

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION**

REGISTRATION PROCEEDINGS FOR NEW UG STUDENTS (2024 BATCH)
(Students admitted in BTech/BS Programmes)

July 17, 2024

All students of 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 detailing your 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

To start with, you need to fill in an online form and upload scanned copies of the original documents on the Pingala portal. **The Pingala portal, for uploading the documents and further proceedings will be active from 11:00am on July 22, 2024 till 5:00pm on July 26, 2024.**

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 (*Please upload the same certificate that was uploaded during the JEE counselling*)
- vii) Self-declaration Undertaking
- viii) Ethical Practices Undertaking
- ix) Photograph
- x) Signature
- 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](#).

Formats can be downloaded [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) 2024 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.

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. 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, 2024 onwards.

Registration process of Undergraduate students ends here.

Late registration is scheduled to be held on **August 5, 2024**. Students who are not able to register until July 26, 2024 may complete the online registration process on August 5, 2024 following the above steps.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER AUGUST 5, 2024.

E) Preparatory Course Programme:

The Preparatory Course Programme for the students admitted in the Preparatory Course at IIT Kanpur through JEE (Advanced) 2024 will be conducted by IIT Indore. Such students are advised to contact IIT Indore for the reporting dates. **These students NEED NOT REPORT at IIT Kanpur.**

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Dean, Academic Affairs