

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/ 5034

Date: 27-03-2019

Principal / Director  
All Constituent / Affiliated Colleges

Sub: - Schedule and Instructions for filling examination forms for May 2019 end semester examination

Examination Forms for May 2019 exams will be filled online for all batches on [www.mrsstuexam.com](http://www.mrsstuexam.com).  
The detailed schedule is as follows:

S. No.	Description (fees @ Rs. 700/- per sem.)	Dates		Last date for the fees to be deposited to university by the institute
		From	To	
1.	Filling & locking of examination forms without late fees	02/04/2019	15/04/2019	03/05/2019
2.	Filling & locking of examination forms with late fees of Rs. 1000/- per form	16/04/2019	20/04/2019	
3.	Filling & locking of examination forms with late fee of Rs. 2000/- per form	21/04/2019	25/04/2019	
4.	<i>After 25/04/2019, the examination form can be filled with the permission of Hon'ble Vice Chancellor and by paying a fine of Rs. 5000/- at university</i>			

#### Generation of Challan

Challans will be generated on 26/04/2019 and the institutions are required to deposit the examination fees as specified in the above mentioned schedule otherwise late fees charges to the institutions would be applicable and will be charged as per details below.

S. No.	Challan Number	Due Date without fine	Fine after due date
1.	Challan (Regular & Reappear)	03/05/2019	Rs. 2000/- per day

#### Generation of Admit Card

Admit cards shall be generated through software on after 26/04/2019 after the deposition of fees.

#### INSTRUCTION FOR FILLING OF FORMS

1. Up-gradation of students, filling of elective subjects and filling of groups are compulsory before the form filling can be done.
2. The examination form (Regular / Reappear) of student will be filled through HOD ID/ Class In-charge ID.
3. Roll Nos. will be generated in the HOD/Class In-charge ID only.

Karanvir Singh 27/3/19

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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)



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ  
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4. If a student wishes to modify the form, HOD can unlock the form for correction. No correction will fee will charged up to 15/04/2019. But if the correction is done after 15/04/2019 correction fees of Rs. 700/- shall be charged. No online correction shall be allowed after 25/04/2019. If a student wishes to get his/her form corrected after 25/04/2019, the same can be done on visiting the university & paying a fees of Rs. 700/-.
5. The students should ensure that the forms are signed by the competent authority and they carry the admit card to the examination hall.
6. Detailed instructions for filling of forms are available on the website.
7. Examination fees according to challan generated by the software may be deposited at any branch of Central Bank of India.
8. The colleges who wish to deposit fee through RTGS/NEFT mode, can deposit the fee in **Central Bank A/c No.: 3463857819 IFSC Code: CBIN0283469**, in the favor of **Registrar, MRSPTU, Bathinda** and for the confirmation of amount deposited through this mode, they are require to submit UTR No., date & amount on the letter head of the college / institute.
9. Examination forms must be kept as record in the institute with signature of student & Principal/Director/HOD.
10. If any form is required to be deleted the request for the same shall be sent to the university at **support@mrsstuexam.com**. Forms can be deleted only before the generation of admit card i.e. upto 25/04/2019.
11. The subject / reappear form will automatically get cancelled if the student clears the subject on revaluation.

*If there is any problem regarding deposit of exam fee, please call at 98887-92250 (Sh. Gurpreet Singh) and in case of any technical problem mail at support@mrsstuexam.com.*

Karanvir Singh 27/3/2019  
Controller of Examination  
MRSSTU, Bathinda

C.C: -  
Finance Officer (Accounts Branch)  
MRSPTU, Bathinda

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