PRE-REGISTRATION SCHEDULE FOR 2023-24-II SEMESTER

(i)   It is Pre-Registration time for the upcoming semester (2023-24-II).

(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 timeline for Pre-registration for 2023-24-II Semester is as follows:**

       PHASE – I   November 3, 2023: 3:00pm to November 8, 2023: 1:00pm
       PHASE – II   November 8, 2023: 2:00pm to November 10, 2023: 5:00pm

(iv)   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).

(v)   **Schedule for Pre-registration:**

PHASE – I

a) **Nov 3 (3:00 pm) to Nov 8 (1:00 pm):**   **All UG and PG students can request courses and submit the form to DUGC/DPGC.**
(Click here for batch wise schedule to login to the pre-registration process.)

PHASE – II

a) **Nov 8 (2:00 pm) to Nov 10 (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 DUGC/DPGC. *(This slot is exclusively reserved for Instructors, DUGCs & DPGCs to clear the student course requests and forms).***

The Course requests that remain WAITING after 1:00 pm on November 10, 2023 will be REJECTED AUTOMATICALLY.

b) **Nov 10 (1:00 pm to 5:00 pm):**   **If a student fails to submit his/her form by November 10, 2023 (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/DPGC approval.

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

(vi)   After filling all accepted courses in the online registration form, students must submit the same for DUGC/DPGC approval as soon as possible.

(vii)   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.

(viii)   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.*

(ix)   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-II Semester. Students on semester, leave due to any reason(s), will be able to register for the courses on the due date as detailed in the academic calendar for 2023-24-II Semester.

(x)   Online Pre-Registration Portal will be available to DUGC/DPGC 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.

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Batch wise schedule:

To avoid load on the server, the students are required to login to the pre-registration portal on November 3, 2023 as per the following schedule:

a) UG_Y23   (All Programmes)   3:00pm onwards
b) UG Y22   (All Programmes)   3:30pm onwards
c) UG Y21   (All Programmes)   4:00pm onwards
d) UG Y20   (All Programmes)   4:30pm onwards
e) UG Y19 and earlier (All Programmes)   5:00pm onwards

f) PG Y23   (All Programmes)   5:30pm onwards
g) PG Y22   (All Programmes)   6:00pm onwards
h) PG Y21   (All Programmes)   6:30pm onwards
i) PG Y20 and earlier (All Programmes)   7:00pm onwards