

GUIDELINES FOR PRE-REGISTRATION FOR MONSOON SEMESTER

(APPLICABLE **FOR NEP REGIME** STUDENTS ONLY)

1. Pre-registration will be conducted through **pre-registration portal** only. The link for Pre-registration (<https://pre-registration.iitism.ac.in/login/>) will be active only during Window 1, 2 and 3. **Students are requested not to wait until the last day of pre-registration.** The online pre-registration window will be closed around 07:00 pm on the last day of each window.
2. **For UG Students –**
 - (i) Select all the courses reflected in your pre-registration page. Kindly ensure all the courses required to be completed by you in a semester as per the approved program template have been selected by you.
 - (ii) AEC/SEC/ESC courses as prescribed by the respective departments will be showing in their respective students' pre-registration page.
 - (iii) Dual Degree students (except DD Category D students) as well other UG students will be able to register for course offered under the respective honours / minors starting from their 5th semester. However, DD category D students will be able to register for the courses offered under the 12 mandatory course from management discipline from their 3rd semester. This change in DD category template will be notified separately.
3. **For PG Students –**
PG students must also ensure that they have selected all the required courses / thesis units as per the approved program template following the advice of their respective supervisors.
4. **For Ph.D. scholars (Full Time/Part Time/External) –**
Only the courses as prescribed in the PH3 form will be available for registration, if the courses have been offered in the Monsoon semester. The scholars should also register for appropriate thesis credits if the semester credits are falling below 20 after registering for coursework under NEP regime. For scholars registering only for thesis units after completion of their coursework under NEP regime, only 20 thesis credits are required to be registered in a semester.
5. For all students –
 - (i) A student must register for a minimum of 20 credits in a semester (exceptions allowed only as per rules). The students placed on Academic deficiency or those who have already completed any of their course(s) in advance are allowed to register for lesser credits with prior approval.
 - (ii) Students who wish to register for Extra Courses must pre-register online first and then submit form A1 for extra courses to respective email ids* within window 1, 2 or 3. Subject of the email should be "A1 Form for Extra Course". (Please refer the respective academic manual/form for more details).
 - (iii) It is advised that the same or similar courses already cleared in the previous semesters or already registered in the ongoing semester must not be opted for again by the students/scholars.
 - (iv) For the benefit of the students, it is advised to complete pre-registration on the portal before the end of Window 1 announced for pre-registration.
 - (v) The portal will not allow registration for courses, if there is a time table clash.
 - (vi) Backlog courses can be registered in regular semester provided there is no time table clash. (Ph.D. scholars will not be able to register for a failed backlog course again).
6. **Reporting of Issues related to Pre-registration**
Issues related to pre-registration must be reported on email to the **respective email ids*** within the respective window of pre-registration.
 - (i) ***Respective email ids** – Issue(s), if any, must be reported through the Institute provided email id of the student to one of the following email ids as applicable in the student's case -

- (a) For UG Students: **reg_ug@iitism.ac.in**
- (b) For PG Students: **reg_pg@iitism.ac.in**
- (c) For Ph.D Scholars: **reg_phd@iitism.ac.in**

(ii) Issues related to **pre-registration**, if any, must be reported at the above mentioned email id positively by **11:00 am** on –

- (a) **04 June 2025** for issues faced during **window 1**
- (b) **18 July 2025** for issues faced during **window 2**
- (c) **24 July 2025** for issues faced during **window 3**

Pre-registration issues reported after the above mentioned deadlines **will not be addressed**.

(iii) **After 2 days of reporting their issue on the respective email id**, as mentioned above, the concerned students may send one reminder email to the same email id and may also follow up by visiting the following **counters/helpdesks** at academic section in case their issue is not resolved or if a suitable reply is not received by them on email –

- (a) For UG Students: **Counter / Helpdesk no. 5**
- (b) For PG Students: **Counter / Helpdesk no. 2**
- (c) For Ph.D Scholars: **Counter / Helpdesk no. 1**

(iv) For unresolved pre-registration related issues already reported during Window 1 & Window 2, the same email on which the issue has been reported by the student must be forwarded further **on the 5th day** (but before the date of commencement of classes in case of issues faced during Window 3) to the respective ARs (arug@iitism.ac.in for UG students / arpg@iitism.ac.in for PG and Ph.D).

(v) Kindly note that the **emails sent to any other email id** will not be entertained in this regard. As there is a huge surge of emails during the registration process, kindly also **avoid marking unnecessary copies of your email** to other email ids (other than the respective email ids given for the purpose) in order to let us address the important issues well in time.

7. Kindly note that it is a student's responsibility to carefully choose the correct courses as per applicable program template and rules, and also complete his/her academic program in time. Courses found to be registered by any student, in violation of the applicable rules or in addition to the allowed credits, may be dropped by the Institute at any time. The students must read these guidelines as well as the respective academic manuals and the issued notifications carefully before going ahead with the pre-registration activity.

Sd./-
Dean (Academic)

GUIDELINES FOR PRE-REGISTRATION FOR MONSOON SEMESTER

(APPLICABLE **FOR CBCS REGIME** STUDENTS ONLY)

1. Pre-registration will be conducted through **pre-registration portal** only. The link for Pre-registration (<https://pre-registration.iitism.ac.in/login/>) will be active only during Window 1, 2 and 3. **Students are requested not to wait until the last day of pre-registration.** The online pre-registration window will be closed around 07:00 pm on the last day of each window.
2. Students opting for DE/ESO courses must necessarily give their choice (priority list) for 8 or all the offered courses, **whichever is lower** in count, in each DE and ESO course.
3. For OE courses, priority list for **15 courses** has to be submitted in each OE course (OE1, OE2 OE3 etc. Students will be allowed to take OE courses offered by their own department only if their department has accepted to allow the same.
4. **Final year UG students** must choose at least **1 HSS and 1 MS course**, if not completed so far after 1st year. These students **must give first priority** to at least one course from **HSS and MS each** to complete their requirements.
5. **UG Students**, registering for **5th Semester**, will get an option to apply for registration in **Dual Degree/Double Major/Minor** -
 - a. The detailed guidelines for Additional Programmes are available at the academic webpage on institute website.
 - b. Students can apply now for the additional program (s) of their choice within the same Window 1 but only after doing pre-registration successfully first. However, the list of finally allotted program will be announced only after the final scrutiny by the respective departments.
6. For existing Dual Degree, Double Major and Minor students, no extra time slot will be provided later for Adding/Swapping courses. The students of these programs must choose their courses during pre-registration. No change will be allowed once an option is exercised.
7. Ph.D. scholars (Full Time/Part Time/External) must register for courses as prescribed in PH3 form by their respective DSC for coursework. The scholars should also register for appropriate thesis credits if the semester credits are falling below 36 (under CBCS regime) after registering for coursework. For scholars registering only for thesis after completion of their coursework under CBCS regime, registration for only 36 thesis credits will be required.
8. Those PG students who are required to take courses should ensure that they are choosing courses of level-5, and as per the advice of their respective supervisors, as top priority courses in the respective course categories.
9. A student must register for a minimum of 36 credits in a semester (exceptions allowed only as per rules). The students placed on Academic Deficiency or those who have already completed any of their course(s) in advance are allowed to register for lesser credits with prior approval.
10. Students who wish to register for Extra Courses must pre-register online first and then submit form A1 for extra courses to respective email ids* within window 1, 2 or 3. Subject of the email should be "A1 Form for Extra Course". (Please refer the respective academic manual for more details).
11. It is advised that the same or similar courses already cleared in the previous semesters or already registered in the ongoing semester **must not be opted** again by the students/scholars.
12. For the benefit of the students, it is advised to complete pre-registration before the end of Window 1 announced for pre-registration.
13. The portal will not allow registration for courses, if there is a time table clash.
14. Allotment of elective courses (ESO/OE/DE) shall be made as per applicable rules.
15. After allotment of ESO/OE/DE courses, the same can be seen through the pre-regn. portal.
16. Backlog courses can be registered in regular semester provided there is no time table clash. (Ph.D. scholars will not be able to register for a failed backlog course again).
17. **Reporting of Issues related to Pre-registration**
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 - (i) ***Respective email ids** – Issue(s), if any, must be reported through the Institute provided email id of the student to one of the following email ids as applicable in the student's case -

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- (c) For Ph.D Scholars: **reg_phd@iitism.ac.in**

(ii) Issues related to **pre-registration**, if any, must be reported at the above mentioned email id positively by **11:00 am** on –

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Pre-registration issues reported after the above mentioned deadlines **will not be addressed**.

(iii) **After 2 days of reporting their issue on the respective email id**, as mentioned above, the concerned students may send one reminder email to the same email id and may also follow up by visiting the following **counters/helpdesks** at academic section in case their issue is not resolved or if a suitable reply is not received by them on email –

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(v) Kindly note that the **emails sent to any other email id** will not be entertained in this regard. As there is a huge surge of emails during the registration process, kindly also **avoid marking unnecessary copies of your email** to other email ids (other than the respective email ids given for the purpose) in order to let us address the important issues well in time.

18. Kindly note that it is a student's responsibility to carefully choose the correct courses as per applicable program template and rules, and also complete his/her academic program in time. Courses found to be registered by any student, in violation of the applicable rules or in addition to the allowed credits, may be dropped by the Institute at any time. The students must read these guidelines as well as the respective academic manuals and the issued notifications carefully before going ahead with the pre-registration activity.

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