

Indian Institute of Technology Kanpur  
Academic Section

**REGISTRATION NOTICE**

**For Continuing Students (UG & PG) in 2021-22-I Semester**

July 26, 2021

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 and paid fees for the next semester. Due to the extraordinary circumstances due to COVID-19 pandemic, the biometric impression will not be collected this semester.

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 2021-22-I 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 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 2020-21-II Semester, re-instatement etc.) should submit an online request for courses/credits on Pingala and submit the online form to DUGC/DPGC for approval. 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.

- d) **Roll numbers of undergraduate students who are placed on Warning or Academic Probation for 2021-22-I Semester will be DE-ACTIVATED on Pingala**. They need to upload the duly filled and signed undertaking form for Warning/Academic Probation (as the case may be) at the link which will be 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 2021-22-I 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.

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**SCHEDULE OF REGISTRATION**

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

**July 28-30, 2021      Registration and Fee Payment for Continuing Students in all Programmes**

**Late registration** is scheduled to be held on **August 5, 2021 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 AUGUST 5, 2021.**

## **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 (August 5, 2021), or
- b) Register for full credits in 2021-22-I and continue with the thesis work. If you submit the thesis by August 16, 2021, you may claim the reimbursement of tuition fees and appropriate reduction of credits, or
- c) Apply for leave before August 5, 2021, and subject to approval of the leave by SPGC/SUGC, submit the thesis while on leave.

sd/-

**Dean, Academic Affairs**

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. All Associate Deans
5. Heads 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 during 28-30 July and August 5, 2021
16. UG/PG/OARS 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.