



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
DHANBAD**

OFFICE OF THE DEAN (ACADEMIC)

No. IITISM/DAC/560

01 August 2023

NOTIFICATION

PROPOSED ACADEMIC REFORMS (ALL STUDENTS) W.E.F. 2023-24

The Senate in its 28th meeting held on 24th July 2023 has approved the academic reforms as proposed under agenda item no 28.07 to be implemented from MS 2023-24 with the following remarks:

1. Registration

As many of the terminations happened because of students not following the registration deadlines, the committee recommends that the termination process followed for not doing registration be relaxed and recommends that the registration process should be in line with the broad guidelines given hereunder –

A. In Monsoon Semester

- (i) Pre Registration for Winter Semester to be conducted between 01 November to 10 November. After that a list of students who have not registered will be sent to all students and HoDs.
- (ii) Fee payment for Winter Semester will be done between 25 November to 10 December.
- (iii) The window for Pre- registration and Fee payment with late fine of Rs.5000/- will be re-opened from 18 December to 28 December.
- (iv) Those who miss the above chances may still be able to complete their Pre-Registration and Fee payment after 28 December until the date of commencement of classes for Winter Semester. A fine of Rs.10,000/- will be paid by all such students.
- (v) As the allotment of electives will be done after the pre-registration closes on 10 November, the students who register late (i.e after 10 November) will have to choose electives only from the electives where seats are available.

B. In Winter Semester

- (i) Pre Registration for Monsoon Semester to be conducted between 01 April to 10 April. After that a list of students who have not registered will be sent to all students and HoDs.
- (ii) Fee payment for Monsoon Semester to be done between 01 June to 15 June.
- (iii) The window for Pre- registration and Fee payment with late fine of Rs.5000/- will be re-opened from 10 July to 20 July.
- (iv) Those who miss the above chances may still be able to complete their Pre-Registration and Fee payment after 20th July until the date of commencement of classes for Monsoon Semester. A fine of Rs.10,000/- will be paid by all such students.

- (v) As the allotment of electives will be done after the pre-registration closes on 10 April, the students who register late (i.e after 10 April) will have to choose electives only from the electives where seats are available.

C. Physical Registration

- (i) Any registered student who misses the scheduled date of physical registration may be allowed to join up to 2 weeks after commencement of classes. No fine for late physical registration would be imposed up to 1 week of commencement of classes. Thereafter a fine of Rs.5000/- will be imposed on students reporting later than the end of 1st week and up to the end of 2nd week. After 2 weeks of commencement of classes, no physical registration will be allowed. The minimum attendance requirement for the semester will not be relaxed in case of late reportees. The leave entitlement for the semester of students reporting after start of classes will be adjusted accordingly.
- (ii) For part-time Ph.D. scholars, Physical registration/reporting period shall be of 1 month preferably during the period of mid-semester examinations. The scholars need to report in their department and then in DSW Office.
- (iii) Undertaking, if required to be submitted for academic warning/probation, will be submitted by the student in academic section along with a copy of the physical registration slip issued by the DSW Office.
- (iv) All pending dues (fines, library dues etc.) must be cleared by the students/scholars on annual basis (during physical registration for the Monsoon Semester) through MIS.

D. Semester Drop / De-Registration from the Academic Program

- (i) Students who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration) will be dropped from the semester and will be able to register only in the next semester.
- (ii) If a prior approval for semester drop had not been obtained from Dean (Academic) in the previous semester, a fine of Rs.10,000/- will also be imposed during the registration for the subsequent semester.
- (iii) Dropping two semesters without any prior approval from Dean (Academic) shall lead to automatic de-registration from the academic program. The students who have been de-registered will require an approval from Chairman, Senate through DUGC/DPGC and Dean (Academic) before re-registration for a semester is allowed to them. The period of drop/de-registration will be counted in the maximum duration required to complete the program by such students/scholars.
- (iv) In case of an approved Semester Drop or approved Semester Leave, no hostel facility will be provided and no fee is required to be paid by the student for that semester.
- (v) The dropped semester(s) will be counted in the maximum duration required to complete the program.

2. Relative Grading

Grading will be template free for all programs. However, A, A+ should not exceed 25% and D, F should not exceed 10%

3. Leaves

- (i) The leaves such as Vacation Leave, Short Leave and Medical Leave will be approved at Department level (Supervisor > DPGC > HoD for PG/Ph.D and DUGC > HoD for UG).
- (ii) Leaves such as Academic Leave, Maternity/Paternity Leave, Extraordinary leave and Special Leave will be approved by Assoc. Dean (UG/PG) or Dean (Academic) after a recommendation from the respective HoD.

4. The bio-break restrictions should be removed from the program manuals.

5. Offering Courses in Summer Semester

1. Popular elective courses (OE/DE/ESO) & Research Methodology may be offered by the Departments.
 2. No DC/DP/IC courses will be offered in Summer Semester.
6. 75% attendance is mandatory for all students/scholars registered in any course in all semesters (Monsoon, Winter and Summer)

Chairman, Senate is authorized to approve the final changes in the respective academic program manuals for incorporation of the above approved changes appropriately.


Dean (Academic) 01/08/23

Copy to:

1. Director, Deputy Director
2. Concerned HoDs, DR(Academic)