Institute of Engineering & Management, Kolkata

Date: 16/04/2024

Subject: Reopening of Examination Form Fillup – Even Semester 2024

All HOD are requested circulate this memo to all defaulter students who have not filled up the examination form for Even Semester 2024.

Any student who still have any fee dues shall not be eligible to fillup the examination form upon reopening.

All HOD are requested to collect apology letter via email or as hardcopy from the defaulter students, counter-signed by the guardians.

- In case of email, apology letter should be sent by the guardian to the HOD, which should be then forwarded to the respective COE email ids.
- In case of hardcopy, apology letter should be submitted to the respective HOD, which should be scanned together and sent to the respective COE email ids together.
- The proforma for the apology letter is attached with the memo.

Schedule of filling up form and Payment of Examination Fees:

Item	Period	Payment of Fees (in Rs.)	
		Regular	Backlog
Filling up Examination form and Payment of fees	18th April, 2024 08:00 AM to 12:00 PM	1200/-	1000/-

Instructions of Form Fillup:

*Clear your **all dues** before filling up the Examination Form.*

Step 1: Login to your **IEMCRP** account using your **Enrolment number** and **password.**

Step 2: From module list please select number **10** option**, "Exam Form".**

Step 3: Select semester for which you are filling up form. Then click ''**Next"**.

Step 4: Carefully verify all subjects name and subject code visible, especially elective subjects and backlog subjects (if any). *If any discrepancy found, kindly inform in the mail id provided below.*

Step 5: Click on **"Proceed to Pay"**.

*Note: Those opting for **Bharat QR payment option**, kindly note that you shall require two device, one for displaying the QR code and other for scanning it and making the payment. If you try to complete the process with single device, it may give a transaction failure.*

Step 6: After completion of your payment, you will get money receipt from option 4, **"Payment Details".**

Step 7:

Note 1: *After completion of your payment if bill is not generated, then email your problem to* iem.exam.fees@gmail.com *with* ***following details-***

I. Enrollment Number
II. Stream
III. Student Contact Details (Active Phone Number)
IV. Total amount paid
V. Date of payment
VI. Transaction id.
VII. Payment through (E.g. Debit card / Credit card / Net banking, etc.)
VIII. Screenshot of Transaction

Note 2: *If any student has paid examination fees along with their semester fees, then email your transaction details along with a scanned copy of your money receipt to* iem.exam.fees@gmail.com *with* ***following details-***

I. Enrollment Number
II. Stream
III. ***Student Contact Details (Active Phone Number)***
IV. Total amount paid
V. Date of payment
VI. Transaction id.
VII. Payment through (E.g. Debit card / Credit card / Net banking, etc.)
VIII. ***Screenshot of Transaction***

Step 8: After successful payment, to download the admit card, student needs to re-login to the iemcrp portal.

Payment must be done through IEMCRP. No offline payment shall be entertained.

Debika Bhattacharyya

Prof. Dr. Debika Bhattacharyya
Controller of Examinations,
IEM-UEM Group

Institute of Engineering & Management, Kolkata

To
Head of the Department,
Department of _____
Institute of Engineering & Management, Kolkata

Subject: Apology Letter for missing Examination Form fillup – Even Semester 2024 due to -_____

Respected Sir/Madam,

I,_____,Enrollment no._____,
Dept & Stream:_____Admission Year & Semester:_____,
hereby **express my regret for missing Examination Form Fillup process as per notice circulated on 03.04.2024.**

My reason for failing to do so is _____
_____
_____ .

I request you to kindly grant the permission to complete the form fillup process.

I humbly request you to kindly grant the permission.

Thanking you,

Yours sincerely,

Date: _____
Place: Kolkata

Student Signature with Date
Name of Applicant:_____
Enrollment no. : _____
Dept & Stream: _____
Admission Year & Semester: _____
Contact Number: _____
EMail ID: _____

Guardian Signature with Date
Name of Guardian: _____
Relationship : _____
Contact Number: _____
EMail ID: _____