

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINIES), DHANBAD
अधिष्ठाता कार्यालय (छात्र कल्याण)
OFFICE OF DEAN STUDENT'S WELFARE

No. IIT(ISM)/DSW/FEE/WS/2024-25/03

Dated: 26.12.2024

Subject: Notice for payment of Fee for Winter Semester, Academic Year 2024-25 to UG/PG/Ph.D. Students with enhanced late fine.

All students who have successfully completed the Pre-registration for Winter Semester 2024-25 are hereby informed that they are eligible to pay their semester fee through **parent portal** during **28, December 2024 to 02 January 2025** with enhanced late fine*

You all are hereby advised to adhere the followings:

(i) The payment of the 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.** Those who are paying fees through Loan, please refer to the detail as provided in the guidelines for payment of fees enclosed with this notification.

(ii) **Consolidated Fee Payment Table:**

Sl. No.	Name of the course	Total Fees Payable with enhanced fine (Winter Semester)					
		Tuition Fees Applicable for General/OBC	Other Fees Applicable for (Gen./OBC /EWS/SC/ ST/PWD)	Mess Fees for (Gen./OB C/SC/ST/ PWD)	Fine	Total Fees with fine	
						For General /OBC/EWS	For SC/ST/ PWD
1	B. Tech/ Dual Degree Integrated up to 8 th Semester	1,00,000.00	8,400.00	18,000.00	10,000.00	1,36,400.00	36,400.00
2	Dual degree / Integrated 10 th Semester	15,000.00	8,400.00	18,000.00	10,000.00	51,400.00	36,400.00
3	M. Tech (2 years)	15,000.00	8,400.00	21,000.00	10,000.00	54,400.00	39,400.00
4	M.Sc. (2 Yrs.) /MA (2 Yrs.) / M. Sc. Tech (3 Yrs.)	8,000.00	8,400.00	18,000.00	10,000.00	44,400.00	36,400.00
5	MBA (2 Years)	75,000.00	8,400.00	18,000.00	10,000.00	1,11,400.00	36,400.00
6	Ph. D (Full Time)	6,000.00	8,400.00	21,000.00	10,000.00	45,400.00	39,400.00
7	Ph. D (Part Time)	6,000.00	3,300.00	NIL	10,000.00	19,300.00	19,300.00
8	Executive MBA(24 admitted Batch)	1,20,000.00	25,800.00	NIL	10,000.00	1,55,800.00	1,55,800.00
9	Executive M.Tech. /3 Year M.Tech./ Executive MBA(23 admitted Batch)	75,000.00	6,300.00	NIL	10,000.00	91,300.00	91,300.00

***Note:- If the issue in making online payment occurs, please keep the record of documents showing the attempts are made for Fee payment. In all such cases, the late fine will be waived subject to submission of proper documents after the verification of transaction details.**

David
26/12/24
Dean (Students' Welfare)
(CD)

Copy to: Director / Dy. Director/ All Deans /Chairman JEEA/GATE/JAM
: RG /JR (F&A) / DR (Acad) /DR (SW)/SPO/AR(Adm) /AR(SW)/ AR (UG)/AR (PG)
Webmaster/ All Chief Wardens /file

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Guidelines for Fee Payment Process (Winter Semester -2024-25)

Students are advised to complete the registration process at the early dates to avoid last minute rush. Pre-registration and payment of fees are mandatory for the continuity of students' registration for Winter Semester 2024-25. **Failure in this regard will lead to the termination of academic program.**

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

- A. Login to the 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 the Institute website on the Academics page)].
- B. Go to the **Semester Fee Payment** menu
- C. Select **Session Year: 2024-25** and **Session: Winter**
- D. Follow the instructions provided and pay the fee.
- E. After the successful payment of the fee, the status of the fee payment 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 e-Pay on the parent portal.
 - (ii) Preferable method to be used for payment is Net Banking.

G. 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.	i) Keep the record of attempts made where money was deducted. ii) Contact your bank for refund. iii) Wait for refund from the Bank. iv) Once money is refunded by the Bank, student may go ahead with the submission of fee with proper internet connectivity. v) 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. vi) Alternate option will be suggested for the payment of fee.

(In both the cases mentioned at Sl. 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

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before the last date by the student and the record of attempts is also properly maintained by the student.)

3.	Made multiple payments.	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:- 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. iii) The additional amount received by IIT (ISM) will be refunded after due verification. iv) Any issue regarding the payment of the fee must be intimated on or before last date of 02nd January, 2025 .
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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.**

H. For students who are availing Loan facility:

- i) 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, the student has to select the category "**FEES FOR WINTER SEM 2024-25**" (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 and it should be shared to onlinefeeissue@iitism.ac.in (For Loan case only)
- ii) These students must check the **status of their successful payment** on the Parent portal. In case the status of payment is not showing/unavailable on Parent Portal, these students must write latest by **02nd January, 2025** 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 onlinefeeissue@iitism.ac.in (For Loan case only)

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

- I. 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 onlinefeeissue@iitism.ac.in and copy to arodsw@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 02nd January, 2025**. The last date to pay the fee will be the same for these students as well.

- J. For queries related to Bank transaction failure, State Bank of India (IIT, ISM Campus Branch) official Ms. Swati Suman Mobile no. 75420-31132, email id sbi.01641@sbi.co.in may be contacted.