INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (STUDENTS' WELFARE)

No. IIT(ISM)/DSW/FEE/WS/2021-22/02   Dated: 23.12.2021

Subject: Notice for payment of Fee for Winter Semester, Academic Year 2021-22 to UG/PG/Ph.D. Students with late fine (Except 21 JEE students)

This is in continuation of our previous notification of even number dated 18.11.2021.

All students who have successfully completed the pre-registration for Winter Semester 2021-22 and could not pay the fee during 06 to 20 Dec, 2021 are hereby informed that they are eligible to pay their semester fee through **parent portal** during 27 to 31 Dec, 2021 with late fine.

You all are hereby advised to adhere the followings:

i) The payment of fee needs to be made **only through Parent Portal. Fee paid through any other mode (Direct transfer, NEFT /RTGS/Offline etc.) will not be accepted**. For Loan Cases, please refer to detail as provided in the guidelines for payment of fee enclosed with this notification.

ii) If any due regarding semester fee receivable from students will be reflected on the parent portal against the individual students.

iii) Excess fee paid by M. Tech students admitted in 2021 Monsoon semester in offline class mode would be adjusted in this winter semester.

iv) **Consolidated Fee Payment Table:**

S. N	Name of the course		Total Fee Payable (Monsoon Semester)* Excluding Mess fee (online class mode)					
			General/OBC			SC/ST/PwD		
			Fees	Fine	Fees with fine	Fees	Fine	Fees with fine
1	B. Tech/Dual Degree Integrated up to 8th Semester		1,03,300/-	5,000/-	1,08,300/-	3,300/-	5,000/-	8,300/-
2	Dual degree /Integrated 10th Semester		18,300/-	5,000/-	23,300/-	3,300/-	5,000/-	8,300/-
3	M. Tech(2 years)		18,300/-	5,000/-	23,300/-	3,300/-	5,000/-	8,300/-
4	M.Sc. (2 Years)		11,300/-	5,000/-	16,300/-	3,300/-	5,000/-	8,300/-
5	MBA (2 Years)		78,300/-	5,000/-	83,300/-	3,300/-	5,000/-	8,300/-
6	M Sc Tech (3 Years)		11,300/-	5,000/-	16,300/-	3,300/-	5,000/-	8,300/-
7	Ph. D (Full Time)		**Hosteller**			**Hosteller**		
	2021 admitted batch	Online	9,300/-	5,000/-	14,300/-	3,300/-	5,000/-	8,300/-
	All others	Offline	13,100/-	5,000/-	18,100/-	7,100/-	5,000/-	12,100/-
			Non Hosteller			**Non Hosteller**		
	2021 admitted batch	Online	9,300/-	5,000/-	14,300/-	3,300/-	5,000/-	8,300/-
	All others	Offline	10,300/-	5,000/-	15,300/-	4,300/-	5,000/-	9,300/-
8	Ph. D (Part Time) – 2021 admitted batch	Online	8,000/-	5,000/-	13,000/-	8,000/-	5,000/-	13,000/-
	All others	Offline	9,000/-	5,000/-	14,000/-	9,000/-	5,000/-	14,000/-

* Applicable for existing students excluding new admissions.

** If you have registered also with late fine, extra Rs. 5000/- will be added.

Dean (Students' Welfare)

Copy to: Director / Dy. Director/ All Deans
: RG /JR (F&A) / DR (Acad) /AR (UG)/AR (PG) AR (SW)/Webmaster/file/NB

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Guidelines for Fee Payment Process (Winter Semester – 2021)

Students are advised to complete the registration process at the early dates and do not wait for the last date. Pre-registration and payment of fees are mandatory for continuity of students' registration for Winter Semester 2021-22. **Failure in this regard will lead to termination of academic programme.**

The following steps needs to be followed for the payment of fee through **parent portal**:

(b) Login to Parent portal using your credentials [In case the login credential of the portal is not working, you may write to password@iitism.ac.in attaching duly filled-in **Form A15** along with the receipt (Form available on Institute website in Academics page)].

(b) Go to **Semester Fee Payment** menu

(c) Select **Session Year**: 2021-22 and **Session**: Winter

(d) Follow the instructions provided and pay the fee.

(e) After the successful payment of fee, the status of registration must be checked by the students on the portal. The status must show as COMPLETE/SUCCESSFUL.

(f) The following guidelines need to be followed by the students for resolving their issues, if any, related to payment of semester fee through parent portal:

(i) Note down/Copy the **Order No.** before moving to the next page/final payment. This **Order No.** will be required by the student to subsequently track the status of payment made through SBI ePay on parent portal.

(ii) Preferable method to be used for payment is Net Banking.

A) Please perform the action as indicated in the below table against different types of issues:

Sl. No.	Issue	Action to be taken
1.	Amount has been deducted from account but the registration is not successful. And you have **NOT received** any **failure receipt** on parent portal	(i) Keep the record of attempt made where money was deducted. (ii) Contact your bank for a refund. (iii)Wait for T+ 3 working days. *[T – Date of Transaction]* (iv) Check the status on the parent portal after T + 3 working days. (v) If the problem persists, send an email to onlinefeeissue@iitism.ac.in clearly mentioning the problem and the **Order No.** in the email. (vi) A suitable reply will be sent as early as possible. (vii) Please do not send any reminder email until 3 days after your last communication.
2.	Amount has been deducted from account but the registration is not successful. And you have **received** a **failure receipt** on parent portal.	(j) Keep the record of attempts made where money was deducted. (ii) Contact your bank for refund. (ii) Wait for refund from the Bank. (v) Once money is refunded by the Bank, student may go ahead with the submission of fee with proper internet connectivity. (vi) In case the failure receipt is issued again after second unsuccessful attempt, write to refund@iitism.ac.in attaching two failure receipts besides contacting your bank for refund. (vii) Alternate option will be suggested for the payment of fee.

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<table>
<tr><td colspan="3">(In both the cases mentioned at Sr. Nos. 1 &2 of this table, the transactions must have been made on or before the last date. Last date is not an issue in all such cases, if the issue has been reported on or before the last date by the student and the record of attempts is also properly maintained by the student.)</td></tr>
<tr><td>3.</td><td>Made multiple payments.</td><td>Once the amount has been deducted from your account, wait for 3 working days, the amount may be credited to IIT (ISM) Dhanbad. Please avoid paying multiple times. As mentioned above, the deadline is not an issue if you keep the record/proof of deduction. Still if you have paid multiple times please follow the steps as mentioned below:</td></tr>
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(i) Fill the refund form (SW-02) is available under Students Welfare page of the Institute website.
(ii) Email that to refund@iitism.ac.in for further processing.
(viii) The additional amount received by IIT (ISM) will be refunded after due verification.
(ix) Any issue regarding the payment of fee must be intimated on **or before last date of 31ˢᵗ Dec, 2021.**

Note: All the refund must be claimed within 03 (three) months time from the closing date. Refund claimed after three months will not be entertained

Note: - **Emails sent to IDs other than those mentioned above for this purpose will not be entertained.**

B) **For students who are availing Loan facility:**
(x) Students who are availing loan facility can pay through SBI Collect by clicking on the link: https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342 . Students having loan from any SBI branch should opt payment mode **"SBI Branch"** and students having loan from any other bank/lending agency should opt payment mode **"NEFT/RTGS"** available under Other Payment Modes in SB Collect.

After clicking on the above payment link of SBI Collect, student has to select the category **"FEES FOR WINTER SEM 2021-22"** (fee paid under any other category will not be accepted) from the dropdown, fill the requisite details and proceed for payment using appropriate mode as explained in the preceding para. The Transaction slip/ Receipt of the successful payment must be kept by the student for future reference.

(ii) These students must check the **status of their successful payment** on the Parent portal on or after the coming **Monday** of the next week. In case the status of payment is not showing/unavailable on Parent Portal, these students must write latest by **31ˢᵗ Dec, 2021** to **feepayment@iitism.ac.in** by attaching the proof of payment made successfully (The student must have paid on or before the last date) with a copy of the email marked to **officeofdsw@iitism.ac.in.**

In case of incorrect fee amount showing on parent portal, the students may write to **arsw@iitism.ac.in** for necessary correction.

C) Students who paid semester fee through **Bihar Student Credit Card Scheme (BSCCS)** and have surplus amount after adjusting the previous semester fee are advised to pay Winter Semester Fee through Parent Portal. These students can claim adjustment of surplus amount of previous semester by writing to **arsw@iitism.ac.in** along with the proof of surplus amount (i.e., proof of payment made by the student plus proof of payment made by BSCCS for winter semester), **latest by 31ˢᵗ Dec 2021.** The last date to pay the fee will be the same for these students as well.

D) For queries related to Bank transaction failure, State Bank of India (IIT, ISM Campus Branch) official Shri Manoj Kumar Biruly Mobile no. 75420-31132, email id sbi.01641@sbi.co.in may be contacted.