

PRE-REGISTRATION SCHEDULE FOR 2018-19-II SEMESTER

- (i) It is Pre-Registration time for the upcoming semester (2018-19-II).
- (ii) Please note that **pre-registering for the upcoming semester is mandatory**. If you do not pre-register, the responsibility will be entirely your own.
- (iii) **The timeline for Pre-Registration for 2018-19-II semester is as follows:**
PHASE – I November 2, 2018: 11:00 am to November 6, 2018: 2:00 pm
PHASE – II November 6, 2018: 3:00 pm to November 9, 2018: 11:59 pm
- (iv) Pre-Registration will be done in two phases, as explained below. Students are **strongly advised to complete their pre-registration in Phase-I**. Postponing course requests to Phase- II may result in your not getting the desired course(s).
- (v) **Schedule for Pre-registration:**

PHASE – I

- a) Nov 2 (11:00 am) to Nov 5 (12:00 noon): Slot for all UG and PG students to request courses and submit the form to DUGC/DPGC.
- b) Nov 5 (1:00 pm) to Nov 6 (2:00 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, DUGCs & DPGCs to clear the student course requests and forms).*

During this period, students are advised to approach concerned instructors for the 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 November 6, 2018, will be **ACCEPTED AUTOMATICALLY** by the system.*

PHASE – II

- c) Nov 6 (3:00 pm) to Nov 9 (11:00 am) : Slot for all UG and PG students to request courses and submit the form to DUGC/DPGC.
- d) Nov 9 (11:30 am to 5:00 pm)** : Students cannot request for courses at this stage. They can fill only **Accepted courses** in the pre-registration form and submit the online 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 5:00 pm on November 9, 2018 will be **REJECTED AUTOMATICALLY**.*

- e) **Nov 9 (6:00 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 approval as soon as possible.
- (vii) If the number of credits in the submitted form is less than the **minimum load allowed**, then the **form 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 **no two courses with clashing time slots** have been filled in the submitted pre-registration form. **It may lead to cancellation of registration in all clashing courses. This can be avoided if the student submits his/her form after careful scrutiny rather than waiting for the system to automatically submit the form after the deadline of 11:59 pm on November 9, 2018.**
- (ix) Students whose pre-registration form is rejected by DUGC/DPGC or otherwise will be treated as NOT-REGISTERED 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-II Semester.
- (x) Online Pre-Registration Portal will be available to DUGC/DPGC Conveners at all times during the pre-registration period for clearing the forms submitted by students.

Helpdesk / Assistance / Alerts:

- a) If you face any technical issues while accessing the Pre-Registration Module over Pingala, please write to pingala@iitk.ac.in .
- b) To keep a track of your pre-registration activities over Pingala, you will receive an auto-generated e-mail for every transaction made by your Pingala User Id on Pingala. If you receive an email for a transaction not made by you over Pingala, you should immediately report to DOAA office and drop a mail to skshah@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.
