

HSS Pre-registration

Instructions and User Manual

1. Pre-registration for HSS courses is compulsory for all UG students desirous of and eligible for taking a HSS course in the 2019-20-I semester. No request for course allotment during registration in July 2019 will be entertained on grounds of a student's inability to participate in the upcoming HSS pre-registration process.
2. The Department-wise Semester Template is available at the following URL: <http://www.iitk.ac.in/doaa/data/Course-Template-B.Tech-BS.pdf>
3. All HSS Level-I courses are scheduled in the 08:00-08:50 slot on M W Th F.
4. The HSS Level II courses will run in the following two slots:

Slot 1 – M W F- 17:10-18:00
Slot 2 – T W F- 12:00-12:50
5. The timings of the above mentioned slots will NOT be changed under any circumstances.
6. In case of a time clash between a HSS course and a DC/IC, please tick the box, *Clash*, and clearly mention the DC/IC course number in the *Remarks* column.
7. To check eligibility for HSS courses, you may visit the UG Section in DOAA Office during Tuesday, April 2, 2019 and Friday, April 5, 2019 between 10:00-17:00 hrs.
8. 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 any option, Pingala will not accept the HSS pre-registration form.
9. SOC 171B and SOC 171C have the same content, but will be taught by different instructors. Please fill your preferences for both the courses.
10. Students may change their preference order for HSS courses as many times as they like UNTIL the final form submission deadline (**Friday, April 5, 2019: 23:59 hrs.**)

11. Timeline for HSS Pre-registration:

**Pingala portal Opens for HSS Pre-registration on Monday, April 1, 2019:
18:00 hrs.**

**Pingala portal Closes for HSS Pre-registration on Friday, April 5, 2019:
23:59 hrs.**

User Manual for operating the Pingala portal

Step 1:

Login to your Pingala account and click on the following link:

[Academic Management](#) → [HSS Management 2019-20/1](#) → [HSS Request Proposed Courses](#)

Click here

The screenshot shows the 'HSS Request Proposed Courses' page. The student is logged in as a Student. The page displays the following information:

- Student Name: [Redacted]
- Roll No: [Redacted]
- Programme Name: [Redacted]
- Branch Name: [Redacted]
- 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

Below the table, the eligibility is shown as HSS Level 2 with a count of 1. A table for HSS Level 2 courses is partially visible at the bottom.

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 is identical to the one above, but with red annotations:

- A red arrow points from the text 'HSS Level-1' to the 'Eligibility: HSS Level 1' section.
- A red arrow points from the text 'HSS Level-2' to the 'Eligibility: HSS Level 2' section.

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 an HSS course if:

- a- HSS Level – I or Level II course is due next semester as per your course template; or
- b- You have a Failed backlog in HSS Level – I or Level – II course, or
- c- You have a Fresh backlog in HSS Level – I or Level – II course.

There are no other criteria by which you can get a HSS course. However, if you wish to do any 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 immediately. If the discrepancy is valid, the office will make appropriate changes. All/any discrepancies in the data will be corrected till Friday, April 5, 2019 : 17:00 hrs.

Step 3:

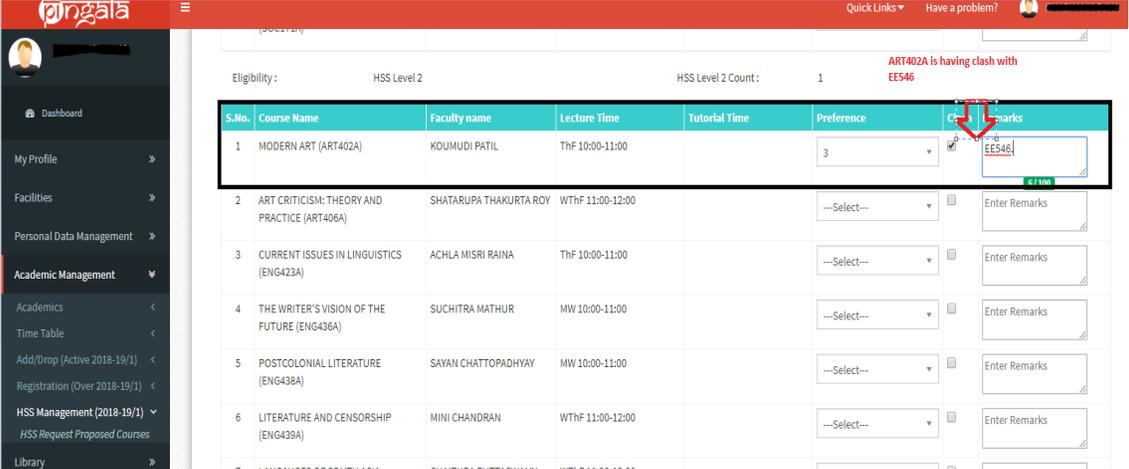
Fill in your preferences for HSS courses:

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 (Department Compulsory/Institute Core) course in your department timetable. The system WILL NOT CHECK for timetable clashes, so it is your responsibility to mark all clashes. The next step explains how to mark these clashes on Pingala.
3. Click the 'Submit' button after the preference number for all the 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 HSS Preference form submission deadline i.e. Friday, April 5, 2019: 23:59 hrs. The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

Step 4:

Report a timetable clash. If there is a timetable 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 HSS Management portal interface. At the top, there is a navigation bar with the logo and user information. Below the navigation bar, there is a sidebar menu on the left with options like Dashboard, My Profile, Facilities, Personal Data Management, Academic Management, Academics, Time Table, Add/Drop, Registration, HSS Management, and Library. The main content area displays a table of HSS courses. The table has columns for S.No., Course Name, Faculty name, Lecture Time, Tutorial Time, Preference, Clash, and Remarks. A red arrow points to the 'Clash' column for the first row, which is highlighted. A red box around the 'Clash' column contains the text 'ART402A is having clash with EE546'. The 'Remarks' column for the same row contains 'EE546'. The 'Preference' column for the first row has a dropdown menu with the value '3' selected. The 'Remarks' column for the other rows contains the text 'Enter Remarks'.

S.No.	Course Name	Faculty name	Lecture Time	Tutorial Time	Preference	Clash	Remarks
1	MODERN ART (ART402A)	KOUMUDI PATIL	ThF 10:00-11:00		3	ART402A is having clash with EE546	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)	SAYAN CHATTOPADHYAY	MW 10:00-11:00		---Select---		Enter Remarks
6	LITERATURE AND CENSORSHIP (ENG439A)	MINI CHANDRAN	WThF 11:00-12:00		---Select---		Enter Remarks
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Step 5:

Modify your preferences for HSS courses

You can continue to revise your preferences and re-submit the form until the HSS Preference form submission deadline i.e. Friday, April 5, 2019: 23:59 hrs. The last submitted preferences before the deadline will be considered your final preference for allocation of courses.

Frequently Asked Questions

- 1) I am eligible for an HSS course, but my Pingala page does not show a list of available courses. What should I do?

Please contact the UG Section in DOAA office from Tuesday, April 2, 2019 to Friday, April 5, 2019 during 10:00-17:00 hrs.

- 2) I don't know whether I am eligible for an HSS course next semester. What should I do?

Click on the Academic Management → HSS Management 2019-20/1 → HSS 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. How do I find the HSS courses I am eligible for?

Please refer to the same link as mentioned above. Page is bifurcated in 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 Level I and Level II courses, but I want to fill choices only for one of them. What should I do?

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 HSS pre-registration. Can I exercise this option?

No HSS course will be allotted to you for the coming semester if you do not participate in the HSS Pre-registration process.

- 8) I want to take HSS course as OE. What should I do?

In the HSS course allotment module, courses are offered only as a HSS option. To take a HSS course as an OE, please request the instructor during regular pre-registration/Add-Drop period.

- 9) What happens if I miss HSS pre-registration.

You will not get an HSS course in the upcoming semester.