

USER MANUAL FOR STUDENTS

PG FORMS

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1. Introduction

The Indian Institute of Technology Kanpur (IITK) has initiated an ERP Project aimed at automating various administrative and academic processes across the institution.

This manual provides a step-by-step guide to processing PG-Forms through the Pingala Portal. It provides instructions for Students.



2. Prerequisites

Before proceeding with the PG-Forms process, ensure the following:

- Students should pass the eligibility criteria specified by the institute (e.g., minimum CPI requirement).
- The correct Supervisor is mapped with the student.
- PG-Forms process eligibility should be configured in the system.
- Users have access to the Pingala Portal credentials (username and password).
- In each approval, the mail will be sent to the next approval authority, and a notification will be sent, which can be found in the dashboard.



3. Student Extension Process

In the student extension process, students will have the option to apply for the extension through their login & it will be sent for approval. Once the student's oral exam board is approved, only then will the student be able to apply for the extension. If a student uploads the thesis, then the student will not be able to apply for the extension.

3.1. Student Thesis Extension Applied by Student

To apply for the extension as a student, do the steps that follow:

1. Enter your login credentials.

pingala

Termination | Check Appeal/Reappeal Application Status | Faculty-Recruitment | MBA-Admission | PG-Admission | Webmail | Library | Donate Library Data | Public Library

Sign In [New user register here](#)

User name

Password

[Forgot Password ?](#)

[Forgot User Name ?](#) [Login](#)

Developed & Designed for
Indian Institute of Technology Kanpur
Kanpur, Uttar Pradesh, India-208016
<http://www.iitk.ac.in>

Active Sess.: 6 | App Ver.: 1 | Server Ver.:
Cookie not found

Contact Details
CC-202, Computer Centre, IIT Kanpur-208016
Email: pingala@iitk.ac.in
Contact Only For Technical Issues: +91-0512-259-6803/6805

2. On the left panel, click **Academics** → **Student PG Thesis Extension** → **Student Thesis Extension**.
3. Select the **Student** role.
4. The **Student Thesis Extension** page will be displayed.
5. Click on the **Add** button to apply for the extension.



- 6. The **Add Student Thesis Extension** page will be open.
- 7. Enter the **Extension Date Propose** using the date picker.
- 8. Enter the **Remarks & Upload** the Document related to the thesis.

- 9. Click on **Submit** to submit the details & send them for approval to the supervisor.



10. Once submitted, details of the submission will be listed in the listing page along with the current status of the approval.

Student Thesis Extension PG Thesis Management

You are accessing this page as role Student

Display 10 records per page Filter records :

S.No.	Roll No	Name	Programme Department	Document	Status	Remark	Propose Date	Approval
1	231110061	Deepen Shrestha	M TECH CSE	View	Pending With Supervisor	Applied for the extension	31-12-2024	

Search Roll No Search Name Search Programme | Department Search Documei Search Remark Search Propose Se



4. Student Thesis / Project Document Upload Process

In the student thesis document upload process, the student can upload the thesis/project document & send it to the DOAA Admin for approval. If the DOAA Admin rejects the document, the student needs to resubmit it. Once approved, the oral exam result report will be created in the system.

4.1. Student Document Upload by Student

To upload the document related to the thesis by the student, follow the steps that follow:

1. Enter your login credentials.

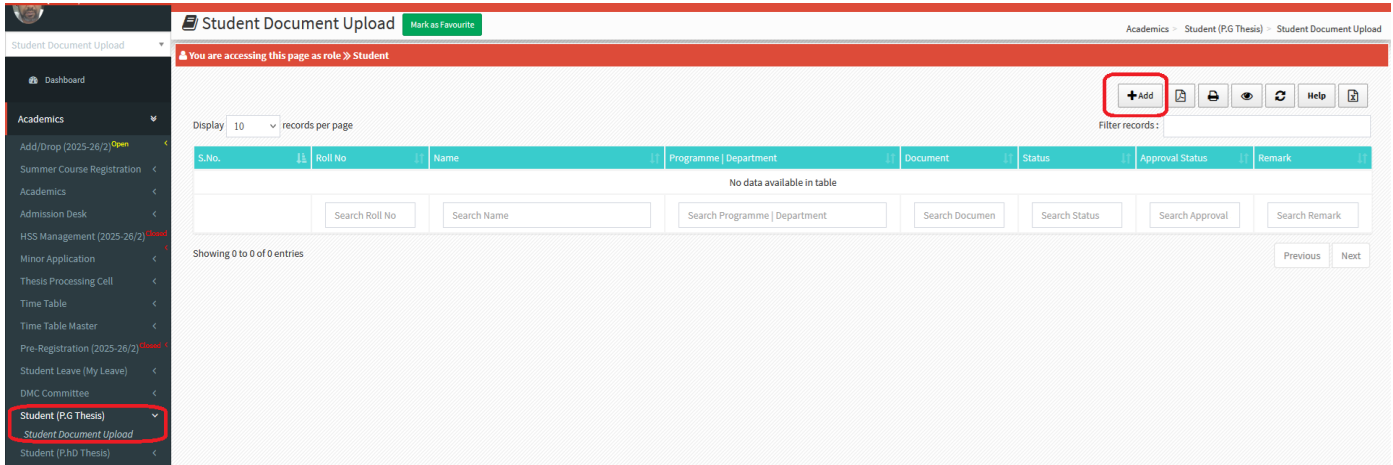
The screenshot shows the 'pingala' login interface. At the top right, there are navigation links: Termination | Check Appeal/Reappeal Application Status | Faculty-Recruitment | MBA-Admission | PG-Admission | Webmail | Library | Donate Library Data | Public Library. Below these is a 'Sign In' section with a 'New user register here' link. The login form contains two input fields: 'User name' and 'Password'. Below the password field are links for 'Forgot Password ?' and 'Forgot User Name ?', and a yellow 'Login' button. At the bottom, there is a footer section with the IIT Kanpur logo, the text 'Developed & Designed for Indian Institute of Technology Kanpur, Kanpur, Uttar Pradesh, India-208016', the URL 'http://www.iitk.ac.in', and system status: 'Active Sess.: 6 | App Ver.: 1 | Server Ver.: Cookie not found'. A 'Contact Details' section provides the address 'CC-202, Computer Centre, IIT Kanpur-208016', email 'Email: pingala@iitk.ac.in', and phone number 'Contact Only For Technical Issues: +91-0512-259-6803/6805'.

2. On the left panel, click **Academics > Student (P.G Thesis) > Student Document Upload**
3. Select the **Student** role.



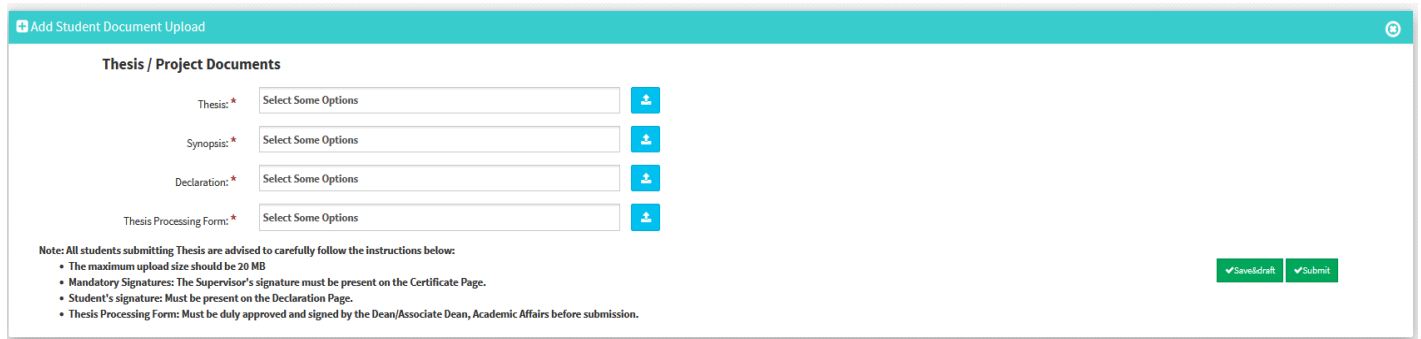
4. The **Student Document Upload Listing** page will be displayed.

5. Click on the **Add** button to add the documents.



6. The **Add Student Document Upload** page will be open.

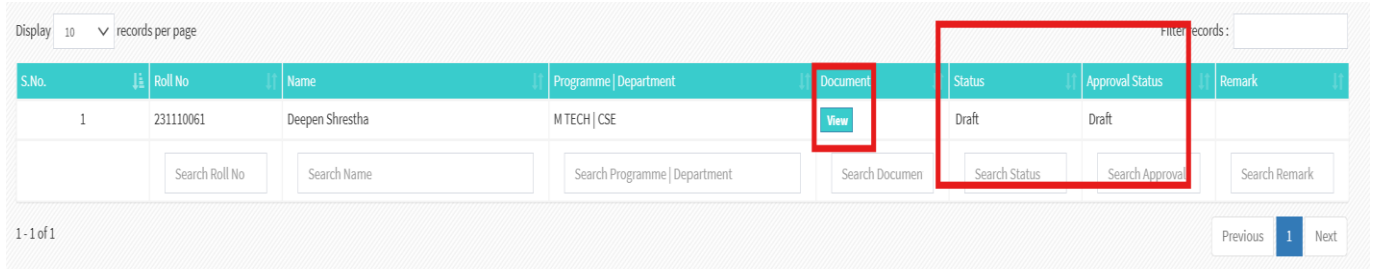
7. Upload **Thesis Report, Synopsis Report, Declaration Report & Thesis Processing form**.



8. Click on **Submit** to finally submit the details, or click on **Save&Draft** to temporarily save the details in the system.

9. Once clicked on **Save&Draft** details of the same will be saved in draft mode & details will not be sent for approval. The status of the approval is **Draft** in this case.

10. Click on the **view** button to edit the documents.





11. Click on the **Submit** button for final submission & send for approval.
12. Once submitted, the status of the document is Submit & Approval status, which will be Pending with the DOAA Office. Once the DOAA Office approves the document, this will be changed to Approved by DOAA Office.

Student Document Upload PG Thesis Management > Student

You are accessing this page as role » Student

Display 10 records per page Filter records :

S.No.	Roll No	Name	Programme Department	Document	Status	Approval Status	Remark
1	231110061	Deepen Shrestha	M TECH CSE	View	Submit	Pending with DOAA Office	

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NOTE: - In case of rejection by DOAA, they may reject all four documents or only some of them based on the requirement. In such cases, the status will change to **“Partially Submitted”**, and only the documents that were rejected by DOAA need to be re-uploaded via the same above-mentioned link.



5. Frequently Asked Questions (FAQs)

Q1: How do I log in to the Pingala Portal?

A: Use your institute-provided credentials (username and password) to log in at [Pingala Portal Login Page]. If you encounter login issues, reset your password or contact the IT support team.

Q2: Where can I find the PG thesis submission section?

A: After logging in, navigate to the '**PG Thesis Management**' tab and select "**Student Document Upload**" from the dropdown menu.

Q3: How do I upload my thesis document?

A: Go to the thesis submission section, click on '**Upload Thesis**', attach your PDF file, and click '**Submit**'.

Q4: What file formats are accepted for thesis upload?

A: Only PDF files are accepted. Ensure your document does not exceed the size limit specified on the portal.

Q5: How can I check the status of my thesis approval?

A: Navigate to the '**Thesis Status**' section under the PG Thesis tab to track your thesis status.

Q6: Can I edit my thesis after submission?

A: Once submitted, you cannot edit your thesis directly. You only update the document once rejected by the DOAA Office or once it is saved in draft mode.

Q7: What should I do if I miss the thesis submission deadline?

A: Contact the academic office or your supervisor immediately to request an extension, if applicable.



6. Troubleshooting

Issue 1: Unable to Log In

Ensure your credentials are correct.

Reset your password using the '**Forgot Password**' option.

If the problem persists, contact IT support.

Issue 2: Thesis Upload Fails

Verify that your file is in PDF format.

Check that the file size does not exceed the maximum limit.

Ensure your internet connection is stable.

Try clearing your browser cache and retrying.

Issue 3: Submission Status Not Updating

Refresh the portal page.

Log out and log back in.

If the issue continues, report it through the '**Support**' tab.

Issue 4: Deadline Extension Request Not Visible

Check with your supervisor if an extension request has been initiated.

If not, contact the academic office.

For any additional issues or unresolved problems, please reach out to the **Support Team** via the '**Support**' tab or contact your academic supervisor directly.

***** End of Document *****