

Help Guide for Student Form-A



IIT Kanpur | Pingala Portal

****Student Help Guide: Form A****

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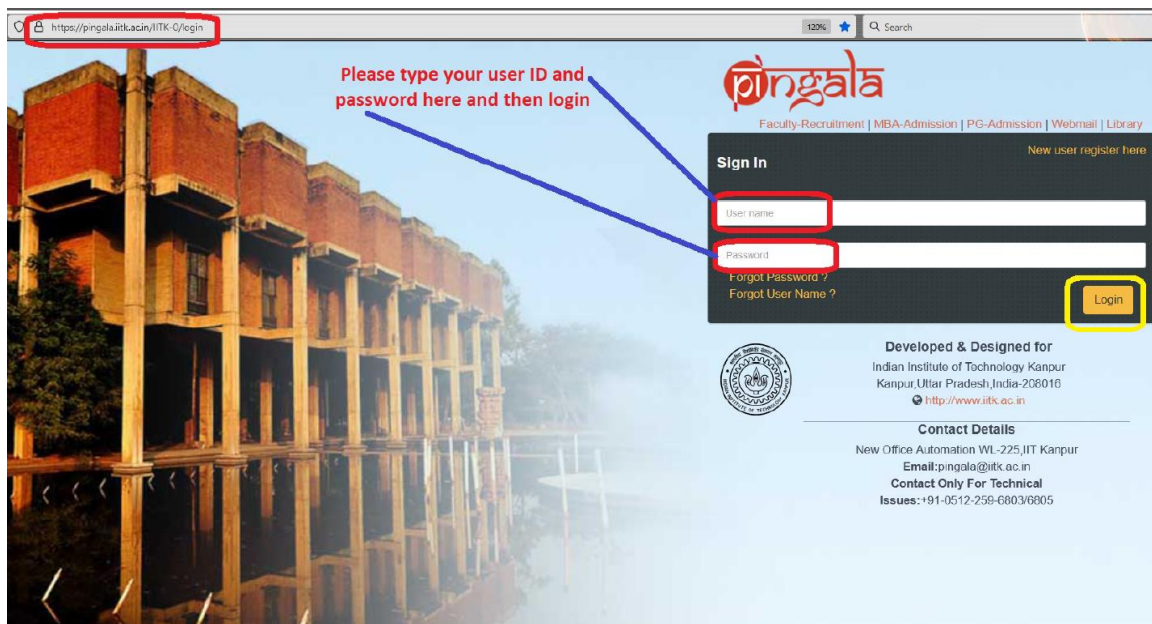
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1. Introduction

Student Form-A is a mandatory part of the onboarding process for all first-year students. This guide walks you through the steps to successfully complete the form using the Pingala portal.

Important Note: Students please note that until the student receives the welcome mail from Pingala on his/her IITK email ID, the student will not be able to use the "New User Registration" on the login page of Pingala portal because the login credentials of Pingala will be shared with the welcome mail in his/her IITK email. If the student creates his/her own login, then the login created by him/her will be overwritten with the login credentials sent in the welcome mail.



The screenshot shows the Pingala portal login interface. The browser's address bar is highlighted with a red box and contains the URL <https://pingala.iitk.ac.in/IITK-C/login>. A red text box with the instruction "Please type your user ID and password here and then login" has two blue arrows pointing to the "User name" and "Password" input fields, which are also highlighted with red boxes. A yellow box highlights the "Login" button. The page features a background image of a building and includes navigation links for Faculty Recruitment, MBA Admission, PG Admission, Webmail, and Library. It also displays the IITK logo, contact details, and a "New user register here" link.

2. Accessing Form-A

After receiving the welcome link from Pingala, students must log in to the portal and follow the instructions.

You can access Form-A from:

- - The link provided on your dashboard

The screenshot shows the IITK portal dashboard. On the left is a sidebar menu with options: Dashboard, Academic Fee, Academic Management, Admission Management, Facilities, Library, My Profile, Personal Data Management, and Student Leave. The main content area is titled 'Dashboard' and includes sections for 'ARCHIVE NOTIFICATION', 'DUE FEES/FINE & OTHERS', and a 'Please complete the below given Tasks' box. This box contains four tasks: 'STUDENT FORM A' (Not Completed), 'MY NOMINEE DETAILS' (Pending), 'PARENTAL INCOME DECLARATION' (Pending), and 'DOCUMENT VERIFICATION' (Pending). Below these is a calendar for July 16-22, 2023.

- - 'Admission Management' section in the side menu

The screenshot shows the 'Student Form A' application page. The sidebar menu on the left has 'Admission Management', 'Admission Desk', and 'Student Form A' highlighted with yellow boxes. A blue arrow points from 'Admission Management' to the 'Online Registration and FORM "A" Application' section. The main content area is titled 'INDIAN INSTITUTE OF TECHNOLOGY KANPUR' and includes a 'Personal Details' form. A red box highlights the text 'Click on "Admission Management" - "Admission Desk" - "Student Form A"'. The form fields include: Name Of Student (TestData2), Roll Number (2300502), Programme (M SC (2-YR)), Department (PHY), Date Of Birth (22-07-1999), Gender (Male), Blood Group (---Select---), Aadhaar Number (Enter Aadhaar Number), Hostel Number (NA), Room No. (NA), PAN Number (Enter PAN Number), Identification Mark, Place Of Birth(District) (Kanpur), Nationality (India), Person With Disability (NO), IITK Official Email (kushtiw@gmail.com), and Mobile Number (1234567890).

Personal Details Please fill all the mandatory (*) fields

Name Of Student	TestData2	Roll Number	2300502
Programme	M SC (2-YR)	Department	PHY
Date Of Birth *	22-07-1999	Gender *	Male
Blood Group *	---Select---	Aadhaar Number	Enter Aadhaar Number
Hostel Number	NA	Room No.	NA
PAN Number	Enter PAN Number	Identification Mark	
Place Of Birth(District)	Kanpur	Nationality *	India
Person With Disability	NO	Mobile Number *	1234567890
IITK Official Email *	kushitiw@gmail.com	Emergency Address	Enter Emergency Address
Emergency Contact No	Enter Emergency Contact No	Student Type *	Full Time
Category *	GENERAL		
Annual Parental Income	Enter Annual Parental Income		

Bank Details Please fill the bank details and other informations

Bank Name * State Bank Of India **Bank Account No *** Enter Bank Account No

IFSC Code * Enter IFSC Code

Please provide all your Qualification and Experience details by clicking on the + button.

Previous Qualification Details *

Examination	Year of Completion	Institute / University / Board	Discipline / Subjects	Marks / CGPA Obtained	Max Marks / CGPA	Percentage / CGPA	Roll No.	
Secondary or equivalent								+ -
Higher Secondary (10+2) or equivalent								

Note: Use + - buttons on the top left to Add / Remove qualification details.

Parent's Personal Details *

Father's Name	Occupation	Aadhaar No.	PAN No.	Contact No.	Email	Office Address
Test Father Name	Enter Occupation	Enter Aadhaar Number	Enter PAN Number	Enter Contact No.	Enter Email	Enter Address

Mother's Name	Occupation	Aadhaar No.	PAN No.	Contact No.	Email	Office Address
Test Mother Name	Enter Occupation	Enter Aadhaar Number	Enter PAN Number	Enter Contact No.	Enter Email	Enter Address

Correspondence Address

Address *

Enter Address

City *

Enter City

Country *

---Select---

State *

Select an Option

Land Marks *

Enter landmark

Permanent Address ☐ Same as above

Address *

Enter Address

City *

Enter City

Country *

---Select---

State *

Select an Option

Land Marks *

Enter landmark

Local Guardian's/Relative at Kanpur Address(if any)

Address

Enter Address

City

Enter City

Country

---Select---

State

Select an Option

Nearest Railway Station Details

Railway Station (Home Town)

Enter City

3. Profile Update & Document Upload

Ensure the following while uploading documents:

- Photograph and Signature: JPG format, max 500 KB
- Supporting Documents: PDF format, max 500 KB

Make sure all fields are filled correctly to proceed to the next steps.

Photo Upload

Upload Photo *

(Only JPG Up to 500 KB allowed)

Choose File No file chosen

No image
Delete

Sign Upload

Upload Sign *

(Only JPG Up to 500 KB allowed)

Choose File No file chosen

No image
Delete

Documents to be Uploaded

Please upload the documents which are relevant for you and document upto 500KB is allowed. Please make sure there are no special characters in the file name like " " space " !".

CAUTION : In case you upload a new document your previously uploaded document will be replaced with the same.

Document Name	Upload Document	Remarks
AADHAR CARD/ VOTER ID/PASSPORT(FRONT AND LAST PAGE)	Select Some Options	N/A
ADMISSION OFFER LETTER	Select Some Options	N/A
X Marksheet	Select Some Options	N/A
XII Marksheet	Select Some Options	N/A
UNDERTAKING FOR ANTI RAGGING	Select Some Options	N/A

☐ Declaration

Certified that all information provided by me on this form is correct. I know that my admission is provisional and subject to verification of Original Documents. I also understand that any wilful misrepresentation of facts will result in my dismissal from the institute. If admitted, I shall abide by the rules and regulations of the institute.

Submit

After successfully completion of above details in application part-1 and part-2 student will be able to submit the application form.

4. Fill-up the Nominee Details

After submitting Student Form-A, you will be redirected to the Nominee Details section. You must provide nominee information within the timeframe specified by DOSA.

Accurate nominee details are essential for completing the process.

My Nominee Details My Profile > Personal Information > My Nominee Details

You are accessing this page as role > Student

Student Nominee Details

Student Information

Student Name:	Test	Roll-Number:	2300502
Programme/ Branch :	MASTER OF SCIENCE (2-YR)/PHY	Academic status:	Active

Notes:

- Student Nominee declaration window for the academic year 2023-2024 is open from 06-07-2023 10:13 to 30-09-2023 23:59 .
- Details of two Nominees should be declared by student.
- In case you have already declared your nominee's details, you can update their details within the time frame given. If you do not update the Nominee's details then no benefits will be provided to the Nominee/Guardian of the student in case of any mishapening.

Student Nominee **Click to Add nominee details**

Display 10 records per page

Filter records:

S.No.	Nominee Name*	Minor*	Address*	Pincode*	Relationship*	Date of birth	Age
No data available in table							

Search Search Search Search Search

My Nominee Details My Profile > Personal Information > My Nominee Details

You are accessing this page as role > Student

Add My Nominee Details

Nominee Name*

Minor* ☐ Yes ☒ No

Address*

Relationship*

(In case nominee is minor fill the address of under guardian)

Pincode*

Date Of Birth

Age

(Date of birth mandatory in case of nominee is minor)

(If nominee age is less than 14 years it should be treated as minor.)

Two Witness

S.No.	Name	Phone	Email ID	PinCode	Address
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Declare Parental Income

Each student must declare their parents' income. The process includes two parts:

- Part 1: Update Aadhar, PAN, and Upload Documents

- - Enter parents' Aadhar and PAN numbers
- - Upload Aadhar Card and PAN Card (clear and valid)
- Part 2: Define Income Details
 - - Enter annual income
 - - Upload proof: Form 16, Salary Slip, or IT Return

Parental Income Declaration New Academic Fee > Fee Masters > Parental Income Declaration

You are accessing this page as role > Student

Session: 2023-2024, Semester: Odd!
Timeline End Date 2023-07-31 00:00:00!

Basic Details

Student Name	TestData2	Roll Number	2300502
Program / Branch	M SC (2-YR) (PHY)	Mobile	1234567890
Caste Category	GENERAL	Email	kusht@iitk.ac.in
Alternate Email	kushitiw@gmail.com		

1 Parent /Guardian Detail 2 Income Declaration of Earning Member

Parent /Guardian Details

Earning Member	Relationship	Name	PAN No.	PAN No. Upload	Aadhar No.	Aadhar No. Upload
<input checked="" type="checkbox"/>	Father	Test Father Name		Select...		Select...
<input checked="" type="checkbox"/>	Mother	Test Mother Name		Select...		Select...
<input type="checkbox"/>	Legal Guardian			Select...		Select...

1 Parent /Guardian Detail 2 Income Declaration of Earning Member

Father Income Details

Sr No	Occupation /Income Source *	Gross Annual Income Amount (INR)*
1.	--Select--	

Mother Income Details

Sr No	Occupation /Income Source *	Gross Annual Income Amount (INR)*
1.	--Select--	

Guardian Income Details

Sr No	Occupation /Income Source *	Gross Annual Income Amount (INR)*
1.	--Select--	

Total Gross Parental Income *

Student Remarks

Disclaimer *

☐ I hereby declared that the information given above is true & understand that in case this information is found be incorrect disciplinary action can be taken against me.

After submission it will be end here

Submit Cancel

6. Pay Online Fee

Once all three tasks below are marked as complete, the 'Pay Now' button will be enabled:

- I. Profile Update & Document Upload
- II. Declare Parental Income
- III. Complete the Nominee Details

Dashboard

₹ DUE FEES/FINE & OTHERS
Click here to view and pay dues

₹ How to pay fees?

STUDENT FORM A Form A Submitted	MY NOMINEE DETAILS Completed	PARENTAL INCOME DECLARATION Completed	DOCUMENT VERIFICATION Disapprove/Reopen
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If any of the above is incomplete, students will not be able to proceed with fee payment. This condition applies only to first-year students. Regular students can pay directly.

Click Here

Dashboard

SURVEY 3 [More info](#)

STUDENT LEAVE 7 [More info](#)

ARCHIVE NOTIFICATION [More info](#)

DUE FEES/FINE & OTHERS

Click here to view and pay dues

How to pay fees?

Click here and choose any Payment Gateway

₹ Fees Details

Unpaid Transactions(Institute Fees)

S. No.	Acad Session	Semester	Head Name	Sub Head Name	Amount	Remarks
1	2019-2020	Odd	Semester Fee	Library Fine	1.00	Test For ICICI

Choose payment option

☐ Axis Payment Gateway (No Bank Charges)

☐ Net Banking /RuPay Card(No Bank Charges)

☐ ICICI/Netbanking Payment Gateway (No Bank Charges)

Total Outstanding Amount: ₹1/- **Pay Now**

Important Note: 1). Once you paid the Fees and Pay Button is still open but the amount has been deducted from your Bank account, do not pay the fee again, it will be auto updated after bank MIS reconciliation, it will take Transaction day + Two Bank Working days
2). Payable Amount less than Rs-20 is not allowed to pay via Net Banking.

AXIS BANK

Merchant name: Indian Institute of Technology, Kanpur

Select your preferred payment method

TO AVOID BEING CHARGED INCORRECTLY DO NOT CLOSE THE BROWSER WINDOW OR USE THE BACK BUTTON UNTIL YOU RETURN BACK TO THE MERCHANT'S WEBSITE.

Pay securely using SSL+ by clicking on the card logo below:

Please select the preferred Card

Maestro **MasterCard** **VISA**

© 2005-2022 Mastercard

AXIS BANK

Merchant name: Indian Institute of Technology, Kanpur

Enter your card details


MasterCard: You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number

Expiry Date / month/year

Security Code

The 3 digits after the card number on the signature panel of your card.



Purchase Amount: **INR 1.00**

MasterCard SecureCode

PAY NOW

I hereby authorize the debit to my MasterCard Account in favour of Indian Institute of Technology, Kanpur



Assistance Type

Details

✉ Email (Tech Support): pingala@iitk.ac.in

☎ Phone (Tech Support): 0512-679-6803 / 6805 / 6492

✉ Email (Admission Help): admissiondesk@iitk.ac.in

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