

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION**

**REGISTRATION NOTICE
FOR CONTINUING STUDENTS (UG & PG) IN 2018-19-I SEMESTER**

July 20, 2018

All students of the Institute are required to register in each semester. Academic Registration and Fee payment is now 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 next semester and has signed the designated roll register. Registration process is to be carried out in the Lecture Hall Complex (LHC). Schedule for signing the roll register will be put on the DOSA website and notice board in due course of time.

Before commencing 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-I 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.

[Students who wish to pay through a Bank Draft should deposit the same at the appropriate registration desk in the Lecture Hall Complex on the due date. Institute does not accept cash payments.]

- 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 2017-18-II Semester, re-instatement etc.) should submit 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 July 21, 2018 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-I Semester are DE-ACTIVATED** on Pingala. They need to submit 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**, and then proceed to:

- e) **Get Identity Card updated** at appropriate desk in the Lecture Hall Complex;
- f) Fill in and **submit Personal Accident Nomination Form** (*available at appropriate registration desk on the due date*)

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.
- 2) The **registration for Library** must also be completed on the same day at the designated counter in the Library.

SCHEDULE OF REGISTRATION AT DOSA DESK

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

Wednesday	July 25, 2018	Forenoon Session B.Tech./BS students of 2017, 2016, 2013 and earlier batches and Dual Degree students
		Afternoon Session Old PG students (BSBE, CSE, ES, MSE, MSP, PSE, NET IME, DES, CGS, CHM, HSS, PHY & MTH)
Thursday	July 26, 2018	Forenoon Session B.Tech./BS students of 2015, 2014 All old M.Sc. 2 Yr, & M.Sc.-Ph.D. (Dual Degree) students
		Afternoon Session Old PG students (AE, CHE, CE, EEM, EE & ME)

Late registration will take place on **Monday, August 6, 2018** 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 AUGUST 6, 2018.

SUBMISSION OF THESIS:

All those students who will submit their thesis by last date of registration (August 6, 2018) need not register.

Students who intend to submit their thesis between 7-8-18 to 16-8-18 have the following options:

1. Do your registration on 25 – 26 July, 2018 (as per the schedule given above). If you are able to submit the thesis by 16-8-18, 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 (August 6, 2018) of late registration. 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 16-8-18, then your academic programme may be terminated unless SPGC/SUGC allows you to register after last date of registration (August 6, 2018).

Please note that PG office (UG office for students of Dual Degree program) will not accept thesis submission between 7-8-18 to 16-8-18 unless you have paid applicable registration charges. Also, we will not accept thesis submission from 17-8-18 onwards, unless you have done a proper 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. Joint Registrar (F&A) with a request to depute staff to collect Institute dues and fees from July 25 to July 27, 2018, and late registration fee to be collected on August 6, 2018.
13. Chairman, Security Advisor to make appropriate security arrangements in the Lecture Hall Complex (New & Old) from 25th to 27th of July, 2018.
14. In-charge, Lecture Hall Complex to make necessary arrangements at various lecture halls.
15. Foreign Students Adviser, International Relations
16. In charge, Physical Education Office to depute staff for registration of CPA courses
17. Office Automation Unit
18. PI, New Office Automation (Pingala)
19. UG/PG Sections, DOAA office
20. All Notice Boards
21. 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 also be available on August 6, 2018 from 9:00 AM to 5:30 PM in the Hall offices.