

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

**4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH STUDENTS
Admitted through JEE (Advanced) – 2024
AND
PREPARATORY STUDENTS of 2024**

Please READ the whole document carefully, before you proceed

START DATE: 25 July 2024 to (03:00PM onwards)

LAST DATE: 29 July 2024 (Up to 06:00PM)

It is always advisable NOT to wait for the last date

For All Candidates

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

ONLINE PAYMENT: Some Cards/UPI might have transaction limits. Please confirm with your bank and increase the transaction limit of your Card/UPI BEFORE FEES Payment.

*Important

Note : Prep 2023 students are requested to use parent portal to pay their MS 2024-25 fees, as they are already registered in Institute MIS. In case of any issues please contact office of DSW or Office of Automation Centre

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

[https://people.iitism.ac.in/~download/admission/jeea/Fees_to_be_Paid%20by%20regular%20of%202024%20&%20Prep%20of%202023\(IIT-ISM\).pdf](https://people.iitism.ac.in/~download/admission/jeea/Fees_to_be_Paid%20by%20regular%20of%202024%20&%20Prep%20of%202023(IIT-ISM).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.

Please pay the required FEES amount as per the FEES STRUCTURE ([https://people.iitism.ac.in/~download/admission/jeea/Fees_to_be_Paid%20by%20regular%20of%202024%20&%20Prep%20of%202023\(IIT-ISM\).pdf](https://people.iitism.ac.in/~download/admission/jeea/Fees_to_be_Paid%20by%20regular%20of%202024%20&%20Prep%20of%202023(IIT-ISM).pdf)).

- (2) The fee payment and Registration link is as follows: <https://jeea.iitism.ac.in/login/> **OR** Please click the following link https://admission.iitism.ac.in/index.php/admission/jeeadvance/add_jeeadvance/home and then click **Fee payment & Registration** tab. You will find the fee payment and the registration link will be activated at appropriate date & time.

Please login with your details (Sample Login Details)

JEE (Main) Application No:	Such as: 24031xxxxxxx
Mobile No:	Such as: 9471xxxxxx
Email id:	Such as: bharxxxx@gmail.com

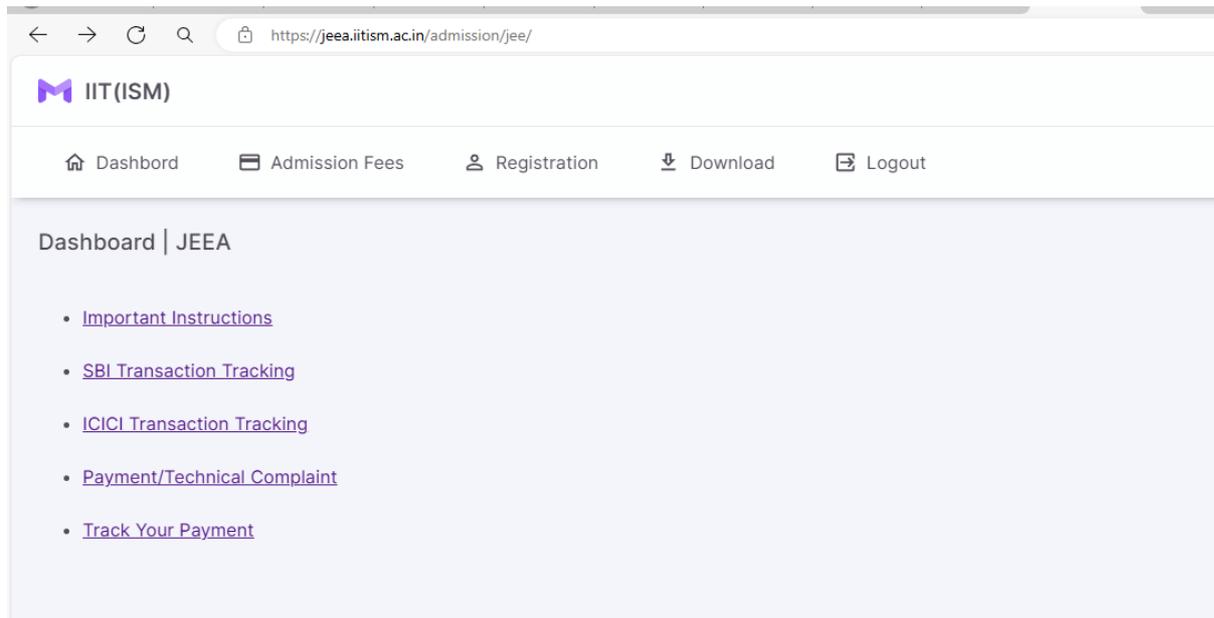
(Mobile number and email should be the same as provided to IoSAA 2024)

- (3) In case you have any issues related to login, please submit a complaint (<https://complain.iitism.ac.in/welcome>) to get it resolved or to track your complaint.

DETAILED PROCEDURE: Online Fee Payment & Online Registration 2024

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2024 AND PREPARATORY STUDENTS of 2024]

- (4) After login you will see the **Dashboard** as shown below. Before paying the admission fees, please read the Important Instructions.



- (5) On the top menu bar please click on the **Admission Fees**, first.

Steps which is required to be followed here:

Only For SC/ST/PwD/Preparatory 2024/OCI/PIO card holders and Foreign National candidates:

After clicking on the **Admission Fees**, you will be directed towards payment of fees (*please scroll down and refer from **Step I-d** onwards*).

Step I: 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.**

DETAILED PROCEDURE: Online Fee Payment & Online Registration 2024

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2024 AND PREPARATORY STUDENTS of 2024]

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 tuition 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 2022-23), detailed ITR (Financial Year 2022-23) 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 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://iitism.ac.in/ism/docs/scholarship/2022-23/Fee%20waiver.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 to 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 the intimation and we will apply for finally availing the same.
- Only those students availing fee waiver at the time of payment of fees will be eligible for submission of application of Fee waiver against the notice of Dean (Student's Affair).
- 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 avail 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 2022-23) from all sources is (Please select the correct option very carefully as per your Annual Family Income (Financial Year 2022-23) 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

SUBMIT

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

- Now, as per your annual family income (Financial Year 2023-24) from all sources (please consult with your parents) **select, I accept terms and conditions** 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.

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a) Now, the following screen will appear.

The screenshot shows the IIT(ISM) Admission Fees page. The header includes the IIT(ISM) logo and navigation links for Dashboard, Admission Fees, Registration, and Download. The main content area is titled 'Please Select Annual Income Range' and contains a form with two input fields: 'Annual Income' and 'Admission Fee'. A 'SUBMIT' button is located below the 'Annual Income' field.

b) Now, please click on the **Annual Income**. The following screen will appear.

The screenshot shows the IIT(ISM) Admission Fees page with the 'Annual Income' dropdown menu open. The dropdown menu lists three options: 'Less than Rs. 1 Lakh', 'Between Rs. 1 Lakh to Rs. 5 Lakhs', and 'More than Rs. 5 Lakhs'. The 'Admission Fee' field is currently empty.

c) Now, depending upon your annual family income you can select any one out of three options shown above (**Less than Rs. 1 Lakh** or **Between Rs. 1 Lakh to Rs. 5 Lakhs** or **More than Rs. 5 Lakhs**). After proper selection, the appropriate admission fee will be shown on the right side (as shown below).

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

The screenshot shows the IIT(ISM) Admission Fees page with 'Less than Rs. 1 Lakh' selected in the 'Annual Income' dropdown menu. The 'Admission Fee' field now displays '13850.00'.

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

The screenshot shows the IIT(ISM) Admission Fees page with 'Between Rs. 1 Lakh to Rs. 5 Lakhs' selected in the 'Annual Income' dropdown menu. The 'Admission Fee' field now displays '47183.00'.

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

IIT (ISM) Dashboard Admission Fees Registration Download

Please Select Annual Income Range

Annual Income Details

Annual Income * More than Rs. 5 Lakhs

Admission Fee * 113850.00

SUBMIT

- d) Now click on the **SUBMIT** button. A pop up window will appear having important guidelines for the online payment as shown below. Please read carefully, **TICK** the box and click on the **SUBMIT** button.

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (IS)

Important Guidelines for the online PAYMENT

Welcome to the online Payment Portal! Before you proceed please read the instructions carefully.

A. Students/Candidates/Applicants/Employees/ Payee should go through the Detailed Notification and ensure the eligibility and other requirements before making payment.

B. Students/Candidates/Applicants/Employees/ Payee should use Virus, Malware etc free system before making payment.

C. Students/Candidates/Applicants/Employees/ Payee should ensure proper Internet connection and speed before initiating payment.

D. Students/Candidates/Applicants/Employees/ Payee should ensure sufficient balance in their account and your account should also be active before making payment.

E. During Payment you have to take care of the following:

(a) Select payment Gateway of your choice.

(b) If One Payment Gateway is not working, please try after some time or you may try with other Payment Gateway

(c) If still it is not working please check your internet connectivity and try again.

(d) If your internet is working fine, please try after some time. There may be some temporary issues.

(e) Before final proceeding for payment please check all the data carefully including payment amount.

(f) If there is any mistake please contact concerned section for rectification.

(g) Once you are sure and wish to proceed for payment, please note down the ORDER NO. This is important. This is the only key to identify the status of payment.

(h) After that you can proceed for payment.

F. Once you are sure and wish to proceed for payment, please note down the ORDER NO. This is important. This is the only key to identify the status of payment.

G. After payment following issues have been observed:

Sl. No.	ISSUE	ACTION TO BE TAKEN
1	AMOUNT HAS BEEN DEBITED FROM ACCOUNT BUT THE REGISTRATION IS NOT SUCCESSFUL OR PURPOSE IS NOT FULL FILLED.	(i) NEED NOT TO WORRY (ii) EITHER THE PAYMENT WILL SEND TO ITSM OR WILL BE REFUNDED TO YOUR ACCOUNT. PLEASE WAIT FOR 1-3 WORKING DAYS (iii) IF EVEN AFTER 1-3 WORKING DAYS THE STATUS IS NOT UPDATED, YOU MAY FILE A COMPLAINT IN THE COMPLAINT PORTAL WITH CORRECT ORDER NO. YOU CAN ALSO TRACK YOUR COMPLAINT ONLINE. (iv) PLEASE DO NOT SEND ANY SMALL AMOUNTS OF YOUR OWN MONEY. PLEASE REPLY WITH THE ORDER NO AND COMPLAINT ID IN ANY COMMUNICATION. (v) IF THE STATUS IS SHOWING FAILED, PLEASE CONTACT YOUR BANK FOR REFUND. (vi) PLEASE AVOID MAKING MULTIPLE TIMES WITHOUT FAILED TRANSACTION. (vii) IF YOUR LAST DATE IS APPROACHING AND THE STATUS IS STILL NOT CLEAR PLEASE CONTACT CONCERNED SECTION BEFORE PAYING AGAIN.
2	MADE MULTIPLE PAYMENTS.	IF YOU HAVE PAID MULTIPLE TIMES FOR THE SAME PURPOSE, PLEASE CONTACT CONCERNED SECTION WITH ALL ORDER NUMBERS AND PROOF OF PAYMENT ETC FOR REFUND.

H. If a Student/Candidate/Applicant/Employees/ Payee makes double payment by mistake, refund can be considered only on bringing it to the notice of competent authority of IIT (ISM), Dhanbad within 7 days of making such payment.

I. Any kind of requests beyond the 7 days period will not be entertained. The refund process via same source of payment made in such cases will be initiated in due course of time after receiving the refund request in an eligible cases of refund. This process is applicable only in case of multiple payments by a payee. For refund, concerned section should be contacted with all the proofs.

J. Direct Contact:

(a) For SBI iPay Payment Gateway:

(i) Branch Manager SBI ITSM Campus, Dhanbad
Email - sbi.01641@sbicb.co.in
sbi.01641@sbicb.co.in

(b) For HDFC Payment Gateway:

Md Asif Jamal - Area Head
Mobile - 9824247125
Email - mdasif.jamal@hdfcbank.com

Please tick & click submit to continue

SUBMIT

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

Please note sometimes few cards are not supported by the Payment Gateway, please change the Payment Gateway and try again. We are providing more than one Payment Gateway for the same.

IIT (ISM) Dashboard Admission Fees Registration Download

Student Fee Details

** Currently some Debit Cards (VISA, Mastercard, etc.) are Not Supported in the SBIePay payment method. Hence it is advisable to use other modes of payment **

** Some Cards/UPI might have transaction limits. Please confirm with your bank and increase the transaction limit of your Card/UPI before FEES Payment! **

Student Name : Test9 Test9 Registration ID : 121013 Email ID : jeea.test9@iitism.ac.in

Program : cse Session : Monsoon Session Year : 2023-2024

Branch : cse Category : ST PWD Status : no

Fee to be paid : 33850.00 Payment mode : Online

PAY NOW

Payment Gateway

Please check all your details carefully.

DETAILED PROCEDURE: Online Fee Payment & Online Registration 2024

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Step III: Select **Payment Gateway**. You will see two options for choosing a Payment Gateway here (i.e. **SBI** and **ICICI**) as shown below. You can select any one and then click "**PAY NOW**".

Fee Details

**** Currently some Debit Cards (VISA, Mastercard, etc.) are Not Supported in the SBlepay payment portal. Hence it is advisable to use other modes of payment ****

**** Some Cards/UPI might have transaction limits. Please confirm with your bank and increase the transaction limit of your Card/UPI before FEES Payment.!****

Student Name : Test test	Registration ID : 100013	Email ID : test13@iitism.ac.in
Program : cse	Session : Monsoon	Session Year : 2024-2025
Branch : cse	Category : GEN	PWD Status : no
Fee to be paid : 3.00	Payment mode : Online	Order no : ISMJE0807202411542368Zi

Payment Gateway
ICICI

PAY NOW

Step IV-a: If you have selected **SBI payment gateway**, you will see the window as shown below. There are different ways (**Debit/Credit Card; Internet Banking; UPI, GPay, PhonePe, Paytm, Whatsapp, BHIM, etc.**) to make the payment. You can select anyone and fill the relevant details. Once done please note the **Order No.** and click "**Pay Now**".

Note: Sometimes few **Debit Cards** (VISA, Mastercard, etc.) may **Not be Supported** in the Payment Gateway payment portal. Hence it is advisable to use other **payment gateway or mode.**

SBlePay Following channel(s) is/are unavailable during mentioned time:

- Saraswat Bank (NB) From: 2023-03-06 17:00:08 To: 2023-12-31 23:59:59
- Punjab and Maharashtra Co-operative Bank Ltd (NB) From: 2023-04-01 16:26:44 To: 2030-12-31 23:59:57

International) transactions Card holder has to enable the card for such transaction by using Bank/Card application or contact their bank/branch to enable the Card for Card not Present

Payment Details

Debit/Credit Card

Internet Banking

UPI

Please ensure that your card is enabled for online (E-Commerce) transactions
कृपया सुनिश्चित करें कि आपका कार्ड (ई-कॉमर्स) लेनदेन के लिए सक्रम है

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DIGIT

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Kindly note Order No.

Order No.:
ISMS07072023183903eyVD

Merchant Name:
IIT ISM Dhanbad

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - Click Here

RuPay **MasterCard** **Verified by VISA** **pci** **Symantec**

Step IV-b: If you have selected **ICICI payment gateway**, you will see the window as shown below. There are different ways (**Debit/Credit Card; Net Banking; UPI, EMI, Bharat QR, etc.**) to do the payment. You can select anyone and complete your payment process. Please don't forget to note down the **Order No.**

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[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2024 AND PREPARATORY STUDENTS of 2024]

Fee Details

**** Currently some Debit Cards (VISA, Mastercard, etc.) are Not Supported in the SBlepay payment portal. Hence it is advisable to use other modes of payment ****

**** Some Cards/UPI might have transaction limits. Please confirm with your bank and increase the transaction limit of your Card/UPI before FEES Payment.! ****

Student Name : Test test	Registration ID : 100013	Email ID : test13@iitism.ac.in
Program : cse	Session : Monsoon	Session Year : 2024-2025
Branch : cse	Category : GEN	PWD Status : no
Fee to be paid : 3.00	Payment mode : Online	Order no : ISMIJE0807202411542368ZI

Payment Gateway:

PAY NOW

Merchant : IIT ISM DHANBAD

08/07/2024 17:07:381

Payment Mode

Cash	Transaction ID	240708189349969
Cheque / DD	Amount	Rs. 3.00
RTGS / NEFT	Convenience Fee	Rs. 0.00
Net Banking	GST	Rs. 0.00
Debit Card	TOTAL AMOUNT	Rs. 3.00
Credit Card	Mobile No :	<input type="text" value="9000000013"/>
UPI	Email ID :	<input type="text" value="test13@iitism.ac.in"/>
	Payer Name :	<input type="text" value="Optional"/>

***Please provide the mobile number for transaction communication & viewing transaction history.**

ICICI Bank Retail ICICI Bank Corporate Other Bank

Proceed Now **Cancel**

Step V: After successful payment, please note **Order No.** and click on the **download** button below to download the fee receipt.

IIT (ISM)

Dashboard Admission Fees Registration Download

IIT (ISM)
Indian Institute of Technology (Indian School of Mines) ,
Dhanbad
Payment Purpose : NEWADMISSIONJEE
Fee Status : **SUCCESS**

Order No : **ISMS07072023185618B8FW**
Receipt Date : 08/07/2024 16:55:30 GMT+0530 (India Standard Time)

User ID	127810	Student Name	Test Test
Email	jeaa.test@iitism.ac.in	Contact	7000950001
Order No	ISMS07072023185618B8FW	Bank ref no	318849640600
Transaction Date	July 07, 2023	Total Fee	1.00
Status	SUCCESS	Purpose	NEWADMISSIONJEE
Session : Monsoon		Subtotal:	1
Session Year : 2023-2024		Adjustment amount:	0
		Misc charges:	0
		Total:	1.00

Note: This is a computer-generated receipt. No signature is required.

DOWNLOAD

DETAILED PROCEDURE: Online Fee Payment & Online Registration 2024

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2024 AND PREPARATORY STUDENTS of 2024]

Step VI: After successful payment of **Admission Fees**, please click on the **Registration** button from the top menu bar to complete the Online Registration Process (please scroll down and refer to **PART [B]**). Here you will see the window as follows:

IIT (ISM)

Dashboard Admission Fees **Registration** Download

01 CCA/ECA Select CCA/ECA 02 Personal Details Enter your personal Details 03 Other Details Enter your other details 04 Parent Details Enter your parent details 05 Education Details Enter your academic details 06 Hostel Details Check your hostel details 07 IITISM Email Institute email registration details 08 Fee Details Fee Details and Receipt 09 Preview Check your details before final proceed

**** The number of seats under different categories of CCA/ECA are limited and it is allotted as first come first serve basis.! ****

ONLINE REGISTRATION FOR CCA (NCC/NSS/NSO/YOGA) & ECA
CCA (NCC/NSS/NSO/YOGA) FORM

CCA List * ECA List *

**** Please fill the form carefully before clicking the 'NEXT' button, as editing of the information is not permissible once a step is completed ! ****

NEXT

(6) 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 a **failed receipt** has been generated, it means the transaction is not successful, money will be automatically refunded to your account in due course of time. However, you may also contact your bank for refund.
- You can track the same live either from the **SBIepay** link (<https://www.sbiepay.sbi/secure/transactionTrack>) or from the **ICICI** (<https://eazypay.icicibank.com/homepage>).

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 and do not worry about your admission, if the problem has been reported on the complaint portal provided by the Institute.
- Wait for 3 Working days from the Date of transaction (T), i.e. Wait for **T+3 working Days** (Excluding Saturday, Sunday and Holiday).
- You can also track your payment online <https://complain.iitism.ac.in/trackPayment/>. If the amount is still not settled pl file a complaint <https://complain.iitism.ac.in/admissionComplaint>. Then click on the "**Track Your Complaint**" button. The screenshots are shown below:

IIT (ISM)

Dashboard Admission Fees Registration Download

Dashboard | JEE

- Guidelines
- Frequently Asked Questions (FAQ)
- SBI Transaction Tracking
- **Payment Complaint**
- **Track Your Complaint**

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- For any kind of Complaint/Grievances please fill the form at the following URL:
- <https://complain.iitism.ac.in/admissionComplaint> .Please fill all the details.

Technical Complaint Form - New Admission

JEE Adv / JAM Enrolment Id Admission Type

Registration No:	100013	Student Name:	Ms Test test
Contact No:	9000000013	Email Id:	test13@iitism.ac.in
Admission Based On:	JEE	course:	Bachelor of Technology

Subject

Upload File (Screenshot) [pdf, jpg, jpeg, png | Max Size: 1MB] No file chosen

- For tracking your complaint please click on the **Track Your Complaint**, and follow the instructions.
- d. 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 email with order number and other details to the corresponding bank directly. We shall also upload the detailed status of Transactions from our end.
- **Please do not make multiple payments.** 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 payments**, for processing of a valid refund in due course of time. Any kind of requests beyond this period of 7 days may not be entertained.
 - Kindly note that failure of Fee Payment / Non generation of fee payment receipt shall not lead to cancellation of admission of the candidate, if the amount is deducted but the online fee payment is unsuccessful. The candidates can report such issues to IIT (ISM) on the complaint portal provided for reporting such issues. They can also physically report at IIT (ISM) Dhanbad during 28-31 July 2024 and resolve the pending payment issue (s), if any.

Part [B]

Online Registration: Steps to be followed:

25.07.2024 (3 P.M.) onwards up to 29.07.2024 (6 P.M.)

Compulsory for all candidates after Part [A]

1. You are requested to remain ready with the following documents before start filling the registration form:
 - (i) Scanned copy of passport size photo
 - Photograph should have no shadows and red eyes.
 - Maximum size 50 KB.
 - Scanned photograph format should be .jpg, .jpeg or .png only.
 - File name should be of 10 character maximum.
 - (ii) Scanned copy of applicant's signature
 - Maximum size 50 KB
 - Scanned signature format should be .jpg, .jpeg or .png only.
 - File name should be of 10 character maximum.
 - (iii) Scanned copy of Class X Mark sheet in PDF format (Max. 1 MB) only.
 - (iv) Scanned copy of Class X certificate in PDF format (Max. 1 MB) only.
 - (v) Scanned copy of Class XII Mark sheet in PDF format (Max. 1 MB) only.
 - (vi) Scanned copy of Class XII certificate in PDF format (Max. 1 MB) only.
2. After you click the **Registration** button you can see there are 9 steps there. Please fill one by one and click the **NEXT** button after each step.
3. 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 purposes including placement.

Warning: Please fill the details very carefully. Once you click the next button you can't come back to the previous step.

- **Step 01 (CCA/ECA):** Please select your Co-Curricular Activity (CCA) and Extra-Curricular Activity (ECA) options from the drop down list.

Note:

Under **CCA** you will see the following **4** options, **please select any one:**

NCC (National Cadet Corps); **NSS** (National Service Scheme); **NSO** (National Sports Organization); and **YOGA**.

Under **ECA** you will also see many options, **please select any one.**

Warning: The number of seats under different categories of CCA/ECA are limited and it is allotted as first come first serve basis.

- **Step 02 (Personal details):** Fill all the details and upload your photo and signature.
- **Step 03 (Other details):** Here you need your ABC ID, JEE (Adv.) rank details, Bank details, etc.
- **Step 04 (Parent details):** Please fill all the details of your parents including their mobile number, email and bank account details. This will be used by parents to monitor the status of their wards online.
- **Step 05 (Education details):** Please fill all the details and upload Marksheet and Certificates of class 10th and 12th.

DETAILED PROCEDURE: Online Fee Payment & Online Registration 2024

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2024 AND PREPARATORY STUDENTS of 2024]

- **Step 06 (Hostel details)**: Give your choice of food and laptop details, if any.
- **Step 07 (IIT(ISM) Email)**: This section will be auto-filled. Your admission no will be your email id followed by @iitism.ac.in
- **Step 08 (Fees Details)**: This section will be auto-filled. Please check the details of your payment.
- **Step 09 (Preview)**: Please check all the details you have filled and if satisfied, finally click on the **final submit** button.

- You will see the following message:

*You have successfully completed your registration process. Now, please click the **Download** button from the top menu to save a copy.*

4. Please click the **Download** button. You will see two captions on the page as follows:
 - MIS Registration Slip
 - Payment Receipt
5. Now, click on the **MIS Registration Slip** button, you will get a single page document with all your details. Take a print and put your signature and date. Next, click on the **Payment Receipt** button, you will get your payment receipt (**Note**: If you have already downloaded a copy of your payment receipt after the successful payment, then you may not need this).
6. Please bring both the copies (MIS Registration Slip & Payment Receipt) along with you when you physically report to the Institute. **This you need to show during Reporting and Physical Registration.**
7. You can visit the following URL for the schedule of academic activities:
<https://people.iitism.ac.in/~academics/>
8. Contact of JEEA office : jeea@iitism.ac.in

Phone 0326-223-5662/5325 during 9.30AM to 6.00PM on working days.

As soon as the applications are invited for the FOLLOWING, by the Office of Dean (Students' Welfare), the ELIGIBLE new entrants can apply for -

(1) TUITION FEE WAIVER and

(2) Merit cum Means (MCM) Scholarship including Free ship.

Please activate your Institute Email ID as soon as you complete registration.

For a glance of documents required for availing TUITION FEE WAIVER/ MCM Scholarship, please visit:

<https://people.iitism.ac.in/~dsw/docs/scholarship/2022-23/Notice%20Fee%20Waiver%20and%20MCM%2024-25.pdf>

Note **: If Bank details of student is not available the student can write the bank details of their parents at both the places.

Note ***: If any information is not available any default value can be used such as 0 or NA and the student can proceed for registration.

Note ****: If any document is not available the student may upload one undertaking stating that the document is not available at present.