

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION**

REGISTRATION PROCEEDINGS FOR NEW UG STUDENTS (2023 BATCH)
(Students admitted in BTech/BS Programmes)

July 30, 2023

All students of the Institute are required to register in each semester.

A First Year student will be deemed to have registered for the semester when s/he has registered on the Pingala portal and has paid the fees for the semester. The above process, including the payment of fees is done online.

It is mandatory for every student to create his/her User ID on the Pingala portal. You will receive an email from pingala@iitk.ac.in detailing your User ID and Password to create your profile on the Pingala portal. In case, due to any reason, you don't receive this email, you may click on the link "[New user register here](#)", enter your roll number and proceed as directed, to create your profile on the Pingala portal. If you face any issue in creating your profile, you may write to pingala@iitk.ac.in.

Following are the important steps in the Registration procedure:

A) Registration as a New Student

To start with, you need to fill in an online form and upload scanned copies of the original documents on the Pingala portal. **The Pingala portal, for uploading documents and further proceedings will be active at 11:00am on August 1, 2023 till 5:00pm on August 9, 2023.**

You will be required to upload the following documents:

- i) Class 10th Marks Sheet or Pass certificate having Date of Birth
 - ii) Class 12th Marks Sheet
 - iii) Aadhar Card
 - iv) Parental Income Certificate
 - v) Document verification and Seat acceptance letter (Downloadable from JOSSA Website)
 - vi) Provisional seat allotment letter (Downloadable from JOSSA Website)
 - vii) Medical Report (*Please upload the same certificate that was uploaded during the JEE counselling*)
 - viii) Anti-Ragging Undertaking
 - ix) Self-declaration Undertaking
 - x) Ethical Practices Undertaking
 - xi) Photograph
 - xii) Signature
- } Formats can be downloaded [here](#).

xiii) Besides the above, students in the GEN-EWS (Economically Weaker Sections) and OBC-NCL (OBC Non-Creamy Layer) categories are required to upload the valid category certificate in prescribed formats as detailed in the JEE (Advanced) 2023 Brochure.

xiv) SC/ST/PwD students are required to upload the category/disability certificates in the prescribed format and valid as per rules.

The verification of the documents/certificates uploaded by you will be done against the originals at a later date. The schedule for the same will be notified later over email.

B) Payment of Fees

Students are required to pay the fees online as per the Fee Structure available here: https://www.iitk.ac.in/dosa/data/New_UG_PG_2023-24_1st_semester-13-07-23.pdf

For details on fee structure, scholarships, ITR, Parental Income or any other financial queries, you may contact the office of the Dean of Students' Affairs (DOSA). Contact details of the DOSA officials are available here: <https://www.iitk.ac.in/dosa/contact-us>.

You will be re-directed to pay the fees online after uploading the documents on the Pingala portal, as detailed above.

C) EDT (English Diagnostic Test) and ELC Course Allotment:

Each student has to go through the English Diagnostic test. This will be conducted online on the HelloIITK platform (<https://hello.iitk.ac.in>). The relevant details are available [here](#).

D) Academic Registration:

Academic registration is done through the Pingala portal. Students should log on to the Pingala portal and check the courses they are registered in, the timetable, and sections for labs/tutorials, if any. This information will be accessible from August 8, 2023 onwards.

Registration process of Undergraduate students ends here.

Late registration is scheduled to be held on **August 14, 2023**. Students who are not able to register until August 9, 2023 may complete the online registration process on August 14, 2023 following the above steps.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER AUGUST 14, 2023.

E) Preparatory Course Programme:

The Preparatory Course Programme for the students admitted in the Preparatory Course at IIT Kanpur, IIT Indore and IIT BHU through JEE (Advanced) 2023 will be conducted by IIT Kanpur. Such students will follow a different academic calendar. The relevant details will be updated on the Institute website in due course. **These students NEED NOT REPORT at IIT Kanpur on August 2, 2023.** Their reporting dates will be different and will be intimated to each individual by email.

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Dean, Academic Affairs