

## HSS Pre-registration Instructions and User Manual

1. Pre-registration for HSS courses is compulsory for all UG students desirous of and eligible for taking a HSS course in the 2019-20 Second Semester. No request for course allotment during Registration will be accepted on grounds of a student's inability to participate in the HSS Pre-registration process.
2. The Department-wise Semester Template is available on the DOAA website at following URL: <http://www.iitk.ac.in/doaa/data/Course-Template-B.Tech-BS.pdf>
3. All HSS Level-I courses are scheduled on M, T, W, Th- 17:10-18:00.

The HSS Level II courses will run in the following three slots:

- a- Slot 1- M, W 10:00-11:00, F 12:00
- b- Slot 2- M 11:00-12:00, Th, F 10:00
- c- Slot 3- W,Th, F 11:00-12:00

The timings of the above mentioned slots will NOT be changed under any circumstances.

4. In case of a time clash between a HSS course and a DC/IC, please tick the box- *Clash*, and clearly mention *only* the DC/IC course number in the *Remarks* column.
5. It is the responsibility of the student to check and confirm the correct name, roll number, date of birth, department, and eligibility of courses in the preference form on his/her Pingala page. In case of discrepancies in your personal information or eligibility requirements, please contact DOAA office. The last date to correct your eligibility requirements, if required, is October 29, 2019, 5.00pm.
6. Students from the Department of Economic Sciences are not eligible for ECO101A or ECO201A.
7. Students who have completed ECO-101A as a HSS course are not eligible for ECO-201A, and vice-versa. This also implies that students eligible for both Level I and Level II courses can take either ECO101A or ECO201A, but not both these courses.
8. It is *mandatory* to give a preference number for ALL HSS courses available to the student on his/her page. If preference number is not given for an option, Pingala will NOT accept the HSS pre-registration form.
9. Students may change their preference order for HSS courses as many times as they wish UNTIL the final form submission deadline i.e. October 30, 2019, 11:59pm.

## 10. Timeline for Pre-registration

Opening of HSS pre-registration portal for filling in the HSS course preferences:

**Wednesday, October 23, 2019, 3.00pm till Wednesday, October 30, 2019, 11.50pm.**

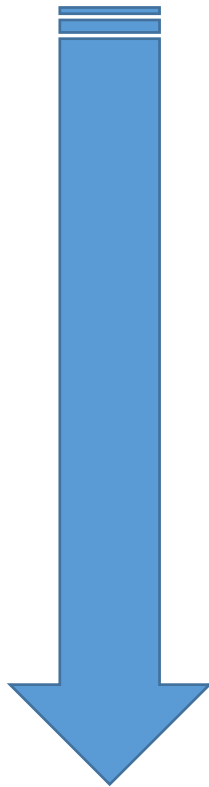
Correction of discrepancies in eligibility requirements for HSS courses

Up to Tuesday, October 29, 2019, 11.50pm.

Last date for submission of Preferences for HSS courses:

Wednesday, October 30, 2019, 11.50pm.

## User Manual for operating the Pingala portal



# User Manual for operating the Pingala portal

## Step 1:

Login in to your Pingala account and click on the following link:

[Academic Management](#) → [HSS Management 2019-20/1](#) → [HSS requested Proposed courses](#)

Click here

The screenshot shows the 'HSS Request Proposed Courses' page. The top navigation bar includes 'Quick Links' and 'Have a problem?'. The breadcrumb trail is 'Academic Management > HSS Management (2018-19/1) > HSS Request Proposed Courses'. A notification states 'You are accessing this page as role > Student'. The page title is 'HSS Allotment Proposed Courses'. Student details include Student Name, Roll No., Programme Name, and Branch Name. Eligibility is listed as 'HSS Level 1' with a count of 1. A table of proposed courses is shown below:

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
1	INTRODUCTION TO WESTERN ART (ART103A)	SATYAKI ROY			---Select---	<input type="checkbox"/>	Enter Remarks
2	INTRODUCTION TO LITERATURE (ENG123A)	G NEELAKANTAN	MWTh 17:10-18:00		---Select---	<input type="checkbox"/>	Enter Remarks
3	INTRODUCTION TO LOGIC (PHI142A)	A V RAVISHANKAR SARMA	MWTh 17:10-18:00		---Select---	<input type="checkbox"/>	Enter Remarks
4	INTRODUCTION TO PSYCHOLOGY (PSY151A)	DEVPRIYA KUMAR	MWTh 17:10-18:00		---Select---	<input type="checkbox"/>	Enter Remarks
5	INTRODUCTORY SOCIOLOGY (SOC171A)	A K SHARMA	MTWTh 17:10-18:00		---Select---	<input type="checkbox"/>	Enter Remarks

Below the table, eligibility for 'HSS Level 2' is shown with a count of 1. A second table header is visible at the bottom of the page.

If you are eligible for both HSS Level I and Level II courses, your page will show the HSS-I courses first. Scroll down the page to check HSS II courses.

This screenshot is identical to the one above but includes red arrows and text labels. A red arrow points from the text 'HSS Level-1' to the 'Eligibility: HSS Level 1' section. Another red arrow points from the text 'HSS Level-2' to the 'Eligibility: HSS Level 2' section. The 'HSS Request Proposed Courses' link in the left sidebar is also highlighted with a red box.

## Step 2:

Verify all your eligibility requirements on this page. Check that you are eligible for HSS-I, or HSS- II, or both HSS-I and II. You are eligible for a HSS course if:

- a- HSS Level – I or II course is due next semester as per your course template;  
or
- b- You have a Fail backlog in HSS Level – I or Level – II course; or
- c- You have a Fresh backlog in HSS Level – I or Level – II course; or
- d- Courses shown on your page have not been completed by you in a previous semester; or
- e- Pre-requisites, if any, have been cleared.

There are no other criteria by which you can get a HSS course. However, if you wish to do an HSS course as an OE, then you can request for the same during add/drop period through Pingala.

In case of any discrepancies in the eligibility data, please contact DOAA office immediately. If the discrepancy is valid, the office will make appropriate changes.

## Step 3-

Fill in your preferences for HSS courses:

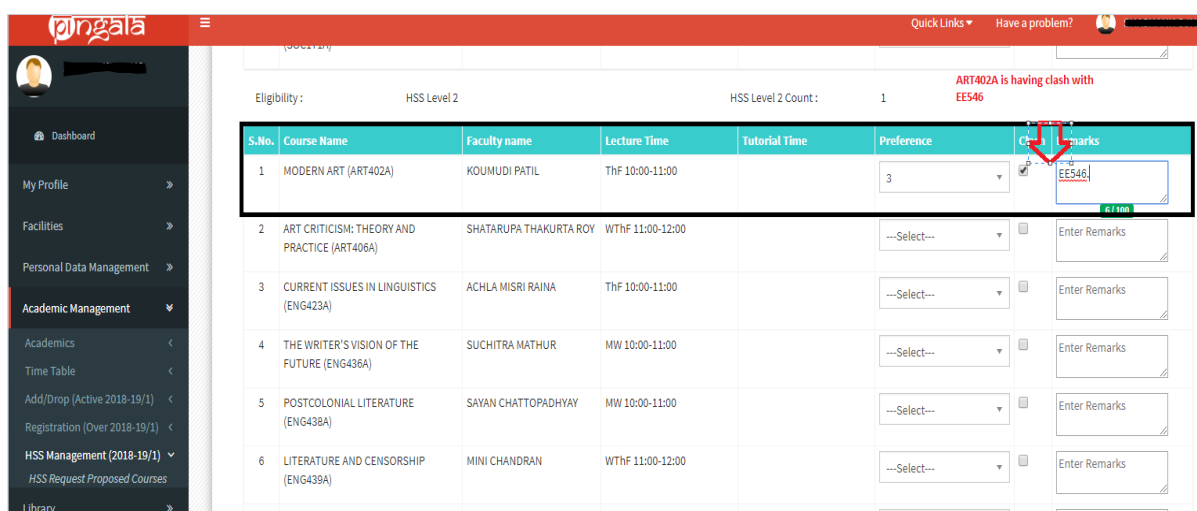
1. Fill in preference numbers for all courses available to you on your page.
2. Check for timetable clash between any HSS course and any DC/IC in your department timetable. The system WILL NOT CHECK for time table clashes, so it is your responsibility to mark all clashes. The next slide explains how to mark these clashes on Pingala.
3. Click the submit button after the preference number for all courses has been filled.
4. Filling your preference for every available course is mandatory. Your form cannot be submitted unless all the available courses have been given a Preference Number.
5. Click on the Submit button to submit your form.
6. You can continue to revise your priority of preferences and re-submit the form until the last date of submission. The last submitted preferences

before the deadline will be considered your final preference for allocation of courses.

#### Step 4-

Report a time table clash. If there is a time table clash with any IC/DC courses,

1. Click on the 'Clash' box.
2. In the Remarks column, write the course number with which the HSS course is clashing.
3. Remember to fill in preference numbers for the course with a clash also.



The screenshot shows the Jngata portal interface. At the top, there is a navigation bar with the Jngata logo, a menu icon, and links for 'Quick Links' and 'Have a problem?'. Below the navigation bar, there is a sidebar menu on the left with options like 'Dashboard', 'My Profile', 'Facilities', 'Personal Data Management', 'Academic Management', 'Academics', 'Time Table', 'Add/Drop (Active 2018-19/1)', 'Registration (Over 2018-19/1)', 'HSS Management (2018-19/1)', 'HSS Request Proposed Courses', and 'Library'. The main content area displays a table of HSS Level 2 courses. The table has columns for 'S.No.', 'Course Name', 'Faculty name', 'Lecture Time', 'Tutorial Time', 'Preference', 'Clash', and 'Remarks'. The first row is highlighted in teal. A red arrow points to the 'Clash' button in the first row, which is currently disabled. A red box highlights the 'Remarks' column for the first row, containing the text 'EE546'. Above the table, there is a message: 'ART402A is having clash with EE546'. The table data is as follows:

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
1	MODERN ART (ART402A)	KOUMUDI PATIL	ThF 10:00-11:00		3	Clash	EE546
2	ART CRITICISM: THEORY AND PRACTICE (ART406A)	SHATARUPA THAKURTA ROY	WThF 11:00-12:00		---Select---		Enter Remarks
3	CURRENT ISSUES IN LINGUISTICS (ENG423A)	ACHLA MISRI RAINA	ThF 10:00-11:00		---Select---		Enter Remarks
4	THE WRITER'S VISION OF THE FUTURE (ENG436A)	SUCHITRA MATHUR	MW 10:00-11:00		---Select---		Enter Remarks
5	POSTCOLONIAL LITERATURE (ENG438A)	SAYAN CHATTOPADHYAY	MW 10:00-11:00		---Select---		Enter Remarks
6	LITERATURE AND CENSORSHIP (ENG439A)	MINI CHANDRAN	WThF 11:00-12:00		---Select---		Enter Remarks
7	LANGUAGE ACQUISITION	SUCHITRA MATHUR	WThF 11:00-12:00		---Select---		Enter Remarks

#### Step 5-

Modify your preferences for HSS courses.

You can continue to revise your preferences and re-submit the form until the last date of submission. The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

## FAQ

- 1- I am eligible for an HSS course, but my Pingala page does not show a list of available courses.

Please contact DOAA office.

- 2- I don't know whether I am eligible for an HSS course next semester.

Click on the Academic Management → HSS Management 2019-20/1 → HSS requested Proposed courses. It will show you the list of courses at each level, HSS-I and HSS-II, that you are eligible for.

- 3- I am eligible for both HSS-I and HSS-II courses.

Please refer to the link mentioned above. Page is bifurcated in to 2 parts. The HSS-I courses appear first. Scroll down to access the HSS-II courses.

- 4- Is it mandatory to fill priority of preferences for all course choices?

Yes.

- 5- I am eligible for both HSS-I and HSS-II courses, but I want to fill choices only for one of them:

Please contact DOAA office to remove your eligibility from the HSS level for which you do not want to fill choices.

- 6- Can I fill the form partially?

Partial form filling is not allowed. Your form will not be accepted if it is incomplete.

- 7- I don't want to participate in the pre-registration. What should I do?

No HSS course will be allotted to you for the coming semester.

- 8- I want to take HSS course as OE. What should I do?

In the HSS course allotment modules, courses are offered only as HSS course. To take a HSS course as an OE, please request the instructor during regular pre-registration/Add& Drop period.

- 9- I missed HSS pre-registration. What should I do?

You will not get an HSS course in the upcoming semester.

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