

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/ 792

Date: 3.11.16

Principal / Director
All Constituent / Affiliated Colleges

Sub: - Schedule for filling of examination forms and submission of fees (examination & URF)

Examination Forms for December 2016 exams will be filled online for 2015 & 2016 admitted students on www.mrsstuexam.com. The detailed schedule is as follows:

A. SCHEDULE FOR FORM FILLING

S. No.	Description (fees @ Rs. 700/- per sem.)	Dates		Generation of admit cards
		From	To	
1.	Filling & locking of examination forms without late fees	07 th November 2016	19 th November 2016	26 th November 2016 onwards after depositing the examination fees alongwith URF fees as per defined in para B
2.	Filling & locking of examination forms with late fees of Rs. 2000/- per semester	20 th November 2016	22 nd November 2016	
3.	Filling & locking of examination forms with late fee of Rs. 5000/- per semester with special permission of Vice Chancellor	23 rd November 2016	29 th November 2016	Form will be filled at the university after approval from Vice Chancellor & fees to be submitted in person at the university

B. SCHEDULE FOR DEPOSITION OF EXAMINATION FEES AND THE URF FEES BY COLLEGES/INSTITUTES

S. No.	Submission of examination fees @ Rs. 700/- per semester per student	Submission of URF @ Rs. 1150/- per student for 1 st year and for LEET students admitted in 2016 as per admission verified by the university academic department @ Rs. 550/- per student for 2015 batch students admitted in MRSPTU, Bathinda
1.	23 rd , 24 th & 25 th November 2016	23 rd , 24 th & 25 th November 2016

C. GENERATION OF CHALLAN

Challans will be generated on 23/11/2016 (Morning) and the institutions are required to deposit the examination fees & URF as specified in the above mentioned schedule otherwise late fees charges to the institutions would be applicable per challan and will be charged as per details below.

S. No.	Challan Number	Due Date without fine	Fine after due date
1.	Challan No. 1 (examination fees)	25/11/2016	Rs. 2000/- per day
2.	Challan No. 2 (URF)	25/11/2016	Rs. 2000/- per day

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

BATHINDA - 151001, PUNJAB (INDIA)

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ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
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Date: _____

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. If a student wishes to modify the form, HOD can unlock the form for correction. No correction will be allowed after 22nd November, 2016. No correction fees will be charged upto 19th November 2016 & if forms are unlocked on 20th, 21st & 22nd November 2016 for correction, late fees as applicable (Rs. 2000/-) will be charged.
3. The examination form (Regular / Reappear) of student will be filled through HOD ID/ Class In-charge ID.
4. **Once the form is locked by the HOD/Class In-charge, fee will be generated. Therefore utmost care must be taken while filling the form.**
5. The examination form will be filled & locked first and Admit card can be printed after the fees has been deposited by the college in the university.
6. Admit cards will be generated in the HOD/Class In-charge ID only after the examination fees (Regular/Reappear fees Late fees as applicable) has been submitted by the college to the university.
7. The students should ensure that the forms are signed by the competent authority and they carry the admit card to the examination hall.
8. Detailed steps showing the pictorial view for filling of forms is available on the website.
9. Examination forms must be kept as record in the institute with signature of student & Principal/Director/HOD.

Karanvir Singh 2/11/2016

Controller of Examination
MRSPTU, Bathinda

C.C.:-

AR (Accounts Branch)

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