

## NOTICE FOR PRE-REGISTRATION 2016-17-II SEMESTER

Dear students:

The pre-registration for the next semester (2016-17-II Semester) will start on 28th October, 2016. Please note that the pre-registration will be done online in OARS and it is compulsory for all students. Those students who fail to do pre-registration or do incomplete pre-registration will have to pay a fine of Rs. 1,000/- at the time of registration in January, 2017.

During October 24 - 26, requests for HSS courses (to be allotted through a lottery system on October 27) can be made by UG students. Please note that after the deadline of October 26, it will not at all be possible to entertain the requests for HSS courses. It is important that after you have been allotted an HSS course you make the request for the same in OARS; otherwise your registration will be considered incomplete and you will be liable to pay the fine of Rs. 1000/-.

The list of all courses (including HSS courses) is available at the following link:

<http://www.iitk.ac.in/doaa/pre-registration>

The web portals oars2.cc.iitk.ac.in:4040 and oars.cc.iitk.ac.in:4040 will allow the students to request for the courses and the same portals can be used by instructors to approve/reject requests. You must use these portals only to make requests for the courses during pre-registration. For information on list of courses (including timings, Pre-requisites etc.) you must use the link

<http://www.iitk.ac.in/doaa/pre-registration>

so as to avoid unnecessary load on servers for requesting courses.

You are advised to follow the following steps for pre-registration:

(i) After you have logged in OARS, use option 5.1 to make requests for all the courses you want to do (including the HSS courses allotted to you and compulsory courses). Before making course requests it is important that you check for possible time table clashes among the courses requested. PG students registering for thesis credits should not use Option 5.1; they can directly register for thesis credits using Option 5.2.

(ii) After requests for all the courses requested by you have been accepted, use Option 5.2 to add and submit your accepted courses to the final registration form. You will be prompted to a new screen where you will see the list of courses requested by you that are accepted. After checking the list carefully you may now use submit button to finally submit the registration form to your DUGC/DPGC.

(iii) To check the status whether your form has been accepted by your DUGC/DPGC use option 5.3 in OARS.

(iv) It is your responsibility to make sure that there are no timetable clashes and that there are no pre-requisite problems in the courses requested by you. Moreover it is your responsibility to ensure that you are following all guidelines of your department in the registration. Rejection of your form by DUGC/DPGC because you made a mistake in submission of those courses will not be an excuse for waiver of fine.

(v) You will not be allowed to register in courses which have time table clashes in lectures/labs.

(vi) The examination schedules for both mid semester and end semester are not declared in advance. These are to be finalized after 10-15 days of online adding/dropping of courses in January, 2017.

(vii) You must do pre-registration for all the credits you are required to complete next semester. OARS will allow you to add at most one additional course in January without paying the fine. This is to avoid students registering for just 1 or 2 courses, and doing most of the registration in January.

(viii) The courses requests made by you have to be accepted by concerned instructors to complete the pre-registration. If your request is pending with an instructor for long time, write to him/her on email, go and see him/her in the office, call him/her up, meet the concerned Head of Department for clearing your request. If all this fails then it is advisable that you move on to another course. Non-clearance of course requests made by you by a faculty member will not be an excuse to waive fine.

(ix) So choose your courses early, send add requests early, and submit the final form to DUGC/DPGC as early as possible to avoid any inconvenience.

With best wishes,  
Neeraj

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