

## NOTICE - Special Supplementary Examination Form Fill-up for IEM Salt Lake

Date: 22/06/2024

**Subject:** ON-LINE i) Filling up of Examination form and ii) Payment of Examination fees (*Special Supplementary Examination 2024: B.TECH 3rd & 4th Year, BCA 2nd & 3rd Year, BBA 2nd & 3rd Year, MBA 2nd Year, M.TECH 2nd Year (under MAKAUT) only*).

NOTE	
<b>Which students shall <u>fillup form</u> ?</b>	<b>Which students shall <u>NOT fillup form</u> ?</b>
<input checked="" type="checkbox"/> Students from the <b>above-mentioned respective streams and years</b> with <b>active backlogs in any semester</b> .	<input checked="" type="checkbox"/> Students from streams and years <b>other than those mentioned above with active backlogs in any semester</b> . (Standard rule of clearance of backlogs – even in even semester & odd in odd semester shall apply for such cases.)
<input checked="" type="checkbox"/> Debarred students from the <b>above-mentioned respective streams and years</b> with <b>active backlogs in any semester</b> shall fillup only for the active backlogs (Debarred subjects will not appear during form fillup.)	<input checked="" type="checkbox"/> Debarred students from the <b>above-mentioned respective streams and years</b> with <b>no active backlogs</b> .

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](mailto: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](mailto: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.)
		Special Supplementary
Filling up Examination form and Payment of fees	22nd June, 2024 to 25th June, 2024	1000/- per Semester
Generation of Admit Cards	28th June, 2024	-

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

*Debika Bhattacharyya*

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