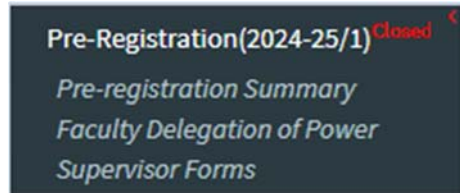


Help Document – Pre-Registration Form Approval Process for Supervisors

When a **PG student** (whose supervisor is updated on Pingala) submits the **Pre-Registration form**, the form will first require approval from the **Supervisor**. Please follow the steps below to review and approve the student's request:

1. **Login** to your **Pingala account**.



Path: Pre-registration > Supervisor Forms

2. Go to the **Pre-Registration** link.
3. Under this section, click on **Supervisor Forms**.
4. You will see a list of students whose forms are pending for your approval.

S.No.	Roll No	Student Name	Programme	Branch	Credits	CPI	Waiver	Status	Acad Status / Category Name	CAR	Current Semester Registered Credits	Remarks	Action Taken Supervisor Date	Backlog in DC/IC
1	12345678	Test Student	DOCTOR OF PHILOSOPHY (Ph.D)	EE	18	8.50		Pending	N / No Category		0			No

5. To approve individual student forms, click on the respective **student's row**.
6. If you wish to approve multiple student forms together, select the students using the **checkboxes** and click on the **Accept Selected** button.
7. To review the courses selected by a student, click on the **student's roll number**. This will open the student's details page, where all registered courses will be visible.

Roll No.: Programme: DOCTOR OF PHILOSOPHY (Ph.D) Email: test@email.com Warning: N/A Credits Earned: 48 Academic Status: Active CPI: 8.50	Student Name: Branch: EE Requested Credits: 18 CPI: 8.50 Programme Type: PG Category Name: No Category Credits Earned: 48
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S.No.	Course ID	Course Name	Course Type	Course Nature	Credits	Instructor	Status
1	EE604	IMAGE PROCESSING	Department Elective	Fresh	9	Koteswar Jerripothula	Accepted
2	EE799	PHD THESIS	Thesis	Fresh	9	DPOCEE	Accepted

Requested Credits
 Remarks

18

Enter Remarks

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					

[Show Template](#)
[Show Backlog](#)
[View Grade Sheet](#)
[Accept](#)
[Reject](#)
[Ask to meet](#)

S.No.	Roll No	Student Name	Programme	Branch	Credits	CPI	Warning	Status	Acad Status / Category Name	CAR	Current Semester Registered Credits	Remarks	Action Taken Supervisor Date	Backlog in DQ/C
1	22185678	Test Student name	DOCTOR OF PHILOSOPHY (Ph.D)	EE	18	8.50		Pending	N / No Category		0			No

8. On the same page, you will also find options such as **Show Template, Show Backlog, View Grade Sheet, Accept, Reject, and Ask to Meet.**

This process allows supervisors to efficiently review and take action on students' pre-registration forms.

Note:

If the **Supervisor** does not approve the student's form within **24 hours**, the form will automatically move to the **next approving authority (DXGC role)** for further action.

----- End of the document -----