

Instruction Sheet

Steps for updates Student's personal information

A. How to fill up data through student's login?

1. Please type <http://www.iemcrp.com> or <http://www.rite-edu.com> at browser's address bar
2. Select college (Institute of Engineering & Management)
3. Type student's Enroll No.(provide by college at the time of admission through SMS) as UserName and type your password (which was already provided at the time of admission through SMS)
4. Select Login As Student
5. Student's are requested to change their password at the first login using Set Password link
6. Click the Set Password link –
 - a. type old password
 - b. type the new password twice
 - c. Password should be contains Alphabet & Number (Alphanumeric) within 10 characters and not allowed any special character.
 - d. Click Home and re-login once again
7. Now after re-login please click the link Student Personal , Marks & Placement Information - fill up your data within 20min after successfully login and click update button for save the information

B. Follow these steps If student's don't know their password.

1. Please type <http://www.iemcrp.com> or <http://www.rite-edu.com> at browser's address bar
2. Select college (Institute of Engineering & Management)
3. Click the link Forget Password Click Here
4. You will get the following screen

Institute of Engineering & Management
Salt Lake Electronics Complex, Sector - V, Kolkata - 700091
Phone : 033 2367 2060 / 2096, E-mail : adm@iema.rite-edu.com

Faculty Part
User Name and Password will send to your mobile and email address which you already registered through your profile
User Name _____
OR
Phone No(SMS)Already Registered _____
OR
Email Address-Already Registered _____
Submit Query

Student Part
User Name and Password will send to your mobile and email address which you already registered through your profile
Type your enroll no _____
Submit Query

Type your Enroll No and press Submit Query Button

5. Next Screen you need to enter a Captcha – (at the screen word/number should be display. Type the word/number) . Click Submit button.
6. Through SMS student will received the password within 3-5min.

C. Still those students who are not receive their password. Student must physically visit at college with any original photo ID proof, College ID Card/Adhar Card/Voter Card/Passport/Driving License and the mobile phone (for receive the password through SMS)at any working day.

Student must contact department wise to following person:

CSE(2nd,3rd,4th year): 1. Prof. Pinaki Karmakar 2. Prof. Koel Dey

IT(2nd,3rd,4th year): 1. Prof.Animesh kairi ,2. Prof.Debalina ghosh

ECE(2nd,3rd,4th year): 1.Prof. Srijita Chakrabarty

Basic Science(1st Year), Mechanical & Electrical(2nd Year) Prof. Prabir Kumar Das