INSTITUTE OF ENGINEERING & MANAGEMENT, SALT LAKE

USER MANUAL OF B.TECH ONLINE ADMISSION PROCESS 2020

INSTITUTE OF ENGINEERING & MANAGEMENT
SALT LAKE, KOLKATA

WBJEE Roll No

WBJEE Rank

$H^5 Z_6$

Enter the captcha code

next

1. Those students who have got allotment letter through the **WBJEE & JEE Main** only they can fill up this online application form for B.Tech Course through the following link:
https://www.iemcrp.com/iemEn/iem_onlineAppBTech.jsp

2. Enter the Roll No of **WBJEE/JEE Main** (From which you have alloted) and Rank.

3. Enter the **Captcha Code** and then Click on **Next** Button

Note: Students have to fill up the entire online process by their Desktop or Laptop.
Do not use the mobile phones for this process.

• After Clicking on **Next** Button Students will find the online application form. Students have to fill up the application form, specially **Mandatory fields (*)** and then click on **Submit** Button.

• After submission of the application form students have to upload their own photographs **(Photo must be within 20 kb & name of the file "rank.jpg" format otherwise it won't be working)**
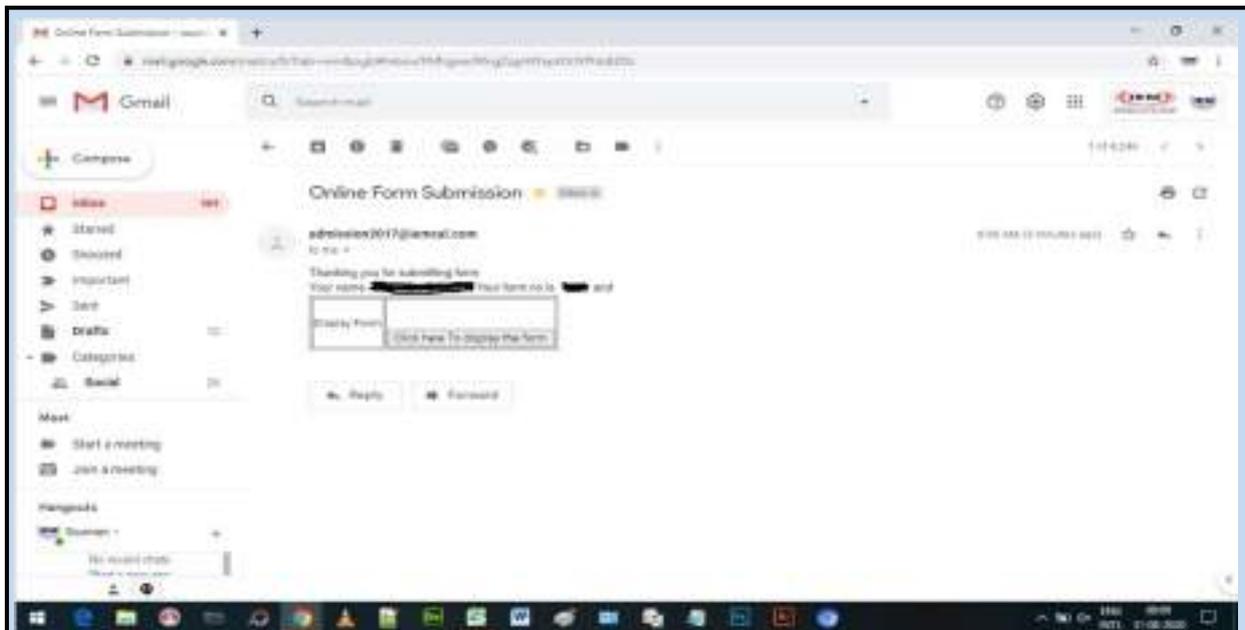
• After filling up the online application form properly students will get a mail from admission2017@iemcal.com. Please see the above screen shot.

•You can modify form by creating a new form. If you create a new form the previous form will be rejected by the system automatically. Paid form can't be modified.

• There will be a form no & link to display the form in the mail. By Clicking "Click here to display the form" student can see their application form which they have filled up. There will be an option to upload thier documents. Students have to upload their mentioned documents one by one in pdf format (Max.size 1mb) ↓↓.

Upload Document

SlNo	Document Name	Remarks	
1.	Upload Class 10 Admit : • Please upload files having extensions PDF only • Maximum Size of the file is 1MB. • Name of the file: cl10admit.pdf	Already Uploaded	Choose File No file chosen Click - Upload Class 10 Admit
2.	Upload Class 10 Marksheet : • Please upload files having extensions PDF only • Maximum Size of the file is 1MB. • Name of the file: cl10msheet.pdf	Already Uploaded	Choose File No file chosen Click - Upload Class 10 Marksheet
3.	Upload Class 12 Admit : • Please upload files having extensions PDF only • Maximum Size of the file is 1MB. • Name of the file: cl12admit.pdf	Already Uploaded	Choose File No file chosen Click - Upload Class 12 Admit
4.	Upload Class 12 Marksheet : • Please upload files having extensions PDF only • Maximum Size of the file is 1MB. • Name of the file: cl12msheet.pdf	Already Uploaded	Choose File No file chosen Click - Upload Class 12 Marksheet
5.	Upload Candidate's Addhar : • Please upload files having extensions PDF only • Maximum Size of the file is 1MB. • Name of the file: adhar.pdf		Choose File No file chosen Click - Upload Addhar Card
6.	Upload Candidate's Allotement Paper : • Please upload files having extensions PDF only • Maximum Size of the file is 1MB. • Name of the file: allotment.pdf		Choose File No file chosen Click - Upload Allotment Paper

• After uploading all the documents Student can pay their fees by Online/ offline mode. In the online payment stdents have to click "Pay online" button. If you paid online, the system will generate the money receipt instantly ↓↓

By clicking the "Pay Online" button there will open the payment page like this ↓↓.

• After Completing the online payment students have to open that mail again and click on to "Click here to display the form" button. There will be the money receipt below the application form.
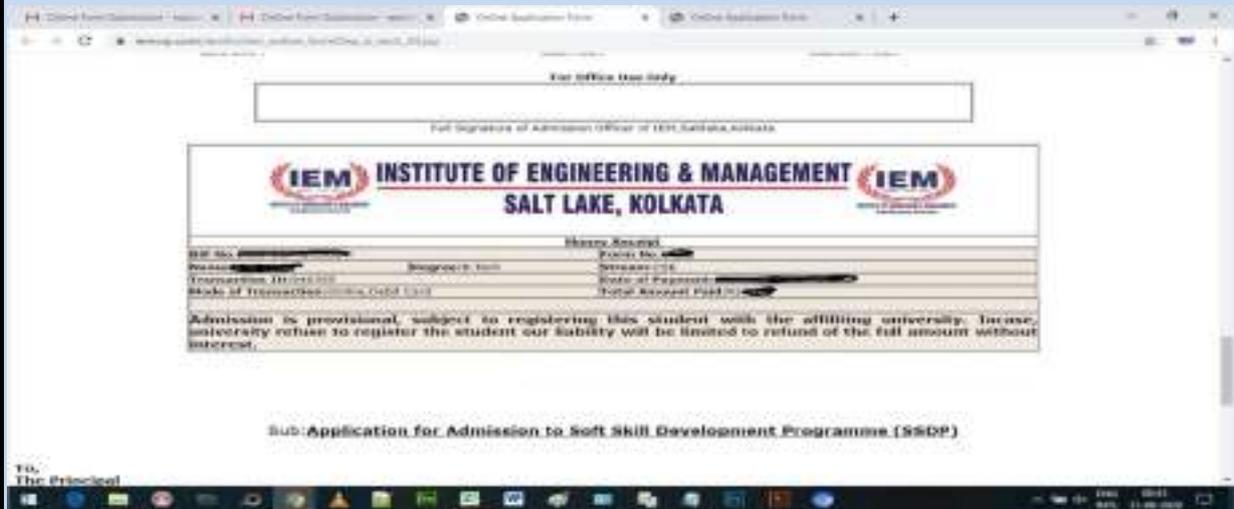
• If any student has paid his/ her fees but not received any money receipt using "Pay Online", mail to sourav@iemcal.com using the followning format:
Form No; Payment Mode: Net Banking/ Credit Card/ Debit Card; Transaction ID; Payment Date; Payment Amount; WBJEE/ JEE Main Application No; WBJEE/ JEE Main Rank

• In this way students can complete their Online Admission in B.Tech Course.

For any further help please call at: 8010700500/ 9674005986/ 9831071659
(10 am to 5 pm)