

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

[NOT APPLICABLE for Candidates who have been allotted and confirmed seats at IIT (ISM), Dhanbad with **PREPARATORY** rank in JEE (Advanced) 2021. Such candidates may please visit https://www.iitism.ac.in/assets/pdfs/admission/jeea/2021/Preparatory_2021_WEB_signed.pdf

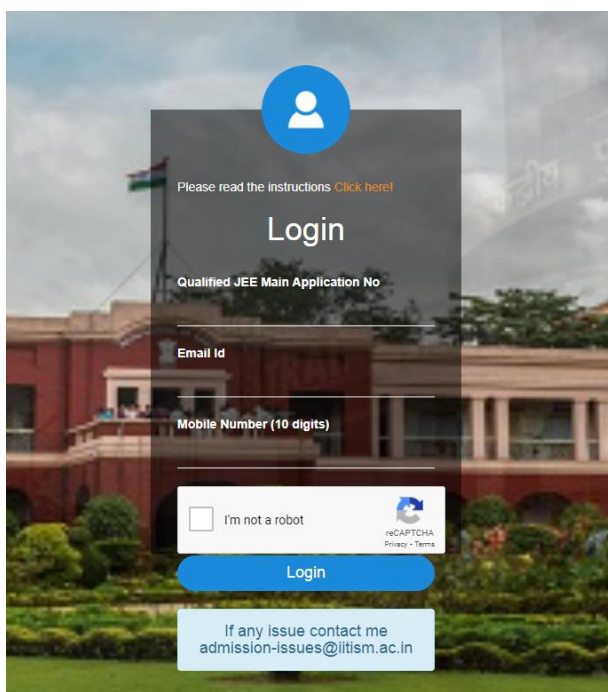
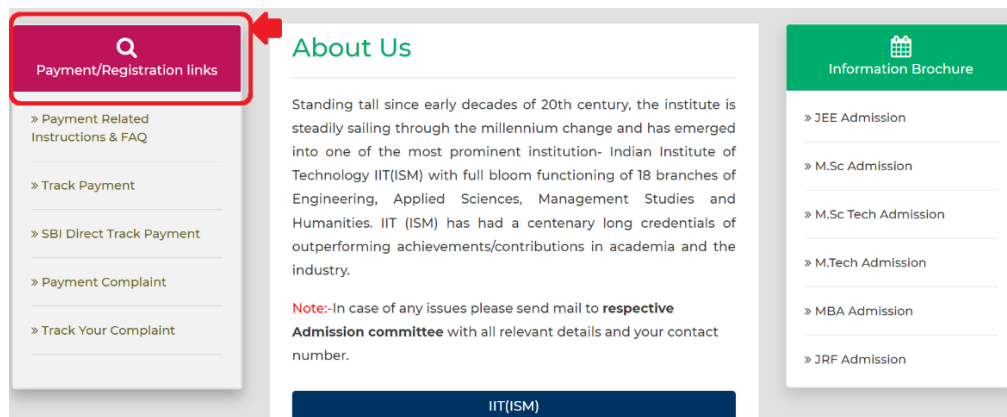
Before you proceed, please read the admission FEES STRUCTURE carefully which is available at [https://www.iitism.ac.in/assets/pdfs/admission/jeea/2021/Fees to be Paid 2021 19-Nov-2021.pdf](https://www.iitism.ac.in/assets/pdfs/admission/jeea/2021/Fees_to_be_Paid_2021_19-Nov-2021.pdf)

If it is found 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.

[A] Steps to be followed for Online Admission/PART-1: Payment of Fees

- (1) All students will be required to login, pay the requisite fees and register online by filling up their information/details.
- (2) Please pay the required FEE amount as per the FEES STRUCTURE stated above. You can pay the fee from **24.11.2021 (08:00 Hours) onwards upto 28.11.2020 (24:00 Hours)**. The fee payment link is as follows: <https://newadmission.iitism.ac.in/>

The following page will appear where you need to click 'Payment/Registration Links'



Please login with your details (Sample Login Details)

JEE(Main) Application no: Such as 21031xxx
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 JoSSA)

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

- (3) In case you have any issues related to login, please contact vc_jeaa@iitism.ac.in (Phone: **0326 2235298 / 2235921 / +91 9471191836**) and get your issue resolved.
- (4) 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.
- (5) **For PREPARATORY STUDENTS of 2020 who are eligible for NO PAYMENT:** After login, you will be directed towards the registration page. Please fill the form and upload necessary documents to complete the registration process.

Other candidates need to follow the following steps

Step 1: 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 2020-21), detailed ITR (Financial Year 2020-21) 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.
- 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 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 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 2020-21) from all sources is (Please click the correct option very carefully as per your Annual Family Income (Financial Year 2020-21) 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

I accept Terms & conditions

- Now, please select your annual family income (Financial Year 2020-21) 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.

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

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 : Pankaj Thakur	Email ID : 1093@gmail.com
Contact No : 9334243193	Roll No : 1093
Payment purpose : Newadmission Fee	Date : 20 November 2021
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

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 : 19333.00
Name : Pankaj Thakur	Email ID : 1093@gmail.com
Contact No : 9334243193	Roll No : 1093
Payment purpose : Newadmission Fee	Date : 20 November 2021
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

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 : 86000.00
Name : Pankaj Thakur	Email ID : 1093@gmail.com
Contact No : 9334243193	Roll No : 1093
Payment purpose : Newadmission Fee	Date : 20 November 2021
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

➤ 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 !
<input type="button" value="Close"/>	

➤ **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.

For SC/ST/PwD Indian National and Foreign (including OCI/PIO card holders) National candidates:

After login, SC/ST/PwD/Foreign (including OCI/PIO card holders) students will be directed towards payment of fees (**Step 2**).

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

Step 2: Now you will be directed 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 (Phone: **0326 2235298 / 2235921 / +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 **SBIPay** for payment by clicking '**Pay Now**'.

SBIPay

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based points of usage [viz. ATM's and Point

Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

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

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

[MasterCard](#) [Visa](#) [UPI](#) [BHIM](#)

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

Step 5: After payment is successful, please click **Submit** and note **Bank Reference Number and Order Number**. You can now print the receipt.

Payment success. please submit to complete process.

Payment Details	
Bank Ref No : 111018323437	Order ID : IITISMJE20042021185745TGyE
<input type="button" value="Submit"/>	

Payment receipt. please print receipt for further use.

Receipt	
Payment Receipt	
Order ID : IITISMJE22042021163406qjHA	Payment : SUCCESS
Bank ref no : NA	Payment Details : User Cancel Transaction
Payment mode : NA	Amount : 1.00
Name : Sushmita Payal	Admission type : JEE
App id : 21220001	Contact no : 7000000001
Email id : test@gmail.com	D.O.B : 07-03-2001
<input type="button" value="Print"/> <input type="button" value="Close"/>	

Step 6: After successful admission fee payment, please login again to enter into the **Registration Process [Online Admission/PART-2]**.

(6) 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
 - 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 5th November, 2021 and your payment is deducted but your transaction is failed at SBIEpay/IIT (ISM) end, then 5th November is your **T0** day, 6th and 7th will remain as **T0** due to Saturday and Sunday and if 8th is holiday then 9th November is your **T1**; 10th is **T2**; and 11th is **T3**.*
First Track your payment online by clicking on the Link given on Home Page (<https://newadmission.iitism.ac.in/>). If no information is available please, contact **jeaa@iitism.ac.in** only after **T3 day**. Please fill the complaint form "Payment Complain" shown in the Menu of New Admission Home page (<https://newadmission.iitism.ac.in>) and wait for our reply.
 - You can directly monitor the payment through SBI epay portal.
 - 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 / 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 **jeaa@iitism.ac.in** with proof of payment, all order numbers, your Bank Details, Name of Account

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

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 / 2235921 / +91 9471191836) with details of issues, Suitable screenshot.

[B] Steps to be followed for Online Admission/PART-2: Registration

24.11.2021 (08:00 Hours) onwards upto 28.11.2020 (24:00 Hours)

- a) You are requested to remain ready with the following document before start filling the registration form:
- Scanned copy of passport size photo
 - Photograph should have no shadows and red eyes.
 - Maximum size 200KB,
 - Scanned photograph format should be .jpg or .png only
 - File name should be of 10 character maximum

For more clarification, please visit the REGISTRATION SECTION of following link, <https://newadmission.iitism.ac.in/assets/FAQ.pdf>
 - Scanned copy of applicant's signature
 - Maximum size 200KB
 - Scanned signature format should be .jpg or .png only
 - File name should be of 10 character maximum
 - Scanned copy of Class X Mark sheet in PDF format (Max. 200 Kb)
 - Scanned copy of Class X certificate in PDF format (Max. 200 Kb)
 - Scanned copy of Class XII Mark sheet in PDF format (Max. 200 Kb)
 - Scanned copy of Class XII certificate in PDF format (Max. 200 Kb)
- b) Use correct data while entering the details as all data will be verified at the time of Physical Registration during your first visit to Campus.
- c) Mobile no of parent and Bank account no will be used by parent to monitor the status of students online by your parent.
- d) In case of any technical issues while filling the form please drop a mail with screen shot to admission-issues@iitism.ac.in
- e) On successful completion of online registration, you will be provided your Admission number (Roll number) and Institute e-mail id.
- f) You can visit the following URL for the schedule of academic activities:
[https://www.iitism.ac.in/~academics/assets/academic_files/AC%20\(1st%20Year\)-signed.pdf](https://www.iitism.ac.in/~academics/assets/academic_files/AC%20(1st%20Year)-signed.pdf)

[C] Steps to be followed for Online Admission/PART-3: Submission of relevant documents

Please Note: Documents submitted in this step HAS NO RELATION WITH FEES WAIVER/CONCESSION. Students will receive **SEPARATE** email from the Office of Dean (Student Welfare) to submit relevant documents in support of (1) FEE WAIVER/CONCESSION and (2) Merit cum Means (MCM) including Free ship

(1) Mandatory for all candidates

- Seat Confirmation Letter issued by JoSAA.

DETAILED ONLINE ADMISSION PROCEDURE 2021

[For 4 YEARS B.TECH/5 YEARS INTEGRATED M.TECH Admitted through JEE (Advanced) – 2021 AND PREPARATORY STUDENTS of 2020]

Welcome to IIT (ISM), Dhanbad

- (ii) Class X Mark sheet / Certificate or Birth Certificate (for Date of Birth)
- (iii) Class XII Mark Sheet / Pass certificate (Qualifying Examination)
- (iv) Medical Certificate [in the specified format provided on the JoSAA-2021 website, Annexure 7]
- (v) Transfer Certificate/College or School Leaving Certificate/Migration Certificate
- (vi) Anti-ragging affidavit duly signed by the candidate and his/her parents/guardians

The students have to fill online affidavit form as available at:

http://www.antiragging.in/Site/Affidavits_Registration.aspx

After filling this form successfully, the student will receive the Student's Anti Ragging Undertaking and the Parent's Anti Ragging Undertaking in his Email.

Take print out of both the Undertakings, read them carefully and sign at designated places and upload

(2) Additional documents (if applicable):

Please Note: Documents submitted in this step HAS NO RELATION WITH FEES WAIVER/CONCESSION.

- (i) Certificate of Category (SC/ST/OBC-NCL/GEN-EWS), if applicable [in the format provided in the information Brochure of JEE (Advanced) 2021 or as per Government of India Format, available on the JoSAA-2021 website]
- (ii) Certificate for Persons with Disabilities (PwD), if applicable [in the format provided in the information Brochure of JEE (Advanced) 2021]
- (iii) OCI / PIO, if applicable.
- (iv) Passport / Citizenship certificate, if applicable.

(3) Additional documents (if applicable):

- Once you complete online registration, you will be provided with the **Admission number**.
- Please prepare a single PDF file with all the required documents to be submitted.
- The file name should be your Admission Number.
- Send the file in this email: **admission_ug@iitism.ac.in**
- **Please note that you need to send the document file only from your Institute mail id which you will get after online registration. Your official email id will be activated after 24 hours of the last date of registration.**
- You are requested to visit Institute website for all notices

Congratulations! Now your online admission is over

Eligible Students will NOW receive email from the Office of Dean (Student' Welfare) to submit relevant documents in support of (1) FEE WAIVER/CONCESSION and (2) Merit cum Means (MCM) including Free ship

Students need to bring all their original certificates during Physical Verification for confirmation of admission which will be done AFTERWARDS and it will be informed well in advance.

STUDENTS DON'T NEED TO COME NOW FOR ONLINE ADMISSION