

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

No. IIT/DAC/WS/PG(Reg)/01

13.11.2020

**Pre-registration Schedule and Guidelines to be followed by all PG and Ph.D (Full/Part Time)
Students for 2020-21 Winter Semester [Except M.Tech & Ph.D admitted in 2020]**

It is intimated to all existing PG & Ph.D (Full/Part Time) students (except M.Tech & Ph.D students admitted in 2020) that the Pre-registration for 2020-21 Winter Semester will commence as per the schedule given below:

- Pre-Registration link on Parent Portal will be activated from **Monday, 16th November, 2020** to **Monday, 30th November, 2020**.


Students are allowed to do the Pre-registration provisionally. Final registration will be completed on the payment of fees, which is to be paid by mid of December 2020. The exact duration of depositing of semester registration fees will be notified later.

Guidelines for Pre-Registration:

1. Pre-registration will be conducted through PARENT PORTAL only.
2. **Pre-registration is mandatory for all the students irrespective of having course work/thesis credit or not.**
3. Students (without Backlog courses) are advised to check the courses available for pre-registration as per the prescribed course structure and register accordingly. In case of discrepancy, if any, please email* within the specified registration period.
4. Students (with any Backlog and/or Dropped courses):
 - a. You have to choose all the backlog courses (Fail 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, if any, 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.
 - e. If the number of registered theory courses are less than five and 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 i.e., before completion of registration process. The courses may be added by the academic section after proper verification.
 - f. In this semester, you may also take one extra backlog/dropped 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 i.e., before completion of registration process. The courses may be added by the academic section after proper verification.
 - g. Request for Point no (e) and (f) will be entertained only if the pre-registration process on Parent portal is successfully completed in due time period.

*If you face any problem in completion of your Pre-registration, then you may send an email to reg_pg@iitism.ac.in (for PG student) / reg_phd@iitism.ac.in (for PhD Student) 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]