Indian Institute of Technology Kanpur
Department of Humanities and Social Sciences

HSS Pre-registration
Instructions and User Manual
**(This round of HSS Pre-registration is meant for BTech-BS Y20 Batch Only.
All others should ignore this call.)**

1. Pre-registration for HSS courses is compulsory for all UG students desirous of and eligible for taking an HSS course in the 2021-22 First Semester. No request for course allotment during Registration will be accepted on grounds of a student's inability to participate in the HSS Pre-registration process.

2. HSS Level-I courses on offer are scheduled in the following slot:
   Lecture: MWF – 08:00-09:00
   Tutorial: Th – 08:00-09:00

   The above-mentioned timings will NOT be changed under any circumstances.

3. HSS pre-registration will take place on the Pingala portal.

4. In case of a time clash between a HSS course and a DC/IC, please tick the box- *Clash*, and clearly mention *only* the DC/IC course number in the *Remarks* column.

5. It is the responsibility of the student to check and confirm the correct name, roll number, date of birth, department, and eligibility of courses in the preference form on his/her Pingala page. In case of discrepancies in your personal information or eligibility requirements, please write to reg_help@iitk.ac.in. The last date to correct your eligibility requirements, if required, is June 3, 2021, 5.00pm.

6. Students from the Department of Economic Sciences are not eligible for ECO101A, if the course is being offered.

7. You will NOT be eligible for filling in the HSS Pre-registration form if it is not due in your course template or you have already completed the required number of HSS courses due as per the course template. Still if you wish to do a HSS course in advance to plan your upcoming semesters with less load or otherwise, you may request for the same during the ADD/DROP period.

8. It is *mandatory* to give a preference number for ALL HSS courses available to the student on his/her page. If preference number is not given for an option, Pingala will NOT accept the HSS pre-registration form.

9. Students may change their preference order for HSS courses as many times as they wish UNTIL the final form submission deadline i.e. June 3, 2021; 11:59pm.

10. **Timeline for Pre-registration**

Opening of HSS pre-registration portal for filling in the HSS course preferences:
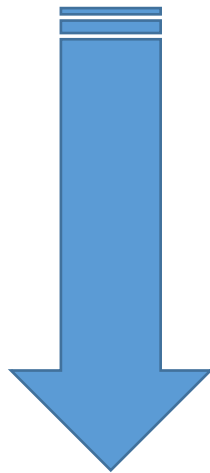**Tuesday, June 1, 2021; 1:00pm**

Correction of discrepancies in eligibility requirements for HSS courses:
Up to Thursday, June 3, 2021, 5pm

Last date for submission of Preferences for HSS courses:
Friday, June 3, 11:59pm.

User Manual for operating the Pingala portal

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Step 1:

Login in to your Pingala account and click on the following link:
Academic Management→ HSS Management 2021-22/I→HSS requested Proposed courses.

If you are eligible for HSS Level I course, your page will show the list of HSS-I courses.

Step 2:

Verify your eligibility requirements on this page. Check that you are eligible for HSS-I course. You are eligible for a HSS Level I course if:

a- HSS Level – I course is due next semester as per your course template; or
b- You have a Fail backlog in HSS Level – I course; or
c- You have a Fresh backlog in HSS Level – I course; or
d- Courses shown on your page have not been completed by you in a previous semester; or
e- Pre-requisites, if any, have been cleared.

There are no other criteria by which you can get a HSS course.

In case of any discrepancies in the eligibility data, please write to reg_help@iitk.ac.in. 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 in your department timetable. The system <u>WILL NOT CHECK</u> for time table clashes, so it is your responsibility to mark all clashes. The next slide explains how to mark these clashes on Pingala.

3. Click the submit button after the preference number for all 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 last date of submission. The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

Step 4-

Report a time table clash. If there is a time table 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 last date of submission. The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

FAQ

1- I am eligible for an HSS course, but my Pingala page does not show a list of available courses.

Please write to reg_help@iitk.ac.in.

2- I don't know whether I am eligible for an HSS course next semester.

Click on the Academic Management→ HSS Management 2021-22/1→HSS requested Proposed courses. It will show you the list of HSS Level I courses that you are eligible for.

3- Is it mandatory to fill priority of preferences for all course choices?

Yes.

4- Can I fill the form partially?

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

5- I don't want to participate in the pre-registration. What should I do?

No HSS course will be allotted to you for the coming semester.

6- I missed HSS pre-registration. What should I do?

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

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