# Step-by-step guide for Spot Admission on 27/11/2020

**STEP - I**

Mark your attendance between 8AM to 12 noon by clicking on the link given below:
https://docs.google.com/forms/d/1ixvcjZpPH0LwfWSdbLI2KVZPUGH4JjeV8d5Qgc7dPUM/edit

Fill all the details carefully before the 12noon.

**STEP - II**

Wait patiently till the seats are allotted as per the merit order in respective categories. List of selected candidates will be published on the IIPE website. Selected students will then proceed for registration.

**STEP - III**

For admission process, the candidates who are selected need to join the video call. The link will be provided to selected candidates.

**STEP - IV**

Signup at https://iipe.iitkgp.ac.in/
- Fill all the details to generate user ID and password in the ERP system (here you have to use IIPE application number as stakeholder code)
- Do not forget your user ID and password

**STEP - V**

Sign in @ https://iipe.iitkgp.ac.in/ using  user ID and password generated by you

**STEP - VI**

*Go to*
Academic > Admission > Profile Update (New Admission)
Select **Profile update** and fill your profile details

**STEP - VII**

Download the profile page (printout button at the bottom of the page) and email the profile page at: admission@iipe.ac.in

**STEP - VIII**

Go to
Academic > Admission > Upload Academic Documents
Select '**Upload Academic Documents'** to pay the fees and upload all the documents (list of required documents can be found on the website) at the corresponding buttons

**STEP - IX**

Join via video call provided by the verification desk for document verification (keep all the original documents with you during verification)

**STEP – X**

Download the registration card and email the profile page at: admission@iipe.ac.in

**STEP – XI**

Keep the profile page and registration card with you for physical verification at the institute

**STEP – XII**

Your provisional admission is now completed and you will be able to attend the online classes starting from 30th November 2020.