INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Department of Humanities and Social Sciences
October 26, 2018

HSS Pre-registration
Instructions and User Manual

1. HSS Pre-registration is compulsory for all UG students desirous of and eligible for taking a HSS course in the 2018-19-II semester. No request for HSS course allotment during registration in January 2019 will be entertained on grounds of a student's inability to participate in the ongoing HSS pre-registration process.

2. The Department-wise Semester Template is available at the following URL: http://www.iitk.ac.in/doaa/data/Course-Template-B.Tech-BS.pdf

3. All HSS Level I courses are scheduled as follows:
   17:10-18:00 slot on M, T, W, Th.

4. The HSS Level II courses will run in the following three slots:
   Slot 1 - M, W (10:00-10:50); F (12:00-12:50)
   Slot 2 - Th, F (10:00-10:50); M (11:00-11:50)
   Slot3 - W, Th, F (11:00-11:50)

   The timings of the above mentioned slots will NOT be changed under any circumstances. In case of a time table clash between an HSS course and a DC/IC (Department Compulsory/Institute Core), please report the same in the space provided for this purpose on the Pingala HSS course allotment portal.

5. It is mandatory to give a preference number for ALL HSS courses available to the student on his/her account. If preference number is not given for one or more options, Pingala will not be able to accept the HSS pre-registration form.

6. Students may change their preference order for HSS courses as many times as they like UNTIL the final HSS Preference form submission deadline (Tuesday, October 30, 2018: 11:59 pm).
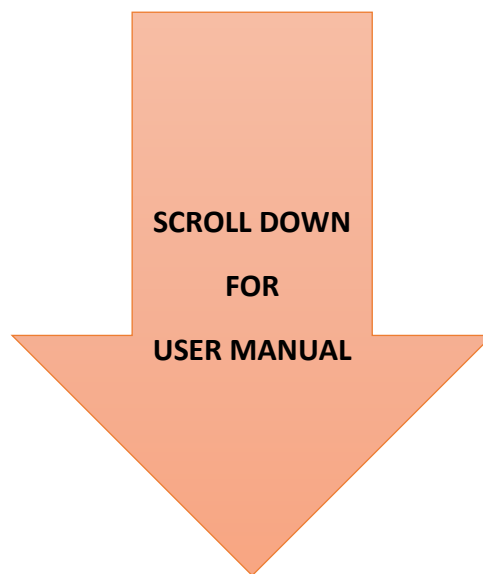
7. Timeline for HSS Pre-registration:

Pingala portal <u>Opens</u> for HSS Pre-registration:
Friday, October 26, 2018: 2:00 pm

Pingala portal <u>Closes</u> for HSS Pre-registration:
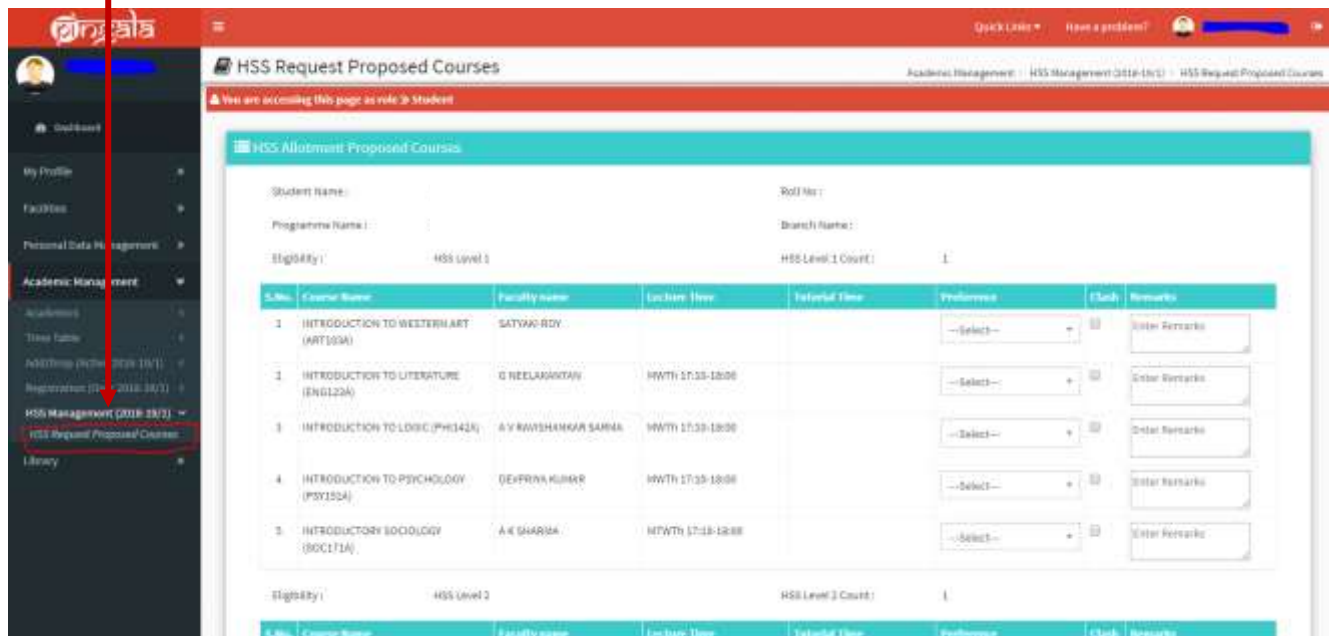**Tuesday, October 30, 2018: 11:59 pm**

SCROLL DOWN

FOR

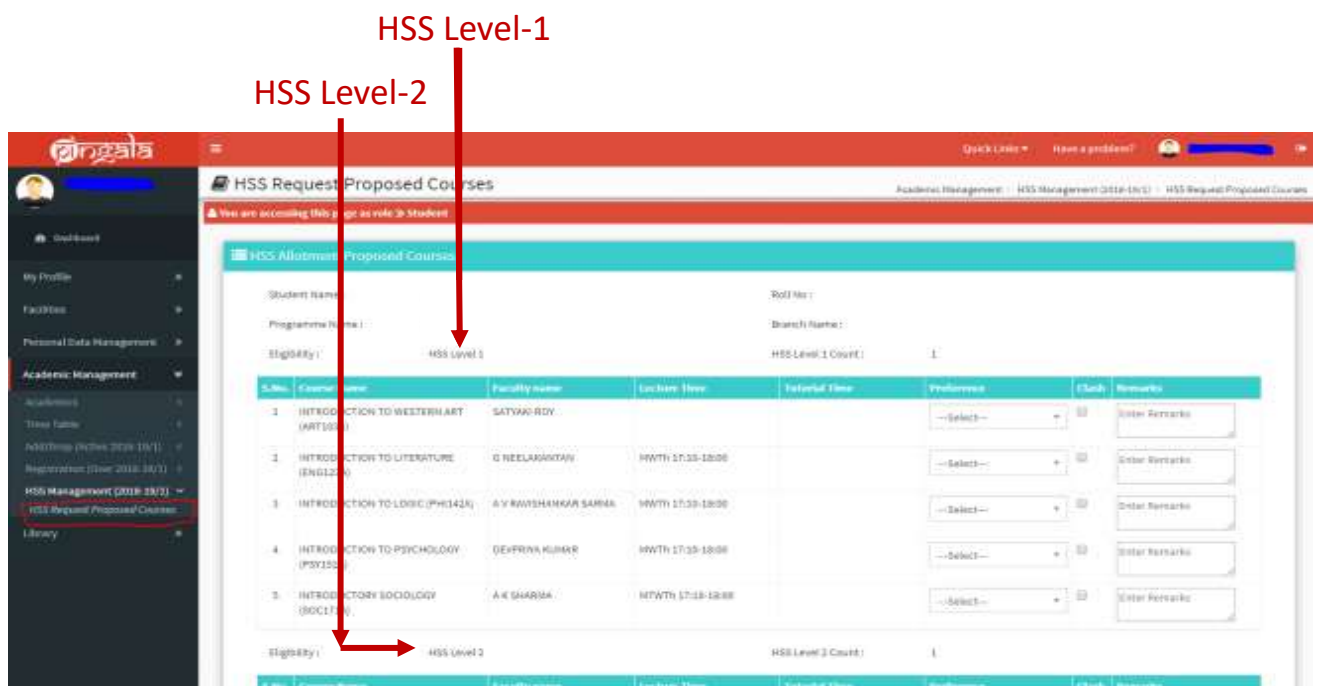USER MANUAL

User Manual for operating the Pingala portal

Step 1:
Login in to your Pingala account and click on the following link:
Academic Management→ HSS Management 2018-19/1→HSS Request Proposed Courses

Click here

If you are eligible for both HSS Level I and Level II courses, your page will show the HSS-I courses first. Scroll down the page to check HSS II courses.

HSS Level-1

HSS Level-2

Step 2:

Verify all your eligibility requirements on this page. Check that you are eligible for HSS-I, or HSS- II, or both HSS-I and II. You are eligible for an HSS course if:

a- HSS Level – I or Level II course is due next semester as per your course template; or

b- You have a Failed backlog in HSS Level – I or Level – II course; or

c- You have a Fresh backlog in HSS Level – I or Level – II course.

There are no other criteria by which you can get a HSS course. However, if you wish to do any HSS course as an OE, then you can request for the same during add/drop period through Pingala.

In case of any discrepancies in the eligibility data, please <u>contact DOAA office on a working day before 3:00 pm on Tuesday, October 30, 2018).</u> If the discrepancy is valid, the office will make appropriate changes.
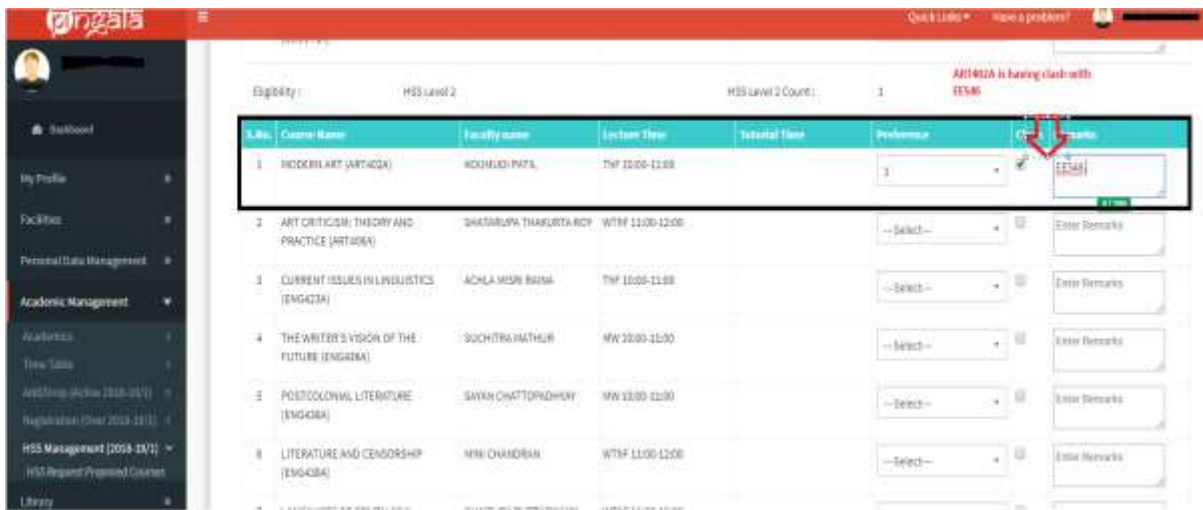

Step 3:

Fill in your preferences for HSS courses:

1. Fill in preference numbers <u>for all courses</u> available to you on your page.

2. Check for timetable clash between any HSS course and any DC/IC (Department Compulsory/Institute Core) course in your department timetable. The system WILL NOT CHECK for timetable clashes, so it is your responsibility to mark all clashes. The next step explains how to mark these clashes on Pingala.

3. Click the <u>'Submit'</u> button after the preference number for all the courses has been filled.

4. <u>Filling your preference for every available course is mandatory</u>. Your form cannot be submitted unless all the available courses have been given a Preference Number.

5. Click on the <u>'Submit'</u> button to submit your form.

6. You can continue to revise your priority of preferences and re-submit the form until the HSS Preference form submission deadline (Tuesday, October 30, 2018). The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

Step 4:

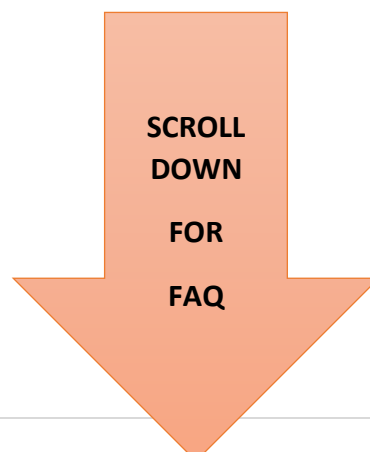Report a timetable clash. If there is a timetable clash with any IC/DC courses,

1. Click on the 'Clash' box.

2. In the Remarks column, write the course number with which the HSS course is clashing.

3. Remember to fill in preference numbers for the course with a clash ALSO.

Step 5:

Modify your preferences for HSS courses

You can continue to revise your preferences and re-submit the form until the HSS Preference form submission deadline (Tuesday, October 30, 2018). The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

SCROLL DOWN FOR FAQ

FREQUENTLY ASKED QUESTIONS

1) I am eligible for an HSS course, but my Pingala page does not show a list of available courses. What should I do?

Please contact DOAA office on a working day before 3:00 pm on Tuesday, October 30, 2018.

2) I don't know whether I am eligible for an HSS course next semester. What should I do?

Click on the Academic Management→ HSS Management 2018-19/1→HSS requested Proposed courses. It will show you the list of courses at each level, HSS-I and HSS-II, that you are eligible for.

3) I am eligible for both HSS-I and HSS-II courses. How do I find the HSS courses I am eligible for?

Please refer to the same link as mentioned above. Page is bifurcated in 2 parts. The HSS-I courses appear first. Scroll down to access the HSS-II courses.

4) Is it mandatory to fill priority of preferences for all course choices?

Yes.

5) I am eligible for both HSS Level I and Level II courses, but I want to fill choices only for one of them. What should I do?

Please contact DOAA office to remove your eligibility from the HSS level for which you do not want to fill choices.

6) Can I fill the form partially?

Partial form filling is not allowed. Your form will not be accepted if it is incomplete.

7) I don't want to participate in the HSS pre-registration. Can I exercise this option?

No HSS course will be allotted to you for the coming semester if you do not participate in the HSS Pre-registration process.

8) I want to take HSS course as OE. What should I do?

In the HSS course allotment module, courses are offered only as a HSS option. To take a HSS course as an OE, please request the instructor during regular pre-registration/Add&Drop period.

9) What happens if I missed HSS pre-registration?

You will not get an HSS course in the upcoming semester.