PRE-REGISTRATION SCHEDULE FOR 2025-26-I SEMESTER

Guidelines:

- (i) Please note that the pre-registration for the upcoming semester is mandatory. In case a student does not pre-register for some reason, the responsibility will entirely be that of the student's.
- (ii) Please note the fine for non-completion of pre-registration is Rs. 2500/-.
- (iii) For pre-registration, please make sure you have entered your APAAR/ABC ID in your student profile on Pingala. Registration process/steps for ABC/APAAR ID creation is given in the attached manual: https://www.abc.gov.in/assets/resources/Academic-Bank-of-Credits User Manual V3.pdf

(Steps to enter APAAR ID on Pingala: https://iitk.ac.in/doaa/data/APAR-ID-Help-File.pdf)

- (iv) The DoAA Office is in the process of uploading student credits for the Academic Year 2024-25.
- (v) Please check your credits for the Academic Year 2024-25 by 21st May 2025 on ABC portal. In case of any discrepancy, please inform oars_office@iitk.ac.in by 31st May 2025. After 31st May 2025, no updation/correction in credits for the Academic Year 2024-25 is possible on ABC portal.
- (vi) The timeline for pre-registration is as follows:

ROUND – ONE

PHASE – I

9th April 2025 (11:00 AM) to 13th April 2025 (up to 03:00 PM)

• Students must submit their request for adding courses within this timeline.

• All course instructors may accept/reject the course requests during this time.

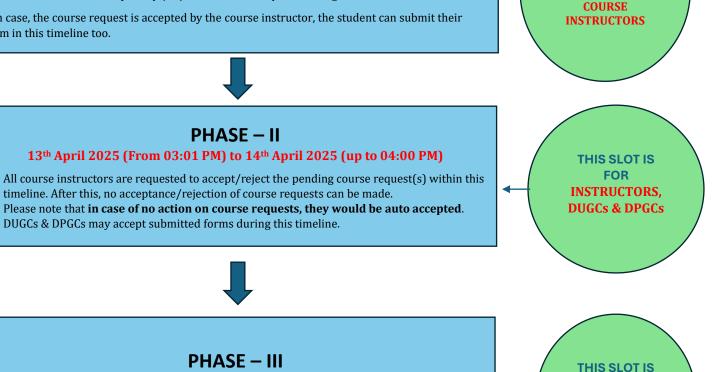
• In case, the course request is accepted by the course instructor, the student can submit their form in this timeline too.



PHASE – II

timeline. After this, no acceptance/rejection of course requests can be made.

DUGCs & DPGCs may accept submitted forms during this timeline.



FOR STUDENTS,

DUGCs &

DPGCs

THIS SLOT IS

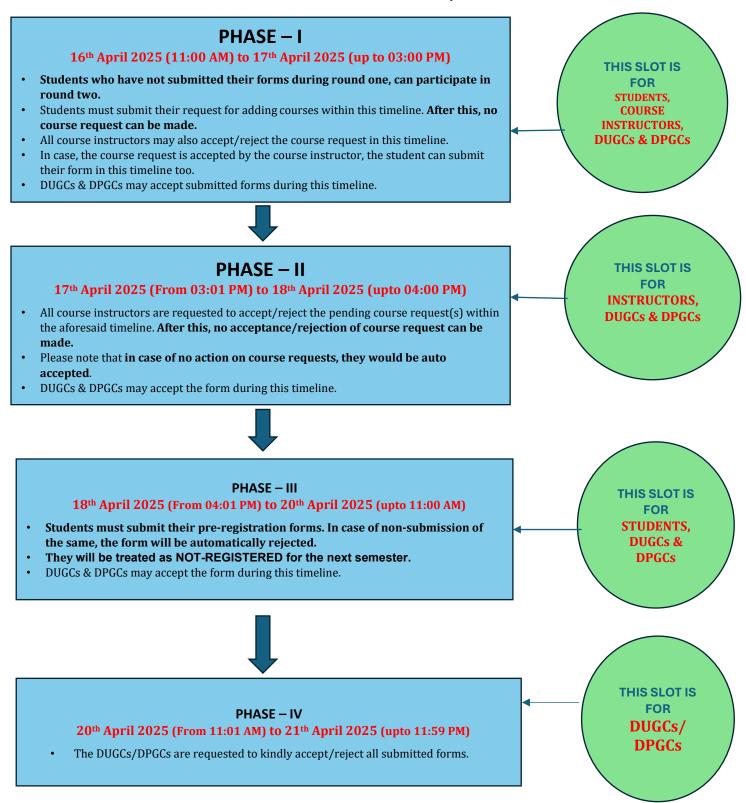
FOR STUDENTS AND

PHASE – III 14th April 2025 (From 04:01 PM) to 16th April 2025 (up to 11:00 AM)

- Students may submit their pre-registration forms if their semester load requirements are fulfilled.
- DUGCs & DPGCs may accept the form during this timeline.

ROUND – TWO

(ONLY FOR STUDENTS WHO HAVE NOT SUBMITTED THEIR FORMS IN ROUND ONE)



Points to remember:

- 1. Students are strongly advised to complete their pre-registration.
- **2.** After filling all accepted courses in the online registration form, students must submit the same for DUGC/DPGC approval as per the given timelines.
- **3.** If the number of credits in the submitted form is less than the **minimum load allowed**, then the **form may get rejected.** This does not apply to graduating and extended degree students.
- 4. 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 the registration in all clashing courses.
- 5. Students on semester leave due to any reason(s) must participate in pre-registration for the upcoming semester if they wish to register for courses in the upcoming semester. Not submitting the pre-registration form would result in the fine being imposed.
- **6.** Students whose pre-registration form is rejected will have to do online academic registration on the due date as detailed in the Academic Calendar for 2025-26-I Semester.
- 7. Please note the fine for non-completion of pre-registration is Rs. 2500/-.

Helpdesk / Assistance / Alerts

- a) If you face any technical issues while accessing the pre-registration Module on Pingala, please write to pingala@iitk.ac.in.
- b) If you have issues related to academics regarding 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 email for every transaction. If you receive an email for a transaction not made by you on Pingala, you should immediately report to the DoAA office by dropping an e-mail to courses@iitk.ac.in.
- d) Kindly do not share your Pingala User ID and password with anyone.

Batch wise schedule:

To avoid load on the server, the students are required to login to the pre-registration portal on 09th April 2025 as per the following schedule:

a) UG Y24 (All Programmes)	- '	11:00 AM onwards
b) UG Y23 (All Programmes)	- '	11:30 AM onwards
c) UG Y22 (All Programmes)	- '	12:00 PM onwards
d) UG Y21 and earlier (All Programmes)	- '	12:30 PM onwards
e) PG Y24 (All Programmes)	- (01:00 PM onwards
e) PG Y24 (All Programmes) f) PG Y23 (All Programmes))1:00 PM onwards)1:30 PM onwards
	- (
f) PG Y23 (All Programmes)	- (01:30 PM onwards
