

INDIAN SCHOOL OF MINES, DHANBAD

No. 605001/Acad/2011-2012

June 27, 2011

NOTICE

Subject: Implementation of online fees/fine payment for students of ISM

The School has implemented online fee payments for students of ISM with State Bank of India. The ISM students can pay their semester fees, examination fees and fines through online Internet Banking with State Bank of India. The students should have Internet Banking facilities with State Bank of India to avail online fees/examination fee/ fine payment to ISM. The payment procedure for online payment will be as under:

1. Student/parent must log in to their internet banking A/c with State Bank of India. (Website – www.onlinesbi.com). Please make sure you have enough balance in your account before proceed further.
2. Click **Payments/Transfers**
3. Click the option of **I-collect**.
4. **Agree** to its terms and conditions and click **proceed**.
5. Click **state of Institution** and opt for **Jharkhand**.
6. Click **Type of Institution** and opt for **educational institutions** and click **Go**.
7. Opt **Registrar, Indian School of Mines, Dhanbad** and click **Submit**.
8. Select **Payment Category** and opt for **Semester fee or Examination fee or Library & Other Fines**.
9. Fill up the desired information in the **menu**. All the desired information should be correctly filled up and student must provide their mobile no. and e-mail ID to facilitate the process.
10. Fill up the **correct amount of fees** as per notification. After the scheduled date please ensure that late fine is also paid along with the regular fees. **Under Remarks column student may write his Short name, Admission no & nature of payment as per his/her convenience**.
11. **Make payment**.
12. **Keep the print out of the payment generated receipt through the system**. Student can also check payment history in the i-collect menu.
13. After making payment, the **student will be required to submit their filled-in semester registration card** duly forwarded by the concerned HOD to the Academic Section along with copy of fee payment receipt generated through the system. **The registration card should be submitted to Academic Section before the last date of Registration**.
14. For **Registration of Repeaters / Carryover papers** for 1st, 3rd, 5th, 7th & 9th Semester (as the case may be) the student will be required to get the **Registration Form verified from Dy. Registrar (Examination & Academic)** before submitting to the Academic Section.
15. All students are advised to **attach a Xerox copy (copies) of GRADE CARD of previous semester along with the proper Registration form**.
16. The **application for Special Examination** will be submitted to Examination Section along with system generated examination fee receipt along with desired documents.
17. The fee for New students /entrants and Ph.D. Scholars will be collected through Demand Draft Drawn in favour of Registrar, Indian School of Mines, Dhanbad, drawn on State Bank of India, ISM Campus Branch, Dhanbad, Branch Code – 1641.
18. The bank charges for online payments will be born by the student concerned and the online fees will not be accepted after the scheduled date of Registration.