

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION**

**REGISTRATION PROCEEDINGS FOR NEW UG STUDENTS (2022 BATCH)
(Students admitted in BTech/BS Programmes)**

October 19, 2022

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 Office Automation (OA) portal, paid the fees for the semester, and has created Login id on the Pingala Portal. The above process, including the payment of fees is done online.

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 OA portal for 'New Student Profile'. The link (<https://oag.iitk.ac.in/oarsiitk>) will be active during October 22 – November 3, 2022.

You will be required to upload the following documents:

- i) Class 10th Marks Sheet
 - ii) Class 12th Marks Sheet
 - iii) Aadhar Card
 - iv) Parental Income Certificate
 - v) Document verification and Seat acceptance letter (Downloadable from JOSSA Website)
 - vi) Provisional seat allotment letter (Downloadable from JOSSA Website)
 - vii) Anti-Ragging Undertaking
 - viii) Medical Report
 - ix) Self-declaration Undertaking
 - x) Ethical Practices Undertaking
 - xi) Photograph
 - xii) Signature
- } Format downloadable from the OA portal after login

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) 2022 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 at the link given below:

https://www.iitk.ac.in/dosa/data/Fee-Structure-for-New-UG_2022-14-10-22.pdf

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: <https://www.iitk.ac.in/dosa>.

You will be re-directed to pay the fees online after uploading the documents on the OA 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 HelloIITK platform (<https://hello.iitk.ac.in>). The relevant details will be available here shortly.

D) Academic Registration:

It is mandatory for every student to create his/her User ID on the Pingala portal. Academic registration is done through the Pingala portal. To create your User ID on the Pingala portal, you need to click on the link "[New user register here](#)", enter your roll number and proceed as directed. If you face any issue in creating the User ID, you may write to pingala@iitk.ac.in.

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 November 1, 2022 onwards.

Registration process of Undergraduate students ends here.

Late registration is scheduled to be held on **November 9, 2022**. Students who are not able to register until November 3, 2022 may complete the online registration process on November 9, 2022 following the above steps.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER NOVEMBER 9, 2022.

E) Preparatory Course Programme:

The Preparatory Course Programme for the students admitted in the Preparatory Course at IIT Kanpur through JEE (Advanced) 2022 will be conducted by IIT BHU. Please visit the following link for updates: <https://www.iitbhu.ac.in/acad/admissions/entrants>

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Dean, Academic Affairs