Indian Institute of Technology Kanpur
Department of Humanities and Social Sciences

HSS Pre-registration
Instructions and User Manual
(This round of Pre-registration is meant for Y19 and earlier batches of BT/BS/DD Programmes. BT-BS Y20 batch 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. All HSS Level-I courses are scheduled in the following two slots:
   Slot 1- M, W, Th, F – 08:00-08:50
   Slot 2- T, W, Th, F – 09:00-09:50

   The HSS Level II courses will run in the following two slots:
   Slot 1- T, W, F - 12:00-12:50
   Slot 2- M, W, F - 17:10-18:00

   The timings of the above mentioned slots will NOT be changed under any circumstances.

3. 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.

4. 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 contact DOAA office at Phone No. 0512-259-7669/4743 or write to reg_help@iitk.ac.in. The last date to correct your eligibility requirements, if required, is April 7, 2021, 5.00pm.

5. Students from the Department of Economic Sciences are not eligible for ECO101A or ECO201A.

6. Students who have completed ECO101A as a HSS course are not eligible for ECO-201A, and vice-versa. This also implies that students eligible for both Level I and Level II courses can take either ECO101A or ECO201A, but not both these courses.

7. You will NOT be eligible for filling in the HSS Pre-registration form if you have already completed the required number of HSS courses due as per the course template. Still if you wish to do a HSS courses 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 <u>NOT</u> 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. April 7, 2021; 11:59pm.

10. **Timeline for Pre-registration**

    Opening of HSS pre-registration portal for filling in the HSS course preferences:
    Monday, April 5, 2021; 1:00pm

    Correction of discrepancies in eligibility requirements for HSS courses
    Up to Wednesday, April 7, 2021, 5pm.

    Last date for submission of Preferences for HSS courses:
    Wednesday, April 7, 2021, 11:59pm.

User Manual for operating the Pingala portal
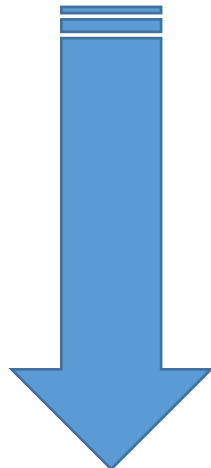
User Manual for operating the Pingala portal

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

Click here

If you are eligible for both HSS Level I and Level II courses, your page will show the HSS-I courses first. Scroll down the page to check HSS II courses.

HSS Level-1

HSS Level-2

Step 2:

Verify all your eligibility requirements on this page. Check that you are eligible for HSS-I, or HSS- II, or both HSS-I and II. You are eligible for a HSS course if:

a- HSS Level – I or II course is due next semester as per your course template; or

b- You have a Fail backlog in HSS Level – I or Level – II course; or

c- You have a Fresh backlog in HSS Level – I or Level – II 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. However, if you wish to do an HSS course as an OE, then you can request for the same during add/drop period through Pingala.

In case of any discrepancies in the eligibility data, please contact DOAA office at Phone No. 0512 259 7669/4743 or write to reg_help@iitk.ac.in. If the discrepancy is valid, the office will make appropriate changes.

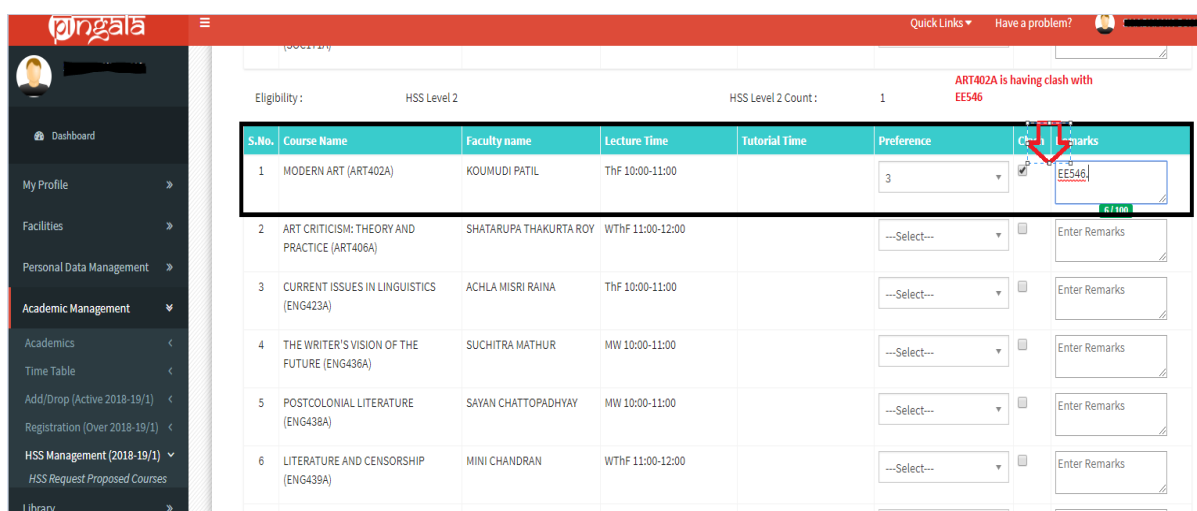**Step 3-**

Fill in your preferences for HSS courses:

1. Fill in preference numbers for all courses 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 WILL NOT CHECK 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. Filling your preference for every available course is mandatory. Your form cannot be submitted unless all the available courses have been given a Preference Number.

5. Click on the Submit 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 contact DOAA office at at Phone No. 0512-259 7669/4743 or 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 courses at each level, HSS-I and HSS-II, that you are eligible for.

3- I am eligible for both HSS-I and HSS-II courses.

Please refer to the link mentioned above. Page is bifurcated in to 2 parts. The HSS-I courses appear first. Scroll down to access the HSS-II courses.

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

Yes.

5- I am eligible for both HSS-I and HSS-II courses, but I want to fill choices only for one of them:

Please contact DOAA office to remove your eligibility from the HSS level for which you do not want to fill choices.

6- Can I fill the form partially?

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

7- 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.

8- I want to take HSS course as OE. What should I do?

In the HSS course allotment modules, courses are offered only as HSS course. To take a HSS course as an OE, **please request the instructor during regular pre-registration/Add & Drop period.**

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

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

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