

# Frequently Asked Questions (FAQ) for Online Payment of Admission Fees and Filling of Online Registration Form [JEE (Advanced)-2022 Qualified and Preparatory Students of 2021]

**Start of Online Fee Payment and Online Registration : 21 October, 2022**  
**Last Date of Online Fee Payment and Online Registration : 25 October, 2022**  
**Physical Reporting at IIT (ISM) Dhanbad: 26 October 2022**

*[It is always advisable NOT to wait for the last date]*

**(Read this very carefully)**

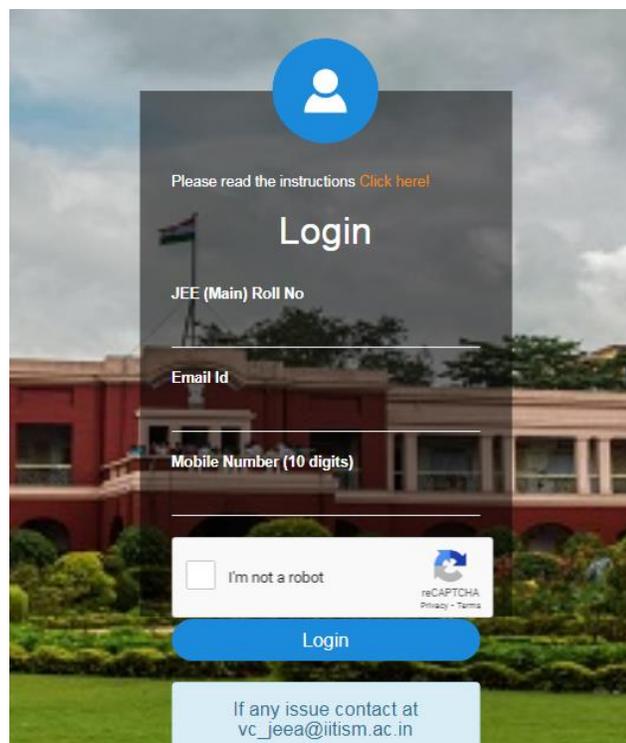
## Regarding Online Payment of Admission Fees

### P1. How can I login to pay the fees?

Ans: Please see below.

JEE (Adv): **Link:** <https://newadmission.iitism.ac.in/>

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



**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)*

## P2. I am Unable to Login.

Ans. In case you have any issues related to login, please contact [vc\\_jeea@iitism.ac.in](mailto:vc_jeea@iitism.ac.in) (Phone: (0326) 2235298/ +91 9471191836) and get your issue resolved.

## P3. We have issues in Online Payment.

Ans. 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 for Online payment:

A sample **SBIepay** detail is shown below:

**Step 1: 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*)

**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 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 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 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 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 authority 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 sub domains. Before proceeding further please make sure that you have gone through all terms as mentioned above.

I accept Terms & conditions

- 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

**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

**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

➤ 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 !

➤ **Please login again for payment of fees (as shown 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 second login.

**Step 2:** Now you will be redirected 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](mailto: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 no 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**'.

Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Please enter your card details

Card Number VISA

Expiry Date/Valid Thru CVV/CVC 4-DBC

Month

Year

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

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Amount: 1.00

Processing fee:

GST:

Total:

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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 : <span style="color: green; font-weight: bold;">SUCCESS</span>
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

Print
Close

**Step 6:** After successful admission fee payment, please login again to complete the **Registration Process**.

#### **P4. What to do if 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**

- I. 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 21<sup>st</sup> October, 2022 and your payment is deducted but your transaction is failed at SBIEpay OR IIT (ISM) gateway, then 21<sup>st</sup> October is your **T0** day, 22<sup>nd</sup> and 23<sup>rd</sup> will remain as **T0** due to Saturday and Sunday and if 24<sup>th</sup> is holiday then 25<sup>th</sup> October is your **T1**; 26<sup>th</sup> is **T2**; and 27<sup>th</sup> 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"  shown in the Menu of New Admission Home page (<https://newadmission.iitism.ac.in/>) and wait for our reply.

- II. You can directly monitor the payment through **SBIEpay** portal.
  - III. 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](mailto:support.sbiepay@sbi.co.in) / [sbiepay@sbi.co.in](mailto: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 intimated 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\_jeea@iitism.ac.in** (Phone: **0326 2235298/ +91 9471191836**) with details of issues and suitable screenshot.

## **Regarding Online Registration**

[Must be done after payment of admission fees]

### **Please note the following:**

**R1.** Online Registration form is a mandatory form and all students have to fill the same.

**R2.** After login, 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.

**R3.** **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.**

**R4.** You will get different credentials, official email (Gmail) ID, etc., once the form is submitted.

**R5.** Please fill the correct data, the same data will be used for different official purpose including placement.

**R6. Address showing is not my permanent address. My date of birth, category and name are also incorrect. What should I do?**

Ans. Please do not panic, contact [vc\\_jeea@iitism.ac.in](mailto:vc_jeea@iitism.ac.in) (Phone: 0326 2235298/ +91 9471191836) to get it rectified. In case you do not have much time please proceed with the same data and get it corrected from Academic Section after physical reporting in the campus. Please fill the form with all information at this moment.

**R7. I have filled the Registration form. Do I require to bring the certificates for verification?**

Ans: Yes. You have to bring all original certificates at the time of Physical Reporting along with the Xerox hardcopies.

**R8. I have not received class XII certificate, etc. What should I do?**

Ans: Do not worry, just prepare an undertaking (sample provided at the end), sign that, scan the document and upload it. Continue filling rest of the form. Please mention a suitable and reasonable date and time by which you can submit the same in your undertaking. You have to show all your original documents during Document Verification.

**R9. Can I choose my room partner for hostel?**

Ans: No.

**R10. Whose bank details I have to enter?**

Ans: If you have your account details available give yours, otherwise you can give your parent's account details. Note this will be used to access Parent Portal.

**R11. Is there any last date?**

Ans: Yes, the last date of online registration along with Fee Payment is **25 October, 2022**. However, it is suggested that the candidate should regularly visit <https://newadmission.iitism.ac.in> and <https://www.iitism.ac.in/index.php/Admission> for updates.

**R12. If I do not fill the form what will happen?**

Ans: You will have to fill the form first, then only your certificate and other details will be verified. You will get *admission number* only after filling the form. Your institute email (Gmail) ID will be generated only after getting the admission number. ***So filling the registration form is mandatory (COMPULSORY).***

**R13. What should I do next?**

Ans. Once you have filled and submitted the form you will get your admission number, your institute email ID (Gmail), etc. printed on the submitted registration form. Please **download**

**and print the submitted form. This you need to show during Reporting and Physical Registration**

You will have to use your details to login into our Parent Portal (When you are outside IIT(ISM), Dhanbad, the direct URL is [https://parent.iitism.ac.in/index.php/parent\\_portal/portal0](https://parent.iitism.ac.in/index.php/parent_portal/portal0). You can also get a link on our official website. When you come to IIT (ISM), Dhanbad, you will have to login using our Intranet (<https://mis.iitism.ac.in>). Important information will be up loaded on website.

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**Sample: self-declaration certificate (Undertaking)**

To Whom It May Concern

I, Ms./Mrs/Mr.----- certify that I do not have following certificates available at present:

- a. ABC
- b. XYZ

I may kindly be permitted to submit the same during my visit to Campus after admission.

(Signature of Candidate)

\*\*\*\*\*

**Before proceeding, please ensure that you have:**

**a. Scanned copy of applicant's recent photograph with the following specification.**

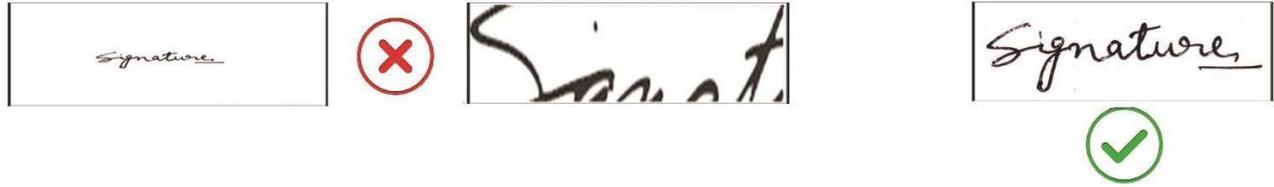
- i. Photograph should be in formals.
- ii. Photograph must be a passport size color picture.
- iii. Photograph must be taken in full face view directly facing the camera.
- iv. Photograph should have no shadows and redevyes.
- v. Maximum size 200KB.
- vi. Photo format should be .jpg or .png only.
- vii. File name should be of 10 character maximum.



**b. Scanned copy of applicant's signature with following specifications:**

- viii. Applicant should sign with black ink on a whitepaper and get the signature scanned.
- ix. The signature should cover the full pic.
- x. The signature must be signed only by the applicant

- and not by any other person.
- xi. Maximum size 200KB.
  - xii. Scanned signature format should be .jpg or .png only.
  - xiii. File name should be of 10 character maximum.



**c. Scanned copy of all Certificates**

- xiv. Size should be less than 200KB for individual certificates.
- xv. Format should be pdf.

**Note: By filling this form you are hereby giving your consent to share all or part of your data with iitism.ac.in website. Before proceeding further please make sure that all the fields are filled in correctly on the confirmation screen, then click the submit button.**

For any technical issue during **online** registration please send mail to: [admission-issues@iitism.ac.in](mailto:admission-issues@iitism.ac.in) with your contact no, screen shot etc.

For any administrative issues please contact [vc\\_jeea@iitism.ac.in](mailto:vc_jeea@iitism.ac.in) (Phone: 0326 2235298 / +91 9471191836)