



# INSTITUTE OF ENGINEERING & MANAGEMENT

## NOTICE

**Date: 26/04/2023**

**Subject: ON-LINE i) Filling up of Examination form and ii) Payment of Examination fees (*Even Semester 2023: 2nd semester, 4th semester, 6th semester, 8th semester examination for students of all streams*) and (*Backlog Examinations, 2023 for all streams under autonomy*).**

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

**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 [madhab.samanta@iem.edu.in](mailto:madhab.samanta@iem.edu.in) 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.**



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**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 [madhab.samanta@iem.edu.in](mailto:madhab.samanta@iem.edu.in) 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**

### **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	26th April, 2023 to 03rd May, 2023	1200/-	1000/-

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

*Debika Bhattacharyya*

**Prof. Dr. Debika Bhattacharyya**  
**Controller of Examinations,**  
**Institute of Engineering & Management, Kolkata.**