

Indian Institute of Technology Kanpur  
Academic Section

**REGISTRATION NOTICE**

**For Continuing Students (UG & PG) in 2023-24-II Semester**

December 29, 2023

All the students of the Institute are required to register in each semester. Academic Registration and Fee Payment are done at the Pingala portal.

A student will be deemed to have registered for the semester when s/he has done academic registration, cleared all dues, paid fees for the next semester and has given the biometric attendance.

Before the commencement of the Registration process, each student should ensure the following:

- a) S/he **has cleared all Institute Dues** including the dues at the Hall of Residence (if any) and has obtained a receipt.
- b) S/he **has paid the Institute fees for 2023-24-II Semester online through Pingala**. If a student is facing problems in depositing fees through Pingala, s/he may contact Pingala officials at [pingala@iitk.ac.in](mailto:pingala@iitk.ac.in).
- c) S/he **has given the biometric attendance** under consultation with the office of the Dean, Students' Affairs (DOSA Office).
- d) S/he **has done academic pre-registration successfully**. For students who have not done pre-registration or are not academically registered due to some reason (including reasons of semester leave during 2023-24-I Semester, re-instatement etc.) should submit an online request for courses/credits on Pingala and submit the online form to DUGC/DPGC for approval. The Pingala portal for such students is open for registration from January 2, 2024. If you face any academic issue with regard to registration, you may write to [reg\\_help@iitk.ac.in](mailto:reg_help@iitk.ac.in).

In case, the online registration form is not approved by DUGC/DPGC by the due date of registration as per academic calendar, then you need to consult your DUGC/DPGC over phone/email and do as advised.

- e) **Roll numbers of undergraduate students who are placed on Warning or Academic Probation for 2023-24-II Semester have been DE-ACTIVATED on the Pingala portal**. They need to upload the duly filled and signed undertaking form for Warning/Academic Probation (as the case may be) at the link which has been sent to the concerned students over email to get their roll numbers activated.

**After completing the above, the students will be deemed to have registered for 2023-24-II Semester.**

**Note:**

All continuing students **who did not pre-register** are required to pay a fine of Rs. 1000/-. This will be added to the net fee payable by them.

---

**SCHEDULE OF REGISTRATION**

**Time: 10:00 AM – 1:00 PM & 2:00 PM – 5:00 PM**

**January 3, 2024 :** Registration and Fee Payment for Continuing Students in all Programmes

**Late registration** is scheduled to be held on **January 9, 2024 in the online mode**.

Late registrants will be required to pay an additional amount of Rs.1000/- towards late registration fee.

**NO STUDENT WILL BE ALLOWED TO REGISTER AFTER JANUARY 9, 2024.**

## **SUBMISSION OF THESIS:**

Students who intend to submit the thesis may follow the guidelines given below:

- a) Submit the thesis before the date of late registration (January 9, 2024), or
- b) Register for full credits in 2023-24-I and continue with the thesis work. If you submit the thesis by January 18, 2024, you may claim the reimbursement of tuition fees and appropriate reduction of credits.

sd/-

**Dean, Academic Affairs**

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. All Associate Deans
5. Head of All Departments
6. Chairpersons, SPGC/SUGC
7. All DPGC/DUGC Conveners
8. Head, Counselling Service
9. Chairperson, Council of Wardens
10. Librarian, P K Kelkar Library
11. Office of Dean, Students' Affairs
12. Foreign Students Adviser, International Relations
13. In charge, Physical Education Office
14. Office Automation Unit
15. New Office Automation (Pingala) to set up an online help desk on January 2-3, 2024 and January 9, 2024
16. UG/PG Sections, DOAA office
17. All Notice Boards
18. Warden In-charge, All Halls of Residence with a request to depute staff members authorized to collect the dues online.