



# INSTITUTE OF ENGINEERING & MANAGEMENT

## NOTICE

Date: 30/08/2022

The Special Supplementary Examination 2022 for BBA (Final Year - Batch 2019-2022), BCA (Final Year - Batch 2019-2022), MBA all streams (Final Year - Batch 2020-2022), MSc. (Final Year - Batch 2020-2022), M.Tech all streams (Final Year - Batch 2020-2022) shall commence from 9th September 2022.

Schedule of filling up of form and Payment of Examination Fees and routine publication is as follows:

Item	Period
Filling up Examination form (online mode via IEMCRP) and Payment of Fees (Rs. 1200/- per examination form)	6 <sup>th</sup> September, 2022 to 7 <sup>th</sup> September, 2022
Publication of Special Supplementary Examination Routine	6 <sup>th</sup> September, 2022

All the concerned students are advised to follow instructions related to online form fillup and Payment of Examination Fees:

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

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

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

**Step 4:** Click on "Proceed to Pay".

**Step 5:** After completion of your payment, you will get a money receipt from option, "Payment Details".

**Note:** After completion of your payment if bill is not generated, then email your problem to [madhab.samanta@iemcal.com](mailto:madhab.samanta@iemcal.com) and [iem.coe@iemcal.com](mailto:iem.coe@iemcal.com) with following details-

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

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