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

No. IIT/DAC/MS/22-23/01   21.02.2022

Notification for Pre-registration for 2022-23 Monsoon Semester
(except for UG program students admitted in 2021)

It is intimated to **all existing students/scholars** (except undergraduate program students admitted in 2021) that the **Pre-registration for 2022-23 Monsoon Semester** is required to be done as per the schedule given below:

• Pre-Registration link will be activated from **Monday, 28th February 2022** to **Sunday, 6th March 2022** on parent portal.

Pre-registration is an essential and mandatory part of the academic activities for all students/scholars. Kindly also note that the final registration will be completed ONLY upon payment of fees after doing pre-registration successfully.

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 (available on academics webpage of the Institute website) and complete pre-registration. In case of any discrepancy, an email* must be sent before 05 March 2022.
4. Students (with Backlog and/or Dropped courses):
   a. You have to first choose all the offered backlog and/or Dropped courses. If Course Code of an existing course has been changed in the course structure then the same will be showing in the Pre-registration form. The said course will have to be registered only with the new course code. In case of any discrepancy, please email* before 05 March 2022.
   b. You will be allowed to choose Maximum of Six 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. In case the number of registered courses are less than six due to time table clash, first complete the registration process with the available courses on parent portal. If you want to register for up to six courses then fill the Form A2 and email* (duly signed PDF) before 05 March 2022. Subject of email should be your Admn. No | Form A2. The courses may be added by the academic section after proper verification.
   d. Request for Point no 4(c) will be considered only if the pre-registration process on Parent portal is successfully completed in the above specified time period.
5. UG Students, currently in 4th Semester, will get an option to register for Additional Programmes (Dual Degree/Double Major/Minor).
   a. The detailed guidelines for Additional Programmes 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 4th semester result.

*The email must be sent before 05 March 2022, to:
(a) In case of UG students: **reg_ug@iitism.ac.in** and mark CC to **arug@iitism.ac.in.**
(b) In case of PG students: **reg_pg@iitism.ac.in** and mark CC to **arpg@iitism.ac.in.**
(c) In case of Ph.D scholars: **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 and scholars (including full time / part-time / external scholars) must complete the pre-registration in time, **failing which their academic program will be terminated automatically** due to unauthorized absence and no excuse will be entertained in future.

Dean (Academic)

CC: DT / DyDT / All Deans / All HODs / Associate Dean (PG/UG/AC)
       Acting Dean (IS) – For the needful to be done on parent portal/MIS.
       All Faculty Members / Concerned Students / DR (Acad) /AR (UG & PG)
       Webmaster [With a request to upload on the Institute Website]