

## REGISTRATION NOTICE

### For Continuing Students (UG & PG) in 2020-21-I Semester

August 24, 2020

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 done academic registration, cleared all dues and paid fees for the next semester. Due to the extraordinary circumstances that have arisen as a result of the COVID-19 pandemic, the biometric impression will not be collected this semester.

Before the commencement of the Registration process, each student should ensure the following:

- S/he **has cleared all Institute Dues** including the dues at the Hall of Residence and has obtained a receipt.
- S/he **has paid the Institute fees for 2020-21-I Semester online through Pingala**. If a student is facing problems in depositing fees through Pingala, s/he may contact Pingala officials at [pingala@iitk.ac.in](mailto:pingala@iitk.ac.in).
- 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-II Semester, re-instatement etc.) should submit an online request for courses/credits on Pingala and submit the online form to DUGC/DPGC for approval. If you face any academic issue with regard to registration, you may write to [reg\\_help@iitk.ac.in](mailto:reg_help@iitk.ac.in).

**Academically non-registered students can access Pingala with effect from August 25, 2020 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 consult your DUGC/DPGC over phone/email and do as advised.

- Roll numbers of undergraduate students who are placed on Warning or Academic Probation for 2020-21-I Semester will be DE-ACTIVATED on Pingala**. They need to upload the duly filled and signed undertaking form for Warning/Academic Probation (as the case may be) at the link which will be sent to the concerned students over email to get their roll numbers activated.

**After completing the above, the students will be deemed to have registered for 2020-21-I Semester.**

#### Note:

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.

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#### SCHEDULE OF REGISTRATION

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

August 29-30, 2020      Registration and Fee Payment for Continuing Students in all Programmes

**Late registration** is scheduled to be held on **September 5, 2020 in the online mode**.

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 SEPTEMBER 5, 2020.**

## **SUBMISSION OF THESIS:**

Students who intend to submit the thesis may follow the guidelines given below:

- a) Submit the thesis before the date of late registration (Sep 05, 2020), or
- b) Register for full credits in 2020-21-I and continue with the thesis work. If you submit the thesis by September 15, 2020, you may claim the reimbursement of tuition fees and appropriate reduction of credits, or
- c) Apply for leave before August 28, 2020, and subject to approval of the leave by SPGC/SUGC, submit the thesis while on leave.

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. Foreign Students Adviser, International Relations
13. In charge, Physical Education Office
14. Office Automation Unit
15. New Office Automation (Pingala) to set up an online help desk during 29-30 August and September 5, 2020
16. UG/PG Sections, DOAA office
17. All Notice Boards
18. Warden In-charge, All Halls of Residence with a request to depute staff members authorized to collect the dues online.