

[NOT APPLICABLE for Candidates who have been allotted and confirmed seats at IIT (ISM), Dhanbad with **PREPARATORY** rank in JEE (Advanced) 2022. Such candidates may please visit https://people.iitism.ac.in/~download/admission/2022/jee/Preparatory_2022_WEB.pdf

Detailed Procedure for **Online Fee Payment and Online Registration**

**4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted
through JEE (Advanced) – 2022
AND
PREPARATORY STUDENTS of 2021**

Please READ the whole document carefully, before you proceed

START DATE: **21.10.2022**

LAST DATE: **25.10.2022**

It is always advisable NOT to wait for the last date

For All Candidates

(even if you have zero payment)

[Part: A] Online Fee Payment **Then**  **[Part: B] Online Registration**

**ONLINE PAYMENT: Some cards have transaction limits. Please confirm with your bank and increase the transaction limit of your card BEFORE FEES Payment.
BANKS DO NOT OPERATE ON HOLIDAYS**

Before you proceed, please read the Admission FEES STRUCTURE carefully which is available at

<https://people.iitism.ac.in/~download/admission/2022/jee/Fees to be Paid 2022.pdf>

If it is found at a later stage that certificates/documents submitted by you for FEE WAIVER are NOT appropriate / sufficient, then you have to pay the remaining fee immediately. Strict Action will be taken by the Institute against those candidates providing any false, misleading or incorrect information regarding Annual Family Income for availing fee waiver/concession.

PART [A]

Online Fee Payment: Steps to be followed

- (1) All students will be required to login, pay the requisite fees and register online by filling up their information/details.
- (2) Please pay the required FEE amount as per the FEES STRUCTURE stated above. You can pay the fee from **21.10.2022 (08:00 AM) onwards upto 25.10.2022 (6:00 PM)**. The fee payment link is as follows: <https://newadmission.iitism.ac.in/>

The screenshot shows the IIT(ISM) website navigation menu. The 'Payment/Registration links' section is highlighted in pink and contains links for 'Payment Related Instructions & FAQ', 'SBI Direct Track Payment', 'SBI Payment Complaint', 'Payment Complaint', and 'Track Your Complaint'. The 'About Us' section is highlighted in green and contains a paragraph about the institute's history and a note about contacting the admission committee. The 'Information Brochure' section is highlighted in green and contains links for 'JEE Admission', 'M.Sc Admission', 'M.Sc Tech Admission', 'M.Tech Admission', 'MBA Admission', and 'JRF Admission'.

Please click the link '**Payment/Registration JEE (Adv.) 22**' in the above page appearing under '**Payment/Registration links**'. [This link will appear from 21.10.2022 (08:00 AM)]

The screenshot shows the IIT(ISM) login page. The page features a blue circular profile icon at the top. Below it, there is a 'Login' section with a 'Please read the instructions Click here!' link. The login form includes fields for 'JEE (Main) Roll No', 'Email Id', and 'Mobile Number (10 digits)'. There is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A blue 'Login' button is at the bottom. A footer note says 'If any issue contact at vc_jeaa@iitism.ac.in'.

Please login with your details (Sample Login Details)
JEE(Main) Application no: Such as 22031xxxxxxx
Mobile No: Such as 93080xxxxx
Email id: Such as bharxxx@gmail.com
(Mobile number and email should be the same which has been provided to JoSAA 2022)

- (3) In case you have any issues related to login, please contact vc_jeea@iitism.ac.in (Phone: (0326) 2235298/ 9471191836) and get your issue resolved.
- (4) For Online payment related issues please fill the complaint form "Payment Complaint" shown in the Menu of New Admission Home page (<https://newadmission.iitism.ac.in>) with the desired details. Please save the Order Number for any future correspondence.

Steps which need to be followed:

Only For SC/ST/PWD/Preparatory-2021 Candidates and Foreign (including OCI/PIO card holders) National Candidates: After login you will be directed towards payment of fees (*please scroll down and refer to Step 2*)

Step 1: Only For GEN/GEN-EWS/OBC-NCL (other than PwD) Indian National Candidates: GEN/GEN-EWS/OBC-NCL (other than PwD) Indian National candidates will be directed to the Annual Family Income selection page. Please follow the following steps

- A pop up of undertaking page regarding annual family income will appear. Candidates should read this form/conditions very carefully before accepting terms. **Please do not accept the Terms and Conditions without reading.**

Income Form

Terms & Conditions

Applicable only for GEN, GEN-EWS and OBC-NCL (other than PwD) Indian candidates. This form is not applicable for SC/ST/PWD students as they are already exempted for payment of tuition fees.
Candidates should be aware of the Admission Fees structure and should read this form/conditions very carefully before filling.

Please note:

(1) Annual Family Income mentioned here includes income of both the parents (father and mother) and student from all sources. In case of death of any one parent, death certificate is necessary to be produced, as and when required.

(2) 'FEE' means Tuition Fee.

(3) Only those students availing fee waiver here at the time of payment of fees will be eligible for submission of application of Fee waiver against the notice of Dean of Students' Welfare, IIT (ISM), Dhanbad.

By selecting OPTION-I OR OPTION-II below, the candidate undertakes the following:

- I hereby undertake and certify that the information provided in this form is true and correct. I understand that in the event of any information being found false, misleading or incorrect, or ineligibility to receive the benefit of Fee waiver (full or partial) being detected during or after completion of my program at institute, or any of the personal information furnished in support thereof is found incorrect, I and my parents shall have no any objection whatsoever, against the action taken by the Institute in the matter, in accordance with by-laws and provisions of IIT(ISM) Dhanbad.
- I fully understand that this fee waiver is provisional, "Subject to submission of combined application of Fee waiver and Merit cum Means (MCM) including Free ship" to the Office of Dean of Students' Welfare (DSW), IIT (ISM), Dhanbad and declaration of result after scrutiny as per the norms of the Institute. If there will be any change in the status of Fee Waiver, I will be liable to pay the difference. Decision of the Institute will be final.
- I will promptly submit Family Income Certificate (Financial Year 2021-22), detailed ITR (Financial Year 2021-22) of my parents, PAN cards of self as well as parents, affidavit (in appropriate desirable format) and other related documents/forms as and when required by the Office of DSW. If it is found that the submitted certificates/documents related to FEE WAIVER are NOT appropriate/sufficient, then I shall pay the remaining fee immediately. For a glance of documents required for availing FEE WAIVER, please visit: <https://people.iitism.ac.in/~dsw/docs/scholarship/2022/MCM.pdf>
- Me and my parents also noted that the Family income declared by us on the basis of Gross Family income and before deduction of any rebate and provisions of income tax. Income once declared here will not be reduced citing any reasons afterwards
- I understand that the advertisement for offline submission of documents through post for combined application of Fee Waiver cum Merit cum Means (MCM) Scholarship cum Free ship will be sent to our Institute mail ID and also on Institute Web site from the Office of DSW after our admission and we will apply for finally availing the same.
- Only those students availing fee waiver here at the time of payment of fees will be eligible for submission of application of Fee waiver against the notice of Dean (Student's Affairs).
- I further undertake that during the course of availing the fee waiver (full or partial), whenever there shall be any change in the income of my family, I shall keep the Institute authorities informed and shall abide by its further decision on my eligibility to receive the benefit of fee waiver.

Candidates selecting OPTION-III below are not eligible for FEE WAIVER and need to pay full amount, as declared in the fees structure.

After understanding the above conditions, I declare that my Annual Family Income (Financial Year 2021-22) from all sources is (Please select the correct option very carefully as per your Annual Family Income (Financial Year 2021-22) after consulting with your parents).

- * OPTION-I: Less than Rs. 1.00 Lakh
- * OPTION-II: Between Rs. 1.00 Lakh to Rs. 5.00 Lakhs
- * OPTION-III: More than Rs. 5.00 Lakhs

Note: By accepting this you are also hereby giving your consent to share all or part of your data with iitism website and or various other subdomains. Before proceeding further please make sure that you have gone through all terms as mentioned above.

I accept Terms & conditions

We believe you and trust that you will select the right OPTION

- Now, please select your annual family income (Financial Year 2021-22) from all sources (please consult with your parents) and **click the submit button.**

NOTE: The fee waiver/concession (if applicable) is provisional, "Subject to submission of combined application of Fee waiver and Merit cum Means (MCM) including Free ship" to the Office of Dean of Students' Welfare (DSW), IIT (ISM), Dhanbad, as and when intimated and declaration of result after scrutiny as per the norms of the Institute. If there will be any change in the status of Fee Waiver for providing false information, the candidate will be liable to pay

the difference. Strict Action will be taken by the Institute against those candidates providing any false, misleading or incorrect information regarding Family Income for availing FEE WAIVER/CONCESSION. Decision of the Institute will be final.

The following screen will appear.

For **Low Annual Family Income (Less than Rs. 1.00 Lakh):**

Info : Please select annual income.

Income Details	
Please select annual income range.	
Less than Rs. 1.00 Lakh	Fee : 0.00
Name : Amit Kumar	Email ID : 1093@gmail.com
Contact No : 7004152687	Roll No : 5013201
Payment purpose : Newadmission Fee	Date : 07 October 2022
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

For **Low Annual Family Income (Between Rs. 1.00 Lakh to Rs. 5.00 Lakhs):**

Info : Please select annual income.

Income Details	
Please select annual income range.	
Between Rs. 1.00 Lakh to Rs. 5.00 Lakhs	Fee : 33183.00
Name : Amit Kumar	Email ID : 1093@gmail.com
Contact No : 7004152687	Roll No : 5013201
Payment purpose : Newadmission Fee	Date : 07 October 2022
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

For Annual Family Income **More than Rs. 5.00 Lakhs:**

Info : Please select annual income.

Income Details	
Please select annual income range.	
More than Rs. 5.00 Lakhs	Fee : 99850.00
Name : Amit Kumar	Email ID : 1093@gmail.com
Contact No : 7004152687	Roll No : 5013201
Payment purpose : Newadmission Fee	Date : 07 October 2022
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

➤ After clicking the 'Submit' button, the following message will appear:

Income Details	
Msg Details	
Msg code : 1000001	Msg details : Fee details updated ! please login again and complete new admission registration !
<input type="button" value="Close"/>	

➤ **Please login again for payment of fees (as shown below in Step 2)**

Candidates whose Annual Family Income is Less than Rs. 1.00 Lakh: No payment required. Eligible for NIL PAYMENT, subject to the Terms and Conditions stated in the undertaking page. These candidates will be directed towards the registration page after the second login.

Step 2: Now you will be directed towards FEE PAYMENT window as shown below:

Info : Please copy order no for further use.

Alert : if amount is debited but transaction failed then wait for T + 3 working days.

Fee Details

Please check your details before proceed.

Order No : IITISMJE21042021102115rvZg	Fee : 1.00
Name : Sushmita Payal	Email ID : test@gmail.com
Contact No : 7000000001	Roll No : 21220001
Category : SC	D.O.B : 07-03-2001

[Proceed to pay](#) [Cancel](#)

Please check the data and fees to be paid carefully and click '[Proceed to pay](#)'. In case your DoB, Category, or fees showing here are wrong, please contact vc_jeaa@iitism.ac.in (Phone: **0326 2235298 / +91 9471191836**) and get it rectified. **The order number shown above is very important for tracking the payment status so please note down the order number.** Please mention this order number for all your future correspondence.

Step 3: If you are sure, please proceed for payment by clicking '[Pay Now](#)'.

Info : Please copy order no for further use.

Alert : if amount is debited but transaction failed then wait for T + 3 working days.

Fee Details

Please check your details before proceed. | Pay

Order No : IITISMJE21042021102115rvZg	Fee : 1.00 Rs.
Name : Sushmita Payal	Email ID : test@gmail.com
Contact No : 7000000001	Roll No : 21220001
Category : SC	D.O.B : 07-03-2001

[Pay Now](#) [Cancel](#)

Step 4: Now you can proceed in **SBIEPay** for payment by clicking '[Pay Now](#)'.



As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based points of usage [viz. ATM's and Point

Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

[Pay Now](#) [Cancel](#)

Order Summary

Order No.: IITISMJE210420211101367pDb

Merchant Name: IIT ISM Dhanbad

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396



Step 5: After payment is successful, please click **Submit** and note **Bank Reference Number and Order Number**. You can now print the receipt.

Info : Please login again and complete your registration

Payment Receipt

Payment Receipt	
Order ID : ISMJESB13102022112101F2z	Payment status : SUCCESS
Bank ref no : 202228679962945	Payment Details : Payment Success
Payment mode : online	Amount : 1
Name : Sushmita Payal	User id : 2066023
Session : Monsoon	Session year : 2022-2023
Email id : test@gmail.com	PWD status : no
Course : b.tech	Branch : civ
Payment purpose : NEWADMISSIONFEE	Date of Payment : 13-October-2022

Step 6: After successful payment of admission fee, please login again to complete the Online Registration Process (please scroll down and refer to **PART [B]**).

(5) When Transaction Fails and Failed Receipt is generated:

In case you have attempted for payment and the amount has been deducted from your account but the failed receipt has been generated, it means the transaction is not successful, you may contact your bank for refund. You can track the same live from the **SBIepay** link:
<https://www.sbiepay.sbi/secure/transactionTrack>.

Critical Cases: When Transaction Fails and Receipt is not generated

- In case you have attempted for payment and the amount has been deducted from your account but the receipt has not been generated. Please do not panic. Read the following instructions and talk to **0326 2235298 / +91 9471191836**
 - Wait for 3 Working days from the date of transaction, **T+3** Days (Excluding Saturday, Sunday and Holiday)
*Example: If any transaction is made on 21st October, 2022 and your payment is deducted but your transaction is failed at SBIePay OR IIT (ISM) gateway, then 21st October is your **T0** day, 22nd and 23rd will remain as **T0** due to Saturday and Sunday and if 24th is holiday then 25th October is your **T1**; 26th is **T2**; and 27th is **T3**.
First track your payment online by clicking the appropriate Link given under '**Payment/Registration links**' in the Home Page (<https://newadmission.iitism.ac.in/>). If no information is available please, contact **jeea@iitism.ac.in**. Please fill the complaint form "Payment Complaint" [» Payment Complaint](#) shown in the Menu of New Admission Home page (<https://newadmission.iitism.ac.in>) and wait for our reply.*
 - You can also directly monitor the payment through **SBIepay** portal.
 - If your payment is settled (with IIT (ISM), i.e., when the amount is credited to IIT (ISM), you will be able to print the receipt. If the amount is not settled and your transaction is failed then you can contact your Bank for refund. You can also send mail with order number and other details to SBI at support.sbiepay@sbi.co.in/sbiepay@sbi.co.in directly. We shall also upload the detailed status of Transactions from our end.
- Please do not make multiple payment.** But in case you have done multiple payments, please contact **jeea@iitism.ac.in** with proof of payment, all order numbers, your Bank Details, Name of Account Holder, Account Number, Bank Name, Branch Name, IFSC Code etc., **within 7 days of making such payment**. Any kind of requests beyond this period of 7 days may not

be entertained. The refund process via same source of payment made in such cases will be intuited in due course of time after receiving the refund request for eligible refund cases. This is applicable only for cases related to multiple payments.

In case of any other unforeseen issues please contact vc_jea@iitism.ac.in (Phone: 0326 2235298 / +91 9471191836) with details of issues and suitable screenshot.

Part [B]

Online Registration: Steps to be followed

21.10.2022 (08:00 Hours) onwards upto 25.10.2022 (18:00 Hours)

Compulsory for all candidates after Part [A]

- a) You are requested to remain ready with the following document before start filling the registration form:
- Scanned copy of passport size photo
 - Photograph should have no shadows and red eyes.
 - Maximum size 200KB,
 - Scanned photograph format should be .jpg or .png only
 - File name should be of 10 character maximum

For more clarification, please visit the REGISTRATION SECTION of following link, <https://newadmission.iitism.ac.in/assets/FAQ.pdf>
 - Scanned copy of applicant's signature
 - Maximum size 200KB
 - Scanned signature format should be .jpg or .png only
 - File name should be of 10 character maximum
 - Scanned copy of Class X Mark sheet in PDF format (Max. 200 Kb)
 - Scanned copy of Class X certificate in PDF format (Max. 200 Kb)
 - Scanned copy of Class XII Mark sheet in PDF format (Max. 200 Kb)
 - Scanned copy of Class XII certificate in PDF format (Max. 200 Kb)
- b) **After successful payment of admission fee, please login again.** Please select your Co-Curricular Activity (CCA) and Extra-Curricular Activity (ECA) options from the drop down list and click the submit button. Please login again and complete your registration.
- c) **After filling and SUBMITTING the Online Registration form, you will have to download and print the submitted form. This you need to show during Reporting and Physical Registration.**
- d) Use correct data while entering the details as all data will be verified at the time of Physical Registration and the same data will be used for different official purpose including placement.
- e) Mobile number and Bank account number of parent also needs to be filled. This will be used by parents to monitor the status of their wards online.
- f) In case of any technical issues while filling the form please drop a mail with screen shot to admission-issues@iitism.ac.in
- g) On successful completion of online registration, you will be provided your Admission number (Roll number) and **Institute e-mail id.**
- h) You can visit the following URL for the schedule of academic activities:
https://people.iitism.ac.in/~academics/assets/academic_files/AC_UG_2022batch.pdf

Reporting of New Entrants and Physical Registration

26.10.2022: From 9:30 AM (approx.)

- a) Please proceed to Student Activity Centre (SAC) after reaching the Institute and complete the Registration Process.
- b) Please bring Seat Confirmation Letter issued by JoSAA and Registration letter received after Online Registration.
- c) Please report to Jasper Hostel (Boys) and Rosaline Hostel (Girls) after Physical Registration.

Document Verification

29.10.2022 - 30.10.2022

- a) Possession of ORIGINAL documents and Passport size Photographs is Mandatory.
- b) Please proceed to **New Lecture Hall Complex (NLHC)** with the ORIGINAL and XEROX copies of following documents (which you have submitted in JoSAA).

(1) Compulsory for all candidates

- (i) Seat Confirmation Letter issued by JoSAA.
- (ii) Class X Mark sheet / Certificate or Birth Certificate (for Date of Birth).
- (iii) Class XII Mark Sheet / Pass certificate (Qualifying Examination).
- (iv) Medical Certificate [in the specified format provided on the JoSAA-2022 website, Annexure 7].
- (v) Transfer Certificate/College or School Leaving Certificate/Migration Certificate.
- (vi) A valid photo id.
- (vii) A copy of Registration letter received after Online Registration.

(2) Additional documents (if applicable):

Please Note: Documents submitted in this step HAS NO RELATION WITH FEES WAIVER/CONCESSION.

- (i) Certificate of Category (SC/ST/OBC-NCL/GEN-EWS), if applicable [in the format provided in the information Brochure of JEE (Advanced) 2022 or as per Government of India Format, available on the JoSAA-2022 website].
- (ii) Certificate for Persons with Disabilities (PwD), if applicable [in the format provided in the information Brochure of JEE (Advanced) 2022].
- (iii) For foreign candidates: OCI/PIO, Passport/Citizenship certificate.

Classes begin from 31 October 2022

Eligible Students will NOW be contacted by the Office of Dean (Student' Welfare) to submit relevant documents in support of (1) FEE WAIVER/CONCESSION and (2) Merit cum Means (MCM) including Free ship. Please activate your Institute email (gmail) id as soon as you receive.

For a glance of documents required for availing FEE WAIVER, please visit:
<https://people.iitism.ac.in/~dsw/docs/scholarship/2022/MCM.pdf>