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]

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

Then

[Part: A] Online Fee Payment ➡ **[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.

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*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

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**).

(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: 24031*xxxxxxx*
Mobile No: Such as: 9471*xxxxxx*
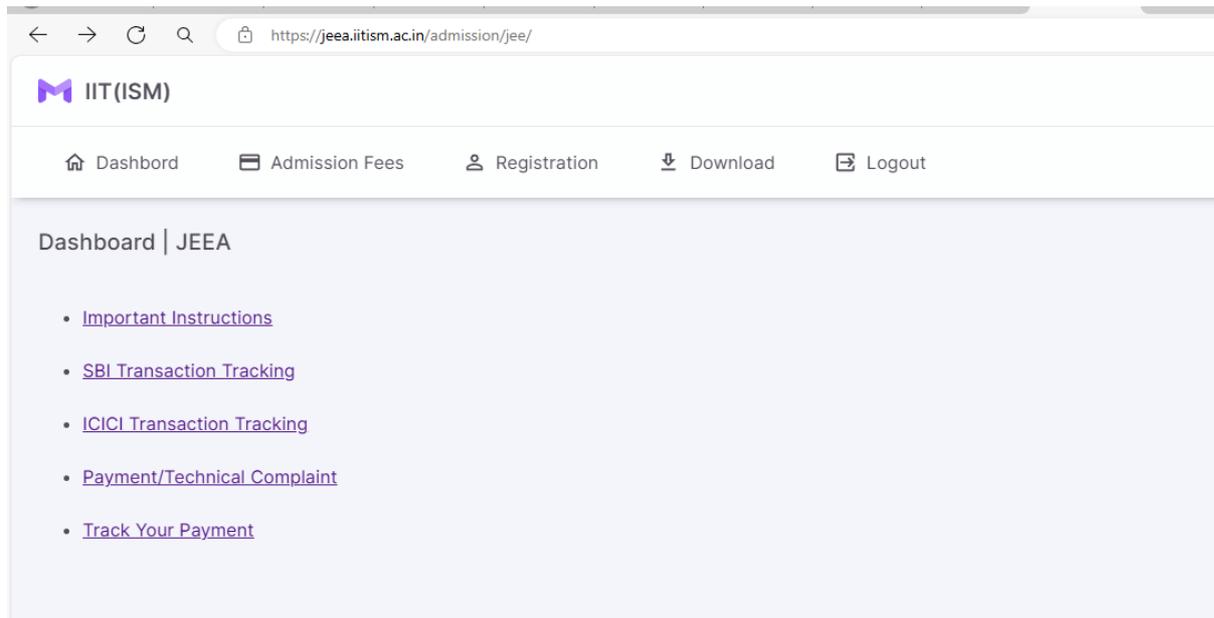**Email id:** Such as: bhar*xxxx@gmail.com*
(Mobile number and email should be the same as provided to JoSAA 2024)

(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.

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(4) After login you will see the <mark>Dashboard</mark> as shown below. Before paying the admission fees, please read the Important Instructions.

(5) On the top menu bar please click on the <mark>Admission Fees</mark>, 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 <mark>Admission Fees</mark>, you will be directed towards payment of fees (*please scroll down and refer from* <mark>Step I-d</mark> 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.***

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➢ 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.

a) Now, the following screen will appear.

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

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):**

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

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

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

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.

Please check all your details carefully.

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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**".

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.**

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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Fee Details

** Currently some Debit Cards (VISA, Mastercard, etc.) are Not Supported in the SBIepay 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
ICICI

PAY NOW

Merchant : IIT ISM DHANBAD
08/07/2024 17:07:381

Payment Mode

Cash

Cheque / DD

RTGS / NEFT

Net Banking

Debit Card

Credit Card

UPI

Transaction ID	**240708189349969**
Amount	Rs. 3.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
TOTAL AMOUNT	**Rs. 3.00**

Mobile No : 9000000013   Email ID : test13@iitism.ac.in

Payer Name : 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)

⌂ Dashbord   📇 Admission Fees   👤 Registration   ⬇ Download

IIT(ISM)   Order No : **ISMS07072023185618B8fW**

Indian Institute of Technology (Indian School of Mines) ,   Receipt   Fri Jul 07 2023 18:58:36 GMT+0530 (India
Dhanbad   Date :   Standard Time)
Payment Purpose : NEWADMISSIONJEE
Fee Status : **SUCCESS**

User ID	127810	Student Name	**Test Test**
Email	jeea.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

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Step VI: After successful payment of <mark>Admission Fees</mark>, please click on the <mark>Registration</mark> 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:

(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:

a. 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.

b. Wait for 3 Working days from the Date of transaction (T), i.e. Wait for **T+3 working** Days (Excluding Saturday, Sunday and Holiday).

c. 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 "<mark>Track Your Complaint</mark>" button. The screenshots are shown below:

- 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.

- For tracking your complaint please click on the <mark>Track Your Complaint</mark>, 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.

- <mark>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.</mark>

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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 drown 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.

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- ➤ **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 Scholaship, 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.