

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION

REGISTRATION PROCEEDINGS FOR NEW UG STUDENTS (2025 BATCH)
(Students admitted in BTech/BS Programmes)

July 19, 2025

All students at the Institute are required to register in each semester.

A First-Year student will be deemed to have registered for the semester when s/he has registered on the Pingala portal and has paid the fees for the semester. The above process, including the payment of fees, is done online.

It is mandatory for every student to create his/her User ID on the Pingala portal. You will receive an email from pingala@iitk.ac.in with details of User ID and Password to create your profile on the Pingala portal. In case, due to any reason, you don't receive this email, you may click on the link "[New user register here](#)", enter your roll number and proceed as directed, to create your profile on the Pingala portal. If you face any issue in creating your profile, you may write to pingala@iitk.ac.in.

Following are the important steps in the Registration procedure:

A) Registration as a New Student

After creation of the new user as mentioned above, you need to fill in an online form-A, and upload scanned copies of the original documents on the Pingala portal. Students' help guide for filling Form-A is available [here](#). **The Pingala portal, for uploading the documents and further proceedings, will be active from 11:00am on July 21, 2025, till 5:00pm on July 23, 2025.**

Kindly follow below instructions before filling the form:

- a. If any student has not received username and password, please email to pingala@iitk.ac.in with registered email id.
- b. Maximum limit of a document should not exceed 500kb.
- c. For documents upload, only PDF format is allowed.
- d. For photograph and signature, only JPG format is allowed.

You will be required to upload the following documents:

- i) Class 10th Marks Sheet or Pass certificate having Date of Birth
 - ii) Class 12th Marks Sheet
 - iii) Aadhar Card
 - iv) Document verification and Seat acceptance letter (Downloadable from JOSSA Website)
 - v) Provisional seat allotment letter (Downloadable from JOSSA Website)
 - vi) Medical Report
 - vii) Self-declaration Undertaking
 - viii) Ethical Practices Undertaking
 - ix) Photograph
 - x) Signature
- } Formats can be downloaded [here](#).

- xi) Fee remission documents (only if eligible) - Copy of the Income Tax Return of both parents along with Tuition Fee Waiver Affidavit on a Rs.20/- Stamp paper duly signed by the First- Class Magistrate/Public Notary. Format is available [here](#).

xii) **Anti-ragging**

In compliance with the initiative of National Ragging Prevention Programme by UGC, MoE, Government of India, you need to fill in an online undertaking for Anti Ragging [here](#). After successful submission of the undertaking form, please note the reference number and download the filled undertaking from the website. Now you need to quote the reference number and upload the downloaded undertaking on the [Pingala](#) portal.

Please note that you will be able to pay the fees after uploading the undertaking for Anti Ragging on the Pingala portal.

- xiii) Besides the above, students in the GEN-EWS (Economically Weaker Sections) and OBC-NCL (OBC Non-Creamy Layer) categories are required to upload the valid category certificate in prescribed formats as detailed in the JEE (Advanced) 2025 Brochure.

- xiv) SC/ST/PwD students are required to upload the category/disability certificates in the prescribed format and valid as per rules.

The verification of the documents/certificates uploaded by you will be done against the originals at a later date. The schedule for the same will be notified later over email. You are advised to keep documents mentioned in point no. iv & v in multiple hard copies and places so that the same can be retrieved whenever you are asked for.

B) Payment of Fees

Students are required to pay the fees online as per the Fee Structure available [here](#).

For details on fee structure, scholarships, ITR, Parental Income or any other financial queries, you may contact the office of the Dean of Students' Affairs (DOSA). Contact details of the DOSA officials are available [here](#).

You will be re-directed to pay the fees online after uploading the documents on the Pingala portal, as detailed above.

C) EDT (English Diagnostic Test) and ELC Course Allotment:

Each student has to go through the English Diagnostic test on July 23, 2025. This will be conducted online on the HelloIITK platform (<https://hello.iitk.ac.in>). The relevant details are available [here](#).

D) Academic Registration:

Academic registration is done through the Pingala portal. Students should log on to the Pingala portal and check the courses they are registered in, the timetable, and sections for labs/tutorials, if any. This information will be accessible from July 28, 2025, onwards.

E) Biometric Registration:

Biometric Registration is done by Institute counseling service (ICS) in various time slots. It is requested to complete your Biometric registration within the time period. If you have any problems, please contact with ICS Team.

The registration process of Undergraduate students ends here.

Late registration is scheduled to be held on **August 6, 2025**. Students who are not able to register until July 28, 2025, may complete the online registration process on Pingala by August 6, 2025, following the above steps.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER AUGUST 6, 2025.

F) Preparatory Course Programme:

The Preparatory Course Programme for the students admitted in the Preparatory Course at IIT Kanpur through JEE (Advanced) 2025 will be conducted by Indian Institute of Technology (BHU), Varanasi (IIT-BHU). Such students are advised to contact IIT-BHU for the reporting dates. **These students NEED NOT TO REPORT at IIT Kanpur.**

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Dean, Academic Affairs