Indian Institute of Technology Kanpur
Academic Affairs
HSS/EME Pre-registration
Instructions and User Manual

For 3rd Semester Student HSS Level-1 / EME
For 5th & 7th Semester Student HSS Level-2

Timeline for Pre-registration (HSS & EME)		
Events	**HSS Courses**	**EME Courses**
Opening of pre-registration portal for HSS & EME	**Tuesday, April 01, 2025; 11:00 AM**	**Friday, April 04, 2025; 10:00 AM**
Correction of discrepancies in eligibility requirement	Up to **Wednesday, April 02, 2025 4:00 PM.**	On **Saturday**, April 05, 2025 02:00 PM
Last date for submission of Preferences	**Thursday, April 03, 2025 11:00 AM**	**Saturday, April 05, 2025 11:59 pm**

1. Pre-registration for HSS/EME courses is compulsory for all UG students desirous of and eligible for taking HSS/EME courses in the 2025-26 First Semester as per their department template. No request for course allotment during Registration will be accepted on grounds of a student's inability to participate in the HSS/EME Pre-registration process.

2. All HSS Level-I courses are scheduled in the following slot:
    Slot 1- M, W, F – 17:00-18:00, Th- 17:00-18:00

    The HSS Level II courses will run in the following two slots:
    Slot 1- M, W, F– 17:00-18:00
    Slot 2- T, W, F – 12:00-13:00

    All EME courses are scheduled in the following slot:
    Slot 1- M, W, Th – 08:00-09:00

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

3. In case of a timetable clash between HSS/EME courses slot and DC/IC courses slot, please tick the box- *Clash* for all the HSS/EME courses offered

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in that slot, and clearly mention the DC/IC course number in the *Remarks* column. In case of timetable clash, no HSS/EME courses will be allotted in that slot.

4. It is the responsibility of the student to check and confirm 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 the DOAA office at Phone No. 0512-259- 7669/4743 or write to reg_help@iitk.ac.in before the last date of **Correction of discrepancies in eligibility requirement**.

5. You will NOT be eligible to fill in the HSS/EME Pre-registration form if you have already completed the required number of HSS/EME courses as per the course template. If you wish to do HSS courses in advance you may request the same during the ADD/DROP period with reason.

6. It is *mandatory* for students to give a preference number for ALL HSS courses available on his/her page. If the preference number is not given for an option, Pingala will <u>NOT</u> accept the HSS pre-registration form.

7. Students may change their preference order for HSS courses / EME Courses as many times as they wish UNTIL the **Last date for submission of Preferences**.

8. The allotment of HSS course(s) / EME course(s) is done by lottery.

User Manual for operating the Pingala portal

Step 1:

Login into your Pingala account and click on the following link:
Academic Management→ HSS Management 2025-26/I→HSS/EME 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.

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Step 2:

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

a- HSS Level – I or II course / EME courses are due next semester as per your course template; or

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

c- You have a Fresh backlog in HSS Level – I or Level – II course / EME courses; or

d- Courses shown on your page have not been completed by you in the 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 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 7669/4743/7020 or write to reg_help@iitk.ac.in. If the discrepancy is valid, the office will make appropriate changes.
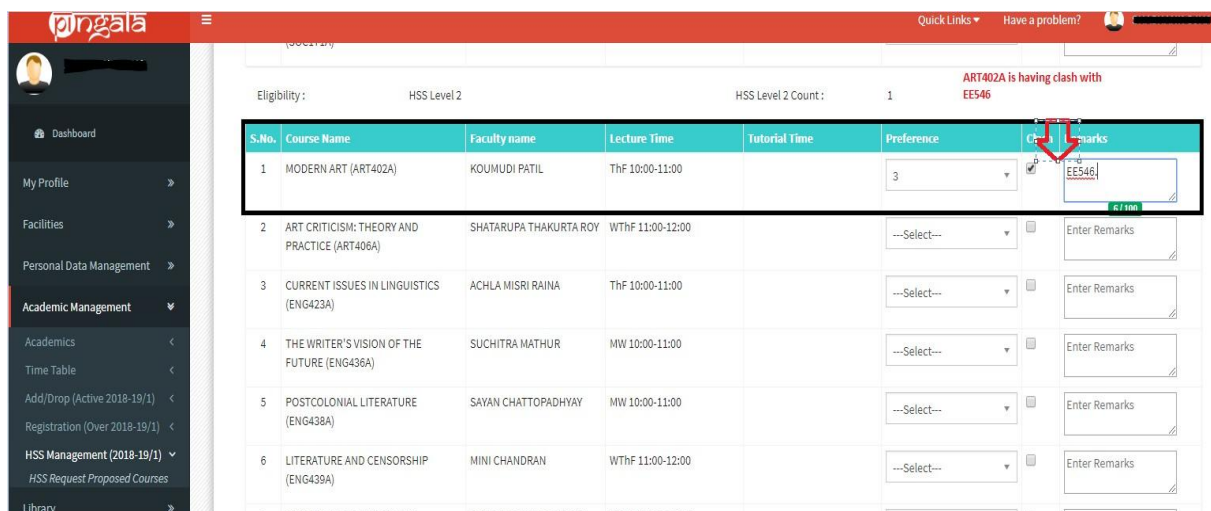
Step 3-

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 the allocation of courses.

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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 the allocation of courses.

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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 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 2025-26/1→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 into 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 the DOAA office to remove your eligibility from the HSS level for which you do not want to fill choices.

6- Can I fill in 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 an HSS course as an OE, **please request the instructor during 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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