

PRE-REGISTRATION SCHEDULE FOR 2024-25-I SEMESTER

- (i) It is Pre-Registration time for the upcoming semester (2024-25-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 timeline for Pre-registration for 2024-25-I Semester is as follows:**

PHASE – I April 9, 2024: 3:00pm to April 14, 2024: 1:00pm

PHASE – II April 14, 2024: 2:00pm to **April 17, 2024: 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) April 9 (3:00 pm) to April 14 (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) April 14 (2:00 pm) to **April 17 (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 **April 17, 2024** will be REJECTED AUTOMATICALLY.

b) **April 17** (1:00 pm to 5:00 pm):

If a student fails to submit his/her form by **April 17, 2024 (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.

Points to remember:

- (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 2024-25-I Semester. Students on semester, leave due to any reason(s), will be able to register for the courses on the due date for registration as detailed in the academic calendar for 2024-25-I 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.

Batch wise schedule:

To avoid load on the server, the students are required to login to the pre-registration portal on April 9, 2024 as per the following schedule:

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|-----------------------|------------------|----------------|
| 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 |
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| 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 |