paper generation shall be completed in prior.

a. Multiple sets of question paper shall be generated from the question bank, provided by the respective faculties of the subjects.

b. Final set of questions papers shall be approved by COE.

iv. The examination shall be conducted by the respective departments as per the published examination schedule.

  a. Requisite amount of answer scripts shall be made available to the respective departments, by the COE, upon receiving approvals from the competent authorities.

  b. Requisite amount of questions paper shall be dispatched to respective departments on a daily basis for each day of the examination schedule.

  c. Attendance records shall be updated by the respective departments on a daily basis for each day of the examination schedule.

  d. Answer scripts of the examination conducted shall be evaluated by the respective department, as per the due date of evaluations to be provided by the COE.

  e. Marks-slip formats and instructions for recording of marks to the COE system, shall be made available by the COE section to the respective department.

v. The marks-slip shall be recorded to the COE Section system by the examiners for any particular subject.

vi. Evaluated answer scripts along with the received marks-slips shall be stored as documentation by the respective departments (3.3.1.2.1)

3.7 Semester Result Publication Process

  i. As per (3.4) and (3.5), results shall be generated by the COE Section based on the End Semester Examination marks and Continuous Internal Assessment marks for Theory paper and Practical paper, and Continuous Assessment marks for Sessionals.

  ii. Verification of received marks shall be done by the COE Section through the respective examiners or departments (if required).

  iii. All generated results shall undergo result analysis and shall be presented to the BOE.

  iv. Upon approval of the BOE, the approved results shall be sent to the Board of Governors (BOG) for approval of publication.

  v. Upon received requisite approvals, results shall be published and notice shall be circulated to the students.

3.8 Post Paper Review (PPR) Process

  i. PPR notice shall be circulated by the COE, including the PPR form and requisite instructions for the same.

ii. PPR shall only be allowed for Theory papers only. There shall be no PPR for Practical papers and sessionals.

iii. All PPR requests shall be received by the respective departments and forwarded to the COE section upon verification of the requests.

iv. Upon approval of received PPR requests by the COE, the invitation for examiners for Theory papers under PPR request list shall be dispatched, along with a due date of evaluation.

v. The encoded answer scripts of the Theory paper shall be evaluated by the invited examiner and marks-slip shall be submitted to the COE section. The examiner shall responsible to record the marks to the COE system.

vi. Upon completion of all PPR requests evaluations, the updated result data shall be sent to competent authorities for approval.

vii. Upon approval, PPR Result shall be published and notice shall be circulated by the COE.

3.9 Generation of Provisional Certificates, Transcripts, Degree Certificates, Grade Cards

3.9.1 Generation of Grade Cards

The generation of online copies of semester grade cards shall be done after End Semester examination result publication, after PPR result publication and Supplementary examination result publication.

The generation of hardcopies of semester grade cards shall be done after PPR result publication or Supplementary examination result publication (if applicable).

3.9.2 Generation of Duplicate Grade Cards

The generation of hardcopy of duplicate semester grade cards shall be done after PPR result publication or Supplementary examination result publication (if applicable), upon receiving any request.

Any student who wish to apply for Duplicate Grade Card, shall have to follow the following process for Application for Duplicate Grade Card for any existing or pass out students (Applicable only for enrolled students from 2019 onwards)

Step 1: Candidate is required to printout (color) one copy of the Application Form for Duplicate Grade Cards.

Step 2: Candidate is required to fill-out the form correctly and put his/her signature with date.

Step 3: Candidate is required to submit three copies (ORIGINAL & TWO photocopies) of the duly-filled form to the IEM Accounts Dept. along with a Duplicate Grade Card Generation Fee of Rs. 500

/= (Rupees Two Hundred Only) per grade card.

Step 4: Candidate is required to ensure they receive stamped ORIGINAL & ONE stamped photocopy. ONE stamped photocopy will remain with IEM Account Dept.

Step 5: Candidate is required to submit duly-stamped ORIGINAL form to IEM COE Dept. and ONE duly-stamped photocopy to their enrolled Dept.

Note: Photocopy of a General Diary (GD) is required to be submitted along with the Application Form.

Step 6: Candidate shall be informed via email /phone of a date-time schedule for collection of the same, upon generation of the document. Candidate will have to provide college ID proof for receiving the same.

3.9.3 Generation of Provisional Certificate

The generation of e-copies of provisional certificate shall be done after Supplementary examination result publication (if applicable), or upon receiving request from the student via the respective department, whichever is applicable.

The generation of hardcopy of provisional certificate shall be done after PPR result publication or Supplementary examination result publication (if applicable), upon receiving any request.

Any student who wish to apply for Provisional Degree Certificate, shall have to follow the following process for Application for Provisional Degree Certificate for any existing or pass out students (Applicable only for enrolled students from 2019 onwards)

Step 1: Candidate is required to printout (color) one copy of the Application Form for Provisional Certificate.

Step 2: Candidate is required to fill-out the form correctly and put his/her signature with date.

Step 3: Candidate is required to submit three copies (ORIGINAL & TWO photocopies) of the duly-filled form to the IEM Accounts Dept. along with a Provisional Degree Certificate Generation Fee of Rs. 200 /= (Rupees Two Hundred Only).

Step 4: Candidate is required to ensure they receive stamped ORIGINAL & ONE stamped photocopy. ONE stamped photocopy will remain with IEM Account Dept.

Step 5: Candidate is required to submit duly-stamped ORIGINAL form to IEM COE Dept. and ONE duly-stamped photocopy to their enrolled Dept.

Step 6: Candidate shall be informed via email /phone of a date-time schedule for collection of the same, upon generation of the document. Candidate will have to provide college ID proof for receiving the same.

3.9.4 Generation of Transcripts

The generation of hardcopy of transcripts shall be done after PPR result publication or Supplementary examination result publication (if applicable), upon receiving any request.

Any student who wish to apply for Transcripts, shall have to follow the following process for Application for Transcript for any existing or pass out students (Applicable only for enrolled students from 2019 onwards)

Step 1: Candidate is required to printout (color) one copy of the Application Form for Transcript.

Step 2: Candidate is required to fill-out the form correctly and put his/her signature with date.

Step 3: Candidate is required to submit three copies (ORIGINAL & TWO photocopies) of the duly-filled form to the IEM Accounts Dept. along with a Transcript Generation Fee of Rs. 500 /= (Rupees Five Hundred Only).

Step 4: Candidate is required to ensure they receive stamped ORIGINAL & ONE stamped photocopy. ONE stamped photocopy will remain with IEM Account Dept.

Step 5: Candidate is required to submit duly-stamped ORIGINAL form to IEM COE Dept. and ONE duly-stamped photocopy to their enrolled Dept.

Step 6: Candidate shall be informed via email /phone of a date-time schedule for collection of the same, upon generation of the document. Candidate will have to provide college ID proof for receiving the same.

3.9.5 Generation of Degree Certificate

The generation of hardcopy of degree certificate shall be done after PPR result publication or Supplementary examination result publication (if applicable), whichever is later.

The degree certificate generated shall be signed and approved by the competent authority of the institute Institute of Engineering & Management (IEM) and the affiliating university Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB).

Prof. Dr. Debika Bhattacharyya,
Controller of Examinations, IEM, Kolka