

PRE-REGISTRATION SCHEDULE FOR 2023-24-I SEMESTER

[This notice is meant for the BTech-BS Y22 Batch only]

- (i) It is Pre-Registration time for the **BTech-BS Y22 Batch** for the upcoming semester (2023-24-I).
- (ii) Please note that **pre-registering for the upcoming semester is mandatory**. If for some reason, you do not pre-register, the responsibility will be entirely your own.
- (iii) The pre-registration is to be done on the Pingala portal to be accessed here:
<https://pingala.iitk.ac.in/IITK-0/login>
- (iv) **The timeline for Pre-registration for 2023-24-I Semester is as follows:**

PHASE – I June 16, 2023: 11:00am to June 20, 2023: 1:00pm
PHASE – II June 21, 2023: 2:00pm to June 22, 2023: 5:00pm
- (v) Pre-Registration will be done in two phases, as explained below. Students are **strongly advised to complete their pre-registration in Phase-I**. Postponing course requests to Phase- II may result in your not getting the desired course(s).

IMPORTANT:

- (vi) Although, the Compulsory and HSS/EME courses will be auto populated in your Pingala registration form but if you still wish to add a course, you are advised to select the course whose course number DOES NOT has a suffix as “A”. For example, you cannot opt for course no. BSBEXXA instead, you can opt for BSBEXX. Similarly, for the modular course, you can opt for a course whose course number ends with an alphabet “M”. For example, ESCXXM. You are NOT ELIGIBLE to register for full semester courses whose course number ends with an alphabet “A” or modular courses whose course number ends with an alphabet “A” or “B”.
- (vii) **Schedule for Pre-registration:**

PHASE – I

- a) June 16 (11:00 am) to June 20 (1:00 pm): Slot for students to request courses and submit the form to the DUGC.

PHASE – II

- a) June 21 (2:00 pm) to June 22 (1:00 pm): Students **cannot request for course(s)** during this period. They can only fill accepted courses in the pre-registration form and submit the online form to the DUGC. *(This slot is exclusively reserved for Instructors & DUGCs to clear the student course requests and forms).*

The Course requests that remain WAITING after 1:00 pm on June 22, 2023 will be REJECTED AUTOMATICALLY.

b) June 22 (1:00 pm to 5:00 pm):

If a student fails to submit his/her form by June 22 (5:00pm), then all his/her accepted courses will get auto-filled in the online pre-registration form.

If the total credits in the form are found within the prescribed limit, the form will be submitted automatically for the DUGC approval.

If the total credits in the form are more than the prescribed limit, the form will be REJECTED AUTOMATICALLY.

Points to remember:

- (viii) After filling all accepted courses in the online registration form, students must submit the same for DUGC approval as soon as possible.
- (ix) If the number of credits in the submitted form is less than the **minimum load allowed**, then the **form may get rejected**.
- (x) It is the sole responsibility of the student to ensure that **no two courses with clashing time slots** are filled in the submitted pre-registration form. **Failure to do so may lead to cancellation of registration in all clashing courses. This can be avoided if the student submits his/her form after careful scrutiny rather than waiting for the system to automatically submit the form after the deadline as detailed above.**
- (xi) Students whose pre-registration form is rejected will be treated as NOT-REGISTERED for the next semester. Such students will have to do online academic registration on the due date as detailed in the academic calendar for 2023-24-I Semester.
- (xii) Online Pre-Registration Portal will be available to DUGC Conveners at all times during the pre-registration period for clearing the forms submitted by students.

Helpdesk / Assistance / Alerts

- a) If you face any technical issues while accessing the Pre-Registration Module over Pingala, please write to pingala@iitk.ac.in.
- b) If you have issues related to academics with regard to the Pre-Registration, please write to reg_help@iitk.ac.in.
- c) To keep track of your pre-registration activities on Pingala, you will receive an auto-generated e-mail for every transaction made by your Pingala User Id on Pingala. If you receive an email for a transaction not made by you over Pingala, you should immediately report to DOAA office by dropping a mail to skshah@iitk.ac.in.
- d) Kindly do not share your Pingala User Id and password with anyone. You will be responsible for all transactions made through your Pingala User Id.