

# PRE-REGISTRATION SCHEDULE FOR 2019-20-I SEMESTER

- (i) It is Pre-Registration time for the upcoming semester (2019-20-I).
- (ii) Please note that **pre-registering for the upcoming semester is mandatory**. If you do not pre-register, the responsibility will be entirely your own.
- (iii) **The timeline for Pre-Registration for 2019-20-I Semester is as follows:**  
PHASE – I      April 9, 2019: 11:00 am to April 13, 2019: 2:00 pm  
PHASE – II      April 13, 2019: 3:00 pm to April 15, 2019: 11:59 pm
- (iv) Pre-Registration will be done in two phases, as explained below. Students are **strongly advised to complete their pre-registration in Phase-I**. Postponing course requests to Phase- II may result in your not getting the desired course(s).
- (v) **Schedule for Pre-registration:**

## PHASE – I

- a) April 9 (11:00 am) to April 12 (12:00 noon): Slot for all UG and PG students to request courses and submit the form to DUGC/DPGC.
- b) April 12 (1:00 pm) to April 13 (2:00 pm)\*: Students **cannot request for course(s)** during this period but can submit the form to DUGC/DPGC. *(This slot is exclusively reserved for Instructors, DUGCs & DPGCs to clear the student course requests and forms).*

*\*During this period, students are advised to approach concerned instructors for the final decision on their pending requests (if any). All course requests that remain pending (**Waiting** as well as **Meet the Instructor**) after the deadline of **2:00 pm on April 13, 2019**, will be **ACCEPTED AUTOMATICALLY** by the system.*

## PHASE – II

- c) April 13 (3:00 pm) to April 15 (11:00 am): Slot for all UG and PG students to request courses and submit the form to DUGC/DPGC.
- d) April 15 (11:30 am to 5:00 pm)\*\* : Students cannot request for courses at this stage. They can fill only **Accepted courses** in the pre-registration form and **submit the online form to DUGC/DPGC**. *During this period, students are advised to approach the concerned instructors for final decision on their pending requests (if any).*

*\*\* . All requests that remain pending (**Waiting** as well as **Meet the Instructor**) after this deadline of **5:00 pm on April 15, 2019** will be **REJECTED AUTOMATICALLY**.*

- e) April 15 (6:00 pm to 11:59 pm) : Students can still choose and add from the remaining accepted courses available on their form and submit the online form to DUGC/DPGC. **If a student fails to submit his/her form by this deadline, then all his/her accepted courses will get auto-filled in the online pre-registration form and will be submitted automatically for DUGC/DPGC's approval.**

### Points to remember:

- (vi) After filling all accepted courses in the online registration form, students must submit the same for DUGC/DPGC approval as soon as possible.
- (vii) If the number of credits in the submitted form is less than the **minimum load allowed**, then the **form may get rejected**. This rule does not apply to graduating and extended degree students.
- (viii) It is the sole responsibility of the student to ensure that **no two courses with clashing time slots** have been filled in the submitted pre-registration form. **It may lead to cancellation of registration in all clashing courses. This can be avoided if the student submits his/her form after careful scrutiny rather than waiting for the system to automatically submit the form after the deadline of 11:59 pm on April 15, 2019.**
- (ix) Students whose pre-registration form is rejected by DUGC/DPGC or otherwise will be treated as NOT-REGISTERED for the next semester. Such students will have to do online academic registration on the due date as detailed in the academic calendar for 2019-20-I Semester.
- (x) Online Pre-Registration Portal will be available to DUGC/DPGC Conveners at all times during the pre-registration period for clearing the forms submitted by students.

### Helpdesk / Assistance / Alerts

- a) If you face any technical issues while accessing the Pre-Registration Module over Pingala, please write to [pingala@iitk.ac.in](mailto:pingala@iitk.ac.in) .
- b) To keep track of your pre-registration activities on Pingala, you will receive an auto-generated e-mail for every transaction made by your Pingala User Id on Pingala. If you receive an email for a transaction not made by you over Pingala, you should immediately report to DOAA office by dropping a mail to [skshah@iitk.ac.in](mailto:skshah@iitk.ac.in) .
- c) Kindly do not share your Pingala User Id and password with anyone. You will be responsible for all transactions made through your Pingala User Id.

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