

# FREQUENTLY ASKED QUESTION

(Also read **General Information for Students** available at [iete.org/ACADEMIC](http://iete.org/ACADEMIC))

## Q1. To whom should I contact for any query/information?

Ans. Student should contact 'Student Interaction Cell (SIC)' at [sic@iete.org](mailto:sic@iete.org), Phone: 011-43538800/853 for query/information related to any matter concerning any department.

## Q2. What is the Eligibility condition for enrolling in AMIETE?

Ans. Every Candidate who wishes to enroll in AMIETE has to fulfill the following eligibility Criteria:-

- He/She should be equal to or above 18 years of age.
- He/She has passed the 12<sup>th</sup> Standard examination of 10+2 system conducted by Board of Examination system with Physics, Chemistry and Mathematics or Diploma in engineering or equivalent as prescribed by the Governing Council from time to time.
- That he/she is employed as an engineering pupil/Apprentice/Assistant in a recognized/registered firm, society or organization engaged in relevant engineering discipline or in the domain of Information Technology.

or

That he/she is a student of Electronics/Electrical/Telecommunications/Computer Science and Engg/Information Technology/Physics in a University/College/Institution approved by the Governing Council.

- That he/she should continue to remain engaged in professional activities as stipulated in sub-para (c) above throughout the duration of the course.
- That he/she is sponsored by a corporate member of the Institution.

## Q3. What is the Eligibility condition for enrolling in DipIETE?

Ans Every Candidate who wishes to enroll in DipIETE has to fulfill the following eligibility Criteria:-

- He/She should be equal to or above 16 years of age.
- He/She has passed the 10<sup>th</sup> Standard examination conducted by recognized Board of Education with general science or Physics, Chemistry and Mathematics or Diploma in engineering or equivalent as prescribed by the Governing Council from time to time.
- That he/she is employed as an engineering pupil/Apprentice/Assistant in a recognized/registered firm, society or organization engaged in relevant engineering discipline or in the domain of Information Technology.

or

That he/she is a student of Electronics/Electrical/Telecommunications/Computer Science and Engg/Information Technology/Physics in a University/College/Institution approved by the Governing Council.

- That he/she should continue to remain engaged in professional activities as stipulated in sub-para (c) above throughout the duration of the course.
- That he/she is sponsored by a corporate member of the Institution.

## Q4. What is the procedure of collecting the Enrolment form?

Ans. The Enrolment form can be downloaded from our website [www.iete.org/MEMBERSHP](http://www.iete.org/MEMBERSHP)

## Q5. What is the admission procedure for enrolling in AMIETE/DipIETE?

Ans. The candidate has to fill the AMIETE/DipIETE enrolment form and submit it to IETE HQ along with enrolment fee and all the requisite documents.

## Q6. What are the documents to be submitted with enrolment form?

Ans. For admission in AMIETE following documents have to be submitted

- Form IETE-2 duly filled in by candidate.
- Admission Fees of Rs 6250/-
- Undertaking Form for New Students.
- 10<sup>th</sup> Certificate (for Age Proof)

- e) 12<sup>th</sup> Certificate with PCM/Diploma Certificate or Higher Education Certificate.
- f) Working Experience Certificate in relevant field from Govt or Private Organization.

For admission in DipIETE following documents have to be submitted.

- a) Form IETE-4 duly filled in by the candidate.
- b) Admission Fees of Rs 6250/-.
- c) Undertaking Form for New Students.
- d) 10<sup>th</sup> Certificate (for age proof and educational qualification)
- e) Working Experience Certificate in relevant field from Govt or Private Organisation.

**Q7. What are the last dates for enrolment?**

Ans. For enrolment to appear in June Examination last date is 28<sup>th</sup> February and for enrolment to appear in December Examination last date is 31<sup>st</sup> August.

**Q8. Once enrolled, upto what time the enrollment is valid?**

Ans. 1<sup>st</sup> enrolment is valid for 5 years. After the expiry of 5 years candidate can enroll for another 1, 2,3 or 5 years, as per his/her requirement, if he/she does not complete the course within time frame of 5 years.

**Q9. What is the procedure of applying for student's membership renewal?**

Ans. A student has to submit a DD/online payment of Rs.6000/- (after Due Date) or Rs.5000/- (Before due Date) along with an application on a plain paper and a latest photograph. Students can now apply for renewal of membership for 1/2/3 years by paying  $\frac{1}{5} / \frac{2}{5} / \frac{3}{5}$  of the total fee + Rs.500/- as processing fee. He/she can also pay the renewal fees online through website [iete.org](http://iete.org). In that case he/she has to email the transaction ID and request for membership renewal at [sic@iete.org](mailto:sic@iete.org) or [membership@iete.org](mailto:membership@iete.org).

**Q10. What is the procedure of applying for stream change?**

Ans. Student can apply for change of stream by simply writing an application with demand draft/cash receipt of Rs 600/- and submit to IETE HQ. He can also pay the renewal fee online through website [iete.org](http://iete.org). In that case he/she has to email the transaction ID and request for membership renewal at [sic@iete.org](mailto:sic@iete.org) or [membership@iete.org](mailto:membership@iete.org).

**Q11. What is the procedure of applying for Duplicate Membership I card?**

Ans. Student can apply for Duplicate Membership I Card by simply writing an application with demand draft/cash receipt of Rs 500/- and submit to IETE HQ. He can also pay the renewal fees online through website [iete.org](http://iete.org). In that case he/she has to email the transaction ID and request for membership renewal at [sic@iete.org](mailto:sic@iete.org) or [membership@iete.org](mailto:membership@iete.org).

**Q12. What is the procedure for change of address?**

Ans. Candidates are advised to intimate their change of address to IETE HQ immediately, quoting their Membership Number, old address, complete new address with pin code through an application on a plain paper. The contact no (telephone/mobile) and e-mail id should also be given. They can also write an E-mail in this regard to [sic@iete.org](mailto:sic@iete.org) or [membership@iete.org](mailto:membership@iete.org).

**Q13. What is the procedure for collecting the exam application form?**

Ans. The examination form is initially given free of cost with the Booklet of Regulations and syllabi. Later on the examination application form can be obtained by the student from the nearest IETE centre or directly from IETE HQ on payment of Rs.20/- (add postal charge of Rs.25/- if required by post). Students can also fill online exam form by paying online fee. **From Dec 2016 exam only online exam form will be accepted.**

**Q14. What is the last Date of submitting exam application form with and without late fee?**

Ans. Last date for receipt of examination forms for June/Dec examination respectively are as under:

Without Late fee	- 05 May/05 Nov
With late fee of Rs.500/-	- 10 May/10 Nov
With late fee of Rs.1000/-	- 15 May/15 Nov
With late fee of Rs.1500/-	- 20 May/20 Nov
With late fee of Rs. 2500/-	- After 20 May/20 Nov

**Q15. What is the procedure to Change the Examination Centre?**

Ans. With effect from Dec 2016 exam a student can appear in exam from his/her registered centre only. If exam is not being held at the registered centre then the student can opt for nearest centre which is available for examination in a particular exam session. Change in centre can be considered only in extreme emergent conditions for which the student shall have to apply through his/her registered centre specifying the reason along with exam form correction fee as applicable on the time of application.

**Q16. What is the procedure of alternation/correction in the exam Application Form?**

Ans. For any amendment/alteration in the examination form after submission, student has to inform the exam section at [sic@iete.org](mailto:sic@iete.org) or [exam@iete.org](mailto:exam@iete.org) and pay the exam form correction fee as applicable at the time of application.

**Q17. What is the procedure for filling online form?**

Ans. To fill the online exam form student has to visit IETE website [iete.org](http://iete.org) and click the link “**Online Exam Form**”. Rest of the procedure is user friendly and is self explanatory after entering the link. Online form will be rejected if fee is not paid. Do not forget to mention labs/project/seminar/oral, if appearing, in the online exam form.

**Q18. By which date can we apply for correction in exam form?**

Ans. After submitting the exam form a student can apply for correction such as addition/deletion of any subject, change in centre etc. as per following schedule and fee;

With fee of Rs. 500/	-	Up to 31 <sup>st</sup> May/30 <sup>th</sup> Nov
With fee of Rs. 1000/	-	From 1 <sup>st</sup> Jun/Dec to 10 <sup>th</sup> Jun/Dec
With fee of Rs. 2500/	-	After 10 <sup>th</sup> Jun/Dec

**Q19. What is the procedure of collecting the Admit card?**

Ans. Admit cards are uploaded on website which can be downloaded and printed. Students are allowed to appear for the examination with downloaded Admit card along with their identity card.

**Q20. What is the procedure for appearing in Lab/project/Seminar/Oral exam?**

Ans. The eligible students are required to register for practical examination along with the requisite fee at the centre from where he/she is appearing in theory examination. The student shall also have to mark practical subjects in the exam form submitted to IETE HQ, even if he/she is not appearing in any of the theory subject.

**Q21. Can I write Theory exam at one centre and appear in Practical exam at another centre?**

Ans. No, in a one cycle of exam, student has to appear for theory and practical exam at one centre only.

**Q22. What is the procedure for requesting Recounting/Viewing/Revaluation of answer book?**

Ans. Request for Recounting/Viewing/Revaluation of answer book can be made in a prescribed application within the prescribed date mentioned on the time of declaration of result. Fee for Recounting is Rs. 200/- and for Viewing and Revaluation it is Rs. 500/- per answer book. In the recounting only re-totalling of marks is done. In revaluation copy is checked again by another expert. In viewing student is allowed to view scanned copy of his/her answer book at the centre. However He/she is not allowed to take print of the answer book.

**Q23. Can I apply for Viewing or Recounting of answer script after Re-evaluation?**

Ans. No.

**Q24. What is the procedure to get semester grade-sheet?**

Ans. Semester grade-sheets are uploaded on website after two months from the declaration of result. If the student wants signed and printed copy of the semester grade sheet then he/she has to apply for it along with fee of Rs. 100/- per semester grade sheet.

**Q25. What is the procedure of applying for Final Mark-sheet and Provisional/Final Certificate?**

Ans. Students who have fully cleared all the papers and do not wish to appear for any improvement must send an undertaking that they do not wish to appear for improvement and would like to get their Final Mark-sheet and Provisional / Final Certificate. They are also required to pay Fee of Rs.4500/- for AMIETE and Rs.5800/- for DipIETE. A late fee of Rs. 100/- per month is charged if undertaking is submitted after one year from the exam in which course is completed. Visit [iete.org/ACADEMIC/UNDERTAKING/DECLARATION BY STUDENTS FOR FINAL CERTIFICATE](http://iete.org/ACADEMIC/UNDERTAKING/DECLARATION_BY_STUDENTS_FOR_FINAL_CERTIFICATE) for undertaking form.

**Q26. What is the procedure for collecting Bonafide/Migration/Character Certificate?**

Ans. For collecting the above mentioned certificates a student has to send a draft/online payment of Rs.100/- per document along with an application as per format available on website [iete.org/ACADEMIC/APPLICATION FORM: MIGRATION/BONAFIDE/TRANSCRIPT](http://iete.org/ACADEMIC/APPLICATION_FORM:MIGRATION/BONAFIDE/TRANSCRIPT).

**Q27. What is the procedure of applying for duplicate final Grade-sheet and final certificate?**

Ans. A student is required to submit an application specifying the reason for obtaining duplicate grade-sheet/certificate along with DD/online payment of Rs.500/- each for grade-sheet and certificate.

**Q28. What is the procedure to apply for exemption?**

Ans. A list of qualification obtained from various Universities/Boards with allowed exemptions is available on IETE website for direct exemption. For the qualification not in the list, the exemption is granted if maximum part of the syllabus studied by him/her matches with the IETE syllabus in the subject for which exemption is sought. No exemption is granted against qualification which is incomplete. The processing time for grant of exemption may take about 3 months from date of receipt of application. Visit [iete.org/ACADEMIC/EXEMPTIONS](http://iete.org/ACADEMIC/EXEMPTIONS) for further details. Following documents are required for seeking exemptions.

- (a) Application form for exemption.
- (b) Self attested copy of Certificate and Mark sheets of the course/curriculum completed by the students.
- (c) Copy of Syllabus for the period when the course was pursued, duly attested by the Institution from where the course is studied. (Not required for qualification eligible for direct exemption)
- (d) Mark sheets of all semesters, duly attested.
- (e) Fee @ Rs.800/- per subject for AMIETE and Rs.700/- for DipIETE. (Fee is not refundable)

**Q29. What is the procedure to change the scheme from old to new?**

Ans. Students have to pursue the course in the same scheme in which he/she was enrolled till the existence of a particular scheme. Students who are not able to complete the course within the stipulated period of existence of a scheme are transferred automatically to the new scheme. Any alteration in the extension of scheme is communicated through website.

**Q30. What will happen to the students who had cleared some papers under the old syllabi?**

Ans. These students will have to complete the course under current scheme. They will however get exemption in the equivalent subjects of current scheme against the subjects passed in old scheme. Detailed transition scheme from old to current is available on website [iete.org/ACADEMIC/TRANSITION FROM OLD TO CURRENT SCHEME](http://iete.org/ACADEMIC/TRANSITION_FROM_OLD_TO_CURRENT_SCHEME)

**Q31. From which examination onwards the New Scheme started?**

Ans. The new scheme started from June 2014 exam onward.

**Q32. What is the status of recognition of AMIETE/DipIETE course.**

Ans. The recognition issue is being contested in the Delhi High Court. It is also being pursued at MHRD and AICTE level. The current status is available on website [iETE.org/ACADEMIC/IETE RECOGNITIONS](http://iETE.org/ACADEMIC/IETE_RECOGNITIONS).

**Q33. Where can I find eligibility conditions to appear in different sections/parts, labs, project, seminar and viva?**

Ans. Eligibility to appear in different sections/parts, labs, project and seminar are available at [iETE.org/ACADEMEIC/ELIGIBILITY TO APPEAR DIFFERENT SECTIONS AND PRACTICAL SUBJECTS](http://iETE.org/ACADEMEIC/ELIGIBILITY_TO_APPEAR_DIFFERENT_SECTIONS_AND_PRACTICAL_SUBJECTS). Eligibility conditions for current and new scheme are different. Students must read these conditions carefully before filling the exam form.

**Q34. I am a student of current scheme (scheme 2010), when can I appear in the project exam?**

Ans. Under current scheme (scheme 2010), you can appear for project exam if either you have completed 4 years of enrolment or is writing your 8<sup>th</sup> exam provided you have registered for it 6 month before at the Centre.

**Q35. Do appearance/clearance of my current exam subjects are considered while checking the eligibility to appear in different sections, labs, project and seminar.**

Ans. No. The appearance/clearance status upto the previous exam is only considered while checking the eligibility to appear in different sections, labs, project and seminar.

**Q36. What is the passing criterion in Communication Skill and Technical Writing?**

Ans. A student has to appear viva and theory part of Communication Skill and Technical Writing in one session and at one Centre only. Result will be declared as fail if student do not appear in any of the part due to any reason. A student is declared pass in Communication Skill and Technical Writing if total marks obtained, adding viva and theory both, is  $\geq 35$ .

**Q37. What is the minimum grade required to pass in Lab/Project/Seminar?**

Ans. Grade 'C'.