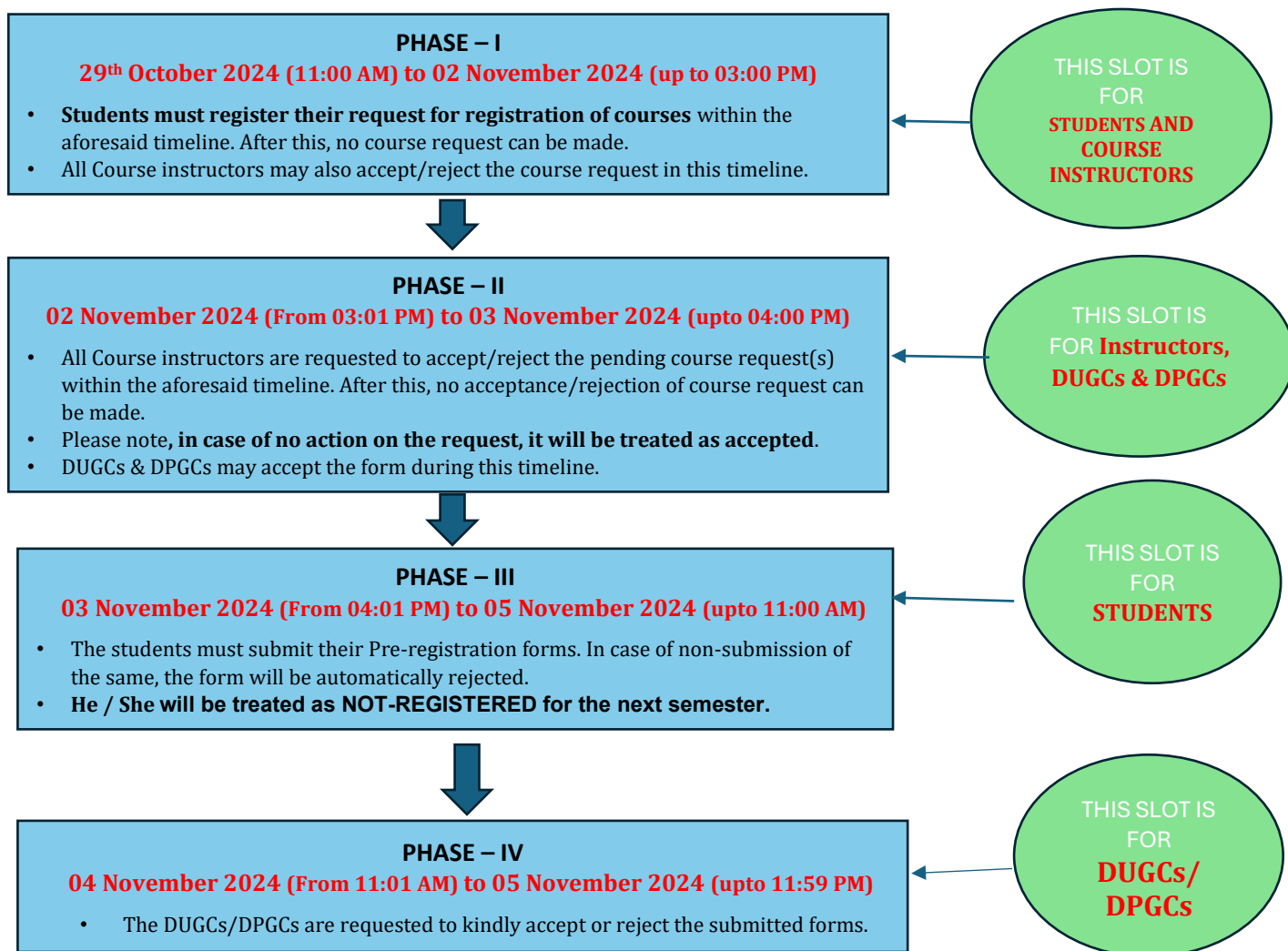# PRE-REGISTRATION SCHEDULE FOR 2024-25-II SEMESTER

Guidelines:

(i) Please note that pre-registration for the upcoming semester is mandatory. In case for some reason, you do not pre-register, the responsibility will entirely be yours.

(ii) For pre-registration, you have to first enter your apaar id/ abc id in student profile on pingala. Registration process/Steps for ABC/APAAR ID creation is given in the attached manual:**https://www.abc.gov.in/assets/resources/Academic-Bank-of-Credits_User_Manual_V3.pdf**

(Steps to enter Apaar Id in Pingala: **https://iitk.ac.in/doaa/data/APAR-ID-Help-File.pdf**)

(iii) We will be uploading earlier credits of the students (from 2021 onwards).

(iv) **Please check by 15th November 2024 whether your earlier credits are correct on ABC portal. In case of any discrepancy, please inform oars_office@iitk.ac.in by 18th November 2024. After 18th November 2024, no updation/correction is possible in earlier credits on ABC portal**.

(v) The timeline for Pre-registration is as follows:

PHASE – I
29th October 2024 (11:00 AM) to 02 November 2024 (up to 03:00 PM)

- **Students must register their request for registration of courses** within the aforesaid timeline. After this, no course request can be made.
- All Course instructors may also accept/reject the course request in this timeline.

> THIS SLOT IS FOR **STUDENTS AND COURSE INSTRUCTORS**

PHASE – II
02 November 2024 (From 03:01 PM) to 03 November 2024 (upto 04:00 PM)

- All Course instructors are requested to accept/reject the pending course request(s) within the aforesaid timeline. After this, no acceptance/rejection of course request can be made.
- Please note, **in case of no action on the request, it will be treated as accepted**.
- DUGCs & DPGCs may accept the form during this timeline.

> THIS SLOT IS FOR **Instructors, DUGCs & DPGCs**

PHASE – III
03 November 2024 (From 04:01 PM) to 05 November 2024 (upto 11:00 AM)

- The students must submit their Pre-registration forms. In case of non-submission of the same, the form will be automatically rejected.
- **He / She will be treated as NOT-REGISTERED for the next semester.**

> THIS SLOT IS FOR **STUDENTS**

PHASE – IV
04 November 2024 (From 11:01 AM) to 05 November 2024 (upto 11:59 PM)

- The DUGCs/DPGCs are requested to kindly accept or reject the submitted forms.

> THIS SLOT IS FOR **DUGCs/ DPGCs**

Points to remember:

1. Students are **strongly advised to complete their pre-registration**.
2. After filling all accepted courses in the online registration form, students must submit the same for DUGC/DPGC approval as per aforesaid timeline.

3. If the number of credits in the submitted form is less than the **minimum load allowed**, then the **form may get rejected.** This does not apply to graduating and extended degree students.

4. It is the **sole responsibility** of the student to ensure that **no two courses with clashing time slots** are filled in the submitted pre-registration form. **Failure to do so may lead to cancellation of the registration in all clashing courses.**

5. Students whose pre-registration form is rejected will have to do online academic registration on the due date as detailed in the academic calendar for 2024-25-II Semester. Students on semester leave due to any reason(s), will be able to register for the courses on the due date as detailed in the academic calendar for 2024-25-II Semester.

Helpdesk / Assistance / Alerts

a) If you face any technical issues while accessing the Pre-Registration Module on Pingala, please write to pingala@iitk.ac.in.

b) If you have issues related to academics regarding the Pre-Registration, please write to reg_help@iitk.ac.in.

c) To keep track of your pre-registration activities on Pingala, you will receive an auto-generated email for every transaction. If you receive an email for a transaction not made by you on Pingala, you should immediately report to the DOAA office by dropping an e-mail to courses@iitk.ac.in.

d) Kindly do not share your Pingala User Id and password with anyone.

Batch wise schedule:

To avoid load on the server, the students are required to login to the pre-registration portal on 29th October 2024 as per the following schedule:

a) UG Y23 (All Programmes)	-	11:00 AM onwards
b) UG Y22 (All Programmes)	-	11:30 AM onwards
c) UG Y21 (All Programmes)	-	12:00 PM onwards
d) UG Y20 (All Programmes)	-	12:30 PM onwards
e) UG Y19 and earlier (All Programmes)	-	01:00 PM onwards
f) PG Y24 (All Programmes)	-	01:30 PM onwards
g) PG Y23 (All Programmes)	-	02:00 PM onwards
h) PG Y22 (All Programmes)	-	02:30 PM onwards
i) PG Y21 and earlier (All Programmes)	-	03:00 PM onwards

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