



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

**Procedure for submission of grievances / requests by students on Academic matters and Password reset.**

<b>Purpose</b>	<b>Procedure</b>	<b>Email id for submitting the request</b>
For resolving all issues related to the academic activities, such as registration, processing / submission of thesis, thesis defence, changing of academic status, issues related to examination etc. of PhD students.	PhD Students will submit their request in the prescribed format and mail to <a href="mailto:reg_phd@iitism.ac.in">reg_phd@iitism.ac.in</a> .	<a href="mailto:reg_phd@iitism.ac.in">reg_phd@iitism.ac.in</a> <b>Ms. Satabdi Sengupta</b> <b>Alternate:</b> <b>Ms. Nirmala Roy</b>  Requests sent to other ids will not be considered.
Appeals/Re-appeals on the decisions of the Senate on termination etc.	All categories of students will Appeals /re-appeals on the decisions of the Senate on termination etc. will be submitted in the prescribed format with supporting documents to the email id <a href="mailto:appeal@iitism.ac.in">appeal@iitism.ac.in</a> . After verification, the Appeals/Re-appeals will be forwarded to the concerned department for obtaining the recommendation/feedback. Once the departmental recommendation/ feedback is received on the Appeal/Re-appeal, for admittance, the same will be sent to the Chairman, Senate and after receiving the consent from Chairman, Senate, the Appeal/Re-appeal will be sent to the Senate for consideration. Based on the decision of the Senate, rest of the process will be completed.	<a href="mailto:appeal@iitism.ac.in">appeal@iitism.ac.in</a> <b>Deputy Registrar (Academic)</b> <b>Alternate:</b> <b>Assistant Registrar (PG)</b>  Requests sent to other ids will not be considered.

Students are advised to strictly follow the procedure prescribed above for resolving various grievances and obtaining documents.

**(Prof. G. Udayabhanu)**  
Dean (Academic)