

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

No.IIT(ISM)/DAC/310

14 August 2021

NOTIFICATION

ADD / REMOVE COURSE(S) FROM THE REGISTERED COURSES OF 2021-2022 MONSOON SEMESTER

Students can ADD/ REMOVE course (s) registered for 2021-2022 Monsoon Semester from **Monday, 16th August 2021** to **Wednesday, 18th August 2021** till **5.00 pm.**

- A. Students who have opted the **MINOR** can do the following through **Parent Portal**:
 - (i) Kindly follow the Instructions given in the Annexure (STEPS TO CHOOSE MINOR COURSE).
 - (ii) Please note that all courses registered for completion of MINOR will fulfil the OE credit requirements of the parent department.
 - (iii) For adding/removing courses (DE/OE) in addition to the above change, follow instructions given in Point B below.
 - (iv) Please write to <u>ashis@iitism.ac.in</u> and CC to <u>reg_ug@iitism.ac.in</u>, in case of any query.
- B. All students registered in 2021-2022 Monsoon Semester may add/remove the course(s) from their registered **DE and OE courses** during the above cited period. The following steps have to be followed:
 - (i) Fill Form A2 available on Academic Page of the website.
 - (ii) Send the same to <u>ashis@iitism.ac.in</u> and CC to <u>reg_ug@iitism.ac.in</u>

It is advised to add/remove the course(s), as per their academic requirements, within the specified period cited above. No request will be entertained for adding and removing the courses after the deadline of **18 August 2021 (5:00 pm)**.

Dean (Academic)

Copy to: Director / Dy. Director Associate Deans (Acad – UG / PG / A&C) DR (Acad) / ARs (Acad – UG & PG) Webmaster

STEPS TO CHOOSE MINOR COURSE

Step 1: Login to parent Portal

Step 2: Click on Semester Registration

Step 3: Choose 2021-2022 | Monsoon

It will take you to this window:

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	EEC310	OE10	NA	Power Electronics				We		EC	E301 -		EEC308	EEC309	MSC5
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Step 4: You can take minor course only if the following conditions are satisfied:

- (a) You have registered for **at least one OE course** earlier. This will allow you to replace it with the offered minor course. <u>Please note that the minor course cannot be an overload</u>.
- (b) There is no time table clash.

Step 5: Choose 'Swap' Option from the 'Type" list:

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MSC521	MS1	4	Productivity Management	D/T 1 2 3 4 5 - 6 7 8 9 1 Mo ECE301 - EEC308 EEC309
ECC203	OE	NA	Digital Circuits and System Design	Tu EEC375 EEC375 EEC375 - MSC
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Step 6: Choose 'OE Course Code' that you want to replace with this minor course from the 'Replace With" list:

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Step 7: Tick the Checkbox to select that minor course.

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It will show the status of time Table. You can choose the minor course only if there is no Time Table Clash with the other pre-registered courses.

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Step 8: Click the Preview button to proceed further:

Step 9: Confirm the opted course from this window to complete the process:

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nor Course Detail(s)	Minor Course Detail(5)							
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- (v) Please note that all courses registered for completion of MINOR will fulfil the OE credit requirements of the parent department.
- (vi) For adding/removing courses (DE/OE) in addition to the above change, follow instructions given in **Point B** of the Notification.
- (vii) Please write to <u>ashis@iitism.ac.in</u> and CC to <u>reg_ug@iitism.ac.in</u>, in case of any query.

Last Date is 18 August 2021 (5:00 pm).