

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
ACADEMIC SECTION**

**REGISTRATION PROCEEDINGS FOR NEW PG STUDENTS (2018 BATCH)**

July 20, 2018

All students of the Institute are required to register in each semester. Academic Registration and Fee payment is done at the Pingala portal.

A student will be deemed to have registered for the semester when s/he has done academic registration on Pingala, paid fees for the semester and has signed the designated roll register. **Registration process will be carried out in the Lecture Hall Complex on July 27, 2018 from 9:00 AM onwards.**

Following are some important points and procedures for Registration:

1. It is mandatory for every student to create their User Id on the Pingala portal. Academic registration and fee payment is done through the Pingala portal.
2. **Students need to pay Institute fees for 2018-19-I Semester online through Pingala.** This can also be done in advance before 27-July-2018.

[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.]

**Registration Procedure for Postgraduate Students:**

3. Students need to fill in the Registration Card and Academic Registration form (in triplicate) available at their respective department offices.
4. After filling in the Academic Registration form, students need to take signatures of the Convener, DPGC on the form. The registration form and registration card should be carried to appropriate lecture hall on July 27, 2018 for submission.
5. On July 27, 2018 students should also carry self-attested photocopies of all certificates/testimonials (as detailed on webpage of Counselling Service) along with originals of the same for verification to appropriate lecture hall at the Lecture Hall Complex.
6. To complete the academic registration, students need to feed the approved courses/credits, as detailed on the form, on the Pingala portal.

You may use your laptop or any other gadget to login on the Pingala portal. However, the Institute has also made arrangements for Computer terminals which are available at the New Core Labs from July 26 to 28, 2018 from 9:00 AM to 5:00 PM.

After completing step 4, as detailed above, students may proceed to the appropriate registration desk and **sign the designated roll register.**

**Registration process of Postgraduate students ends here.**

**Late registration** will take place on **Monday, August 6, 2018** in the Academic Section only.

**NO STUDENT WILL BE ALLOWED TO REGISTER AFTER AUGUST 6, 2018.**

**Dean, Academic Affairs**