

## HSS Pre-registration Instructions and User Manual

**(These instructions are not applicable for BTech-BS batch of Y23)**

1. Pre-registration for HSS courses is compulsory for all UG students desirous of and eligible for taking an HSS course in the 2023-24 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. All HSS Level-I courses are scheduled in the following slot:  
Slot 1- M, T, W, Th – 08:00-09:00

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

- Slot 1- M, W 10:00 – 11:00; F 12:00-13:00
- Slot 2- M 11:00 – 12:00; Th, F 10:00-11:00
- Slot 3- W, Th, F 11:00 – 12:00

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

3. In case of a timetable clash between a HSS course slot and a DC/IC course slot, please tick the box- *Clash* for all the HSS courses offered in that slot, and clearly mention the DC/IC course number in the *Remarks* column. No HSS course will be allotted of the slot in which there is a timetable clash.
4. 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 at Phone No. 0512-259-7669/4743 or write to [reg\\_help@iitk.ac.in](mailto:reg_help@iitk.ac.in). The last date to correct your eligibility requirements, if required, is October 20, 2023, 5.00pm.
5. You will NOT be eligible for filling in the HSS Pre-registration form if you have already completed the required number of HSS courses due as per the course template. Still if you wish to do a HSS courses in advance to plan your upcoming semesters with less load or otherwise, you may request for the same during the ADD/DROP period.
6. 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.

7. Students may change their preference order for HSS courses as many times as they wish UNTIL the final form submission deadline i.e. October 20; 11:59pm.
8. The allotment of HSS course(s) is done by lottery.
9. **Timeline for Pre-registration**

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

**Wednesday, October 18, 2023; 3:00pm**

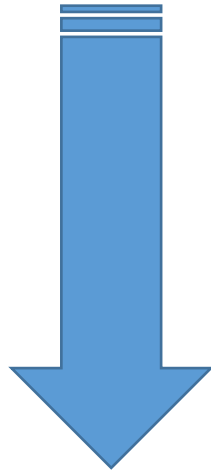
Correction of discrepancies in eligibility requirements for HSS courses

Up to Friday, October 20, 2023 5pm.

Last date for submission of Preferences for HSS courses:

**Friday, October 20, 2023 11:59pm.**

# 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 2023-24/II](#) → [HSS requested Proposed courses](#)

Click here

The screenshot shows the Pingala portal interface. The top navigation bar is red with the Pingala logo on the left and 'Quick Links', 'Have a problem?', and a user profile icon on the right. Below the navigation bar is a dark sidebar with a menu. The 'Academic Management' section is expanded, and 'HSS Request Proposed Courses' is highlighted with a red box. The main content area is titled 'HSS Request Proposed Courses' and displays a form for student details and a table of proposed courses.

**HSS Allotment Proposed Courses**

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_  
Programme Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_  
Eligibility: HSS Level 1 HSS Level 1 Count: 1

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

Eligibility: HSS Level 2 HSS Level 2 Count: 1

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
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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.

The screenshot displays the 'HSS Request Proposed Courses' interface. The page is divided into two main sections: 'HSS Level-1' and 'HSS Level-2'. The 'HSS Level-1' section is at the top, showing a table of five courses. The 'HSS Level-2' section is at the bottom, showing a table with one course. Red arrows point from the labels 'HSS Level-1' and 'HSS Level-2' to their respective sections in the screenshot.

**HSS Level-1**

Eligibility: HSS Level 1 HSS Level 1 Count: 1

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
1	INTRODUCTION TO WESTERN ART (ART103)	SATYAKI ROY			---Select---	<input type="checkbox"/>	Enter Remarks
2	INTRODUCTION TO LITERATURE (ENG123)	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 (PSY151)	DEVPRIVA KUMAR	MWTh 17:10-18:00		---Select---	<input type="checkbox"/>	Enter Remarks
5	INTRODUCTORY SOCIOLOGY (SOC173)	A K SHARMA	MTWTh 17:10-18:00		---Select---	<input type="checkbox"/>	Enter Remarks

**HSS Level-2**

Eligibility: HSS Level 2 HSS Level 2 Count: 1

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
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## 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 at Phone No. 0512 259 7669/4743 or write to [reg\\_help@iitk.ac.in](mailto:reg_help@iitk.ac.in). If the discrepancy is valid, the office will make appropriate changes.

## Step 3-

Fill in your preferences for HSS courses:

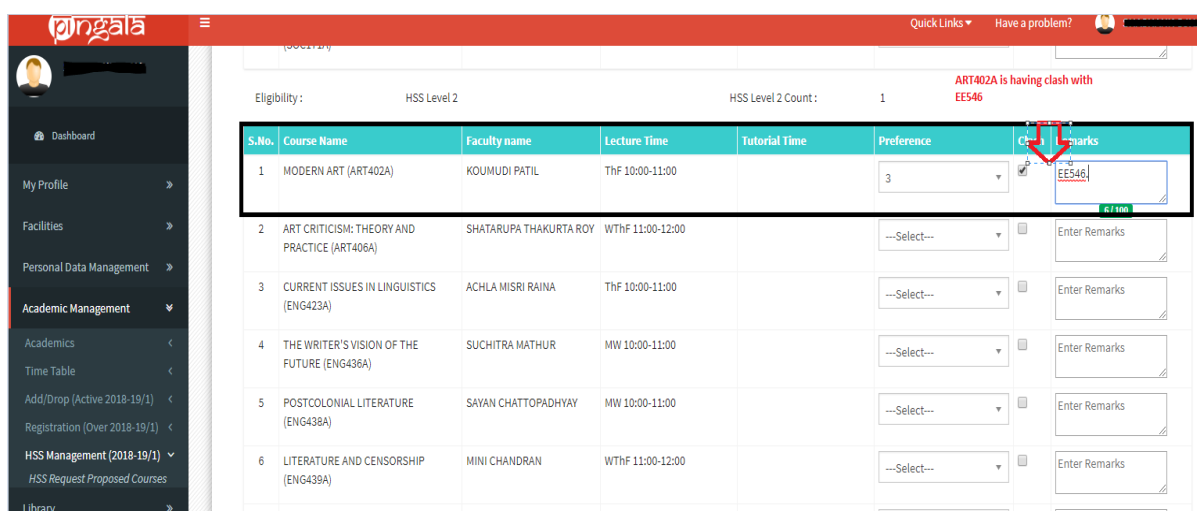
1. Fill in preference numbers for all courses available to you on your page.
2. Check for timetable clash between any HSS course and any DC/IC in your department timetable. The system WILL NOT CHECK for time table clashes, so it is your responsibility to mark all clashes. The next slide explains how 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 Jangata HSS Management interface. At the top, there is a navigation bar with the Jangata logo, a menu icon, and links for 'Quick Links' and 'Have a problem?'. Below this, a sidebar on the left contains navigation options: Dashboard, My Profile, Facilities, Personal Data Management, Academic Management (expanded), Academics, Time Table, Add/Drop (Active 2018-19/1), Registration (Over 2018-19/1), HSS Management (2018-19/1) (expanded), 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. A red box highlights the first row, which is for 'MODERN ART (ART402A)' by 'KOURMUDI PATIL' with a lecture time of 'ThF 10:00-11:00'. The 'Clash' column for this row contains a red 'X' icon, and the 'Remarks' column contains the text 'EE546'. A red arrow points to the 'Clash' icon. Above the table, there is a message: 'ART402A is having clash with EE546'. The table also shows other courses like 'ART CRITICISM: THEORY AND PRACTICE (ART406A)', 'CURRENT ISSUES IN LINGUISTICS (ENG423A)', 'THE WRITER'S VISION OF THE FUTURE (ENG436A)', 'POSTCOLONIAL LITERATURE (ENG438A)', and 'LITERATURE AND CENSORSHIP (ENG439A)'. Each row has a 'Preference' dropdown menu and an 'Enter Remarks' button.

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
1	MODERN ART (ART402A)	KOURMUDI PATIL	ThF 10:00-11:00		3	X	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)	SAVAN CHATTOPADHYAY	MW 10:00-11:00		---Select---		Enter Remarks
6	LITERATURE AND CENSORSHIP (ENG439A)	MINI CHANDRAN	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 at at Phone No. 0512-259 7669/4743 or write to [reg\\_help@iitk.ac.in](mailto:reg_help@iitk.ac.in).

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

Click on the Academic Management → HSS Management 2023-24/2 → 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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