N O T I C E - End Semester Examination Form Fill-up Reopen

for

IEM Salt Lake

Date: 20/11/2023

Subject: ON-LINE i) Reopening of Filling up of Examination form and ii) Payment of Examination fees *(Odd Semester 2023: 1st semester, 3rd semester, 5th semester, 7th semester examination for students of all streams) and (Backlog Examinations, 2023 for all streams under autonomy).*

This extension of examination form fillup dates should be considered as HARD Deadlines in continuation to the Examination Form Fillup Notice, dated 08/11/2023.

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* 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*

Schedule of filling up form and Payment of Examination Fees:

Item	Period	Payment of Fees (in Rs.)	
		Regular	Backlog
Reopened Filling up Examination form and Payment of fees	20th November, 2023 to 21th November, 2023	1200/-	1000/-
Generation of Admit Card	23th November, 2023 onwards		

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

Debika Bhattacharyya

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