PRE-REGISTRATION SCHEDULE FOR 2026-27-II 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 of that 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 2026-27.

(v) The timeline for pre-registration is as follows:

ROUND – ONE

PHASE – I

26th October 2026 (11:00 AM) to 29th October 2026 (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.
- The supervisors (for PG students only) may accept/reject the submitted forms.
- In case, the course request is accepted by the course instructor/supervisor, the student can submit their form in this timeline too.

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

PHASE – II

29th October 2026 (From 03:01 PM) to 30th October 2026 (up to 04:00 PM)

- All course instructors and supervisors (for PG Students only) are requested to accept/reject the pending course request(s) within this timeline. After this, no acceptance/rejection of course requests can be made.
- The supervisors (for PG students only) must accept/reject the form for further processing.
- 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 COURSE INSTRUCTORS, SUPERVISORS, DUGCs & DPGCs

PHASE – III

30th October 2026 (From 04:01 PM) to 02nd November 2026 (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

02nd November 2026 (11:00 AM) to 03rd November 2026 (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 and supervisors (for PG Students only) may also accept/reject the course request in this timeline.
- In case, the course request is accepted by the course instructor/supervisor, 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, SUPERVISORS, DUGCs & DPGCs

PHASE – II

03rd November 2026 (From 03:01 PM) to 04th November 2026 (upto 04:00 PM)

- All course instructors and supervisor (for PG Students) 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 COURSE INSTRUCTORS, SUPERVISORS, DUGCs & DPGCs

PHASE – III

04th November 2026 (From 04:01 PM) to 05th November 2026 (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.**
- Supervisor (for PG Students) are requested to accept/reject the pending course request(s) within the aforesaid timeline. **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 STUDENTS, SUPERVISORS, DUGCs & DPGCs

PHASE – IV

05th November 2026 (From 11:01 AM) to 06th November 2026 (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 are desirous of registering for courses in the upcoming semester. Not submitting the pre-registration form would result in the fine being imposed. All these students can also access their Pingala portal for pre-registration.**
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 2026-27-II 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 26th October 2026 as per the following schedule:

a) UG Y25 (All Programmes)	-	11:30 AM onwards
b) UG Y24 (All Programmes)	-	12:00 PM onwards
c) UG Y23 and earlier (All Programmes)	-	12:30 PM onwards
d) PG Y26 (All Programmes)	-	01:00 PM onwards
e) PG Y25 (All Programmes)	-	01:30 PM onwards
f) PG Y24 (All Programmes)	-	02:00 PM onwards
g) PG Y23 and earlier (All Programmes)	-	02:30 PM onwards

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