

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

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

11.10.2021

**Pre-registration Schedule and Guidelines for 2021-22 Winter Semester  
(Not applicable to UG students admitted in 2021)**

It is intimated to all existing students/scholars of this Institute that the **Pre-registration** for 2021-22 **Winter Semester** will commence from **Monday, 18 October 2021** and close on **Sunday, 24 October 2021**.

Pre-registration is an essential part of the academic activities for all students/scholars. Final registration will be completed upon payment of fees after doing the Pre-registration successfully.

**Guidelines for Pre-Registration:**

1. Pre-registration will be conducted through PARENT PORTAL only. The link for Pre-registration will be available on parent portal only from 18 October 2021 to 24 October 2021.
2. On completion of the coursework, 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 current Backlog or Dropped courses)** are advised to check the courses available for pre-registration as per the prescribed course structure and complete pre-registration on parent portal. In case of any discrepancy, the students can inform about it on email\* before 24 October 2021.
4. **UG Students (with Backlog and/or Dropped courses of 1<sup>st</sup> Year):**
  - a. Finish the pre-registration process on parent portal with all the available and offered courses of the current semester.
  - b. Fill Form A2 (available at the academic page on institute website) for adding the 1<sup>st</sup> year backlog/dropped course(s) and email the duly signed PDF to **acad\_so@iitism.ac.in** on or before **24 October 2021**. Subject of the email should be **Admn. No | Form A2 | 1<sup>st</sup> Year Course (Course Code1, Course Code2..)**. The courses may be assigned after proper verification.
5. **Students (with current Backlog and/or Dropped courses):**
  - a. You have to first choose all the offered backlog and/or Dropped courses. 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\* within the specified registration period i.e., before 24 October 2021.
  - 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 a time table clash. 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 for up to five courses then fill the Form A2 and email\* (duly signed PDF) **before 24 October 2021**. Subject of email should be **Admn. No | Form A2**. The courses may be added by the academic section after proper verification.
  - d. Request for Point no 5(c) will be considered only if the pre-registration process on Parent portal is successfully completed in due time period.
6. **UG Students (Opted for Dual Degree/Double Major program and/or Minor):**
  - a. The concerned UG students need to complete the pre-registration for 6<sup>th</sup> semester as per the courses available during 18-24 October 2021 through parent portal.
  - b. Opting course for Dual Degree/Double Major program and/or Minor shall be done during 29-30 December, 2021 (after ESO/OE allocation on 28 December 2021).
  - c. A separate notification will be issued in due course.

7. **Allocation of Elective courses (ESO/OE/HSS/MS):**
  - a. Allocation of elective courses (ESO/OE/HSS/MS) shall be done on 28 December 2021 after declaration of the Monsoon Semester (2021-2022) result.
  - b. The same shall be viewed on Parent Portal/MIS from 29 December 2021 onwards.
  
8. **Add/Remove of pre-registered courses (For 2021 admitted M.Tech. & Ph.D. Students):**
  - a. The students need to complete the pre-registration for 2<sup>nd</sup> semester as per the courses available during 18-24 October 2021 through parent portal.
  - b. Allotment of 2nd Semester Elective courses (through DPGC) shall take place during 23-31 December 2021.
  - c. Link will be activated again on Parent Portal during 03-07 January 2022 to make necessary correction(s) in the pre-registered courses, if required.

\*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 part of the academic activities, all the students must complete the pre-registration, failing which their academic program may be terminated automatically 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]