

**Indian Institute of Technology Kanpur
Academic Section**

REGISTRATION NOTICE

For Continuing Students (UG & PG) in 2019-20-II Semester

December 27 2019

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 completed the academic registration, cleared all dues, paid fees for the next semester, and has successfully given the biometric impression on the day of his/her registration. Registration process will be carried out in the Lecture Hall Complex (LHC).

Before the commencement of the Registration process, each student should ensure the 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 2019-20-II Semester online through Pingala**. If a student is facing problems in depositing fees through Pingala, s/he may contact Pingala Help Desk at Room No. L 7 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 2019-20-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 with effect from December 27, 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 2019-20-II Semester are DE-ACTIVATED on Pingala**. They need to submit the following documents at the appropriate registration desk to get their roll numbers activated:
 - 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 their respective departments and give their biometric impression for marking their presence on the day of registration.

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

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

Monday	Dec 30, 2019	BTech/BS students of 2015, 2018 & 2019 batches and Dual Degree students Old PG students (BSBE, ES, MSP, PSE, NET, IME, DES, CHM, HSS, PHY & MTH)
Tuesday	Dec 31, 2019	BTech/BS students of 2016, 2017 and earlier batches & All MSc-2Year & MSc-PhD (Dual Degree) students Old PG students (AE, CE, CHE, CGS, CSE, ECO, EE, MSE & ME)

Late registration will take place on **Thursday, January 9, 2020** 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, 2020.

SUBMISSION OF THESIS:

Students who will submit their thesis by the last date of registration (January 9, 2020) need not register if they proceed on leave until defense. However, if they do not proceed on leave until defense, they are required to register for Zero credits.

Students who intend to submit their thesis from 10-1-2020 to 16-1-2020 are required to register on 9-1-2020 as per the schedule given above. If the thesis is submitted by 16-1-2020, the tuition fee will be refunded in full. The mess establishment charge will be refunded partially as per the rules of the DOSA office. The exact refund will depend on the duration of your stay in the hostel.

Please note that PG office (UG office for the students of the Dual Degree program) will not accept thesis submission between 10-1-2020 & 16-1-2020 unless they have paid applicable registration charges. Also, thesis submission after 9-1-2020 will not be permitted if the student has not done 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. Chairperson, Council of Wardens
10. Librarian, P K Kelkar Library
11. Office of Dean, Students Affairs

12. Chairperson, Security Advisor to make appropriate security arrangements in the Lecture Hall Complex (New & Old) on 30-31 December, 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. New Office Automation (Pingala) to set up a help desk at Lecture Hall Complex during 30-31 December, 2019
18. UG/PG Sections, DOAA office
19. All Notice Boards
20. Wardens 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 December 30-31, 2019 and January 9, 2020 from 9:00am to 5:30pm in the Hall offices.