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

No. IITISM/DAC/429   10.02.2023

Notification for Pre-registration for 2023-24 Monsoon Semester
(Not applicable for UG program students admitted in 2022)

Pre-registration for **2023-24 Monsoon Semester** required to be done through the **parent portal** by **all existing students/scholars** will start from **Monday, 13th February 2023** (except for UG students admitted in 2022).

The **last date** to pre-register for MS 2023-24 (without any fine) will be **Monday, 20th February 2023.**

As Pre-registration is an essential part of academic activities, students/scholars (including full time / part-time / external scholars) who fail to pre-register in time will not be able to pay the fee later and their academic program will be terminated automatically as per rules. It may also be noted that the final registration will be completed only upon completion of subsequent steps i.e. payment of fees and physical reporting (as applicable) after doing the pre-registration successfully.

Important Guidelines for Pre-Registration:

1. Pre-registration will be conducted through PARENT PORTAL only.
2. All Ph.D. scholars (Full Time/Part Time/External) must register, irrespective of their year of admission, for 36 credits of Thesis in every semester.
3. Before opting for an OE course, students may refer to the department wise course catalogue available on the academics page of the Institute website (under Course Structure tab) for having more details about that OE course. Additionally, PG and Ph.D. program students must also consult with their respective supervisors before opting for an OE course as no change will be allowed later.
4. All UG students should opt for at least 15 courses in the priority list against one OE Course.
5. All PG students should opt for at least 8 courses in the priority list against one OE Course.
6. Students (without Backlog courses) are advised to check the courses available for pre-registration as per the prescribed course structure (available on academics webpage of the Institute website) and complete pre-registration. In case of any issue, the same must be reported by the student through an email* latest by 19th February 2023. A maximum of five theory courses can be chosen by such students.
7. Students (with Backlog and/or Dropped courses):
   a. You have to first choose all the offered backlog and/or Dropped courses. If Course Code of an existing course has been changed in the course structure then the same will be showing in the Pre-registration form. The said course will have to be registered only with the new course code. In case of any discrepancy, please email* latest by 19th February 2023.
   b. You will be allowed to choose a maximum of Five theory courses, including the backlog and/or dropped courses.
   c. The portal will not allow you to register for the courses, if there is time table clash. In case the number of registered courses are less than Five due to time table clash, first complete the registration process with the available courses on parent portal. If you want to register for up to Five courses then fill the Form A2 and email* (duly signed PDF) latest by 19th February 2023. Subject of email should be your Admn. No | Form A2. The courses may be added by the academic section after proper verification.
   d. Request for Point no 7(c) will be considered only if the pre-registration process on Parent portal is successfully completed in the above specified time period.

8. UG Students, currently in 4th Semester, will get an option to register for Additional Programmes (Dual Degree/Double Major/Minor).
   a. The detailed guidelines for Additional Programmes are available at the academic page on institute website.
   b. Students can apply for the additional program (s) of their choice.
   c. The allotment of opted program will be made only after the declaration of the 4th semester result.

9. Students / Scholars whose academic program has been terminated will not be able to register until their program is reinstated.

*The email must be sent latest by 19th February 2023 to:

(a) In case of UG students: **reg_ug@iitism.ac.in**
(b) In case of PG students: **reg_pg@iitism.ac.in**
(c) In case of Ph.D scholars: **reg_phd@iitism.ac.in**

Since **Pre-registration is a necessary and mandatory part of the academic activities**, all the students and scholars (including full time / part-time / external scholars) must complete pre-registration in time, **failing which their academic program will be terminated automatically** as per rules and no excuse will be entertained in future.

10/02/23

Dean (Academic)

CC: Director / Dy. Director
      All Deans / All HODs
      Concerned Students
      Webmaster