



**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 ashis@iitism.ac.in and CC to reg_ug@iitism.ac.in, 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 ashis@iitism.ac.in and CC to reg_ug@iitism.ac.in

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:

The screenshot shows a web browser window with the URL `172.16.202.15:3000/admin/pre-registration/step-two`. The page displays a list of courses with checkboxes for selection:

Course Code	Course Category	Course Type	Course Name
<input checked="" type="checkbox"/> ECE301	ESO4	1	Analog Interface Electronics
<input checked="" type="checkbox"/> MSC521	MS1	1	Productivity Management
<input type="checkbox"/> ECC203	OE	NA	Digital Circuits and System Design
<input type="checkbox"/> EEC310	OE10	NA	Power Electronics

Below the course list is a 'Minor Course Detail(s)' section with a table for selecting a course to replace:

#	Course Code	Course Category	Course Type	Course Name	Type	Replace With
<input type="checkbox"/>	ECC203	DC	Theory	Digital Circuits and System Design	Select	Select

Instructions for selection:

1. Choose 'Swap' option from the 'Type' List.
2. Choose 'OE Course Code' that you want to replace with this minor course from the 'Replace With' List.
3. Tick Checkbox to select that Minor Course.

Additional text: **EC0561 is not Offered in this Semester**
**** Please note that the Minor Course can be opted against the OE Course Only. This cannot be an Overload.**

A 'Preview' button is located at the bottom of the section.

On the right side, there is a 'Time Table' grid showing course assignments for days D/T and hours 1-10. Courses shown include ECE301, EEC375, EEC376, EEC301, EEC308, EEC309, and MSC52.

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. Please note that the minor course cannot be an overload.
- (b) There is **no time table clash**.

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

This screenshot is similar to the previous one but shows the 'Type' dropdown menu for the 'ECC203' course selected in the 'Minor Course Detail(s)' table. The dropdown menu is open, showing the following options:

- Select
- Swap
- Overload

A blue arrow points from the text 'Choose 'Swap' Option from the 'Type' list:' to the 'Swap' option in the dropdown menu.

Step 6: Choose 'OE Course Code' that you want to replace with this minor course from the 'Replace With' list:

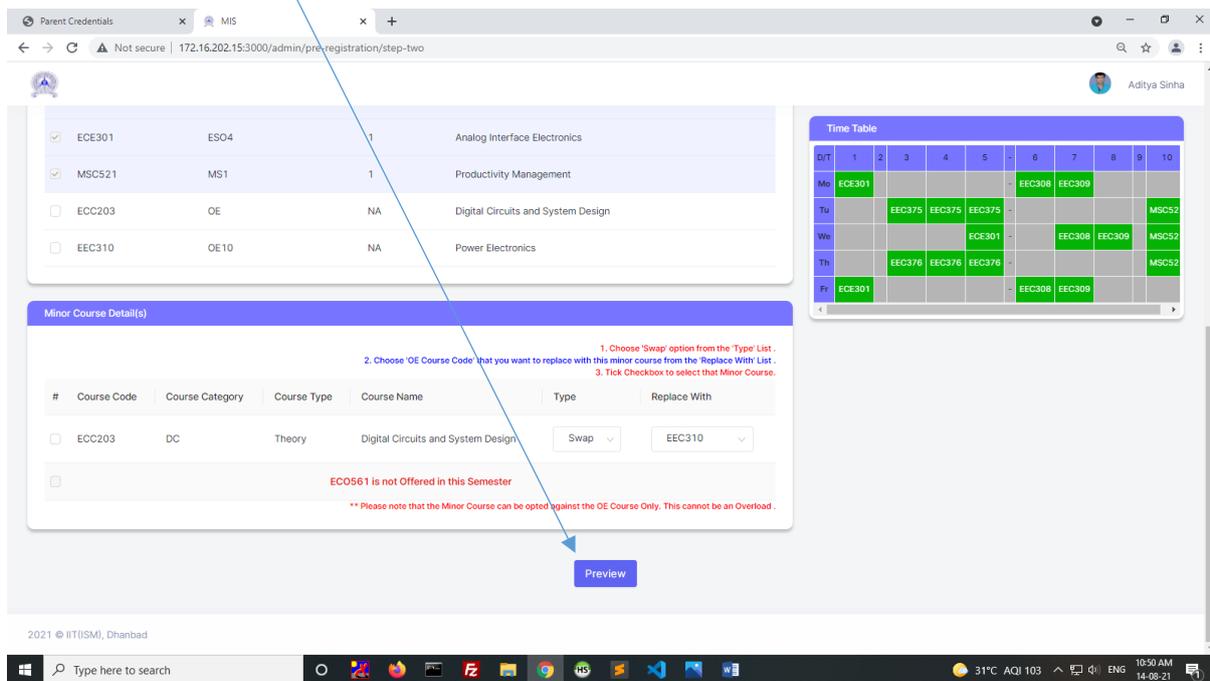
The screenshot shows the 'Pre-registration/step-two' interface. At the top, a table lists courses with checkboxes: ECE301 (checked), MSC521 (checked), ECC203 (unchecked), and EEC310 (unchecked). Below this is the 'Minor Course Detail(s)' section. It contains a table with columns: #, Course Code, Course Category, Course Type, Course Name, Type, and Replace With. The row for ECC203 is selected, and the 'Replace With' dropdown is open, showing options ECC203 and ECC310. A blue arrow points from the text 'Choose 'OE Course Code' that you want to replace with this minor course from the 'Replace With' list:' to the 'ECC310' option in the dropdown. To the right, a 'Time Table' grid shows course clashes for ECC203 and ECC310. A 'Preview' button is at the bottom.

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

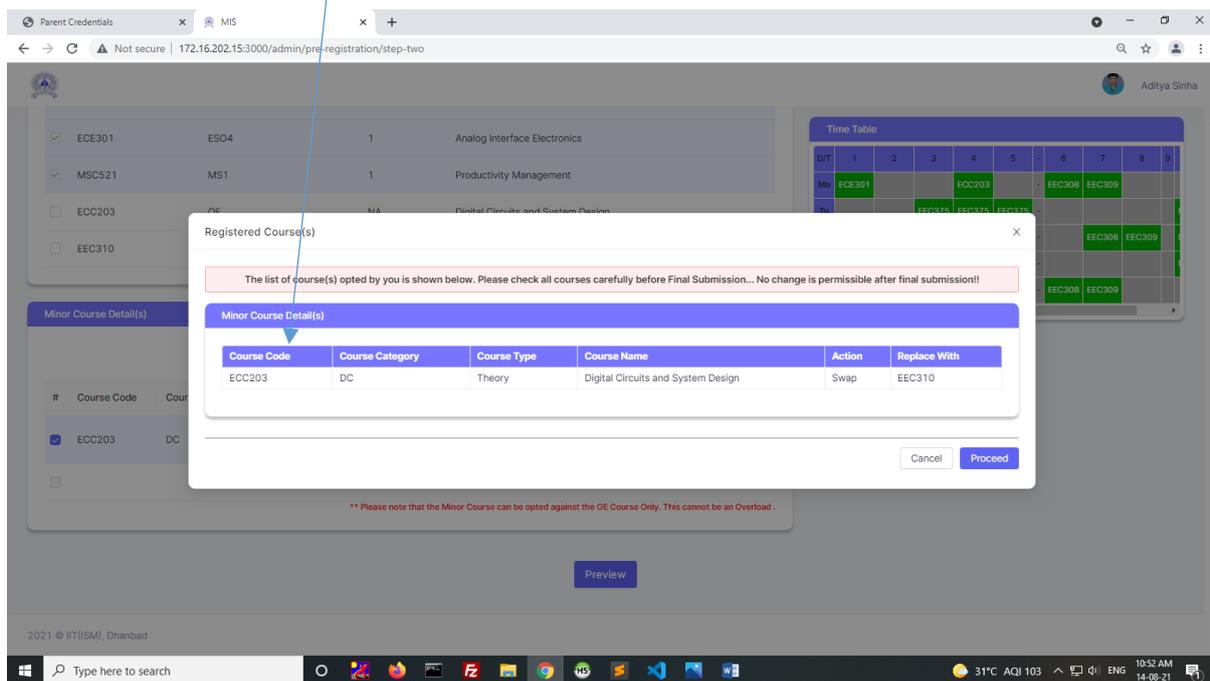
This screenshot shows the same interface as Step 6, but now the checkbox for 'ECC203' in the 'Minor Course Detail(s)' table is checked. The 'Replace With' dropdown still shows 'ECC310'. A blue arrow points from the text 'Tick the Checkbox to select that minor course.' to the checked checkbox. The 'Time Table' grid on the right shows the updated course schedule. A 'Preview' button is at the bottom.

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.

Step 8: Click the Preview button to proceed further:



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



- (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 ashis@iitism.ac.in and CC to reg_ug@iitism.ac.in, in case of any query.

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