



**Office of the Dean Academic**  
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No. 525/ACAD/2025

Date: December 10, 2025

**NOTICE OF PROVISIONAL PRE-REGISTRATION FOR EVEN SEMESTER 2025-2026**

All existing students including PhD scholars who are registering for the Even Semester 2025-2026 may note that provisional pre-registration is required to be done by them online through the following Google form. The students should maintain adequate funds in their respective bank accounts to allow payment of fees for the Even Semester 2025-2026 during the period specified for the same in the academic calendar.

Google Form for UG and PG students: <https://forms.gle/BKUfzdDjdG9JjsSC9>

Google Form for PhD Scholars: <https://forms.gle/oHSehXEYioD2LC9x8>

The Window 1 of provisional pre-registration shall remain open from December 08-15, 2025 only. Those who miss to pre-register during the Window 1 will still be able to pre-register for the Even Semester 2025-2026 but with a fine/enhanced fine during the remaining two windows (i.e. Window 2 and Window 3). A guideline for students related to fee payment and other academic activities for the AY 2025-2026 is attached with this notification.

The following are the details of pre-registration windows for reference:

<b>Provisional Pre-Registration for Even-Semester 2025-2026</b>	<b>Period</b>	<b>Fine/Enhanced fine to be added to the total fee amount</b>
Window 1	8–15 December 2025	Nil
Window 2	16 – 24 December 2025	Rs. 1000/-
Window 3	25 December 2025 –1 January 2026	Rs. 5000/-

It is to be noted that after doing pre-registration successfully, payment of fee and physical reporting are the other two necessary steps that need to be completed as per the schedule given in the academic calendar for Academic Year 2025-2026.

This is issued with the approval of the competent authority.

Sd/-

Dr.Nirmalya Kumar Bhattacharyya  
Joint Registrar (Academic)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments /Schools / Centers
3. The Student Senate
4. The JR(Finance)
5. The Academic Section-File
6. Institute Website

Joint Registrar (Academic)  
IEST, Shibpur

**GUIDELINE FOR STUDENTS FOR ACADEMIC YEAR 2025-2026**

1. The semester registration process consists of three steps:
  - (a) Online provisional pre-registration
  - (b) Fee payment
  - (c) Physical registration/reporting in the respective Department/School/Centre (Link : [https://drive.google.com/file/d/15DLwcXH3YcLEA4v\\_WtpcLOceq82kEhGW/view?usp=sharing](https://drive.google.com/file/d/15DLwcXH3YcLEA4v_WtpcLOceq82kEhGW/view?usp=sharing))
2. All students must submit the online provisional pre-registration form and pay semester registration fees in the time-frames prescribed in the academic calendar. After that no semester registration will be considered.
3. The registration process will be completed only when the student submits the completed registration form in person to the concerned Head of the Department/School/Centre on the date prescribed in the academic calendar.
4. Late online provisional pre-registration will attract late fines as given in the table below:

Window of online provisional pre-registration	Late Fine
Window 1 (as per academic calendar)	Nil
Window 2 (as per academic calendar)	Rs. 1000/-
Window 3 (as per academic calendar)	Rs. 5000/-

5. No student will be allowed to register for the semester after the last date of physical registration/reporting, as mentioned in the academic calendar, unless genuine reasons (including prolonged hospitalization due to severe illness or accident) are provided (with supporting documents).
6. If a student misses one or more subject-examinations of the mid-semester examination due to genuine reason(s), the student should submit an application for make-up examination(s) via email to the subject teacher(s) within the deadline, prescribed in the academic calendar. The email should contain all supporting documents. The student's application along with the supporting documents should be examined by the subject teacher(s), and if found genuine the subject-teacher(s) can schedule and conduct make-up mid-semester examination(s) within the time-frame prescribed in the academic calendar. Please note that, as per the Ordinances for Undergraduate, Postgraduate and PhD Programmes (2025) it is entirely up to the subject teacher to judge about validity of the reason and decide whether or not to provide a make-up opportunity.
7. All field work/educational tour/survey camp/field excursion and internships must be limited within the winter break and summer vacation, as prescribed in the academic calendar.
8. Students appearing for supplementary examination as per the schedules mentioned in Academic Calendar must make appropriate arrangements in advance.
9. For any query or clarification, Associate Dean (UG Study) <[assodeanac@iests.ac.in](mailto:assodeanac@iests.ac.in)> may be contacted.



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