

**Indian Institute of Technology Kanpur
Academic Section**

REGISTRATION NOTICE

For Continuing Students (UG & PG) in 2018-19-II Semester

December 27, 2018

All the students of the Institute are required to register in each semester. Academic Registration and Fee Payment are done at the Pingala portal.

A student will be deemed to have registered for the semester when s/he has done academic registration, cleared all dues, paid fees for the next semester, and signed the designated roll register. Registration process is to be carried out in the Lecture Hall Complex (LHC). The schedule for signing the roll register will be put on the DOSA website and notice board in due course of time.

Before the commencement of the Registration process, each student should ensure following:

- a) S/he **has cleared all Institute Dues** including the dues at the Hall of Residence and has obtained a receipt.
- b) S/he **has paid the Institute fees for 2018-19-II Semester online through Pingala**. If a student is facing problems in depositing fees through Pingala, s/he may contact Pingala Help Desk in the Lecture Hall Complex on the due date.
- c) S/he **has done academic pre-registration successfully**. For students who have not done pre-registration or are not academically registered due to some reason (including reasons of semester leave during 2018-19-I Semester, re-instatement etc.) should submit an online request for courses/credits on Pingala and submit the online form to DUGC/DPGC for approval.

Academically non-registered students can access Pingala from anywhere with effect from January 1, 2019 onwards and start the registration process.

In case, the online registration form is not approved by DUGC/DPGC by the due date of registration as per academic calendar, then you need to take a printout of the online registration form, get it signed by your DUGC/DPGC and submit the same at the appropriate registration desk in the Lecture Hall Complex on the due date of registration.

- d) **Roll numbers of undergraduate students who are placed on Warning or Academic Probation for 2018-19-II Semester are DE-ACTIVATED on Pingala**. They need to submit the following documents at the appropriate registration desk to make their roll numbers active:
 - i) Duly filled and signed undertaking form for Warning/Academic Probation (*available at appropriate registration desk on the due date*); and
 - ii) Printout of the online registration form duly signed by the DUGC Convener.

After completing the above, students may proceed to appropriate registration desk and **sign the designated roll register**.

Note:

- 1) All continuing students **who did not pre-register** are required to pay a fine of Rs. 1000/-. This will be added to the net fee payable by them.

SCHEDULE OF REGISTRATION AT DOSA DESK

Time: 10:00 AM – 1:00 PM & 2:00 PM – 5:00 PM

Wednesday	January 2, 2019	Forenoon Session Old PG students (BSBE, ES, MSP, PSE, NET, IME, DES, CHM, HSS, PHY & MTH)
		Afternoon Session B.Tech./BS students of 2017, 2018, 2014 and earlier batches and Dual Degree students
Thursday	January 3, 2019	Forenoon Session Old PG students (AE, CE, CHE, CGS, CSE, EEM, EE, MSE & ME)
		Afternoon Session B.Tech./BS students of 2015, 2016 batches & All M.Sc. 2Yr, & M.Sc.-Ph.D. (Dual Degree) students

Late registration will take place on **Wednesday, January 9, 2019** in the Academic Section (UG & PG offices) only.

Late registrants will be required to pay an additional amount of Rs.1000/- towards late registration fee.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER JANUARY 9, 2019.

SUBMISSION OF THESIS:

All those students who will submit their thesis by last date of registration (January 9, 2019) need not register.

Students who intend to submit their thesis between 10-01-2019 to 17-01-2019 have the following options:

1. Do your registration on 2 – 3 January, 2019 (as per the schedule given above). If you are able to submit the thesis by 17-01-2019, your tuition fee will be refunded in full. The non-academic charges such as hostel fee and mess establishment charges, etc. will be refunded partially as per the rules of DOSA office. The exact refund will depend on your duration of stay in the hostel.
2. Do only the non-academic registration by the date of late registration (January 9, 2019). It means that you only pay the non-academic components of the charges (fee excluding tuition fee). When you finally leave the hostel, some of these charges can be refunded partially as per the rules of DOSA office. Please note that if you do non-academic registration only, and you are unable to

submit thesis by 17-01-2019, then your academic programme may be terminated unless SPGC/SUGC allows you to register after last date of registration (January 9, 2019).

Please note that PG office (UG office for students of Dual Degree program) will not accept thesis submission between 10-01-2019 & 17-01-2019 unless you have paid applicable registration charges. Also, thesis submission after 17-01-2019 will not be permitted if the student has not done academic registration.

sd/-

Dean, Academic Affairs

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. All Associate Deans
5. Head of All Departments
6. Chairpersons, SPGC/SUGC
7. All DPGC/DUGC Conveners
8. Head, Counselling Service
9. Chairman, Council of Wardens
10. Librarian, P K Kelkar Library
11. Office of Dean, Students Affairs
12. Chairman, Security Advisor to make appropriate security arrangements in the Lecture Hall Complex (New & Old) on 2 – 3 January, 2019.
13. In-charge, Lecture Hall Complex to make necessary arrangements at various lecture halls.
14. Foreign Students Adviser, International Relations
15. In charge, Physical Education Office to depute staff for registration of CPA courses
16. Office Automation Unit
17. PI, New Office Automation (Pingala)
18. UG/PG Sections, DOAA office
19. All Notice Boards
20. Warden In-charge, All Halls of Residence with a request to depute staff members authorized to collect the dues in the Hall Offices on the dates mentioned above. The dealing officials should be available on 2 – 3 & 9 January, 2019 from 9:00 AM to 5:30 PM in the Hall offices.