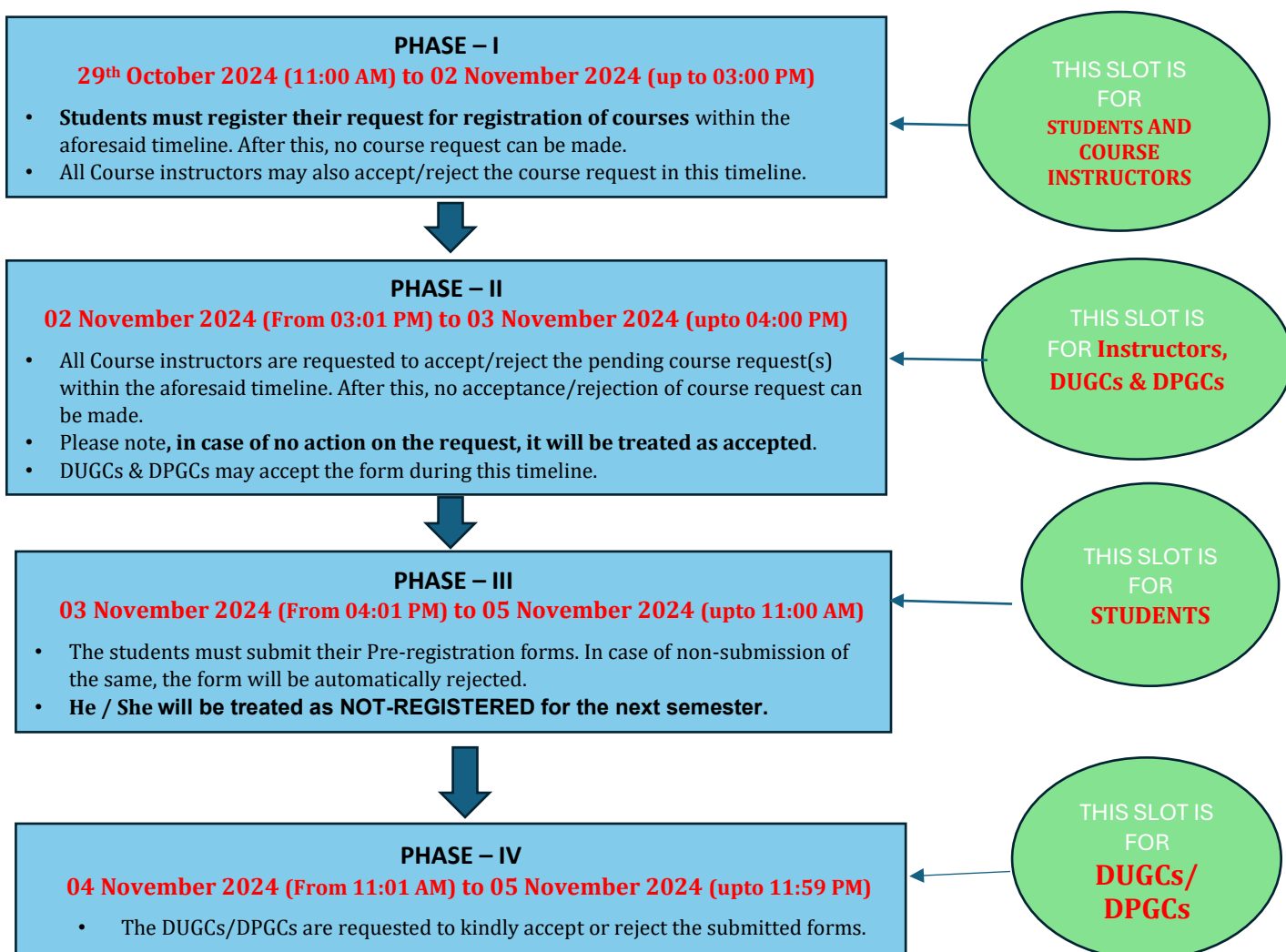


# PRE-REGISTRATION SCHEDULE FOR 2024-25-II SEMESTER

## Guidelines:

- (i) Please note that pre-registration for the upcoming semester is mandatory. In case for some reason, you do not pre-register, the responsibility will entirely be yours.
- (ii) For pre-registration, you have to first enter your apaar id/ abc id in student form on pingala. Registration process/Steps for ABC/APAAR ID creation is given in the attached manual: [https://www.abc.gov.in/assets/resources/Academic-Bank-of-Credits\\_User\\_Manual\\_V3.pdf](https://www.abc.gov.in/assets/resources/Academic-Bank-of-Credits_User_Manual_V3.pdf)
- (iii) We will be uploading earlier credits of the students (from 2021 onwards).
- (iv) **Please check by 15<sup>th</sup> November 2024 whether your earlier credits are correct on ABC portal. In case of any discrepancy, please inform [oars\\_office@iitk.ac.in](mailto:oars_office@iitk.ac.in) by 18<sup>th</sup> November 2024. After 18<sup>th</sup> November 2024, no updation/correction is possible in earlier credits on ABC portal.**
- (v) The timeline for Pre-registration is as follows:



## Points to remember:

1. Students are **strongly advised to complete their pre-registration.**
2. After filling all accepted courses in the online registration form, students must submit the same for DUGC/DPGC approval as per aforesaid timeline.
3. If the number of credits in the submitted form is less than the **minimum load allowed**, then the **form may get rejected.** This does not apply to graduating and extended degree students.

4. It is the **sole responsibility** of the student to ensure that **no two courses with clashing time slots** are filled in the submitted pre-registration form. **Failure to do so may lead to cancellation of the registration in all clashing courses.**
5. Students whose pre-registration form is rejected will have to do online academic registration on the due date as detailed in the academic calendar for 2024-25-II Semester. Students on semester leave due to any reason(s), will be able to register for the courses on the due date as detailed in the academic calendar for 2024-25-II Semester.

### **Helpdesk / Assistance / Alerts**

- a) If you face any technical issues while accessing the Pre-Registration Module on Pingala, please write to pingala@iitk.ac.in.
- b) If you have issues related to academics regarding the Pre-Registration, please write to [reg\\_help@iitk.ac.in](mailto:reg_help@iitk.ac.in).
- c) To keep track of your pre-registration activities on Pingala, you will receive an auto-generated email for every transaction. If you receive an email for a transaction not made by you on Pingala, you should immediately report to the DOAA office by dropping an e-mail to courses@iitk.ac.in.
- d) Kindly do not share your Pingala User Id and password with anyone.

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