Indian Institute of Technology Kanpur
Academic Section

REGISTRATION NOTICE
For Continuing Students (UG & PG) in 2024-25-II Semester

January 1, 2025

All the students of the Institute are required to register each semester. Academic registration and fee payment are done at the Pingala portal.

A student will be deemed to have registered for the semester when s/he has completed academic registration, cleared all dues, paid fees for the next semester and has given biometric attendance.

Before the commencement of the registration process, each student should ensure the following:

a) S/he has **cleared all Institute dues** including the dues at the Hall of Residence (if any).

b) S/he has paid the **Institute fees for 2024-25-II semester through Pingala**. If a student is facing any technical problems in depositing fees through Pingala, s/he may contact Pingala office at pingala@iitk.ac.in. For all other fee related issues, the students are advised to contact the DOSA office at dosaregd@iitk.ac.in.

c) S/he has given **biometric attendance** as per email received from the DOSA office.

d) S/he has done **academic pre-registration** successfully.

For students who have not done pre-registration or are not academically registered due to any reason (including reasons of semester leave during 2024-25-I semester, re-instatement, exchange program etc.), should submit their request for courses/credits and submit the add/drop form to DUGC/DPGC for approval through Pingala only. The Pingala portal for such students will be available for **academic registration on January 6, 2025**. In case of any academic issue regarding registration, please write to **courses@iitk.ac.in.**

e) All the students who have not done pre-registration and /or participate in adding and/or dropping of courses during add/drop period need to submit their forms and get it approved by respective DUGC/DPGC latest by 13th January 2025 through Pingala only.

f) In case, the online registration form is not approved by DUGC/DPGC by the due date of registration, i.e., 13th January 2025 (as per Academic Calendar), then the student needs to consult the respective DUGC/DPGC and do as advised.

g) Roll numbers of undergraduate students who are placed on Warning or Academic Probation for 2024-25-II semester have been DE-ACTIVATED on the Pingala portal. They need to upload a duly filled and signed undertaking form for Warning/Academic Probation (as the case may be) at the link which has been sent to the concerned students over email to get their roll numbers activated.

After completing the above, the students will be deemed to have registered for 2024-25-II Semester.

Note: All continuing students **who did not pre-registered** are required to pay a fine of Rs. 1000/- unless a fine waiver has been obtained from the competent authority. The due fine will be added to the net fee payable by them.

SCHEDULE OF ADMINISTRATIVE REGISTRATION

Time   : 9:30 AM – 1:00 PM   and   2:00 PM – 5:00 PM

January 2, 2025: Registration and fee payment for new students in all programmes.

January 3, 2025: Registration and fee payment for continuing students in all programmes.

Late registration will be held on **January 10, 2025** in online mode only.

Late registered students **will** be required to pay an additional amount of Rs.1000/- towards late registration fee.

Administrative registration will not be allowed to any students after January 10, 2025.

SUBMISSION OF THESIS:

Students who intend to submit the thesis under MTech/MSR/PhD/Dual Degree, may follow the guidelines given below:

a) Submit the thesis before the date of late registration (January 10, 2025), or

b) Register for full credits in 2024-25-II and continue with the thesis work. If you submit the thesis by January 19, 2025, you may claim the reimbursement of tuition fees and appropriate reduction of credits.

sd/-
Dean, Academic Affairs

Copy to:
1. Director
2. Deputy Director
3. All Deans
4. All Associate Deans
5. Head of All Departments
6. Chairpersons, SPGC/SUGC
7. All DPGC/DUGC Conveners
8. Head, Counselling Service
9. Chairperson, Council of Wardens
10. Librarian, P K Kelkar Library
11. Office of Dean, Students' Affairs
12. Foreign Students Adviser, International Relations
13. In charge, Physical Education Office
14. Office Automation Unit
15. New Office Automation (Pingala) to set up an online help desk on January 2-3, 2025 and January 10, 2025
16. UG/PG Sections, DOAA office
17. All Notice Boards
18. Warden In-charge, All Halls of Residence with a request to depute staff members authorized to collect the dues online.