Institute of Engineering & Management, Kolkata

N O T I C E - End Semester Examination Form Fill-up
for
IEM Salt Lake

Date: 03/04/2024

Subject: ON-LINE i) Filling up of Examination form and ii) Payment of Examination fees ***(Even Semester 2024: 2nd semester, 4th semester, 6th semester, 8th semester*** *examination for students of* ***all streams and Backlog Examinations, 2024 for all streams under autonomy).***

All the concerned students are advised to follow instructions related to the above matters:

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.

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	3rd April, 2024 to 8th April, 2024	1200/-	1000/-

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

Debika Bhattacharyya

Prof. Dr. Debika Bhattacharyya
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