

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/ 2561

Date: 28.3.18

Principal / Director  
All Constituent / Affiliated Colleges

**Sub: - Schedule and Instructions for filling examination forms for May 2018 end semester examination**

Examination Forms for May 2018 exams will be filled online for 2015, 2016 & 2017 admitted students 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 without fine
		From	To	
1.	Filling & locking of examination forms without late fees	10/04/2018	24/04/2018	28/05/2018
2.	Filling & locking of examination forms with late fees of Rs. 2000/- per form	25/04/2018	30/04/2018	
3.	Filling & locking of examination forms with late fee of Rs. 3000/- per form	01/05/2018	04/05/2018	
4.	<i>After 04/05/2018, 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 17/05/2018 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 No. 1	28/05/2018	Rs. 2000/- per day

#### **Generation of Admit Card**

Admit cards shall be generated through software on 05/05/2018.

#### **INSTRUCTION FOR FILLING OF FORMS**

1. Up-gradation of students and subject selection are compulsory before filling of examination forms.
2. In the case that student fills the reappear form but gets cleared on revaluation, he can claim refund for the same. The subject / reappear form will automatically get cancelled if the student clears the subject on revaluation.

*Karanvir Singh*

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

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



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Date: \_\_\_\_\_

- The examination form (Regular / Reappear) of student will be filled through HOD ID/ Class In-charge ID.
- Correction in the forms can be carried out once the form is locked. Unlocking of form for correction should be done very carefully as correction fees of Rs. 700/- shall be charged as soon as the form is unlocked by the Class Incharge / HOD / College. Correction can be done online upto 04/05/2018 only.
- If correction is to be done after 04/05/2018, the same can be done by visiting the university & paying the correction fees of Rs. 700/-.
- The students should ensure that the admit cards are signed by the competent authority and they carry the admit card to the examination hall.
- Detailed instructions for filling of forms are available on the website.
- Examination fees according to challan generated by the software has to be deposited in the Central Bank of India through RTGS. Bank details are as follows:  
**Bank A/c No.:** 3463857819 **IFSC Code:** CBIN0283469.  
If there is any problem regarding deposit of exam fee, please call at **94636-36589 (Sh. Gurpreet Singh)**.
- Colleges are required to print the examination form, sign it & keep in record.
- If any form is required to be deleted the request for the same shall be sent to the university at **coemrs@gmail.com**. Forms can be deleted only before the generation of admit card i.e. upto 04/05/2018.

*Karanvir Singh 28/3/2018*  
Controller of Examination  
MRSSTU, Bathinda

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

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