N O T I C E

Subject: i) Filling up of End Semester Theoretical and Practical / Sessional Examination form and ii) Payment of Examination fees (Odd Semester: 1st / 3rd / 5th / 7th / 9th Semester Examination Regular / Backlog), November - December, 2022 for B.Tech / BBA / BCA / BHM / BBA-LLB / MBA / MCA courses.

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

Step 1: Clear your **all dues** before filling up the Examination Form.

Step 2: Login to your **IEMCRP** account using your **Enrolment number** and **password.**

Step 3: From module list please select number **10** option**, "Exam Form".**

Step 4: Select semester for which you are filling up form. Then click ''**Next"**.

Step 5: Click on **"Proceed to Pay"**.

Step 6: After completion of your payment, you will get money receipt from option 4, **"Payment Details".**

Step 7: Preserve the **receipt of payment** for future reference.

Note: After completion of your payment if bill is not generated, then email your problem to fees@uem.edu.in. with following details-

    I.   **Enrollment Number**
    II.   **Total amount paid**
    III.   **Date of payment**
    IV.   **Transaction id.**
    V.   **Payment through (E.g. Debit card / Credit card / Net baking, etc.)**

Schedule of Examination Form Fill Up and Payment of Examination Fees:

Item	Duration	Admission Batch	Payment of Fees (in Rs.)	
			Regular	**Backlog (per semester)**
Filling up Examination form and Payment of fees	**21st October, 2022 to 3rd November, 2022**	**2022**	1400/-	Nil
		Except 2022	1000/-	800/-

N.B. – <u>Any mode of payment other than through IEMCRP e.g. NEFT, offline payment etc. will not be accepted.</u>

Controller of Examinations
University of Engineering & Management, Kolkata