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

No. IITISM/DAC/665   26.10.2023

NOTICE

PRE-REGISTRATION FOR WINTER SEMESTER 2023-24

All students including Ph.D. scholars are hereby informed that the pre-registration for Winter Semester 2023-24 is scheduled online through the **Parent portal** during **01 November 2023** to **10 November 2023** (i.e. Window 1 of Pre-Registration).

Those who miss to pre-register during the above mentioned duration (Window 1) will still be able to pre-register for WS 2023-24 but **with fine/enhanced fine** and a **limited/no choice of electives** during the remaining two windows (i.e. Window 2 and Window 3).

Dean (Academic)

Enclosure – **Appendix-I** (Guidelines for pre-registration for Winter Semester)

Notes –

1. The notification and detailed guidelines for fee payment shall be notified separately by the office of Dean (Students' Welfare).
2. Students are requested to refer Academic Calendar uploaded on the academics webpage and complete their registration in time.

Copy to:
1. Director / Dy. Director
2. All Deans, Associate Deans and HoDs
3. RG, DR (Acad), DR (SW), AR (IRAA)
4. All Students

GUIDELINES FOR PRE-REGISTRATION FOR WINTER SEMESTER

1. Pre-registration will be conducted through **Parent Portal** only. The link for Pre-registration will be active on parent portal only during Window 1, 2 and 3.

2. Students opting for DE/ESO courses must necessarily give their choice (priority list) for 8 or all the offered courses, **whichever is lower** in count, in each DE and ESO course.

3. For OE courses, priority list for **15 courses** has to be submitted in each OE course (OE1, OE2 OE3 etc.

4. **Final year UG students** must choose at least **1 HSS and 1 MS course**, if not completed so far after 1st year. These students **must give first priority** to at least one course from **HSS and MS each** to complete their requirements.

5. For Dual Degree students, only level-5 courses will be allowed for registration in 10th Semester.

6. For Dual Degree, Double Major and Minor students, no extra slot will be provided later for Adding/Swapping courses. The students of these programs must choose their courses during Window 1/2/3 of pre-registration.

7. Ph.D. scholars (Full Time/Part Time/External) must register for level-5 courses as prescribed in PH3 form by their respective DSC for coursework. DSC may prescribe one level-4 course too. The scholars should also register for appropriate thesis credits if the semester credits are falling below 36 after registering for coursework. For scholars registering only for thesis after completion of their coursework, registration for only 36 thesis credits will be required.

8. Except 1st year PG students, all PG students are required to choose courses of level-5, as advised by their respective supervisors, as priority 1 courses in the respective course categories. For 1st year PG students, swapping of DE/OE will be allowed after allotment of supervisor (Refer Sr. No. 42 in academic calendar for MS 2023-24).

9. A student must register for a minimum of 36 credits in a semester (exceptions allowed only as per academic manual). However, students placed on Academic Warning/Probation are allowed to register only for 27 credits in a semester. Normally, the maximum credits allowed to be registered in a semester are 54 for students without any academic deficiency. The eligible students (having CGPA of 7.5 or higher) may be allowed to register for Overload online during pre-registration in Window 1, 2 or 3. Students who wish to register for Extra Courses must pre-register online first and then submit form A2 for extra courses to respective email ids* within window 1, 2 or 3. Subject of the email should be **Student's Adm. No. | Extra Course.** (Please refer the respective academic manual for more details).

10. It is advised that the same or similar courses already cleared in the previous semesters or already registered in the ongoing semester must not be opted for again by the students/scholars. The student/scholars must have a look at the course details available in the course catalogue (Institute website→ Academics→ Course Structure→ Course Catalogue) before opting for the same. In case the details are missing about any course, the student/scholar may contact the concerned HoD.

11. Students are advised to check the courses available for pre-registration as per the prescribed course structure and complete their pre-registration on parent portal before the end of Window 1 for their own benefit.

12. The portal will not allow you to register for the courses, if there is a time table clash.

13. Allotment of elective courses (ESO/OE/DE) shall be made as per applicable rules (Please refer to para 4.4.1 of the UG manual and para 3.4.1 of the PG and Ph.D manuals respectively).

14. The students will be able to see the allotted ESO/OE/DE courses through parent portal by 17 December 2023.

15. **Students with active Backlog and/or Dropped courses**

    a. First choose all the backlog courses (Failed Backlog and Dropped courses) that <u>are offered</u>. If Course Code of the existing course has changed in the course structure then the same will be shown in the Pre-registration form. The said course will be registered only with the new course code. In case of any discrepancy, please email to the **respective email ids***.

b. You will be allowed to register and carry on with only the prescribed maximum credits applicable in your case (Refer the respective academic program manual for minimum / maximum credits allowed in your case).

c. In case of a time table clash, choose the DC backlog course first. The portal will not allow you to register for courses, if there is a time table clash.

d. In case the number of registered courses are less than the prescribed minimum credits in your case due to time table clash, first complete the registration process with the available courses on parent portal. For registration for more courses, if allowed as per rules in your case, fill the Form A2 available at the academic page on institute website and email the duly signed PDF to the **respective email ids*** within window 1, 2 or 3. Subject of the email should be **Student's Adm. No. | Form A2.** The courses may be assigned by academic section only after verification.

e. Request for Point no (d) will be considered only if the pre-registration process on Parent portal is successfully completed as per the given schedule.

16. **Reporting of Issues related to Pre-registration**

(i) *For the term **"respective email ids"** given in the point 11 d. above, the applicable email id from the following email ids has to be used to send emails to (from the Institute provided email id of the student) –

    (a) For UG Students: **reg_ug@iitism.ac.in**
    (b) For PG Students: **reg_pg@iitism.ac.in**
    (c) For PhD Scholars: **reg_phd@iitism.ac.in**

(ii) Issues related to **pre-registration**, if any, must be reported at the above mentioned email id positively by **01:00 pm** on –

    (a) **09 November 2023** for issues faced during **window 1**
    (b) **27 December 2023** for issues faced during **window 2**
    (c) **02 January 2024** for issues faced during **window 3**

Pre-registration issues reported for the first time after the above mentioned deadlines **will not be addressed.**

(iii) **After 3 days of reporting their issue on the respective email id,** as mentioned above, the concerned students may send one reminder email to the same email id and may also follow up by visiting the following **counters/helpdesks** at academic section in case their issue is not resolved or if a suitable reply is not received by them on email –

    (a) For UG Students: **Counter / Helpdesk no. 5**
    (b) For PG Students: **Counter / Helpdesk no. 2**
    (c) For PhD Scholars: **Counter / Helpdesk no. 1**

(iv) For unresolved pre-registration related issues already reported during Window 1 & Window 2, the same email on which the issue has been reported by the student on the respective email id may further be forwarded **on the 5th day** (but before the date of commencement of classes in case of Window 3 cases) to the respective ARs (arug@iitism.ac.in for UG students / arpg@iitism.ac.in for PG and Ph.D) in case the reported issue is not resolved in 4 days or a suitable reply is not received by the student within 4 days.

(v) Kindly note that the emails sent to any other email id will not be entertained in this regard. As there is a huge surge of emails during the registration process, kindly also avoid marking unnecessary copies of your email to all to help us address the serious issues well in time.

17. It is a student's responsibility to carefully choose the correct courses as per applicable rules and complete his/her academic program in time. Courses found to be registered by any student, in violation of the applicable rules or in addition to the allowed credits, may be dropped by the Institute at any time. The students must read these guidelines as well as the respective academic manuals carefully before going ahead with the pre-registration activity.

Dean (Academic)