

PRE-REGISTRATION SCHEDULE FOR 2025-26-I SEMESTER

Guidelines:

- (i) Please note that the pre-registration for the upcoming semester is mandatory. In case a student does not pre-register for some reason, the responsibility will entirely be that of the student's.
- (ii) Please note the fine for **non-completion of pre-registration is Rs. 2500/-**.
- (iii) For pre-registration, please make sure you have entered your APAAR/ABC ID in your student profile 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
(Steps to enter APAAR ID on Pingala: <https://iitk.ac.in/doaa/data/APAR-ID-Help-File.pdf>)
- (iv) The DoAA Office is in the process of uploading student credits for the Academic Year 2024-25.
- (v) **Please check your credits for the Academic Year 2024-25 by 21st May 2025 on ABC portal. In case of any discrepancy, please inform oars_office@iitk.ac.in by 31st May 2025. After 31st May 2025, no updation/correction in credits for the Academic Year 2024-25 is possible on ABC portal.**
- (vi) The timeline for pre-registration is as follows:

ROUND – ONE

PHASE – I

9th April 2025 (11:00 AM) to 13th April 2025 (up to 03:00 PM)

- Students must submit their request for adding courses within this timeline.
- All course instructors may accept/reject the course requests during this time.
- In case, the course request is accepted by the course instructor, the student can submit their form in this timeline too.

THIS SLOT IS
FOR
STUDENTS AND
COURSE
INSTRUCTORS

PHASE – II

13th April 2025 (From 03:01 PM) to 14th April 2025 (up to 04:00 PM)

- All course instructors are requested to accept/reject the pending course request(s) within this timeline. After this, no acceptance/rejection of course requests can be made.
- Please note that **in case of no action on course requests, they would be auto accepted.**
- DUGCs & DPGCs may accept submitted forms during this timeline.

THIS SLOT IS
FOR
INSTRUCTORS,
DUGCs & DPGCs

PHASE – III

14th April 2025 (From 04:01 PM) to 16th April 2025 (up to 11:00 AM)

- Students may submit their pre-registration forms if their semester load requirements are fulfilled.
- DUGCs & DPGCs may accept the form during this timeline.

THIS SLOT IS
FOR
STUDENTS,
DUGCs &
DPGCs

ROUND – TWO

(ONLY FOR STUDENTS WHO HAVE NOT SUBMITTED THEIR FORMS IN ROUND ONE)

PHASE – I

16th April 2025 (11:00 AM) to 17th April 2025 (up to 03:00 PM)

- Students who have not submitted their forms during round one, can participate in round two.
- Students must submit their request for adding courses within this timeline. **After this, no course request can be made.**
- All course instructors may also accept/reject the course request in this timeline.
- In case, the course request is accepted by the course instructor, the student can submit their form in this timeline too.
- DUGCs & DPGCs may accept submitted forms during this timeline.

THIS SLOT IS FOR STUDENTS, COURSE INSTRUCTORS, DUGCs & DPGCs

PHASE – II

17th April 2025 (From 03:01 PM) to 18th April 2025 (upto 04:00 PM)

- All course instructors are requested to accept/reject the pending course request(s) within the aforesaid timeline. **After this, no acceptance/rejection of course request can be made.**
- Please note that **in case of no action on course requests, they would be auto accepted.**
- DUGCs & DPGCs may accept the form during this timeline.

THIS SLOT IS FOR INSTRUCTORS, DUGCs & DPGCs

PHASE – III

18th April 2025 (From 04:01 PM) to 20th April 2025 (upto 11:00 AM)

- Students must submit their pre-registration forms. **In case of non-submission of the same, the form will be automatically rejected.**
- They will be treated as **NOT-REGISTERED** for the next semester.
- DUGCs & DPGCs may accept the form during this timeline.

THIS SLOT IS FOR STUDENTS, DUGCs & DPGCs

PHASE – IV

20th April 2025 (From 11:01 AM) to 21th April 2025 (upto 11:59 PM)

- The DUGCs/DPGCs are requested to kindly accept/reject all submitted forms.

THIS SLOT IS FOR DUGCs/DPGCs

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 the given timelines.
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 on semester leave due to any reason(s) must participate in pre-registration for the upcoming semester if they wish to register for courses in the upcoming semester. Not submitting the pre-registration form would result in the fine being imposed.**
6. 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 2025-26-I Semester.
7. Please note the fine for **non-completion of pre-registration is Rs. 2500/-**.

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.
- 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.

Batch wise schedule:

To avoid load on the server, the students are required to login to the pre-registration portal on 09th April 2025 as per the following schedule:

a) UG Y24 (All Programmes)	-	11:00 AM onwards
b) UG Y23 (All Programmes)	-	11:30 AM onwards
c) UG Y22 (All Programmes)	-	12:00 PM onwards
d) UG Y21 and earlier (All Programmes)	-	12:30 PM onwards
e) PG Y24 (All Programmes)	-	01:00 PM onwards
f) PG Y23 (All Programmes)	-	01:30 PM onwards
g) PG Y22 (All Programmes)	-	02:00 PM onwards
h) PG Y21 and earlier (All Programmes)	-	02:30 PM onwards
