PRE-REGISTRATION SCHEDULE FOR 2018-19-I SEMESTER

(i)   You need to do Pre-Registration for next semester (2018-19-I) through Pingala (New Office Automation system). This is accessible over internet off-campus also.

(ii)   Please note that **pre-registering for next semester is mandatory**. If you do not pre-register during the period given below, then you will be responsible for the consequences.

(iii)   **The modified period of Pre-Registration for 2018-19-I semester is April 12 to April 17, 2018.**

(iv)   The Pre-Registration will be done in two phases, as described below. Students are **strongly advised to complete their pre-registration in Phase-I**. Waiting to request course(s) in Phase- II may result in you not getting the desired course(s).

(v)   **Schedule of Pre-registration:**

PHASE – I

a) Apr 12 (2 PM) to Apr 15 (12 Noon)   :   **Slot for all UG and PG students to request courses and submit form to DUGC/DPGC.**

b) Apr 15 (2 PM) to Apr 16 (2 PM)*   :   **Students cannot request for course(s) during this period but can submit the form to DUGC/DPGC.** *(This slot is exclusively reserved for Instructors, DUGC & DPGCs to clear the student's course requests and forms).*

*During this period students are advised to approach concerned instructors for final decision on their pending requests (if any). All course requests that remain pending (**Waiting** as well as **Meet the Instructor**) after the deadline of 2:00 PM on April 16, 2018, will be **Accepted** automatically by the system.*

PHASE – II

c) Apr 16 (3 PM) to Apr 17 (2 PM)   :   **Slot for all UG and PG students to request courses and submit form to DUGC/DPGC.**

d) Apr 17 (3 PM to 8 PM)**   :   **Students cannot request for courses now. They can fill only Accepted courses** in the pre-registration form and **submit theonline form to DUGC/DPGC.** *During this period, students are advised to approach the concerned instructors for final decision on their pending requests (if any).*

. All requests that remain pending (Waiting** as well as **Meet the Instructor**) after this deadline of **8:00 PM on April 17, 2018** will be **Rejected** automatically.*

e) Apr 17 (8 PM to 11:59 PM) : Students can still choose and add from the remaining accepted courses available on their form and submit the online form to DUGC/DPGC. **If a student fails to submit his/her form by this deadline, then all his/her accepted courses will get auto-filled in the online pre-registration form and will be submitted automatically for DUGC/DPGC's approval.**

Points to remember:

(vi)   After filling all accepted courses in the online registration form, students must submit the same for DUGC/DPGC's approval as soon as possible.

(vii) If the number of credits in the submitted form is less than the minimum load allowed, then the forms may get rejected. This rule does not apply to graduating and extended degree students.

(viii) It is the sole responsibility of the student to ensure that that no two courses that have clashing time slots, have been filled in the submitted pre-registration form. **It may lead to cancellation of registration in all clashing courses.** This may be avoided if student submits his/her form on his own after careful scrutiny; *rather than waiting for the system to automatically submit the form after deadline of 11:59 PM on April 17.*

(ix)   Such students whose pre-registration form is rejected by DUGC/DGPC or otherwise, will be treated as not-registered student for the next semester. Such students will have to do online academic registration on the due date as detailed in the academic calendar for 2018-19-I Semester.

(x)   Online Pre-Registration portal will be available to DUGC/DPGC Conveners' at all times during the Pre-Registration period for clearing forms submitted by students.

Helpdesk / Assistance / Alerts:

a) If you face any technical issues while accessing pre-registration module over Pingala, please write to pingala@iitk.ac.in .

b) For you to keep a track of your pre-registration activities over Pingala, you will receive an e-mail for every transaction made by your User ID on Pingala. If you receive an email for the transaction not made by you over Pingala, you should immediately report to DOAA office and drop a mail to ar_doaa@iitk.ac.in.

c) Kindly do not share your Pingala user id and password with anybody. You will be responsible for all transactions made through your Pingala User Id.

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