

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ  
ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ-151001, ਪੰਜਾਬ (ਭਾਰਤ)



MAHARAJA RANJIT SINGH  
PUNJAB TECHNICAL UNIVERSITY  
BADAL ROAD, BATHINDA-151001, PUNJAB (INDIA)

ਪ੍ਰੋ. ਕਰਨਵੀਰ ਸਿੰਘ  
ਕੰਟਰੋਲਰ (ਪ੍ਰੀਖਿਆਵਾਂ)

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 under section 2(f) of UGC Act)

Prof. Karanvir Singh  
Controller (Examinations)

Ref. No : CoE/MRSPTU/ 1918

Date: 30-10-17

Principal / Director  
All Constituent / Affiliated Colleges

**Sub: - Filling of B.Tech. (1st year) Groups and Elective subjects (all courses)**

The examination forms for end semester Dec 2017 examination are to be filled and for the purpose groups for the students of B.Tech. (1<sup>st</sup> Year) and elective subjects for all courses are to be filled by the HOD's. The detailed steps are as below: -

**Step 1 – Login as HOD**

**Step 2 – Go to the student menu, Click the menu item “Manage Subject Selection”**

**Step 3 – Click the Button “New Subject Selection”**

**Step 4 – On Subject Selection Page**

- Select Exam Session (Dec 2017)
- Select Branch
- Select Semester and Student Batch
- Select Semester Group, in case the selected semester have any semester group (i.e. Physics or Chemistry Group in case of B.Tech.)
- After selection, Table in selection A will be filled with subjects and Table in Section B will be filled with students.
- Select Elective subjects from Section A
- Select students from Section B
- Click Save
- It will show you success message if selection saved successfully

**Step 5 – Go to Manage subject selection Page again and lock the subject selection**

The filling of elective subjects shall be carried out after up-gradation & this process must be done from 01/11/2017 to 07/11/2017. The up-gradation & filling of elective subjects are compulsory for the purpose of filling of examination forms. In case of any problem please email at [coemrs@gmail.com](mailto:coemrs@gmail.com).

*Karanvir Singh 30/10/2017*  
Controller of Examination  
MRSPTU, Bathinda

**MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY**

**BATHINDA - 151001, PUNJAB (INDIA)**

Ph. No.: +91-87250-72333, Fax: +91-164-2280164, Website: [www.mrsstu.ac.in](http://www.mrsstu.ac.in), E-mail id: [coemrs@gmail.com](mailto:coemrs@gmail.com)