

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/ 789

Date: 3. 11. 16

Principal / Director
All Constituent / Affiliated Colleges

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

The examination forms for end semester December 2016 examination are to be filled and for the purpose groups for the students of B.Tech. (1st Year) and elective subjects 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 (December 2016)
- 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

You are requested to get the needful done before the exam forms are filled by the college.

Karanvir Singh 3/11/2016
Controller of Examination
MRSPTU, Bathinda

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