

DMC Progress Report Submission – User Manual



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Prepared by: Pingala Team

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1. Overview

Before the concerned Supervisor can submit a student's DMC Report through the Pingala Portal, the student must first submit the DMC Progress Report through their own Pingala login.

After the student successfully submits the progress report, an email notification is sent to the concerned Supervisor. The Supervisor can then submit the student's DMC Report through their own Pingala login.

2. Important Prerequisite

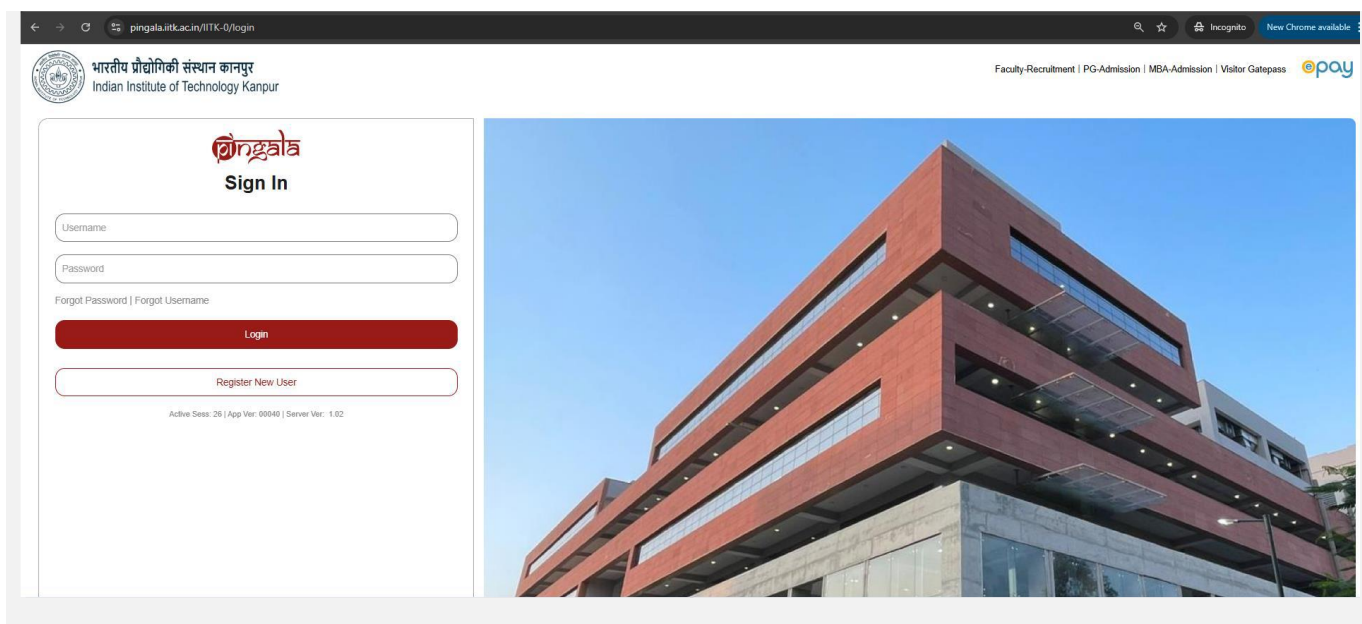
Important Note: The concerned Supervisor must have created the student's DMC Committee on the Pingala Portal before the student can submit the DMC Progress Report.

If the DMC Committee has not been created, the student will not be able to submit the progress report. The student should contact the concerned Supervisor and request creation of the DMC Committee.

3. Student DMC Progress Report Submission Process

Step 1: Log in to Pingala Portal

Open the Pingala Portal and log in using your student credentials.



Step 2: Open DMC Progress Report Submission

Select the DMC Progress Report Submission link.

DMC Progress Report Submission

Mark as Favourite

DMC Committee Formation > DMC Committee > DMC Progress Report Submission

You are accessing this page as role > Student

Display

10

records per page

Filter records:

S.No.	Academic Session	Academic Semester	Start Time	End Time	Action	Submitted On	Report
1	2025-2026	Odd	05-Jun-2026 15:00	15-Sep-2026 15:00	Submit Progress Report	-	-

Search Academic Session

Search Academic Semester

Search Start Time

Search End Time

Search Action

Search Submitted On

Search Report

4. Downloading and Completing the Progress Report

Step 5: Download the prescribed format

Download the Progress Report document format available on the DMC Progress Report Submission page.

DMC Progress Report Submission

Mark as Favourite

DMC Committee Formation > DMC Committee > DMC Progress Report Submission

You are accessing this page as role > Student

Submit Progress Report

Name Of The Student:

Roll Number:

Department:

ELECTRICAL ENGINEERING (EE)

Thesis Supervisor(S):

Please use the template

Progress Report Template

(upload the filled report in PDF format below).

Click on this button to download the format of the progress report

Upload Progress Report *

Select Some Options

Submit

Cancel

Display

10

records per page

Filter records:

S.No.	Academic Session	Academic Semester	Start Time	End Time	Action	Submitted On	Report
1	2025-2026	Odd	05-Jun-2026 15:00	15-Sep-2026 15:00	Submit Progress Report	-	-

Search Academic Session

Search Academic Semester

Search Start Time

Search End Time

Search Action

Search Submitted On

Search Report

Indian Institute of Technology Kanpur
Progress Report

Name: _____

Roll No.: _____

Department: _____

Supervisor(s): _____

Work done in the period from: _____ / 20 ____ To: _____ / 20 ____

Brief Description of Work Performed:

1. _____

2. _____

3. _____

4. _____

5. _____

Accomplishments (if any):

1. _____

2. _____

5. Uploading and Submitting the Progress Report

Step 7: Upload the completed document

Return to the DMC Progress Report Submission page and upload the same completed Progress Report document.

DMC Progress Report Submission Mark as Favourite

DMC Committee Formation > DMC Committee > DMC Progress Report Submission

You are accessing this page as role > Student

Submit Progress Report

Name Of The Student :Shubham Dwivedi

Roll Number :21104283

Department :ELECTRICAL ENGINEERING (EE)

Thesis Supervisor(S) :A R HARISH

Please use the template : [Progress Report Template](#) (upload the filled report in PDF format below).

Upload Progress Report *

Progress_Report_Template(1).pdf x

Submit Cancel

Step 8: Submit the Progress Report

Verify the uploaded document and submit the DMC Progress Report.

DMC Progress Report Submission Mark as Favourite

DMC Committee Formation > DMC Committee > DMC Progress Report Submission

You are accessing this page as role > Student

Display 10 records per page

Filter records:

S.No.	Academic Session	Academic Semester	Start Time	End Time	Action	Submitted On	Report
1	2025-2026	Odd	05-Jun-2026 15:00	15-Sep-2026 15:00	Submitted	10-Sep-2026 12:54	

Search Academic Session

Search Academic Semester

Search Start Time

Search End Time

Search Action

Search Submitted On

Search Report

Important Note: The document uploaded by the student should be the completed Progress Report in the prescribed format.

6. Email Notification to Supervisor

After successful submission of the DMC Progress Report, an email notification is sent to the concerned Supervisor. The Supervisor can proceed with the DMC Report submission after receiving this notification.

Progress Report submitted by

From pingalauat@iitk.ac.in

To @iitk.ac.in

Date Today 12:54

Summary Headers Plain text

Dear ,

Your student has submitted the DMC Progress Report on Pingala. Please review it under Submit/View Report and proceed with the DMC submission.

Regards,
PG Desk, IIT Kanpur

7. Supervisor-side DMC Report Submission

The Supervisor-side process for submitting the DMC Report remains the same as the existing process on the Pingala Portal.

However, the Supervisor can submit the concerned student's DMC Report only after the student has submitted the DMC Progress Report.

DMC Report Mark as Favourite

DMC Committee Formation > DMC Committee > DMC Rep

You are accessing this page as role > Faculty

Academic Year * 2025-2026 Academic Semester * Odd

Show New Report

Display 10 records per page

Filter records:

S.No.	Roll Number	Student Name	Programme Name	Branch Name	Academic Year	Semester	Progress Report	Status	View
1			Ph.D	EE	2025-2026	Odd		Created	view
2			Ph.D	EE			Not Submitted	Pending	--
3			Ph.D	EE			Not Submitted	Pending	--
4			Ph.D	EE			Not Submitted	Pending	--
5			Ph.D	EE			Not Submitted	Pending	--

8. Important Notes and Common Scenarios

DMC Committee not created: The student cannot submit the DMC Progress Report until the concerned Supervisor creates the DMC Committee.

Student submission required first: The Supervisor can submit the DMC Report only after the student submits the DMC Progress Report.

Prescribed document format: Download the prescribed format, complete it, and upload the same completed document.

Supervisor notification: An email notification is sent to the concerned Supervisor after successful student submission.

Supervisor process: The existing Supervisor-side DMC Report submission process remains unchanged.

9. Frequently Asked Questions (FAQ)

Q1. Can I submit the DMC Progress Report if my Supervisor has not created the DMC Committee?

No. The DMC Committee must first be created by the concerned Supervisor.

Q2. What should I do if the DMC Committee has not been created?

Contact your concerned Supervisor and request them to create the DMC Committee on the Pingala Portal.

Q3. Where can I submit the DMC Progress Report?

Go to Academics → DMC Committee → DMC Progress Report Submission.

Q4. Which document should I upload?

Download the prescribed Progress Report format, complete it, and upload the same completed document.

Q5. Can the Supervisor submit my DMC Report before I submit my Progress Report?

No. The student must first submit the DMC Progress Report.

Q6. Will the Supervisor receive a notification after I submit the Progress Report?

Yes. An email notification is sent to the concerned Supervisor.

Q7. Has the Supervisor's DMC Report submission process changed?

The existing Supervisor-side process remains the same; the student must submit the progress report first.

Q8. What should I do after uploading the Progress Report?

Verify the document and submit the DMC Progress Report.

Q9. Can I submit the Progress Report without a DMC Committee?

No. The DMC Committee must be created before submission.

Q10. What should I do if I cannot access DMC Progress Report Submission?

First confirm with your concerned Supervisor that the DMC Committee has been created. If the issue persists, contact the concerned Pingala support/section.

Support & Contact

For technical issues related to the DMC Progress Report Submission, contact:

Pingala Support Team

Email: pingala@iitk.ac.in

Phone: 0512-6796805/6803