

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

No. IIT/DAC/MS/21-22/01

20.03.2021

Pre-registration Schedule and Guidelines to be followed by all students for 2021-22 Monsoon Semester (except Undergraduate Students admitted in 2020)

It is intimated to all existing students (**except undergraduate students admitted in 2020**) that the **Pre-registration for 2021-22 Monsoon Semester** will commence as per the schedule given below:

- Pre-Registration link on Parent Portal will be activated from **Monday, 05th April, 2021** to **Thursday, 15th April, 2021**.

Pre-registration is an essential and mandatory part of the academic activities for all students/scholars. Final registration will be completed on the payment of fees, which is to be paid during 19-31 July 2021.

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. Students (without Backlog courses) are advised to check the courses available for pre-registration as per the prescribed course structure and complete pre-registration. In case of discrepancy, if any, please email* within the specified registration period.
4. Students (with Backlog and/or Dropped courses):
 - a. You have to choose all the backlog courses (Failed Backlog and Dropped courses) first, if it is offered. If a Course Code of the existing course is 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 discrepancy, please email* within the specified registration period i.e., before completion of registration process.
 - b. You will be allowed to choose 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.
 - d. 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 up to five, then fill the Form A2 available at the academic page on institute website and email* (duly signed PDF) within the specified registration period. The courses may be added by the academic section after proper verification.
 - e. In this semester, you may also take one extra backlog/dropped/replacement course (i.e., sixth course). The interested students need to fill the Form A3 available at the academic page on institute website and email* (duly signed PDF) within the specified registration period. The courses may be added by the academic section after proper verification.
 - f. Request for Point no (d) and (e) will be considered only if the pre-registration process on Parent portal is successfully completed in due time period.
5. UG Students, currently in 4th Semester, will get an option to register for Additional Programmes (Dual Degree/Dual Major/Minor).
 - a. The detailed guidelines 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 fourth semester result.

*If you face any problem in completion of your Pre-registration, then you may send an email to:

- (a) UG Students: **reg_ug@iitism.ac.in** and mark CC to **arug@iitism.ac.in**.
- (b) PG Students: **reg_pg@iitism.ac.in** and mark CC to **arpg@iitism.ac.in**.
- (c) PHD Students: **reg_phd@iitism.ac.in** and mark CC to **arpg@iitism.ac.in**.

Since Pre-registration is an essential and mandatory part of the academic activities, all the students must complete the pre-registration, failing which their academic program will be terminated automatically due to unauthorized absence and no excuse will be entertained in future.

(Chiranjeev Kumar)
Dean (Academic)

CC: DT / DyDT / All Deans / All HODs / Associate Dean (PG/UG/AC)
All Faculty Members / Concerned Students / DR (Acad) /AR (UG & PG)
Webmaster [With a request to upload in the Institute Website]