

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

No. IIT(ISM)/DAC/452

06.04.2022

**Notice for Pre-Registration for 2023-24 Monsoon Semester
(Only for 2nd Semester UG Students admitted in 2022)**

All 2nd semester UG students are hereby informed that the registration process for Monsoon Semester 2023-24 (3rd Semester) will commence as per the schedule given below:

S.No.	Step of the Registration process	To be completed during (1 st deadline)	Extended duration with late fee of Rs. 5000/-
1	Pre- Registration	10 to 17 April 2023	08 to 15 May 2023
2*	Payment of Fee	01 to 08 June 2023	17 to 24 July 2023
3*	Physical Registration	On 29 July 2023	By 03 Aug 2023 (5:30 PM)

*Office of Dean (Students' Welfare) will issue a separate notification regarding 2 & 3 with details.

Pre-registration is only one essential step of the registration process. Registration will be completed only upon completion of the remaining steps after doing pre-registration successfully. A late fee of Rs.5000/- will be imposed on the students who miss the first deadline to complete a registration step and wish to complete the respective registration step in the extended duration given for the same. Upon missing the deadline of the extended duration given for a respective step, no excuse will be accepted and the registration will remain incomplete leading to termination of academic program. Students are advised to check their emails as well as Institute website regularly for important emails/notifications to be issued in this regard.

Guidelines for Pre-Registration:

1. Pre-registration will be conducted through PARENT PORTAL only.
2. Students will not be able to add failed backlog courses of 1st Semester (MS 22-23), if any, during this pre-registration period. The procedure to add those courses will be informed later when the classes for the upcoming batch (2023) are about to be started.
3. Before starting the pre-registration process, students are advised to check the prescribed course structure of their respective academic programs from the institute website.
4. Apart from the department core (DC) and Departmental Practical (DP) courses, students have to register for two Engineering Science Option (ESO) courses (i.e., ESO1 and ESO2).
 - a. If the department has specified the ESO course, it is called as "Guided ESO". The student has to register for the guided ESO.
 - b. If the department has not specified the ESO course ("Open/Student choice" ESO), then the student will get an option to provide her/his preference list (max. 15 in the order of priority) from the offered ESO courses. The allotment will take place as per Institute norms (Please refer para 4.4.1 of UG Manual).

Since registration is a mandatory part of the academic activities, all students must complete all the steps of registration as per the given schedule to avoid any issue/termination. The Academic Calendar uploaded on the Institute website may be referred to by the students in this regard.

In case of any problem in completion of **Pre-registration**, students must send an email latest by the night of **16 April 2023** to **reg_ug@iitism.ac.in**. For issues related to payment and physical registration, kindly follow the instructions issued by the office of Dean (Students' Welfare)

Dean (Academic)

Copy to: Director / Dy. Director
All Deans / All HODs / Associate Dean (PG/UG/AC)
Concerned Students / DR (Acad) /AR (UG & PG)