

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

No. IITISM/DAC/444

17.03.2023

**Pre-registration for 2023-24 Monsoon Semester with Late fee  
(Not applicable for UG program students admitted in 2022)**

All those students/scholars **who could not Pre-register** for 2023-24 Monsoon Semester earlier are required to complete their Pre-registration for 2023-24 Monsoon Semester through the parent portal between **Monday, 20 March 2023 to Monday, 27 March 2023** (Not applicable for UG students admitted in 2022).

For all the students/scholars who register during the above period, a fine amount of Rs.5000/- (Rupees five thousand only) will be added to the fee to be paid by them for Monsoon Semester 2023-24.

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.

Students/Scholars are advised to go through the important guidelines for Pre-registration mentioned in the notification no. IITISM/DAC/429 dated 10/02/2023

**\*In case of any issue on the portal, the concerned students must send an email with the screenshot of the problem being faced latest by 26<sup>th</sup> March 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 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 and their academic program will be terminated automatically as per rules.**

CHIRANJEEV  
KUMAR

Digitally signed by  
CHIRANJEEV KUMAR  
Date: 2023.03.17 16:09:24  
+05'30'

Dean (Academic)

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

**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, 13<sup>th</sup> 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, 20<sup>th</sup> 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 19<sup>th</sup> 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 19<sup>th</sup> 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 19<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 19<sup>th</sup> 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.



Dean (Academic)

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